

Minutes of the 126<sup>th</sup> Meeting of Council of the  
Association of Professional Geoscientists of Ontario

Monday, September 24, 2018 at 333 Bay Street, 24<sup>th</sup> Floor, Toronto

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**PRESENT:**

Zen Keizars, President  
Christine Vaillancourt, Past President  
Françoise Campbell  
Susan Carlyle  
Paul Connor  
David Good  
Paul Hubley  
Don Johnston  
David Leng  
Brad Leonard  
Roger Phillips  
John McBride  
Renee-Luce Simard

**BY INVITATION**

Mark Priddle

**REGRETS:**

Bronwyn Azar  
Shelly Cuddy  
Tafa Gomwe  
Nicole Januszczak  
Marco Simone  
Milan Situm

**STAFF**

Roger Woeller, Interim CEO  
Aftab Khan, Registrar  
Nathaniel Howell  
Marilen Miguel

**1. CALL TO ORDER**

The President called the meeting to order at 9:15 a.m. All members were thanked for their attendance.

**2. SAFETY MINUTE**

Nathaniel Howell presented an overview of Seasonal Affective Disorder (SAD) disorder, asking that all participants become aware of its symptoms, and offer support to those who might be affected.

**3. CONFLICT OF INTEREST**

None.

#### **4. WELCOME/INTRODUCTIONS & PRESIDENT'S REMARKS**

The Chair, Zen Keizars, welcomed all participants. A special welcome was extended to the new Councillor, Roger Phillips.

Thanks were extended to all for the hard work accomplished over the summer. As stated at the Annual General Meeting, Zen Keizars reiterated that his role as President will be to consolidate current projects, and ensure their completion. Questions are welcome and can be directed to the President.

#### **5. MEETING AGENDA APPROVAL**

Council approved the proposed Agenda.

**Motion 126-1: David Leng moved to accept the agenda; John McBride seconded. Carried.**

#### **6. ATTENDANCE REPORT**

The Attendance Record was noted.

#### **7. MINUTES OF THE JUNE 14TH, 2018 MEETING**

The minutes of the June 14, 2018 meeting were reviewed. Amendments had also been discussed at the July Meeting of General Purpose.

#### **8. MATTERS ARISING FROM THE MINUTES**

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. *This item was discussed in the CEO's update.*

125-2: Roger Woeller to check if Executive Committee minutes are posted on the APGO website. *This item was discussed in the CEO's update.*

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. *As the assumed leader of this project is Paul Hubley, he is to be included in the updates.*

125-4: Roger Woeller, David Leng and Aftab Khan will compile current procedures regarding member retirement. *This item was discussed during Registrar's Update.*

It was confirmed that no further action is needed by APGO regarding the creation of the Women in Geoscience group.

## **9. CEO REPORT (OPERATIONAL UPDATE)**

Roger Woeller presented the CEO report. An overview was provided of the various issues under the mandate of the Interim CEO:

- a. Human resources issues: to be discussed in camera
- b. Overall operations of the office from an efficiency and team work perspective
- c. Management of risk, with a focus on enforcement and compliance. This was discussed within the Registrar's report.
- d. CEO succession. This item was discussed in camera.

Items on the agenda

- PGA proposed amendments: Discussed in camera
- Survey results: discussed during Policy Concepts Update
- Member Declaration and Consent form: Discussed during the meeting
- Memorandum on retired and dues relief: Discussed during the Registrar's update

## **Action items**

### **1. Minutes of the Audit Committee**

Legal opinion has been obtained from Richard Steinecke regarding the Audit Committee minutes.

In response to a query, the opinion was expressed that similar policies should be adopted for minutes of all Committees, included in Terms of Reference, and brought to the attention of each Chair. This item was slated for future discussion.

### **2. Office of the Secretary**

This item was worked on by both Paul Connor and Roger Woeller.

Action 126-1: David Leng will prepare a first draft for the role of the Office of Secretary and its responsibilities in time for the November Council meeting.

### **3. Legal opinion obtained on Student Chapters**

Legal counsel has advised that each student chapter should be incorporated, with its own By-Laws.

It had been stated at the June 14 meeting that the student chapters would take effect once the go-ahead was provided by legal counsel.

Action 126-2: Paul Connor will provide a draft outlining Student Chapters' creation for review at the November Council meeting.

#### 4. Peer review drafted guidelines

A brief overview was provided of this item. The key points are that confidentiality and a professional's duty to report and protect always takes precedence over their other duties. Contracts should include exclusions regarding this duty.

Stamping of peer reviewed documents is up to the Association.

