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2013  
ANNUAL  
REPORT

## Preface

This is the Association of Professional Geoscientists of Ontario's (APGO) eleventh Annual Report to the Minister of Northern Development and Mines, the APGO membership, and the Ontario public. The purpose of this report is to present a comprehensive overview of the Association's activities during the past year for the benefit of the identified stakeholders and others.

The Association remained focused on four key areas throughout 2013 as per the 2011-2014 Strategic Plan:

Strategic Priorities	Strategic Directions
Marketing	Increase awareness of the geoscience profession
Membership	Grow membership and enhance value for members
National Leadership	Provide leadership on national and international mobility and standards
Government Relations	Working with government to strengthen APGO's role as regulator of Ontario's professional geoscientists

The Association continued to fulfill its duties in the areas of Registration, Complaints and Discipline, and Professional Practice.

Applications for registration continued to increase over the annual rate for 2012, resulting in an increase of 23% in membership. Especially encouraging is the significant growth in GIT (34%) and Student (400%) memberships. Complaints registered with the Association were either resolved, are currently under review, or have been forwarded to discipline.

The APGO works closely with Geoscientists Canada (formerly known as the Canadian Council of Professional Geoscientists) on national issues and is pleased with the progress of the Admission Support Tools project.

APGO signed a bi-lateral agreement with the Association of Professional Engineers and Geoscientists of British Columbia (APEGBC) to allow incidental practice between registered members in both provinces. APGO thanks the Ministry of Northern Development and Mines for their support in working towards amending the Registration Regulation, O.Reg. 59/01.

APGO remains committed to working with the Office of the Fairness Commission, Ministries of the Environment and Natural Resources as well as strategic partners in order to advance professional geoscientists in Ontario.

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## Letter to the Minister of Northern Development and Mines

May 1, 2014

The Honourable Michael Gravelle  
Minister of Northern Development and Mines  
99 Wellesley Street West, Whitney Block, Room 5630  
Toronto, ON M7A 1W3

Dear Minister Gravelle,

On behalf of the Council of the Association of Professional Geoscientists of Ontario (APGO), its committees and staff, it gives me great pleasure to present you with the APGO's 2013 Annual Report. This report again demonstrates our unwavering commitment and summarizes our activities that continue to support a strong and sustainable geoscience profession in Ontario. Our commitments and activities remain in line with the goals and objectives of the Ministry of Northern Development and Mines to protect the public, develop the mineral sector and develop the profession. APGO's audited financial report for 2013 and a list of volunteers that contributed to the success of the Association this past year are included in this report. We trust that you will find the APGO continues to meet our mandate, and that the Association is effectively governing the profession of geoscience in Ontario.

The APGO membership has continued to increase with over 2777 members as of December 31, 2013, including 1994 full or limited P.Geo.'s. We are particularly pleased to report that our efforts to engage student and Geoscientists-in-Training has met with success and membership in these categories has increased to 454 student membership and 266 GIT's. This strategic focus contributes to growth of the profession. These registration numbers mean that the APGO continues to be the largest geoscience-only regulator in Canada and that Ontario maintains the second largest population of professional geoscientists in Canada.

The APGO's Registration Regulation was previously challenged Divisional Court (2011 and 2012) and in order for APGO to fulfill its role as a regulatory body, further regulatory changes are still required and we have been working collaboratively with your ministry to ensure these improvements and enhancements to the APGO Regulations are approved as quickly as possible.

Association staff and volunteers continued to work on various national and international initiatives designed to encourage compliance with, and awareness of, the Act and to facilitate mobility. I would like to take this opportunity to thank you and the staff of your Ministry for working with the Association in 2012, and we look forward to increased relations through 2014 and beyond. The APGO trusts that you find the Annual Report interesting and informative.

Sincerely yours,

Andrew Cheatle, MBA., P.Geo.



## President's Report



The APGO continues to grow and develop in many respects. The APGO team achieved many notable successes which are highlighted throughout this year's Annual Report.

It has also been a challenging year for many of our members and notwithstanding this we have seen an increase in

activity and engagement for which we are grateful. In these difficult times we have also seen great professionalism and camaraderie from our members.

## Strategic Plan

Every five years the APGO revisits its Strategic Plan and last year a renewed strategic plan for 2014-2018 was set. This occasion gives your Association the opportunity to review its direction, receive valuable input from its members, ensure that our mandate as regulators of the geoscience profession (as enacted by the Government of Ontario) is upheld and plan for continuing professional development. Key elements of the strategic plan and work of the APGO are highlighted below:

## Vision for the APGO

To be acknowledged as a trusted and respected geoscience authority that engages fully qualified geoscience professionals for the benefit of geoscience and society.

## Mission

To protect the public by regulating geoscientists in Ontario and advancing professional practice.

## Strategic Goals

1. Become an even more relevant, accessible and professional society by increasing our membership and the value we provide to members through varied initiatives.
2. Foster strong relationships and partnerships to leverage our efforts.
3. Work proactively to influence regulations, and
4. Continue to strengthen as a governing body.

The past year, our 11<sup>th</sup> year as a Professional Association and Regulator, had many highlights, a few of which I reflect on. In many respects the past year affirmed our status as a national leader in the field of professional geoscience. We have maintained strong regulatory requirements while simultaneously focusing on out-reach, professional development and networking: all to be an APGO that you can trust and where you can use 'P.Geo.' with pride and distinction.

**Membership** grew again in 2013 to **2777** of which **1947** are full members. Of note is the significant increase in student and GIT membership from **310** in 2012 to **720** in 2013. The APGO has focussed on visiting all 14 geoscience faculties and contacting all geoscience students annually to increase awareness of the APGO and the national knowledge-based requirements to become a P.Geo. We will continue to build our relationships with the geoscience faculties, professors and students.

A positive relationship with our members is essential for an effective Association. During the past year we have started **networking events** in each of the regions. Each event has been a resounding success with our members coming together to meet, discuss common issues and engage with staff and Council. It is at these events that we are also very proud to deliver Fellowship of Geoscientists' Canada Awards to geoscientists that have made significant contributions to the community and profession. These events will continue in the coming years and I encourage you to take time to attend the next event in your region.

Another highlight of the year was the signing of the **Incidental Practice** (IP) Agreement between the APGO and the Association of Professional Engineers and Geoscientists of British Columbia (APEGBC) enabling our registered professional geoscientists to work up to 45 days (of incidental practice) in each other's province without registering. Both the APGO and APEGBC have taken a leadership role and stance on IP as it supports the modern reality of a highly mobile profession. This agreement is in its trial phase and has met with initial success.

APGO Council, staff and committee volunteers have been working throughout the year to improve the **Regulations** that legally 'govern'

the APGO, with the goal of increasing the effectiveness and efficiency of your Association. The amendments go before legislature for adoption in 2014.

The Association runs with a small team of staff, Council and committees, without which none of the achievements would have been possible and I thank you all for your hard work, advice and patience.

I was proud and privileged to serve as your President and at your service over the past year. Thank you for your support.

Finally, please join me in welcoming and giving your full support to your new President Mr. Dave Hunt P.Ge.

Andrew Cheattle, MBA, P.Ge.  
President

## Vice President's Report



Strong committees are essential to APGO's efficient operation. Without our many committees, registrations would take much longer, complaints would not be followed up and best practice guidelines would not be written. Approximately 150 councillors and volunteers serve on our 17

committees and sub-committees, assisting us in carrying out our mandate. I wish to thank all committee members for their invaluable assistance. Yearly updates from each of the committees are presented below.

