

Minutes of the 128<sup>th</sup> Meeting of Council of the  
Association of Professional Geoscientists of Ontario

Thursday, January 24, 2019 at 333 Bay Street, 24<sup>th</sup> Floor, Toronto

---

**PRESENT:**

Zen Keizars, President  
Christine Vaillancourt, Past President  
Milan Situm, Vice President  
Françoise Campbell  
Paul Connor  
David Good  
Tafa Gomwe  
Don Johnston  
David Leng  
Brad Leonard  
Nicole Januszczak  
Roger Phillips  
John McBride

Marco Simone  
Renee-Luce Simard

**REGRETS:**

Bronwyn Azar  
Susan Carlyle  
Shelly Cuddy  
Paul Hubley

**STAFF**

Tony Andrews  
Aftab Khan  
Marilen Miguel  
Bernard Kradjian<sup>1</sup>

**1. CALL TO ORDER**

Given the unavailability of the President, the Vice-President assumed the Chair and called the meeting to order at 9:15 a.m. The President was available in-person intermittently throughout the meeting.

**2. SAFETY MINUTE**

Nicole Januszczak reminded everyone to be more mindful of the slippery streets and sidewalks this winter season. When walking in slippery conditions, it is best not to put your hands in your pocket. This enhances your balance and in case you do start to slip, your free hands can help break your fall.

**3. CONFLICT OF INTEREST**

None proclaimed.

---

<sup>1</sup> Bernard Kradjian was present only for the presentation of the Rebranding Initiative under Agenda Item 14

#### **4. PRESIDENT'S WELCOME REMARKS**

Milan welcomed and thanked all participants on behalf of the President

#### **5. APPROVAL OF AGENDA**

Participants reviewed the agenda. The item on C of A dues was deferred for the next Council meeting. Two agenda items – engagement with the new government and the salaries line in the draft 2019 budget were moved to *in-camera* session for discussion.

Motion 128-1: Paul Connor moved to accept the agenda as amended. Seconded by Christine Vaillancourt. Carried.

#### **6. ATTENDANCE RECORD**

The attendance record was noted.

#### **7. MINUTES OF THE SEPTEMBER 24TH, 2018 MEETING**

The minutes of the November 22, 2018 meeting were reviewed and a number of edits were made.

Motion 128-2: Nicole Januszczak moved to approve the minutes as amended. Seconded by Roger Phillips. Carried.

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

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. *Completed. Aftab provided update via his Registrar's Report.*

Action 126:8: Françoise Campbell and Brad Leonard will develop an acting feasibility study on branding and develop an RFP. *This was addressed at Rebranding Presentation.*

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. *Addressed in the Registrar's Report.*

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

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. *Done.*

Action 127-4: Aftab Khan will send a written outline of the complaints process to the President. *Aftab referred to the Complaints Process posted on the website. Done.*

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

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

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. *Done.*

Action 127-8: A group is to be created to investigate what information should be placed in the online public register. The members are Susan Carlyle, Zen Keizars and Paul Connor. *Done. A new action item developed from a discussion on this topic.*

## **9. CEO UPDATE**

Tony Andrews presented the CEO report.

- Staff's compiled recommendations in response to the membership survey will be presented to Council at its March meeting.
- Significant work was done in the HR area. Retained the services of a Human Resource consultant to help conduct a staff organizational review, update the staff job descriptions, develop new work contracts, establish a new salary framework based on the job descriptions and comparison of individual positions to market and update the HR policy handbook.
- Retained the services of Carolyn Everson to help plan and facilitate the APGO's Strategic Planning Session. The event date and location are being worked out.
- The APGO Award of Merit needed a new panel. Council's incumbent Past President acts as Chair along with another member of Council and one of the Past Presidents. Christine Vaillancourt will ask one of the Past Presidents to join her and Nicole Januszczak as a panel member.
- A target date of late-March was announced for the Strategic Planning retreat, however, a conflict to one of the dates suggested was identified during the meeting. Subsequent to the Council meeting a decision was made to move the retreat date to early April. An announcement will be sent to Council regarding this.

## **10. REGISTRAR'S REPORT**

Aftab Khan presented the Registrar's Report. His report highlighted the following:

### ***Registration Statistics***

- Comparative statistics on membership types and membership statuses (retired, resigned, deceased, suspended, etc.). Total number of APGO paying members as of December 31, 2018 is **2,980, 206** C of A holders and **623** student members.
- Applications received monthly
- PPE and technical exams' results
- Aftab also noted there has been no registration decision appeals since 2016.

### ***Complaints and Discipline***

One complaint carried over from 2018 and one discipline pending hearing carried over from 2018.

### ***Enforcement and Compliance***

To date there are 535 active files for enforcement and compliance.

### ***Assessment by Ontario Fairness Commission***

Aftab reported on the outcome of the Ontario Fairness Commission's (OFC) assessment of APGO's registration process. One of the recommendations made by OFC was to establish a committee to monitor and review registration decisions by conducting an audit of random sample decisions for potential irregularities and identifying trends.

### ***Risk Assessment Definitions Document***

Aftab provided council with a document outlining the level of risks pose by unregistered geoscientists.

- University professors teaching geoscience but not doing consulting work will be removed from the list. This brought up the issue of what defines "consulting work".

Action item 128-1: Roger Phillips and David Good will conduct environmental scanning to investigate the different elements of what constitute "consulting work for professors" as an addendum to the document.

- APGO has a memorandum of understanding with OSC to meet regularly and to share information on QPs signing off on technical disclosures. The same should be done with the MECP on QPs responsible for filing ESAs, RSCs, etc.

