

Minutes of the 127th Meeting of Council of the
Association of Professional Geoscientists of Ontario

Thursday, November 22, 2018 at 333 Bay Street, 24th Floor, Toronto

PRESENT:

Zen Keizars, President
Christine Vaillancourt, Past President
Tony Andrews, CEO
Milan Situm
Françoise Campbell
Susan Carlyle
Paul Connor
Shelly Cuddy
David Good
Tafa Gomwe
Paul Hubley
Don Johnston
David Leng
Brad Leonard
Roger Phillips

REGRETS:

Bronwyn Azar
Nicole Januszczak
John McBride
Marco Simone
Renee-Luce Simard

STAFF

Aftab, Khan, Registrar
Marilen Miguel

BY INVITATION:

Mark Priddle
Bill Pearson

1. CALL TO ORDER

The President called the meeting to order at 9:17 a.m. All members were thanked for their attendance.

2. SAFETY MINUTE

David Leng reminded members to walk around their vehicles, prior to starting, in order to take note of any issues.

3. CONFLICT OF INTEREST

None.

4. PRESIDENT'S WELCOME REMARKS

The Chair, Zen Keizars, welcomed all participants.

5. APPROVAL OF AGENDA

Council approved the proposed Agenda.

Motion 127-1: Paul Connor moved to accept the agenda; Brad Leonard seconded. Carried.

6. ATTENDANCE RECORD

The Attendance Record was noted. Tony Andrews, the new CEO, was introduced to the Council.

7. MINUTES OF THE SEPTEMBER 24TH, 2018 MEETING

The minutes of the September 24, 2018 meeting were revised to remove the discussion of items.

Motion 127-2: Don Johnston moved to approve the minutes as amended. Seconded by David Leng. Carried.

8. MATTERS ARISING FROM THE MINUTES

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. *This item was addressed during the Business Arising from the GANTT section.*

Action 126-2: Paul Connor will provide a draft outlining Student Chapters creation for review at the November Council meeting. *This item was addressed during the New Business section.*

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. *This item is ongoing.*

Action 126-4: Paul Connor will work on variations for the C of A annual dues. *Ongoing.*

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. *The report will be sent out shortly to Council members.*

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. *Completed.*

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. *Completed.*

Action 126:8: Françoise Campbell and Brad Leonard will develop an acting feasibility study on branding and develop an RFP. *This item was addressed during the New Business section.*

9. CEO UPDATE

Tony Andrews presented the CEO report.

a. Amending the PGA (Professional Geoscientists Act):

Policy Concepts is in the process of arranging meetings with the government to provide a rationale for the amendments.

b. Process going forward - Member Survey

Tony Andrews reported that a number of items in the survey can be implemented by staff in the coming year. These items are:

- Less than 50% of members think APGO does a good job advocating with the government in geoscience regulation. Staff can work on increasing this number.
- 70% of members are not aware that APGO is working to amend the Act, and admitted that they have not been informed of the rationale for the changes. Staff will work on communicating the Council's activities in advocacy.
- Members need more information about the benefits program, learning and networking events. Christine Vaillancourt reported on the relationship with the Quebec association (OGQ) regarding mobility agreements, and the need to revise the agreement, given changes to the Agreement on Internal Trade.

c. Next Steps APGO's Strategic Planning Session

A date is to be selected for the next strategic planning session, with February 2019 suggested for a possible meeting date. The session will be facilitated by the same company used in 2016, and the plan will cover 2019 to 2022.

d. Nominations for 2019 Award

d. Nominations for Awards

Nominations are currently being accepted for the following awards:

- Fellow of Geoscientists Canada (FGC) Designation by Geoscientists Canada
- Canadian Professional Geoscientist of the Year Award by Geoscientists Canada
- APGO Award of Merit

Nominations are due to Geoscientists Canada by December 14. The names of the following members were submitted for consideration:

- Tony Lotimer – APGO Past President

- Christine Vaillancourt – APGO Past President
- Doug Cater – Past Councillor-at-Large; Past South West Regional Councillor; Current Chair of Complaint Committee
- Peter Diorio – Past Central Regional Councillor; Current Registration Committee Member

Motion 127-3: Susan Carlyle moved that the following names be accepted for the nomination to the FGC Award. Milan Situm seconded. Carried.