### 10. Registrar's Report

- Aftab Khan provided an overview of the Registrar's Report, which outlined the membership numbers, applications received, numbers of certificates of authorization issued, overview of registrants for the PPE and technical exams and registration committee decision appeals.
- There has been one complaint filed this year, with one hearing pending and one final decision waiting for placement on the website.
- Enforcement and Compliance: 102 files have been closed, and the success average is 18%. The Committee has been convened, and is now working on issuing letters. The ENC now has regular meetings which are also documented.
- Biannual meetings with the Office of the Fairness Commissioner (OFC) have been put in place. A meeting was recently held with the OFC, Roger Woeller, Aftab Khan and Craig Waldie. Discussion included progress on 4311s, and related issues.
- Aftab Khan was also present at the student presentation conducted by Françoise Campbell at the University of Toronto, Mississauga Campus. A meeting was also held with faculty and three of them have agreed to apply for membership.
- Aftab Khan attended the ORAC meeting in September.

### Memorandum on retired and dues relief

Discussion ensued on CPD requirements for non practising members, who are not required to provide any CPD if they are reinstated within a five-year period, as decided by the Registration Committee. Further observation was made that the policies set by the Registration Committee also need to be formalized in the By-Laws. Practices should align with the By-Laws, and if they do not match up, the By-Laws should be changed.

Action 126-3: Christine Vaillancourt will follow up with the Registration Committee and the Registrar on By-Law amendments regarding reinstatement of non-practising members. Other amendments to

the By-Laws may also be reviewed at the same time. A presentation is to be made by January 2019 to the Council.

## **11. TREASURER'S REPORT**

Roger Woeller provided the Treasurer's Report.

Overall the budget is on track. Expenses are at 72%, with a shortfall in income from the budget recorded for both July and August. This amount should be converged at the start of the 4th quarter.

Discussions have been held on the need for a different method of tracking finances and three different methods of mitigation were proposed. Further recommendations on adjusting the APGO fee structure will be made to the Treasury group at a future date.

An overview was provided of recommendations, as well as future corrective/mitigation actions and points for consideration.

In reference to the recommendations, it was suggested that the proposed changes should be handled by the Finance Committee, and should be incorporated in the next year's financial reporting, instead of with the monthly updates.

Action 126-4: Paul Connor will work on variations for the certificate of authorization annual dues.

## **12. Committee Reports**

Discipline Committee: Brad Leonard reported that Case 126 has been finalized and will be posted on the APGO website.

Geology Subcommittee: John McBride reported that there has been no decision as yet on a name change.

## **13. Regional Councillors and Councillors at Large**

Northwest (John McBride): An outreach program has been scheduled to take place at Lakehead University, and will reach out to the Environmental and Geomorphology departments.

Southwest (David Leng): A program is planned for Waterloo University on October 25, with plans underway to reach other universities in the same month. A minerals symposium is being held in Kirkland Lake for the middle of October, which is also near the Northeastern and Central regions.

Central (Françoise Campbell): A second student outreach was held at University of Toronto's Mississauga campus, with Aftab Khan also present. A meeting was held afterwards with faculty. Roger Phillips was thanked for conducting a presentation at the St. George campus. The Scarborough campus and McMaster University have also been contacted for a presentation in October.

Southeast (Paul Hubley): There will be coordination with the University of Ottawa to conduct another presentation. Plans are in place to connect later in the fall with Queen's University, which has not had much activity due to the decease of one of the professors. A suggestion was made to contact Dr Ian Clarke at the University of Ottawa.

#### **14. MEMBER DECLARATION AND CONSENT FORM**

A request was made for Council to approve a policy that will formalize and provide authority for staff's current actions. As outlined in the Act, all members must be listed on the public register. However, if a member expresses concerns about their information being made public, it is removed from the register, which is contrary to the Act. This is the case especially for personal addresses, which also serve as business addresses.

According to the provincial statute by which the Association is governed, business addresses must be included. The member could provide alternate addresses, such as a post office box. Further confirmation was provided that the reference to the home address is only listed on the member declaration form, and is not mandated within the Act.

Action 126-5: Susan Carlyle and Nathaniel Howell will work on a taskforce to revise the current member declaration policy by the end of October, in time for renewals. A Council vote may also be conducted via email, if required.

#### **14. Geoscientists Canada Update**

Mark Priddle provided the Geoscientists Canada update.