One of my areas of focus during the past year has been assisting in the preparation of our 2014 - 2017 Strategic Plan. Following an extensive questionnaire sent to each of our members, in-depth interviews with select members from different fields of practice, and facilitating discussions with our Council and CEO, a new Strategic Plan has been developed that will focus our direction and activities for the next three years.

We have begun to increase our presence throughout the Province by participating in more regional events where geoscientists gather, and we are holding more regional gatherings which provide our members with a chance to network and meet with our regional councillors and staff to discuss issues of importance. We plan to continue this regional outreach in the coming years.

In this electronic age, our profession along with others, is under a microscope more than ever and protecting the public means more than operating with scientific and technical expertise. It demands that we must also be aware of the myriad ever-changing policies and regulations with which we must comply in the course of our daily work. To respond to this, we have been developing more best practice guidelines for members, as well as sponsoring workshops and short courses throughout the Province dealing with regulatory and compliance issues. Geoscientists in Ontario work in the real world to solve real-world problems for the benefit of society. APGO, as a regulator, must support our members with realistic best practice tools to accomplish their goals.

Finally, I have been very pleased to see the significant increase in student and GIT members during the past year. This increase has been due, in large part, to the efforts of staff and regional councillors who have worked closely with universities to bring young geoscientists on board. I believe these young members will benefit from the increased knowledge and networking opportunities provided by APGO, as well as the more favourable employment opportunities their professionalism will encourage. In the coming year, we hope to increase our formal and informal mentoring opportunities for the students and GITs who will be our future professional geoscientists.

David S. Hunt, P.Ge.  
Vice President

## CEO's Report



I am pleased to report on the activities of the APGO for the 2013 calendar year.

APGO focused on four main objectives in 2013: Engaging students in the APGO; More mobility for Professional Geoscientists; Effective Regulations; and Reaching Out to our membership. The

following is a more fulsome description of these objectives and outcomes.

### More for Students – 400% Increase

APGO focused on increasing the number of students registered as members. At the end of 2012, 112 students were members of the APGO and this increased to 454 by December 31, 2013. We accomplished this objective by simplifying the registration process for students, making presentations at all 11 universities in Ontario that teach geoscience, meeting students at our PDAC booth in March, and developing an active Facebook page.

The students of today are tomorrow's APGO members and we wish to smooth the transition from student to Geoscientist in Training. Helping students take the right courses to meet APGO's knowledge requirements is essential. APGO created an on-line tool kit to help students choose the right courses for them. APGO volunteers, many from Council, visit universities each year to promote membership in the APGO and to answer questions regarding course selection.

### More Mobile P.Geo.'s

APGO was pleased to sign a mobility agreement with the Association of Professional Engineers and Geoscientists of British Columbia (APEGBC) in 2013, effective January 1, 2014 to allow short term practice for P.Geo.'s from Ontario in BC and vice-versa. P.Geo.'s in both these provinces can practice up to 45 days in a calendar year in the host province without paying extra fees or registering. Some rules do apply to this agreement but it does foster more seamless transition of P.Geo.'s between Ontario and BC.

APGO is the only regulator of geoscientists in Canada that has two mobility agreements –

temporary mobility in Quebec and incidental practice mobility in BC. APGO commends its founder, Bill Pearson for his continuing commitment to mobility and for his major role in the agreement with BC.

APGO has mobility as a priority in its strategic plan and will continue to work towards making it easier for P.Geo.'s to more freely move about Canada.

### Effective Regulations

Starting in June 2013, APGO in partnership with the Ministry of Mines and Northern Development (MNDM) began to amend the provincial regulation that defines the APGO regulation process. APGO's regulations were passed by the Ontario Government more than 12 years ago and over time have needed to be refreshed. This has been a time-consuming process that we expect will be completed in 2014.

New regulations, if properly developed, will strengthen APGO's role as the provincial regulator for geoscientists.

### Reaching Out to Members

APGO has made a concerted effort to reach out to members by holding regional meetings hosted by our Regional Councillors. In 2013, regional meetings were held in Ottawa, Waterloo, London and London. More were held in early 2014. Response from those members who attended was enthusiastic. There is much value in professionals networking together to learn from each other in the spirit of fellowship.

APGO will continue to hold member networking events throughout Ontario. Field Notes newsletter is issued once a week rather than six times a year to provide members with more timely information regarding the activities of APGO and the geoscience sector.

All of this is done to create a better sense of community within the geoscience profession in Ontario.

Finally, I am thankful for the support of APGO's President, Andrew Cheattle and the entire Council. I am very impressed with the level of commitment this group has to the goals of the APGO and the staggering number of hours of volunteer time they are willing to give.

It is a privilege for me to serve as CEO and I look forward to working with Council and our membership to further advance this profession in Ontario and across Canada.

Gord White  
CEO

## Registrations as of December 31, 2012

Membership Class	At December 31, 2013	At December 31, 2012
Full P.Geo.	1947	1825
Temporary P.Geo.	2	9
Limited P.Geo.	47	48
Non-Practising P.Geo.	61	61
Geoscientist-in-Training	266	198
Student	454	112
<b>TOTAL</b>	<b>2777</b>	<b>2253</b>

Number of Certificates of Authorization	
At December 31, 2013	At December 31, 2012
189	183

## Committee Reports

### Registration

**Ian Macdonald, P.Geo. – Co-Chair**  
**Andrea Waldie, P.Geo. – Co-Chair**  
**Aftab Khan, P.Geo. Registrar**

The role of the Registration Committee is to review all applications for registration and determine their acceptability for membership. This Committee also has responsibility for establishing academic standards for admission

and the administration of the Professional Practice and Ethics Exam.

The Committee needed to meet monthly to handle the volume of applications being received. As of December 31, 2013, APGO's membership breakdown by class was as follows:

- 1947 P.Geo. (Full unrestricted Practising)
- 47 P.Geo. (Limited)
- 2 P.Geo. (Temporary)
- 61 P.Geo. (Non-practising)
- 266 Geoscientist-in-Training
- 454 Students



This represents a total increase in membership of 524 with a major increase in the number of students. The APGO also issued 189 Certificates of Authorization in 2013, an increase of 6 from 2012. The current list of members in good standing and Certificates of Authorization can be searched on the APGO website at: <http://www.apgo.net>.

Most universities in Ontario are now well aware of the academic requirements to become members of APGO. We are very happy to see that several institutions are contacting APGO in advance of anticipated course changes to ensure that knowledge requirements are still being met. Two members of the Registration Committee were selected as subject matter experts for Geoscientists Canada Admissions Support Tools Project. Their role was to provide advice in the creation of a competency profile for the profession of geoscience in Canada. Once completed and validated, this document will describe the job tasks a P.Geo is expected to have the ability to perform at the time of entry to independent practice. Competency is anticipated to be a tool for geoscience regulatory associations to use as part of the registration process.

The process of making changes to Registration Regulation continued in 2013 with numerous meetings between APGO and MNDM. Several iterations of the changes have been exchanged and it is hoped that the changes will come into effect in mid-2014.

The APGO wishes to express gratitude to the volunteer members of the Registration Committee for their ongoing dedication in assessing applications.

## **Complaints**

**Alan Aubut, P.Geo. – Chair**

The Complaints Committee reviews complaints received by the Registrar or the Association and currently has 27 members.

During 2013, there were no new complaints received by the Association. Three related cases, with the first received in 2011, have now been formally dismissed.

A "Case History" document has been compiled to assist future review panels. Other aspects of the committees' procedures continue to be under review to help improve the overall process.

The committee continues to meet, via telephone conference, every quarter. A formal training session was held during the 2013 Annual General Meeting.