Aftab Khan recommended the addition of John Ryder, current member of the Registration Committee. It was confirmed that John has been a member of the Committee for five years, and thus fits the criteria for the award. Other criteria for this member will be checked to ensure he is eligible for nomination.

10. Registrar's Report

Aftab Khan provided the Registrar's report, which covered an overview of membership numbers, applications received per month, Professional practice and ethics and technical examination results, registration decision appeals, complaints and discipline figures, as well as those of enforcement and compliance/engagement to compliance.

The continuing professional development audit has been completed, and by February 2019, there will be guidelines for members to ensure their CPD hours are completed to the standard expected by the Association.

A further update was that a third tier of assessment has occurred with the Office of the Fairness Commissioner. Aftab has also conducted visits to various geological events, attended the monthly online meeting for the PPEC, and evaluated an environmental geology course from Trent University.

An overview was provided of the number of unregistered geoscientists from 2012 to 2017. There were 690 files in 2017, compared with 535 in 2018. Out of the 535, 222 are categorized as high risk.

Discussion ensued regarding the definition of risk as posed by the numbers and types of unregistered geoscientists.

Action 127-1: Aftab reported that the final version of the risk assessment will be distributed along with the presentation. Comments are to be forwarded to Aftab Khan. Documents should also use a versioning system.

11. Committee Reports

The following Committees provided a report.

Milan Situm reported that the Terms of Reference have been reviewed by Richard Steinecke. Council members were reminded to add minute taking to their TORs, and to ensure that all Committees are using the same language.

Complaints: Doug Cater reported that there are two outstanding complaints: C-131 requires additional resources to investigate with five geoscience members. C-132 has been referred to the Discipline Committee as the Panel review is now complete.

Discipline: Brad Leonard reported that Mike Jones is the new chair of the Discipline Committee.

Finance Report: Shelly Cuddy provided the Treasurer's report.

The 2019 budget will be prepared by January 2019.

Income is on target. However, in comparison to this time last year, due to the amount spent on certain expenses, it was proposed that the contingency fund be applied to cover any deficits.

Motion 127-4: Shelly Cuddy moved that if needed, the Council approves the contingency fund that will be used to cover unforeseen expenses in the 2018 annual budget. Seconded by Brad Leonard. Carried.

The Finance Committee is seeking volunteers to help with the annual budget. Paul Connor volunteered.

Action 127-2: Milan Situm will review quorums of vice-committees to look for possible candidates for the Finance Committee.

11. Regional Councillors and Councillors at Large

Southwest (David Leng): David Leng attended the student presentation at Waterloo University with Aftab Khan. There were 40 to 45 students present. Françoise Campbell and Aftab Khan visited McMaster University on November 1, with 50 students present. Both groups showed interest in the QP short course. David Leng also attended the Northeastern Mines conference in Kirkland Lake, which focused on mining activity in the north east.

Central (Françoise Campbell): David Leng conducted a presentation at McMaster. Françoise Campbell and Aftab Khan conducted one at University of Toronto, Scarborough campus, accompanied by a graduate student who gave her perspective on being a GIT member.

Southeast (Paul Hubley): A student outreach presentation was conducted at University of Ottawa, with approximately 15 students. The Carleton University outreach session is scheduled for next week. Advice was sought on how to connect with Queen's University. Zen Keizars and Paul Hubley are in discussion to hold a regional meeting next year. Talks would be held in different regions of the province, with Zen Keizars presenting in Peterborough, the first week of February. John McBride will be presenting in Thunder Bay event scheduled for April and Paul Hubley presenting in Ottawa event for March.