- A board meeting and three executive meetings have been held since the AGM in June. A training for AST/Pt II is scheduled for October, with Aftab Khan.
- Geoscientists Canada is working on a trademark to protect the designations of P.Geo and Professional Geoscientist. The trademark office has provided feedback that both items need public comment.
- The Geoscience booklet was published in mid-June, and is available in hard copy or pdf, with the French version just completed.

- The Professional Practice Committee is planning to set up professional practice across the country, and is ready to look at professional practice guidelines to determine what gaps need to be filled.
- A list of tasks requested by members for implementation in the coming years has been updated. The list will be sent back to CAs for their comments.
- A Memorandum of Understanding has been created with the International Association for Promoting Geoethics by Engineers and Geoscientists of British Columbia.
- The Awards Committee is working on communications regarding the Geoscientists Canada award, in a bid to create more clarity on the nominations process.
- The Council was informed that the state of Texas has declared that licensure is no longer needed for geologists if they practise in a professional corporation. This has implications for protection of the public.

## **15. Policy Concepts Update**

Jonathan Rose from Policy Concepts outlined changes in the new government led by Doug Ford.

Action 126-6: Paul Connor, Don Johnston, Roger Phillips, with Aftab Khan will conduct the final review. The package will then be sent to the membership for consultation, after which it will be voted on by Council.

## **Discussion of the survey results**

It was advised that the survey could also be of importance during branding or used as the basis of other APGO activities, such as the development of a work plan. Response to the survey was very high and provides an excellent overview of how members perceive their organization.

More value can be demonstrated to the members by sharing results of the survey. It was also noted that members have demonstrated support for updates to the Act, which provides necessary credibility.

Action 126-7: David Leng will work with Jonathan Rose and Andrew Boddington to develop a member-friendly version of the survey by October 23.

## **16. Business Arising from the 2018 GANTT**

- Work arising from Richard Steinecke - Re: last meeting: This was discussed earlier in the meeting.
- Policy Updates: Health and Safety in the Workplace / Policy Updates: 'Whistleblower Policy' Updates: Zen Keizars provided an update on both policies. The Whistleblower policy has been discussed with Policy Concepts, and templates for a modern version have been sent, with a draft planned soon.

- New Secretary Role: David Leng has been put in charge of reviewing other association practices, and tracking of members to the Vice-President and President roles.

## **17. New Business**

### **Rebranding Not 'if', but 'when', and 'who':**

The recommendation was made that this project be put on hold pending the arrival of the new CEO. Council is also working towards a number of deadlines.

It was also observed that Newfoundland had recently been through a rebranding exercise, and may be approached for advice on next steps.

Action 126:8: Françoise Campbell and Brad Leonard will develop an acting feasibility study on branding and develop an RFP.

## **18. Environmental Scanning**

None

## **19. In Camera**

The in-camera session was conducted between 11:40 a.m. and 12:15 p.m.

## **20. Adjournment**

The meeting was adjourned at 2:28 p.m.

Motion 126-2: Brad Leonard moved to adjourn the meeting at 2:28 p.m. Seconded by Susan Carlyle. All in favour. Carried.



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President



## **SUMMARY LIST OF MOTIONS AND ACTION ITEMS**

### **MOTIONS**

Motion 126-1: David Leng moved to accept the agenda; John McBride seconded. Carried.

Motion 126-2: Brad Leonard moved to adjourn the meeting at 2:28 p.m. Seconded by Susan Carlyle. All in favour. Carried.

### **ACTION ITEMS**

Action 126-1: David Leng will prepare a first draft for the role of the Office of Secretary and its responsibilities in time for the November Council meeting.

Action 126-2: Paul Connor will provide a draft outlining Student Chapters creation for review at the November Council meeting.

Action 126-3: Christine Vaillancourt will follow up with the Registration Committee and the Registrar on By-Law amendments regarding reinstatement of non-practising members. Other amendments to the By-Laws may also be reviewed at the same time. A presentation is to be made by January 2019 to the Council.

Action 126-4: Paul Connor will work on variations for the CofA annual dues.

Action 126-5: Susan Carlyle and Nathaniel Howell will work on a taskforce to revise the current member declaration policy by the end of October, in time for renewals. A Council vote may also be conducted via email, if required.

Action 126-6: Paul Connor, Don Johnston, Roger Phillips, with Aftab Khan will conduct the final review. The package will then be sent to the membership for consultation, after which, it will be voted on by Council.

Action 126-7: David Leng will work with Jonathan Rose and Andrew Boddington to develop a member-friendly version of the survey by October 23.

Action 126-8: Françoise Campbell and Brad Leonard will develop an acting feasibility study on branding and develop an RFP.