## **Discipline**

**Wayne Caston, P.Geo., FGC, MCIP – Chair**

The Discipline Committee is responsible for hearing and making determinations on cases of professional misconduct, malpractice, negligence or incompetence, brought against a Member or Certificate holder by a complainant. The Committee was called upon to convene two Hearings in 2013. Information on Hearing Panel decisions is available on the APGO web site, under 'Discipline'.

Regular meetings of the Discipline Committee continued to be held by teleconference on a quarterly basis. In 2013, the Committee focussed on:

- retaining a full complement of members reflecting the geographic areas of the province and the wide range of geoscience sub-disciplines;
- developing a Policies and Procedures for Discipline Hearings document for approval by APGO Council (approved in November); and
- continuing development of procedural aids to the Committee, particularly aids for making consistent decisions on penalties.

A training session was held on June 13, 2013 in Toronto in conjunction with the Association's Annual General Meeting. This session involved a presentation on the Hearing process, including notification, joint submissions, penalties and conditions. A discussion followed regarding details of the first Discipline Hearing held in March, with commentary from Carol Street, LLB

(Independent Counsel to the Discipline Committee) on 'lessons learned', in anticipation of the second Hearing held later in June. The session was attended by most members of the Discipline Committee and several members of APGO Council.

The Committee Chair and Vice Chair hold two-year positions with the Vice Chair (Mike Jones, P.Geo.) moving to the Chair position on completion of the current Chair's mandate in June 2014. The Committee maintains a Standing Hearing Panel, composed of experienced professional and public members, and an alternate Panel, for immediate deployment if the need arises.

A note of appreciation goes to Sean Dickie, Ivan Severinsky and Amy Stevenson for their service, which ended in 2013, on the Discipline Committee.

## **Enforcement and Compliance**

**Stephen Wilson, P.Geo. – Chair**

The Enforcement and Compliance Committee is responsible for working with the Executive Director/Registrar and APGO staff to ensure that the practicing geoscientists and firms offering geoscience services to the public in Ontario are appropriately licensed to do so. The committee's primary function is to provide policy and guidance to the Registrar and staff of the Association. The Registrar is an ex-officio member of the committee. The committee reports to Council.

The Association's Enforcement and Compliance policies and procedures were established in the period 2003 to 2005, and since that time the main focus of the committee has been to work with APGO staff on specific compliance issues. The APGO's enforcement and compliance efforts have increased since 2008 as a result of the focus brought to bear on this issue via the APGO strategic plan and through the efforts of the Registrar. The enforcement and compliance efforts have directly resulted in an increase in applications and membership, furthering the Association's mandate of public and environmental protection through the registration of qualified individuals as geoscience professionals.

In 2013, the committee continued assisting the registrar with the review of specific compliance files that were brought to the attention of the committee. The files brought forward included those with clear evidence of non-compliance with the requirements of the Professional Geoscientists Act concerning the practice of professional geoscience. The Committee made recommendations to Staff as to the next steps for the APGO to consider in regards to the individual files. These steps include potential legal action against non-compliant practitioners.

At the start of 2014, the Enforcement and Compliance Committee had 155 active files with no backlog. In 2014, regular committee meetings are scheduled to continue to assist staff in determining the appropriate response of the Association to chronic offenders, complicated files and for those instances of noncompliance that pose a serious or immediate risk to the public and/or the environment.

## **Communications and Public Awareness**

**Mark Priddle, P.Geo. – Chair**

The Communications and Public Awareness (CPA) Committee is responsible for developing and managing a plan for communications and public awareness in alignment with the APGO Strategic Plan. The Committee is also responsible for overseeing the Association's newsletter, *Field Notes*. Committee members provided recommendations regarding Association outreach as well as communications to members and the public.

The Association published numerous articles over the course of 2013 in both its own Association newsletter, *Field Notes* and periodicals. Beginning in July 2013, *Field Notes* was hosted by MultiView.com. Most news items and all the advertisements in *Field Notes* are generated by MultiView.

Our key event was again, attendance at "Gemboree" in Bancroft in August. APGO maintained a booth during the event. This raised the exposure of the APGO in the community (students and public school teachers).

The Committee provided sponsorship and presented information on professional geoscience at the Applied Earth Science Research Conference (AESRC) at Western University in London.

While not directly under the CPA umbrella, various APGO Councillors and staff visited most Ontario universities offering a geoscience program in 2013 to present the concept of professional geoscience to hundreds of geoscience students. The Chair of the CPA hosted the first 'Regional Gathering' for APGO members in a number of years. It was held in Ottawa and attended by about 40 people, including some non-members.

## **Governance**

### **Dorene Weston – Chair**

The mandate of the Governance Committee is to monitor the overall function of Council and the Association to ensure compliance with the Act, Regulations and By-laws. This year the Committee has also focused on draft by-law revisions and a conflict of interest statement for Council and committee members.

## **Finance**

### **A.R. (Tony) Lotimer, M.Sc., P.Geo. – Chair/Treasurer**

The Finance Committee is a Standing Committee of Council responsible for general oversight of the finances of the Association. This includes (a) ensuring that financial policies and procedures of the Association are followed, (b) overseeing the development and approval of the annual budget, and (c) reviewing, on an ongoing basis, the financial performance of the Association with respect to the annual budget.

In 2013, the Association continued with a number of strategic initiatives in communication, enforcement & compliance, governance and upgrades to the website. Two hearings were held by the Discipline Committee in 2013 and there were some additional effects from the Divisional Court challenge in 2012. The costs associated with these activities were significant. However, the Association realized a

small net surplus for the year and remained in a healthy financial position at the end of 2013.

## **Nominations**

### **Ian Macdonald, M.Sc., P.Geo., FGC – Chair**

In 2014, the Nomination Committee identified positions on Council that would need to be filled in the upcoming year. Multiple email notices and articles in Field Notes went out to the membership for qualified candidates to fill the various positions on Council for the 2014 Election. These positions included Vice President, one Councillor-at-Large, South-East Regional Councillor and the North-West Regional Councillor. One candidate for each position came forward and agreed to stand for election to these positions in 2013.

The Nominations Committee has vetted the application package for each candidate, which included the nominee's curricula vitae, commitment letter and support from at least 10 APGO members. All nominees met the necessary criteria.

Based on the actions undertaken as described in this report, the Nomination Committee feels it has discharged its duties for this year.

## **Executive**

### **Andrew Cheatle, MBA, P.Geo. – Chair**

The Executive Committee is responsible for implementing policy decisions of Council and providing management of the Association on behalf of Council. This committee may take interim action in the event of an emergency where time does not permit the meeting of Council.

The Committee is responsible for:

- Initiating proposals for submission to Council and review of budgets and expenditures
- The annual or periodic review of the CEO (Executive Director), Registrar and/or senior management
- Appoint committees to deal with management and administrative related matters that may arise from time to time

- Other duties and responsibilities that may be assigned by Council from time to time

The Committee met every second month in 2013 – months when Council meetings were not held. Minutes from all Committee meetings were presented to Council for review at the next Council meeting.

## **Non-Member Appointment Committee**

**Visha Sukdeo, LL.B. - Chair**

The non-APGO member public appointees contribute to Council by sharing their diverse insights and their wealth of experience in sectors and professions outside of geoscience. By fulfilling this role, the non-member public appointees represent the viewpoint of the public of Ontario on Council.

The Act stipulates that public appointees participate on key APGO Committees including the Complaints Committee, Discipline Committee, and the Executive Committee as well as on special panels required to review registration appeals. Non-member public appointees have satisfied this mandate during the 2013 year.

