

Minutes of the 125th Meeting of Council of the
Association of Professional Geoscientists of Ontario
Thursday, June 14, 2018 at 333 Bay Street, 24th Floor, Toronto

PRESENT:

Christine Vaillancourt, President
Tony Lotimer, Past President
Zen Keizars, Vice-President
Bronwyn Azar
Paul Connor
Tafa Gomwe
Paul Hubley
Nicole Januszczak
David Good
David Leng
Brad Leonard
Renee-Luce Simard

REGRETS

Shelley Cuddy
Francoise Campbell
Marco Simone
Susan Carlyle
Wayne Caston
John McBride
Don Johnston

BY INVITATION

Aftab Khan, Registrar
Roger Woeller, Interim ED
Nathaniel Howell, Staff

1. CALL TO ORDER

The President called the meeting to order at 9:03 a.m. All members were thanked for their attendance.

2. SAFETY MINUTE

Nathaniel Howell asked members to consider bike safety when driving in the city, and to ensure that everyone is kept safe.

3. CONFLICT OF INTEREST

None.

4. WELCOME/INTRODUCTIONS & PRESIDENT'S REMARKS

The Chair, Christine Vaillancourt, welcomed everyone to the meeting, and referred to the upcoming AGM.

5. MEETING AGENDA

Council approved the proposed Agenda.

Motion 125-1: Bronwyn Azar moved to accept the agenda; David Leng seconded. Carried.

6. ATTENDANCE REPORT

The Attendance Record was noted.

7. MINUTES OF THE MAY 10TH, 2018 MEETING

The minutes of the May 10, 2018 meeting were reviewed and amendments were made.

8. MATTERS ARISING FROM THE MINUTES AND ADDRESSED AT THE JUNE 14, 2018 MEETING

122-1: In response to Bill Pearson's recommendation that the Association ally with the Ontario Securities Commission (OSC), Christine Vaillancourt will get in touch with the Chair, Maureen Jensen. *Christine Vaillancourt was scheduled to speak to Maureen Jensen on June 14.*

122-2: Other committees will be asked to provide feedback on further professional development ideas. No update.

122-3 A report on disaster recovery planning will be provided to Council at its next meeting. It was reported that 70% of the package is complete. *Roger Woeller reported that the software has been obtained, with implementation scheduled for the fall.*

122-6: Aftab Khan will provide a list of unlicensed practitioners. Council members are asked to seek out specific cases that demonstrate harm to the public. *ONGOING*

Staff's detection method for illegal practice was outlined and Council members were asked to provide instances of illegal practice, especially where harm to the public has been demonstrated. Such occurrences should be clear, indisputable and not subject to personal opinion. The goal is to demonstrate to the government why changes are needed to the Act. It was also advised that the list of such practitioners should be vetted before being passed on to Policy Concepts.

123-1: Aftab Khan to send breakdown of criteria for different risk levels to committee members. *DONE* but the council would like a further breakdown of risk categories. *ONGOING*

123-2: Aftab Khan to provide a trend line re: workloads for subcommittees to Council members at the next meeting. *ONGOING*

123-3: Zen Keizars will spearhead writing up a Professional Practice Guidelines updating policy. Paul Hubley will direct subcommittee Chairs to give direction for guideline revisions. *Discussed during the meeting.*

Addressed below in Paul Hubley's debrief, Sections 16 and 17.

123-4: Zen Keizars and Paul Hubley will create a point-form outline to define scope of what will be included in the policy upgrades for subcommittees to be able to get started. *Addressed below in Paul Hubley's debrief, Section 16 and 17.*

123-6: Aftab Khan to refer the 40 geomorphologists not registered to the Registration Committee for comment. *This item was scheduled for discussion within the Registrar's report, to be presented at the AGM.*

123-7: Zen Keizars will touch base with the GSC and City of Toronto regarding inclusion of hydrologists and bring back to the table at Council for discussion. *Zen Keizars was provided with a contact at the Toronto Region Conservation Authority.*

124-3: Tony Lotimer to discuss with APGO legal Counsel whether it is appropriate for APGO to donate to the APGO Education Foundation.