Councillor-at-Large (Tafa Gomwe): Tafa Gomwe reported that the Northeastern Ontario Mines & Minerals Symposium was held in Kirkland Lake. Mention was made of an increase in mining activity in the area. The Northern College is being proposed as a possible prospect for a presentation early next year.

Councillor-at-Large (Roger Phillips): Roger Phillips has helped spearhead the group for the *PGA Act*, has volunteered for the Discipline Committee and reviewed a draft for the orientation manual. He also offered to help with the McMaster University presentation and other student presentations.

12. Geoscientists Canada Update - Implementation Table Update

Mark Priddle provided an update on Geoscientists Canada's activities.

- An Executive Director meeting and Board meetings have been held. The subcommittee is working hard on standards. Training for the emissions support tool has been completed, with work experience competencies also developed.
- A pre-arrival tool for foreign trained practitioners is being developed, which provides information on geoscience requirements needed before arrival in Canada. This will be placed on the Geoscience Canada website.
- The booklet is now completed, and is also being reprinted.
- Lakehead University is planning on offering a geoscience course. The composition of the group is 25% P.Geo.s and there are plans to register more academics.
- Work is ongoing to obtain the certification mark. It is currently with Industry Canada, and open for public comment. The trademark is expected by the end of the year.
- Council members were asked to review the implementation table, and suggest new initiatives, which will be discussed at the Board meeting in January. Comments are to be provided to Tony Andrews by December 3.

An ad hoc committee was suggested during the meeting to gather responses, and to reprioritize items in the implementation table. Interested members were asked to stay after the day's meeting. Individual feedback is also welcome.

Action 127-3: Council members are to provide feedback on Potential New Initiatives in response to GC's call for input on its Implementation Plan for the next five years. Comments to be submitted to Tony Andrews by November 29, which will be compiled in a single document, and sent to Mark Priddle by December 3.

13. Policy Concepts Update

Andrew Boddington and Jonathan Rose provided an overview of the political environment.

14. Business Arising from the 2018 GANTT

Workplace Policies and HR: Zen Keizars

Work is ongoing on these policies. Input will also be sought from Tony Andrews.

New Secretary Role: Paul and David

An overview was provided of the benefits of the Secretary role, including qualifications, responsibilities and required time. The job description will be brought forward at the January 2019 meeting.

The position of Secretary was first discussed in the spring, with the aim of bringing on someone with legal or government expertise, in order to supervise governance. The position is not on the President track, and is therefore open to non-members.

Complaints Process Assessment: Doug C/Aftab K

Aftab Khan provided an overview of the complaints process.

Action 127-4: Aftab Khan will send a written outline of the complaints process to the President.

The complaints document and form (currently on the website) needs to be updated. It was also confirmed that the complaints process manual is given to all parties involved in a complaint.

Action 127-5: As part of quality assurance, Françoise Campbell and Milan Situm will review the complaints document to ensure it is consistent with APGO's messaging.

Action 127-6: Marilen Miguel will send to Milan Situm the flow chart outlining the tripwires and the complaints process.

Review of Professional Practice (PP) documents that are three years old to 10 years old: Paul Hubley

This item is ongoing.

Orientation Manual Updates: Zen Keizars

There was no update provided on this item.

15. New Business

Meeting with the Foundation - Service Agreement

Bill Pearson provided an update on the Foundation's activities.