## **Professional Practice**

**Della Berwanger, M.Sc., P. Geo. - Chair**

The Professional Practice Committee (PPC) is a standing committee of the APGO and is responsible for developing standards and guidelines for the practice of professional geoscience, developing an ongoing program of professional development, maintaining standards of professional ethics, and undertaking other professional practice matters as may arise from time to time. Several subcommittees exist to fulfill the various mandates of the PPC, and these include the following subcommittees: Environment, Geophysics, Geology, and Professional Development. Separate reports for the activities of each subcommittee have been prepared. These Subcommittees participate in the preparation and review of guidelines and industry standards relevant to their area of professional practice.

The Professional Practice Committee members generally meet by conference call several times within the year to discuss specific issues. Along with the Chairs of the Subcommittees, the PPC is comprised of volunteer members as well as the Past APGO President, and several current or former Councilors. The PPC engages the Subcommittee to focus on increasing guidance resources that address both general and specific professional practice issues. Limited specific issues needed to be addressed by the PPC over 2013. The Committee finalized the association's Guidance for Document Authentication for Council's approval, and this Guideline was uploaded to the association website for general membership use.

## **Audit Committee**

**Robert Gordon, P.Eng., MBA - Chair**

The Audit Committee met this year in January and February to apply some oversight on the process and procedures of the overall audit of the 2013 financial statements.

We follow an established process and procedures and timetable to help ensure a timely audit. Bateman MacKay LLP is our auditor this year. Bateman MacKay LLP is headquartered in Burlington with offices in Mississauga.

At the time of the writing of this the audit is in midstream and is expected complete by the end of the month of March 2014. – The audit has now been completed.

## **Subcommittee Reports**

### ***Geology Subcommittee***

**Ben Berger, P.Geo. - Chair**

The Geology Subcommittee is a subcommittee of the Professional Practice Committee. The Geology Subcommittee's mandate is to support the Professional Practice Committee in fulfilling its mandate with respect to the practice of geology.

The Geology Subcommittee has been asked by council to review the guidelines set by National Instrument 43-101 regarding the completion of mineral exploration reports submitted to the Toronto Stock Exchange (TSE). No action has been taken pending clarification from the TSE as to the exact nature and purpose of the review.

APGO's Guidance on Document Authentication was finalized and approved by the Geology Subcommittee and the Professional Practice Committee and was posted on the APGO website in May 2013.

The Geology Subcommittee prepared a response to a member's question regarding the qualifications required for drill core logging on operation mine environments. The response was published in Field Notes.

## ***Geophysics Subcommittee***

**Milan Situm, P.Geo. - Chair**

The Committee did not convene in 2013 as there were no issues regarding professional practice, as it pertains to geophysics, that required attention.

## ***Continuing Professional Development Subcommittee***

**Alan Aubut, P.Geo. - Chair**

The Continuing Professional Development (CPD) Subcommittee held one meeting during the year. Due to issues with the CPD program identified by the membership, a Task Force of Council was struck to review the current CPD program and to make recommendations to Council. The Task Force is scheduled to make its report in early 2014.

## ***Student & G.I.T. Mentoring Subcommittee***

**Milan Situm, P.Geo. – Chair**

Milan Situm, P.Geo. assumed the chair position early in 2013. The committee convened twice in 2013. It was recognized that a mentoring program was needed similar to programs in other jurisdictions. This involved a base of volunteers as mentors that would be matched

with employed GITs or P.Geo.'s that wish to improve their soft skills.

A "Speed Mentoring" session was initiated for the first time at the 2013 AGM. There were six experienced volunteer P.Geo.'s who had the opportunity to speak to 35 students. The use of the word 'mentoring' in this case is a misnomer because the majority of the students were not employed but rather seeking ideas on the background employment history of the P.Geo.'s including their education, daily responsibilities and their field of geoscience applications. The two hour session was considered to be successful and it will be occur again at the 2014 AGM.





## **Members of the 2013-2014 APGO Council**

### **President**

Andrew Cheattle, Unigold Inc.

### **Vice President**

Dave Hunt, P.Geo., Sharpstone Geoservices Ltd.

### **Past President**

Ian Macdonald, P.Geo., WESA Ltd.

### **Regional Councillors**

North Eastern Ontario

Ben Berger, P.Geo., BRB Consulting

North Western Ontario

Alan Aubut, P.Geo., Sibley Basin Group Geological Consulting Services Ltd.

South Western Ontario

Doug Cater, P.Geo., St. Andrew Goldfields Ltd.

Central Ontario

Peter Diorio, P.Geo., GeophysicsOne Inc.

South Eastern Ontario

Mark Priddle, P.Geo., McIntosh Perry Consulting Engineers

### **Councillors-at-Large**

Della Berwanger, P.Geo., Canadian Pacific

Milan Situm, P.Geo., Geophysics GPR International Inc.

Tony Lotimer, P.Geo., ARL Groundwater Resources Ltd.

Robert Morrison, P.Geo., Tetra Tech WEI

### **Lieutenant Governor-in-Council**

#### **Appointees (APGO Members)**

Brad Leonard, Castle Resources

John Gartner

### **Lieutenant Governor-in-Council**

#### **Appointee (Non-Member)**

Rustam Juma, Legal Counsel, Deloitte

### **Public (Non-Member) Appointees**

Dorene Weston, Full Circle Consulting

Rob Gordon, MBA, P.Eng., Caracle Creek International Consulting Inc.

Don Johnston, Aird & Berlis LLP

Visha Sukdeo, LL.B., Barrister and Solicitor

### **Council of Chairs of Canadian Earth Science Departments (CCCESD) Representative**

Dr. Robert Linnen, Ph.D., P.Geo.



## Committees and Memberships

### Committees and Memberships

#### **Statutory Committees**

##### **1. Discipline Committee**

The Discipline Committee is responsible for hearing and determining on cases of professional misconduct, negligence or incompetence, brought against a member or certificate holder. Committee to be comprised of (but not limited to) 1) 2 councillors who are sitting as elected councillors; 2) 2 councillors who are non-member appointees; and 3) 5 members from the membership at large.

##### **Membership**

Chair – Wayne Caston, P.Geo., A. Wayne Caston Consulting Services Ltd.  
 Vice Chair - Mike Jones, P.Geo., Azimuth Environmental Consulting Ltd.  
 Tammy Middleton (Secretary), P.Geo., Region of Waterloo  
 Tony Lotimer, P.Geo., ARL Groundwater Resources Ltd.  
 Rob Morrison, P.Geo., Tetra Tech WEI  
 Don Johnston LL.B., Aird and Berlis LLP  
 Visha Sukdeo, LL.B., Barrister and Solicitor  
 Rustam Juma, Legal Counsel, Deloitte  
 James Steel III, P.Geo., Mining Insights Inc.  
 Mary-Lou Byrne, P.Geo., Wilfred Laurier University  
 Peter Duckworth, P.Geo., AMEC Earth and Environmental  
 Brian Langlois, P.Geo., Vale Ltd.  
 Chris Rockingham, P.Geo., Northgate Minerals Corporation  
 Roger Woeller, P.Geo., WESA Inc.  
 Steve Usher, P.Geo., SLR Consulting  
 Deborah McCombe, P.Geo., Roscoe Postle Inc.  
 Rich Schmidt, P.Geo., WESA Inc.

##### **2. Complaints Committee**

The Complaints Committee is responsible for receiving and investigating complaints against members of APGO. Committee to be comprised of (but not limited to) 1) 2 councillors who are sitting as elected councillors; 2) 2 councillors who are non-member appointees; and 3) 5 members from the membership at large.