Discussion as follows:

Opinion from legal counsel is that the item falls in line with APGO's mandate to bring public awareness to the association, and to undertake actions related to the association, as outlined by Council.

The Past President's bursary is applied towards international geoscientists efforts to become licensed in Ontario. Recipients will be selected based on criteria, and should not be related to any member of Council, Committees or staff.

Concern was expressed that sponsoring individuals outside of Ontario is not part of APGO's mandate. However, it was also noted that most internationally trained professionals are either residents or citizens of Canada. An equal amount of the bursary will be disbursed towards members trained in Canada.

Motion 125-2: Moved by Tony Lotimer and seconded by David Good. Opposed by Zen Keizars. Abstained by David Leng. Carried.

In light of the favourable response and advice from legal counsel, APGO agreed to make an annual contribution of \$5,000 to the APGO foundation to support the Past Presidents' bursary as per the request made by Bill Pearson, who is Chair of the Education Foundation.

124-4: The Governance Committee to address getting quality documentation out and posted on the website in a timely manner (for example past and current Council minutes).

Roger Woeller advised that best practice is to create a position of Council Secretary, who would ensure the distribution and quality of communications. Various selection methods for the position include advertising, or appointment from Council.

Action 125-1: A job description for the Secretary position is to be created by Roger Woeller and Paul Connor. This item is to be added to the September Council meeting.

Motion 125-3: Brad Leonard moved to accept the Minutes of the May 10, 2018 meeting as amended, Bronwyn Azar seconded. Carried.

Action 125-2: Roger Woeller to check if Executive Committee minutes are posted on the APGO website.

9. CEO REPORT (OPERATIONAL UPDATE)

Roger Woeller presented the CEO report, outlining four points:
Personnel issues and operations of the APGO office

Clarity on roles and staff authority, as well as reconstructed work agreements are being put in place. Workload equalization

Staff work is being analyzed to determine efficiencies, what further resources are needed, and where they should be allocated. This task also includes job descriptions.

Analysis of risks, enforcement and compliance

As a significant amount of effort is being spent on enforcement and compliance, a system is now being developed to ensure complaints and compliance matters are logged, which will also track the progress of items from initial complaint to final decision. The system will also provide background to enable the Association to pitch cases for documentary review.

The issue of practice review was raised, which deals with Certificates of Authorization (CofA). A good job is being done with personal review audits, and legal counsel has advised that, from a due diligence perspective, practice reviews (which deal with CofAs) should be examined and become part of the Association's package.

CEO replacement

A firm has been selected to conduct the search, and will meet with Executive Committee members on June 15. It was also recommended that a hiring subcommittee from Council be created to outline the required expertise for the role. A job description will also be circulated.

Roger Woeller's term ends mid-July with a one-time optional extension to assist the new CEO. It was advised that the potential candidate should meet staff, as there needs to be an alignment of personnel, and fit with the Association's culture and leadership.

10. GEOSCIENTISTS CANADA UPDATE

Mark Priddle joined the meeting from 11:12 a.m. to 11:16 a.m. to provide the Geoscientists Canada update.

Mark Priddle is the current President, and Andrea Waldie is the CEO who is working at a Toronto office with satellite office in Vancouver.

Next year's focus is to determine priorities for Geoscientists Canada, and an updated implementation table will be prepared for November. Main items to highlight are the need for diversity, as well as a discussion on mobility.

11. GOVERNMENT RELATIONS/PUBLIC RELATIONS UPDATE

There was no report presented.

12. REGISTRAR'S REPORT

The Registrar's Report was due to be presented at the day's AGM.

13. TREASURER'S REPORT

The Treasurer's Report was due to be presented at the day's AGM.