- Dr. Deana Schwarz has been brought on as a full-time employee.
- Geoscienceinfo.com is continuing to expand.
- The Foundation's Instagram account now has 3,400 followers.
- The newsletter, the Edge is being issued quarterly.
- The partnership with Mining Matters continues to develop.
- As only three applications have been submitted for the Past President's bursary, it was stated that more communication is needed to publicize the bursary to those members who are eligible. Suggestions were made to remove the word "bursary" and that the student chapters may be able to help with publicity.
- Financial support for the Past President's bursary: As a means of providing sustained funding to the bursary, it was proposed that \$5,000 be allocated to the fund at the Annual General Meeting. The donations obtained during the renewal process were also acknowledged. Mention was made of the benefits of granting the bursary to APGO and to new Canadians who, once their careers are settled, are able to give back to the profession.
- The service agreement needs to be updated, with a focus on the schedule. In kind services, such as office support from APGO remain the same. There is also a need to define fees paid on the Foundation's behalf, so they can be added to the audited books. An example was provided of the lower cost to use the MPower software, which would have cost significantly more if the Foundation had purchased it separately. The Foundation also needs to determine the value of work done in keeping track of donations, or remitting funds.
- The Foundation would also like to be involved in APGO regional events, which would bring more attention to geoscience. As a Foundation, there might be less restrictions to holding public presentations.

Action 127-7: Council members are to review and provide feedback on the APGO Foundation service agreement prior to the January 24, 2019 meeting. Feedback may also be sent to Bill Pearson prior to December 4.

Member Declaration Policy

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.

Susan Carlyle provided an update on the Member Declaration Policy.

While the statute requires that business addresses be placed in the member directory, it does not provide a definition for the address. Therefore, a member could use a post office box as their address. However, that the list of members with personal information is now electronic raises a set of concerns, namely privacy, consent, and a way to verify those who are members or specialists. Further exploration is needed to determine what information should be placed online, and how it should be accessed, in accordance with the statute.

Action 127-8: A group is to be created to investigate what member information should be displayed on APGO's online public register. The members are Susan Carlyle, Zen Keizars and Paul Connor.

Proposed changes to the Certificate of Authorization fee tier system

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

Action 127-9: Aftab Khan will send to Paul Connor statistics on existing C of As.

Rebranding

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

Françoise provided an overview of the study. The organization's goals are different now, as is the way it communicates. Branding should encompass the organization's look, and include a communications strategy to review messaging via online and analog methods.

Consideration also needs to be given to whether a complete branding overhaul is needed, or a retouching of items such as the logo, name and website.

Further discussion on this project will be held in February, when the policy statements are reviewed. A project plan may be developed in order to have the branding ready by June 2019. Advice will also be sought from other associations that have just undergone the branding process.

Action 127-10: Françoise Campbell and Brad Leonard will send a request for interest to companies to determine their interest in sending a quote.

Proposed ratification of Amended University Chapter Documents - Nicole Januszczak and Paul Connor

Paul Connor provided an overview of the student chapter documentation, which includes a chapter sheet, member sheet and By-laws, which have been reviewed by legal counsel. The purpose of the chapters is to promote professionalism, awareness APGO's role, and to network with the geoscience community at large.

As the ratification was voted on and accepted in June, pending amendments, the document is now ready. Council members were encouraged to send feedback. Next steps will be to develop a supervisor structure, and to start marketing the program. It was also recommended that key information regarding positions for regional councillors be stored at the APGO office, to ensure continuity.

16. Environmental Scanning

None

17. In Camera

None

18. Adjournment

The meeting was adjourned at 2.47 p.m.

Motion 127-5: Susan Carlyle moved to adjourn the meeting at 2:47 p.m. Seconded by Paul Connor. All in favour. Carried.



President

SUMMARY LIST OF MOTIONS AND ACTION ITEMS

MOTIONS

Motion 127-1: Paul Connor moved to accept the agenda; Brad Leonard seconded. Carried.

Motion 127-2: Don Johnston moved to approve the minutes as amended. Seconded by David Leng. Carried.

Motion 127-3: Susan Carlyle moved that the following names be accepted for the nomination to the FGC awarded. Milan Situm seconded. Carried.

Motion 127-4: Shelly Cuddy moved that if needed, the Council approves the contingency fund that will be used to cover unforeseen expenses in the 2018 annual budget. Seconded by Brad Leonard. Carried.

Motion 127-5: Susan Carlyle moved to adjourn the meeting at 2:47 p.m. Seconded by Paul Connor. All in favour. Carried.

ACTION ITEMS

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