##### **Membership**

Chair - Alan Aubut, P.Geo., Sibley Basin Group Geological Consulting Services Ltd.  
 Vice Chair – Doug Cater, P.Geo., St. Andrew Goldfields Ltd.  
 Peter Diorio, P.Geo., GeophysicsOne Inc.  
 Milan Situm, P.Geo., Geophysics GPR International Inc.  
 Dorene Weston, Full Circle Consulting

Rob Gordon, Caracle Creek Int. Consulting Inc.  
 Rex Camit, P.Geo., Kirkland Lake Gold Inc.  
 Terry Carter, P.Geo., MNR  
 Geoffrey Chinn, P.Geo., IAMGOLD Corporation  
 Olivia Dennis, G.I.T.  
 Praharsh Dhyani, P.Geo., MMM Group Ltd.  
 Michael Doughty, P.Geo., University of Toronto  
 Karen Greer, P.Geo., WESA Inc.  
 David Kerr, P.Geo., City of Kawartha Lakes  
 Thomas Kewin, P.Geo., SNC-Lavalin Inc., Environment Division  
 Shelley Kilby, P.Geo., MNR, Petroleum Resources Center  
 Pierre Lalande, P.Geo., self-employed  
 William McGuinty, P.Geo., OTD Exploration Services Inc.  
 Irmgard Pawlowski, P.Geo. (retired)  
 Kamiesh Rao, G. I. T., self-employed  
 Muhammad Shahid, P.Geo., exp Services Inc.  
 John St. Marseille, P.Geo., GENIVAR Inc.  
 Martin Taylor, P.Geo., self-employed  
 Brian Theimer, P.Geo., Delcan Corporation  
 Robert Young, P.Geo., AMEC Americas Environment & Infrastructure  
 Nicholas Young, P.Geo., Stantec Consulting Ltd.  
 Jehan Zeb, P.Geo., Toronto and Region Conservation Authority

##### **3. Registration**

The Registration Committee reviews all applications for registration and determines their acceptability for membership. Responsibilities of this committee also include the establishment of academic standards for admission, establishment of work experience standards and administration of examinations including the Professional Practice and Ethics Exam (PPE). Committee to be comprised of 1) not less than 3 members of Council; 2) not less than 2 practising members of the Association who are not members of Council; 3) the chair of the Council of University Departments of Geoscience of Ontario (CUDGO) or a designate appointed by CUDGO who is a member of the Association; and 4) the Registrar (sitting ex-officio).

##### **Membership**

Co-Chair – Ian Macdonald, P.Geo., WESA – BluMetric Environmental Inc.  
 Co-Chair - Andrea Waldie, P.Geo., Waldie Geo-Governance  
 Academic Advisor - Tony Szeto, Ph.D., P.Geo., York University  
 Academic Advisor - Greg Finn, Ph.D., P.Geo., Brock University  
 James Steel III, P.Geo., Mining Insights Inc.  
 Gregg Zwiers, P.Geo., Shell  
 John Ryder, P.Geo.  
 A. Wayne Caston, P.Geo., A. Wayne Caston Consulting Services Ltd.  
 Douglas Cater, P.Geo., St. Andrew Goldfields Ltd.  
 Peter Diorio, P.Geo., GeophysicsOne Inc.  
 Tony Lotimer, P.Geo., ARL Groundwater Resources Ltd.

Mark W. Priddle, P.Geo., McIntosh Perry Consulting Engineers

Ali Rasoul, Ph.D., P.Geo., A & A Environmental Services Inc.

Martin Taylor, P.Geo., Self Employed  
CUDGO Designate - Dr. Gerhard Pratt

Aftab Khan, P.Geo., Registrar, APGO

## Student and G.I.T. Mentoring Subcommittee

### Membership

Chair - Milan Situm, P. Geo., Geophysics GPR International Inc.

Shelly Cuddy, P.Geo., The Regional Municipality of Durham

Irmi Palowski, P.Geo., Ontario Ministry of the Environment

Gloria Suarez, G.I.T., Self Employed

Thomas Eckert, Student, University of Toronto

Peter van Driel, P.Geo., Ecoplan Ltd.

Sara Devita, G.I.T., AMEC Earth & Environmental

Amy McCulloch, G.I.T., AMEC Earth & Environmental

Andrew Snowden, G.I.T.

Michael Lazorek, G.I.T., Ontario Ministry of Natural Resources

Rhonneke Van Riezen, G.I.T., Niagara Peninsula Conservation Authority

Stefanie Goure, P.Geo., Defence Construction Canada

Iqbal J. Khan, G.I.T.

Steve Usher, P.Eng., P.Geo., SLR Consulting (Canada) Ltd.

## Standing Committees

APGO has seven standing committees as outlined in By-law No. 7 - Standing Committees of Council. These committees are required to conduct all business in accordance with By-law No. 1 - Business.

### 1. Executive Committee

This committee is responsible for implementing policy decisions of Council and providing management of the Association on behalf of Council. This committee meets regularly and may take interim action in the event of an emergency where time does not permit the meeting of Council. Committee to be comprised of (but not limited to) 1) the president; 2) the vice president; 3) the past president; 4) the treasurer; 5) on councillor who is a non-member appointee; and 6) the executive director (sitting as ex-officio)

#### Membership

Chair – Andrew Cheatle, P.Geo., Unigold Inc.

Dave Hunt, P.Geo., Sharpstone Geoservices Ltd.

Ian Macdonald, P.Geo., WESA Ltd.

Tony Lotimer, P.Geo., ARL Groundwater Resources Ltd.

Dorene Weston, Full Circle Consulting (LGA)

Gord White, CEO, APGO (ex-officio)

Aftab Khan, P.Geo., Registrar, APGO (ex-officio)

### 2. Finance Committee

The primary functions of the Finance Committee are to ensure that the financial policies and procedures of the Association are followed and to review operating costs and performance of the Association against its budget and expenditure projections. Committee to be comprised of (but not limited to) 1) one elected councillor; 2) one councillor who is a non-member appointee; and 3) the treasurer (to be the chair).

The Finance Committee has two subcommittees – the Audit and Compensation Subcommittee and the Budget Subcommittee.

#### Membership

Chair - Tony Lotimer, P.Geo., ARL Groundwater Resources Ltd.

Chris Kimmerly, P.Geo., exp Services Inc.

Peter Diorio, P.Geo., GeophysicsOne Inc.

Don Johnston, Aird & Berlis LLP

### 3. Audit Committee

#### Membership

Chair – Rob Gordon, MBA, P.Eng., Caracle Creek International Consulting Inc.

James Steel III, P.Geo., Mining Insights Inc.

Dennis Waddington, P.Geo., Waddington Consulting

### 4. Nomination Committee

The Nomination Committee is responsible for soliciting and receiving nominations for elections to Council and to prepare and submit a slate of nominees for all positions open on Council as required in By-law No. 8 - Elections. Committee to be comprised of (but not limited to) 1) the past president; 2) 2 members of the Association who are not members of Council; 3) one elected councillor; and 4) the executive director (sitting ex-officio).

#### Membership

Chair – Ian Macdonald, P.Geo., WESA – BluMetric Environmental Inc

Donald Corbet, P.Geo., Regional Municipality of Waterloo

Gloria Suarez, P.Geo.

Milan Situm, P.Geo., Geophysics GPR International Inc.

Gord White, CEO, APGO

### 5. Non-Member Appointment Committee

The Non-Member Appointment Committee is comprised of the non-geoscientist members of Council that are appointed to represent the public on APGO Council. The Act requires that 25% of councillors be non-members of the Association to ensure adequate representation of the public. There are five (5) non-members on Council of whom one (1) is appointed by the Ontario Government through the office of the Lieutenant Governor. The remaining four (4) public councillors are appointed on the recommendations of the Non-Member Appointment Committee. All non-member appointees must be residents of Ontario. The

executive director sits as ex-officio.