14. UPDATED TERMS OF REFERENCE FOR THE STANDING COMMITTEES AND SUBCOMMITTEES

Committee chairs were asked to review the Terms of Reference (ToRs) prior to the meeting, which will then be sent to legal counsel for review. Overall there were no significant changes - except to make all the ToRs consistent.

The Audit Committee ToR was not modified. The recommendation was made for review by a Certified Public Accountant (CPA), with further discussion held by the Committee.

Council agreed to approve the ToRs in principle, pending a final read by legal counsel.

Motion 125-4: Moved by Zen Keizars and seconded by Paul Connor. Carried.

That the Terms of Reference (ToRs) will be accepted as amended with small changes made by legal counsel. If greater changes are needed, the TORs will be reviewed by Council before September 2018.

15. PROPOSED PROCESS FOR REVIEW AND REVISIONS OF ALL EXISTING GUIDELINES

Paul Hubley presented the process for review of existing Guidelines and referred Council members to the memo included in the package.

There is currently no review process for guidelines, several of which are out of date. This is a concern as guidelines need to be relevant to member needs, especially in the context of negotiation and changes being discussed for the Act.

It was proposed that the guidelines be reviewed by the subcommittees, who have the expertise and knowledge of regulatory and industry changes, which will in turn trigger changes to the guidelines. The recommended timeline for review is every three years. Chairs should add this item to their list of tasks.

The review process will become part of the Association's internal policies and procedures. New volunteers and Chairs should be made aware of the procedure.

It was also recommended that internal operations guidelines need to be reviewed, on an annual basis.

It was agreed that the memo written by Paul Hubley can be adapted as a procedure and will be kept as an internal document. The review procedure will be made public once the most out of date guidelines are revised.

Action 125-3: The memo regarding review of guidelines is to be adapted to a procedure, and become part of the Association's internal policies and procedures.

16. PEER-REVIEW GUIDELINES

Paul Hubley provided an overview of the peer review guideline. The current draft (and accompanying ToR) was started in 2016, and has been reviewed by members of the Executive Committee, Roger Woeller, as well as members of the Professional Practice Committee.

Two outstanding items need to be reviewed by legal counsel, but overall, the document is ready for distribution.

It was emphasized that the guideline is intended for technical peer reviews, and not practice reviews. The document will be made available once reviewed by legal counsel.

Opinion will also be sought from legal counsel on stamp guidance and the inclusion of this phrase in the definition of geoscience: “in a manner that affects the welfare of the public or life, health or property, including the natural environment.”

17. STUDENT CHAPTER DOCUMENT PACKAGE

Paul Connor provided an overview of the package, noting that student chapters could generate more interest in students and faculty becoming P.Geos. The package was approved, pending legal review.

The package will be administered by the regional councillors and will be posted on the APGO website, for use by faculties in creating a chapter. Student groups would also be promoted during outreach talks.

It is up to students to ask APGO for financial contributions to their chapter. Such funds are not to be used to create projects, but may be used for supplementary items.

Discussion ensued on the student chapters being modeled after that of the Society of Economic Geologists (SEG), which is more science based, while APGO is regulation focused. The recommendation was made that APGO’s message should include mention of its mandate. While the SEG model brings familiarity, the advantages of being a member of APGO’s chapters include international connections, to facilitate field trips. It was also suggested that the chapters target undergraduate students, as the commitment to an APGO chapter is more manageable.

**Motion 125-5: Moved by Nicole Januszczak and seconded by David Leng. Carried.
That the Student Chapter Bylaws and Reporting Guidelines are formally adopted by Council, subject to final review by legal counsel.**

18. COMMITTEE REPORTS

Finance: There was no report.

Audit: There was no report.

Discipline: Brad Leonard reported that discipline hearing C-126 has now been resolved. The rendering will soon be posted on the APGO website. The chair of the hearing is Mike Jones.

Complaints: There was no report.

Registration: There was no report.