## Membership

Chair –Visha Sukdeo, LL.B., Barrister and Solicitor  
Rob Gordon, MBA, P.Eng., Caracle Creek International Consulting Inc.  
Don Johnston, Aird & Berlis LLP  
Dorene Weston, Full Circle Consulting (LGA)  
Rustam Juma, Legal Counsel, Deloitte  
Gord White, CEO, APGO

## 6. Governance Committee

This Committee is responsible for monitoring the overall function of Council and the Association to ensure compliance with the Act, Regulations and By-laws and that it adheres to all other pertinent standards and practices expected of a self-regulating professional association. Committee to be comprised of (but not limited to) 1) 2 elected councillors; 2) one councillor who is a non-member appointee; and 3) the president (sitting as ex-officio).

## Membership

Chair – Dorene Weston, Full Circle Consulting (LGA)  
Della Berwanger, P.Geo., Canadian Pacific  
Ian Macdonald, P.Geo., WESA – BluMetric Environmental Inc.  
Andrew Cheattle, P.Geo., UniGold Inc.  
Gord White, CEO, APGO

## 7. Professional Practice Committee

The Professional Practice Committee is responsible for providing guidance and advise to Council, other APGO Committees and the members and Certificate of Authorization holders, on issues of professional practice. The Professional Practice Committee also develops guidelines for the practice of professional geoscience and oversees the Association's program of Continuing Professional Development. Committee to be comprised of (but not limited to) 1) the past president; 2) one elected councillor; 3) 2 members of the Association who are not councillors; and 4) the registrar (sitting as ex-officio).

## Membership

Chair - Della Berwanger, P.Geo., Canadian Pacific  
Ben Berger, P.Geo., BRB Consulting  
Steve Wilson, P.Geo., Golder Associates Ltd.  
Andrew Cheattle, P.Geo., Unigold Inc.  
Dave Hunt, P.Geo., Sharpstone Geoservices Ltd.  
Ian Macdonald, P.Geo., WESA Ltd.  
Milan Situm, P.Geo., Geophysics GPR International Inc.  
Steve Usher, P.Eng., P.Geo., SLR Consulting (Canada) Ltd.  
Paul Hubley, P.Geo.  
Nicholas Young, P.Geo., Stantec Consulting Ltd.  
Aftab Khan, P.Geo., Registrar, APGO

## Environmental Geoscience Subcommittee

Chair - Ed Rodrigues, P.Geo., URS Canada Inc.  
Chris Kimmerly, P.Geo., exp Services Inc.

Tony Lotimer, P.Geo., ARL Groundwater Resources Ltd.

Ian Macdonald, P.Geo., WESA Ltd.  
Bill Stiebel, P.Geo., Stantec Consulting Ltd.  
Travis Mikel, P.Geo., Dillon Consulting Ltd.  
James Evans, P.Geo., RBC  
Mahmood Hasan, P.Geo., MOE

## Geology Subcommittee

Chair - Ben Berger, P.Geo., BRB Consulting  
Dave Hunt, P.Geo., Sharpstone Geoservices Ltd.  
Christine Vaillancourt, P.Geo., Northern Shield Resources Inc.  
Jim Garber, P.Geo., Silver Stream Mining Corp.  
Brad Leonard, P.Geo., Castle Resources

## Geophysics Subcommittee

Chair - Milan Situm, P.Geo., Geophysics GPR International Inc.  
Malcolm Argyle, P.Geo., Sander Geophysics Ltd.  
Peter Diorio, P.Geo., GeophysicsOne Inc.  
Vaso Leci, P.Geo. Vemek Ventura Energy Inc.  
Jean Legault, P.Geo. Geotech Ltd.

## Continuing Professional Development Subcommittee

Chair - Alan Aubut, P.Geo., Sibley Basin Group Geological Consulting Services Ltd.  
Peter Diorio, P.Geo., GeophysicsOne Inc.  
John Gartner  
Mark Priddle, P.Geo., McIntosh Perry Consulting Engineers  
Gord White, CEO, APGO

## Other Committees

### 1. Enforcement and Compliance Committee

The Enforcement and Compliance Committee is responsible for working with the Executive Director/Registrar to ensure that the Act is enforced and that all practicing geoscientists and firms offering or providing geoscience services in Ontario are appropriately licensed to do so.

## Membership

Chair - Steve Wilson, P.Geo., Golder Associates Ltd.  
Co-Chair - Andrea Waldie, P.Geo., Waldie Geo-Governance  
Chris Kimmerly, P.Geo., exp Services Inc.  
Kristin Hanson, P.Geo., SNC-Lavalin Environment  
Aftab Khan, P.Geo., Registrar, APGO

### 2. Communications and Public Awareness Committee Membership

Chair – Mark Priddle, P.Geo., McIntosh Perry Consulting Engineers  
Rob Gordon, MBA, P.Eng., Caracle Creek International Consulting Inc.  
Deborah McCombe, P.Geo., Roscoe Postle Inc.  
Dorene Weston, Full Circle Consulting  
Gord White, CEO, APGO

## Northern Ontario Subcommittee

The Northern Ontario Subcommittee is responsible for



organizing Association events in the north and to ensure that the views of Northern Ontario geoscientists are made known to Council. In the Elected Councillor Council, Northern Ontario is represented by two regional councillor(s).

## **Membership**

Chair - Rich Schmidt, P.Geo., WESA Inc.  
Mike Cosec, P.Geo., Ministry of Northern Development and Mines  
Abraham Drost, P.Geo., Sandspring Resources Ltd.  
Dave Hunt, P.Geo., Sharpstone Geoservices Ltd.

## **3. Past Presidents Advisory Committee**

### **Membership**

Chair – Ian Macdonald, P.Geo., WESA – BluMetric Environmental Inc.  
Kristin Hanson, P.Geo., SNC-Lavalin Environment  
Deborah McCombe, P.Geo., Roscoe Postle Inc.  
Bill Pearson, P.Geo., Castillian Resources Corp.  
Bill Stiebel, P.Geo., Stantec Consulting Ltd.  
John Buckle, P.Geo., Geological Solutions  
Scott McLean, P.Geo., McLean Geoscience Inc.  
Maureen Jensen, P.Geo., Ontario Securities Commission  
Steve Usher, P.Eng., P.Geo., SLR Consulting  
Greg Finn, Ph.D., P.Geo., Brock University  
Steve Wilson, P.Geo., Golder Associates Ltd.

## **APGO Representation on National Committees**

### **1. Geoscientists Canada ("GC")**

GC Director-Ontario - Alan Aubut, P.Geo.

### **2. Canadian Geoscience Standards Board ("CGSB")**

CGSB Ontario Board Member - Greg Finn, Ph.D., P.Geo.

### **3. National Professional Practice and Ethics Exam**

Advisory Committee ("NPPEAC")  
Aftab Khan, P.Geo., Registrar, APGO

### **4. Council of Chairs of Canadian Earth Science Departments / Conférence des Directeurs de Département de Géologie du Canada**

Dr. Robert Linnen, Ph.D., P.Geo.

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## **In Memoriam**

APGO would like to honour the passing of:

**Eric Prosh, P.Geo.** (d. September 3, 2013)

**George Coburn, P.Geo.** (d. December 28, 2013)

**Pierre Vincent, P.Geo.** (d. January 20, 2014)





**Appendix 1**

**ASSOCIATION OF PROFESSIONAL GEOSCIENTISTS OF ONTARIO**

**Financial Statements Year Ended December 31, 2013**

**THE ASSOCIATION OF PROFESSIONAL GEOSCIENTISTS OF ONTARIO**

**Financial Statements**

**Year Ended December 31, 2013**

**THE ASSOCIATION OF PROFESSIONAL GEOSCIENTISTS OF ONTARIO**

**Index to Financial Statements**

**Year Ended December 31, 2013**

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of The Association of Professional Geoscientists of Ontario

We have audited the accompanying financial statements of The Association of Professional Geoscientists of Ontario, which comprise the statement of financial position as at December 31, 2013 and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

(continues)

Independent Auditor's Report to the Members of The Association of Professional Geoscientists of Ontario  
(continued)

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of The Association of Professional Geoscientists of Ontario as at December 31, 2013 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

A handwritten signature in black ink that reads "Bateman Mackay LLP". The script is cursive and fluid, with the letters "B", "M", and "L" being particularly prominent.

Mississauga, Ontario  
May 8, 2014

CHARTERED ACCOUNTANTS  
Licensed Public Accountants



# THE ASSOCIATION OF PROFESSIONAL GEOSCIENTISTS OF ONTARIO

## Statement of Financial Position

December 31, 2013

	2013	2012
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 375,777	\$ 263,933
Guaranteed investment certificates	1,124,947	1,280,875
Membership fees receivable (Note 2)	293,328	236,495
Prepaid expenses	18,169	27,318
	<b>1,812,221</b>	1,808,621
EQUIPMENT AND LEASEHOLD IMPROVEMENTS (Note 3)	<b>36,957</b>	33,586
	<b>\$ 1,849,178</b>	\$ 1,842,207
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 48,921	\$ 100,513
Dues received before acceptance	15,342	18,676
Government remittances payable	122,059	104,696
Current portion of obligations under capital lease (Note 4)	2,623	2,549
Deferred donation; education fund (Note 5)	-	1,530
Deferred revenues (Note 6)	963,582	922,686
	<b>1,152,527</b>	1,150,650
OBLIGATIONS UNDER CAPITAL LEASE (Note 4)	<b>2,243</b>	4,866
	<b>1,154,770</b>	1,155,516
<b>NET ASSETS</b>		
Contingency reserve fund (restricted) (Note 7)	506,972	499,255
Strategic initiatives fund (Note 8)	187,436	187,436
	<b>694,408</b>	686,691
	<b>\$ 1,849,178</b>	\$ 1,842,207

LEASE COMMITMENTS (Note 9)

### ON BEHALF OF COUNCIL

\_\_\_\_\_ Councilor

\_\_\_\_\_ Councilor

The accompanying notes are an integral part of these financial statements.

# THE ASSOCIATION OF PROFESSIONAL GEOSCIENTISTS OF ONTARIO

## Statement of Revenues and Expenditures

Year Ended December 31, 2013

	2013	2012
<b>REVENUE</b>		
Membership dues	\$ 948,612	\$ 847,776
Registration fees	60,641	65,575
Exam fees	42,800	42,800
Interest earned	19,110	17,157
Advertising and sponsorship	16,460	14,951
Function fees	9,320	11,384
Stamps and seals	7,334	12,100
Miscellaneous income	5,127	3,720
	<u>1,109,404</u>	<u>1,015,463</u>
<b>EXPENDITURES</b>		
Administrative wages and benefits	460,546	480,778
Communication	127,195	75,204
Legal, professional and government relations	123,264	22,187
Rent	99,585	61,075
CCPG membership	67,201	50,289
Office and general	42,932	33,716
Interest, credit card and bank charges	36,593	37,096
Accounting and audit	35,060	35,302
Travel and accommodation	28,874	23,847
Examination services	21,220	23,000
Liability insurance	16,417	15,072
Amortization	10,161	11,748
Postage and photocopying	9,588	14,819
Appeals	7,936	129,697
Telephone and fax	7,861	5,814
Stamps, seals, cards and certificates	5,477	8,505
Donations	1,600	100
Interest on obligations under capital lease	177	37
Uncollectable revenue	-	189
	<u>1,101,687</u>	<u>1,028,475</u>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES</b>	<u>\$ 7,717</u>	<u>\$ (13,012)</u>

*The accompanying notes are an integral part of these financial statements.*

**THE ASSOCIATION OF PROFESSIONAL GEOSCIENTISTS OF ONTARIO**

**Statement of Changes in Net Assets**

**Year Ended December 31, 2013**

	Contingency Reserve Fund (Restricted)	Strategic Initiatives Fund	<b>2013</b>	2012
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 499,255	\$ 187,436	\$ <b>686,691</b>	\$ 699,703
Excess of revenue over expenditures (to be reallocated)	7,717	-	<b>7,717</b>	129,997
Appeals	-	-	-	(129,697)
Strategic initiatives	-	-	-	(6,690)
Communication	-	-	-	(1,378)
Enforcement and compliance	-	-	-	(3,244)
Governance	-	-	-	(2,000)
Total	7,717	-	<b>7,717</b>	(13,012)
<b>NET ASSETS - END OF YEAR</b>	\$ 506,972	\$ 187,436	\$ <b>694,408</b>	\$ <b>686,691</b>

*The accompanying notes are an integral part of these financial statements.*

# THE ASSOCIATION OF PROFESSIONAL GEOSCIENTISTS OF ONTARIO

## Statement of Cash Flows Year Ended December 31, 2013

	2013	2012
<b>OPERATING ACTIVITIES</b>		
Excess (deficiency) of revenue over expenditures	\$ 7,717	\$ (13,012)
Item not affecting cash:		
Amortization of equipment and leasehold improvements	10,161	11,748
	<u>17,878</u>	<u>(1,264)</u>
Changes in non-cash working capital:		
Guaranteed investment certificates	155,928	(82,156)
Membership fees receivable	(56,833)	(28,743)
Prepaid expenses	9,149	(14,822)
Accounts payable and accrued liabilities	(51,592)	28,625
Dues received before acceptance	(3,334)	(4,006)
Government remittances payable	17,363	10,604
Deferred government contribution	-	(282)
Deferred donation; education fund	(1,530)	(30)
Deferred revenues	40,896	110,484
	<u>110,047</u>	<u>19,674</u>
Cash flow from operating activities	<u>127,925</u>	<u>18,410</u>
<b>INVESTING ACTIVITY</b>		
Purchase of equipment and leasehold improvements	(13,532)	(25,500)
<b>FINANCING ACTIVITIES</b>		
Additions to capital lease	-	7,415
Repayment of obligations under capital lease	(2,549)	-
Cash flow from (used by) financing activities	<u>(2,549)</u>	<u>7,415</u>
<b>INCREASE IN CASH FLOW</b>	<b>111,844</b>	<b>325</b>
Cash - beginning of year	<u>263,933</u>	<u>263,608</u>
<b>CASH - END OF YEAR</b>	<u><b>\$ 375,777</b></u>	<u><b>\$ 263,933</b></u>

*The accompanying notes are an integral part of these financial statements.*

# THE ASSOCIATION OF PROFESSIONAL GEOSCIENTISTS OF ONTARIO

## Notes to Financial Statements

Year Ended December 31, 2013

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### STATUS AND PURPOSE OF THE ORGANIZATION

The Association of Professional Geoscientists of Ontario was formed on August 15, 2000 by a proclamation of the Ontario Legislature.

The purpose of the Association of Professional Geoscientists of Ontario is:

- to establish and operate a professional association for geoscientists;
- to develop, establish and maintain standards of knowledge and skill, professional qualification, practice and ethics among members of the profession; and
- to share information, promote public awareness of the role of geoscientists and interact on matters relating to professional practice of the geoscientists with registration, licensing or regulatory bodies.