Governance: There was no report.

Professional Practice: There was no report.

Geology: Zen Keizars reported that the Subcommittee has been deliberating on a name change, an update will be provided by September.

Geophysics: There was no report.

Environmental Geoscience: Tony Lotimer reported that a second round of comments have been provided for the excess soil regulation draft.

Geomorphology: There was no report.

Past President Advisory Committee: Tony Lotimer provided the report. The inaugural Past Presidents' teleconference meeting was held on Monday, attended by the Chair and about 10 past presidents.

Discussion ensued on the past presidents' availability to sit on a hiring committee and to participate in other projects. It was recommended that best practice is to call on the group for specific issues, not items that require a large time commitment. In addition, the group would need to be provided with concise and clearly defined information.

The issue of retired members was briefly discussed at the Past Presidents' meeting. The Chair highlighted the complexity of the issue, with information provided by the Registrar. Legal issues now need to be considered, especially regarding age limits. Other items include reinstatement of members, reduced fees, as well as the return of certificates and stamps.

Aftab Khan reported that an internal procedure already exists regarding the retiring of stamp numbers. Once returned, the stamp number is recorded in the system as that of a non-member and is not re-assigned. It was recommended that the procedure be added to Association policy.

Action 125-4: Roger Woeller, David Leng and Aftab Khan will compile current procedures regarding member retirement.

19. UPDATE FROM COUNCIL MEMBERS, INCLUDING ENVIRONMENTAL SCANNING

Southeastern Ontario (Paul Hubley): Has been in touch with Queen's University and provided support during a difficult situation.

Southwestern Ontario (David Leng): Will be attending the RFG conference in Vancouver and provide and update at the next meeting.

Councillor at large (Tafa Gomwe): As summer is about to commence, there are a number of internship opportunities available for students.

Roger Woeller advised that the AGM agenda should be reviewed, to ensure that a number of activities, presentation, speakers, and the CEO report occur outside of the formal AGM meeting. This will make the event easier to manage and follow the lines of a corporate structure. Support was expressed for the recommendation.

20. OTHER BUSINESS

There was no other business.

21. CHECK IN FOR COMMENTS ON TODAY'S MEETING

There were no comments received.

22. IN CAMERA

There was no in-camera session.

23. ADJOURNMENT

A motion was made to adjourn the meeting.

Motion 125-6: Paul Connor moved to adjourn the meeting at 12:00 p.m. Seconded by David Leng. All in favour. Carried.

Tafa Gomwe thanked Christine Vaillancourt for her work as Chair, accompanied by applause from all Council.



President

SUMMARY LIST OF MOTIONS AND ACTION ITEMS

MOTIONS

125-1: Brownyn Azar moved to accept the agenda; David Leng seconded. Carried.

125-2: Tony Lotimer moved that in light of the favourable response and advice from legal counsel, APGO agreed to make an annual contribution of \$5,000 to the APGO foundation to support the Past Presidents' bursary as per the request made by the Founding president Bill Pearson, who is Chair of the education foundation. David Good seconded. Zen Keizars opposed. David Leng abstained. Carried.

125-3: Brad Leonard moved to accept the Minutes of the May 10, 2018 meeting as amended, Brownyn Azar seconded. Carried.

125-4: Zen Keizars moved that the Terms of Reference (ToRs) will be accepted as amended with small changes made by legal counsel. If greater changes are needed, the ToRs will be reviewed by Council before September 2018. Paul Connor seconded. Carried.

ACTION ITEMS

125-1: A job description for the Secretary position is to be created by Roger Woeller and Paul Connor. This item is to be added to the September Council meeting.

125-2: Roger Woeller to check if Executive Committee minutes are posted on the APGO website.

125-3: The memo regarding review of guidelines is to be adapted to a procedure, and become part of the Association's internal policies and procedures.

125-4: Roger Woeller, David Leng and Aftab Khan will compile current procedures regarding member retirement.