The Association of Professional Geoscientists of Ontario is a tax-exempt, not-for-profit organization.

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPPO). Canadian accounting standards for not-for-profit organizations are part of Canadian GAAP.

#### Revenue recognition

The Association follows the deferral method of accounting for revenue. Membership and registration fees are recognized as revenue in the year to which they relate. Exam fees are recognized when the respective exams are written. Deferred donations are recognized as revenue when earned under the terms of their designated use. Grant revenue is recognized as related expenses are incurred. Revenue from sales of products or services is recognized when title passes to the customer, which generally coincides with the delivery and acceptance of goods. Interest revenue is recognized when earned based on the terms of the investment agreement.

#### Financial instruments policy

The Association initially measures its financial assets and liabilities at fair value. It subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value.

Financial assets subsequently measured at amortized cost include cash, guaranteed investment certificates, and membership fees receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

*(continues)*



# THE ASSOCIATION OF PROFESSIONAL GEOSCIENTISTS OF ONTARIO

## Notes to Financial Statements

Year Ended December 31, 2013

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

#### Equipment and leasehold improvements

Equipment and leasehold improvements are stated at cost or deemed cost less accumulated amortization. Equipment and leasehold improvements are amortized over their estimated useful lives at the following rates and methods:

Computer equipment	55%	declining balance method
Computer software	100%	declining balance method
Furniture and fixtures	20%	declining balance method
Leasehold improvements	62 months, (term of lease)	straight-line method

The Association regularly reviews its equipment and leasehold improvements to eliminate obsolete items. Government grants are treated as a reduction of equipment and leasehold improvements cost.

Equipment and leasehold improvements acquired during the year but not placed into use are not amortized until they are placed into use.

#### Assets under capital leases

Assets under capital leases are stated at cost less accumulated amortization. Assets under capital leases are amortized over their estimated useful lives at the following rates and methods:

Telephone system	20%	declining balance method
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Assets under capital leases acquired during the year but not placed into use are not amortized until they are placed into use.

#### Leases

A lease that transfers substantially all of the benefits and risks of ownership is classified as a capital lease. At the inception of a capital lease, an asset and a payment obligation are recorded at an amount equal to the lesser of the present value of the minimum lease payments and the property's fair market value. Assets under capital leases are amortized on a straight-line basis, over their estimated useful lives. All other leases are accounted for as operating leases and rental payments are expensed as incurred.

#### Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make certain estimates and assumptions. These estimates and assumptions affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported periods. Actual results may differ from estimates.

Financial statement items subject to significant management judgment include revenue recognition, the valuation and estimated useful lives of equipment and leasehold improvements, and the completeness of accounts payable and accrued liabilities.

### 2. MEMBERSHIP FEES RECEIVABLE

On December 31, 2013, membership in the Association stood at 2,777 (2012 - 2,253), and the applications for memberships that were in process of approval at 277 (2012 - 305). Out of the \$293,328 total membership fees receivable at the end of the year, \$287,227 reflect members that have not paid the 2014 fees as at December 31, 2013. At March 31, 2014 the membership fees receivable had been reduced to \$28,108.21.

# THE ASSOCIATION OF PROFESSIONAL GEOSCIENTISTS OF ONTARIO

## Notes to Financial Statements

Year Ended December 31, 2013

### 3. EQUIPMENT AND LEASEHOLD IMPROVEMENTS

	Cost	Accumulated amortization	2013 Net book value	2012 Net book value
Computer equipment	\$ 46,145	\$ 35,995	\$ 10,150	\$ 3,061
Computer software	2,900	2,620	280	-
Telephone system	7,833	2,193	5,640	7,050
Furniture and fixtures	37,936	20,788	17,148	18,556
Leasehold improvements	52,707	48,968	3,739	4,919
	<u>\$ 147,521</u>	<u>\$ 110,564</u>	<u>\$ 36,957</u>	<u>\$ 33,586</u>

The following assets included above are held under capital lease:

Telephone system \$7,833

### 4. OBLIGATIONS UNDER CAPITAL LEASE

	2013	2012
Cisco lease bearing interest at 2.839% per annum, repayable in monthly blended payments of \$227. The lease matures on October 1, 2015 and is secured by the telephone system.	\$ 4,866	\$ 7,415
Amounts payable within one year	(2,623)	(2,549)
	<u>\$ 2,243</u>	<u>\$ 4,866</u>

Total payments of obligations under capital leases are as follows:

	Principal	Interest	Total
2014	\$ 2,623	\$ 103	\$ 2,726
2015	2,243	29	2,272
	<u>\$ 4,866</u>	<u>\$ 132</u>	<u>\$ 4,998</u>

### 5. DEFERRED DONATION

In 2006, a designated use donation was made for the establishment of an education fund. This donation has now been fully spent on expenses relating to setting up the fund.

### 6. DEFERRED REVENUES

The balances in the deferred revenue accounts are comprised of membership fees billed in October of the current calendar year (2013) for memberships for the following calendar year (2014). The full amount of memberships billed at the end of the year is deferred and will be included as income in the following year.

Deferred revenues also result from exam fees received in advance of the exam date. These are recognized as income as the exams are written.

# THE ASSOCIATION OF PROFESSIONAL GEOSCIENTISTS OF ONTARIO

## Notes to Financial Statements

Year Ended December 31, 2013

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### 7. CONTINGENCY RESERVE FUND

The APGO Contingency Reserve Fund (CRF) is intended to ensure the Association has the financial resources to defend legal challenges that it might face. The CRF is maintained in the amount equivalent to at least six (6) months of operating requirements of the Association. Council is to annually review the amount of the CRF, the amount of six (6) months of operating requirements of the Association, and ensure that the annual budget will achieve an appropriate operating surplus to allow the CRF to be appropriately maintained.

Cost of addressing appeals against the Registration Committee's decisions are directly deducted from the CRF. No appeals remain outstanding as at the end of the fiscal year.

### 8. STRATEGIC INITIATIVES FUND

In 2009, The General Fund was re-named the Strategic Initiatives Fund to better describe its purpose, which is to fund initiatives stemming from implementation of the Strategic Plan.

### 9. LEASE COMMITMENTS

The Association entered into a new long term lease on October 1, 2012 that expires on November 30, 2017. Under the lease, the Association is required to pay a base annual rent for the five-year term. In addition to the base rent, the Association must pay for its proportionate share of utilities, property taxes, maintenance and other related costs for the leased premises. The lease agreement contains a renewal option to extend the term of the lease for five years at the annual market rate rental value effective as of the date of the renewal. Combined base and additional rent for 2014 is \$7,995.37 per month or \$95,944.44 for the year.

Future minimum base lease payments as at year end are as follows:

2014	\$	46,416
2015		48,378
2016		48,378
2017		44,346
		<hr/>
	\$	<u>187,518</u>

# THE ASSOCIATION OF PROFESSIONAL GEOSCIENTISTS OF ONTARIO

## Notes to Financial Statements

Year Ended December 31, 2013

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### 10. FINANCIAL INSTRUMENTS

The Association is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks.

#### Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Association is exposed to credit risk from members. Collection of membership fees is reasonably assured since members need the membership to practice, and there is no history of default.

#### Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Association is exposed to this risk mainly in respect of its accounts payable and accrued liabilities and obligations under capital lease. There has been no change to the risk exposures from 2012. The Association monitors its cash balance and cash flows from operations to ensure that it has sufficient liquidity to meet its liabilities when due.

#### Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency rate risk, interest rate risk and other price risk. The Association is mainly exposed to interest rate risk.

#### Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. The Association is not exposed to significant interest rate risk on its cash and guaranteed investment certificates, due to the short-term nature of these investments.