Action item 128-2: Aftab will follow up on securing arrangement with the MECP to share information on QPs signing off on ESAs, RSCs and other reports requiring the signature of a QP.

### ***Member Declaration and the Public Register***

Aftab presented to Council the draft recommendations on member declaration and what member information can be made available in the APGO's online public register.

- A member's address will only show the city, province and the country.
- The online register will only include paying members. Verbiage will be added on the online public register page indicating that the public may contact the registrar to inspect the public register at the APGO's head office.
- Specify limitations for every membership type except the full practicing members.

The possibility of including area of practice/specialization on the online public registry was discussed.

Action item 128-3: Aftab will investigate the inclusion of area of practice/specialization on the online public register and report back to Council on the implications of such step.

## **11. COMMITTEE REPORTS**

The following Committees provided a report.

Milan reported that he is still looking for one more member for the Finance Committee.

Complaints: Committee has completed its work on an outstanding complaint and will pass it on to Aftab. No more outstanding complaint to date.

Discipline: None

Enforcement and Compliance: Milan reported that Roger Woeller expressed interest to chair the E & C Committee. The Committee will take an active role in helping the Registrar take on the 535 active files.

Action item 128-5: Aftab will provide Milan bullet points of tasks that the E & C committee will undertake.

Action item 128-6: Milan will draft terms of reference for the E & C Committee and send to Roger Woeller.

Treasurer's Report: Tony Andrews presented the 2019 Budget on behalf of Shelly Cuddy. The 2019 budget is predicting a deficit of \$58,225. In comparison, the 2018 draft, unaudited year end financials is indicating a deficit of approximately \$77,000, which may increase to close to \$100,000. Regarding the 2019 budget, a suggestion was made to review the expenditures to determine whether or not some of them are better allocated as capital expenditures.

Action item 128-4: Tony will connect with Marco Simone for a follow-up discussion on the proper allocation of expenditures re capital and operating.

Discussion of the salary schedule and motion to approve the 2019 budget was moved to in-camera session.

## 12. REGIONAL COUNCILLORS AND COUNCILLORS AT LARGE

Southwest (David Leng): None

Central (Françoise Campbell): None

Southeast (Paul Hubley): Zen Keizars reported on behalf of the SE Councillor. There will be a regional networking event taking place in Peterborough on February 5, 2019 and will feature a presentation on *Indigenous Participation with Industrial Partners - Using the EA Process to Work Together on Mainstream* by Gillian MacLeod from OPG and Wayne Ross from Coral Rapids Power. Paul Hubley is also scheduled to do an outreach at Queens University on January 29, 2019.

Northwest (John McBride): David Leng is scheduled to present GC's QP Short Course for Students at Lakehead University on February 2, 2019.

Northeast (Renee-Luce Simard): None.

Councillor-at-Large (Tafa Gomwe): None

Councillor-at-Large (Bronwyn Azar): None

Councillor-at-Large (Roger Phillips): None

## **12. GEOSCIENTISTS CANADA UPDATE - IMPLEMENTATION TABLE UPDATE**

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

- Admission Support Tool (AST) Phase II work continues to proceed. Work Experience Competencies Subject Matter Experts (SMEs) met to develop the draft of the scoring rubric (draft to be brought to the CAs in February for review and comment) of AST Phase II.
- Request for Proposal (RFP) for Pre-arrival tool consultant has been prepared and will be posted.
- Changes to the Geoscience Knowledge and Experience (both aesthetic and technical) are at the publisher – revised booklet to be out soon.
- CEO has compiled the Implementation Table comments supplied by all the Constituent Associations (CAs) (i.e. the APGO). This is what will drive the activities of GC for the next five years. The table will be the focus of the GC Board Meeting tomorrow (January 25).
- Certification Marks – P.Geo. and Professional Geoscientist – Published in the Canadian Trade Marks Journal. Last day for public to oppose or provide comment was January 14, 2019.
- CEO attended and provided input to Task Group on Global Geoscience Professionalism
- The compiled Excel table of Canadian geoscience regulator CPD programs was submitted to all Canadian geoscience regulators, Engineers Canada, and to the American Institute of Professional Geologists who are compiling CPD information on geoscience organizations
- Preparations are underway for the GC AGM in June 2019 in Toronto (joint with APGO AGM). APGO is the host association and meetings have been held with APGO staff to discuss plans.

## **13. POLICY CONCEPTS UPDATE**

Jonathan Rose provided an overview of the current political landscape including the current 10-year review of Ontario Endangered Species Act. Majority of MPPs are brand new. A round of introductory meetings between APGO representatives and key government Ministers, political staff and senior officials are being arranged.

## **14. BUSINESS ARISING FROM THE 2018 GANTT**

### **Workplace Policies and HR: Zen Keizars**

Included in the newly updated HR handbook being compiled by Tony Andrews

### **New Secretary Role: Paul and David**

Job description was completed. The position will be posted and filled as per standard operating procedures with the elections processes with new Council members.

**Complaints Process Assessment: Aftab/Doug Cater**

Discussed at during the registrar's report.

**Review of Professional Practice documents (3 to 10-year-old documents): Paul Hubley**

This item is ongoing.

**Orientation Manual Updates: Zen Keizars**

Work is ongoing, draft to be released for discussion and reviews at the February Meeting of General Purpose.

**Rebranding Initiative: Francoise Campbell, Brad Leonard, Bernard Kradjian**

Bernard Kradjian presented the rebranding work plan. This work plan focuses on emphasizing consistency and clarity of content and messaging. The APGO will utilize its current staff to execute the work plan. A ribbon cutting is scheduled for the upcoming AGM.

**15. NEW BUSINESS**

None.

**16. ENVIRONMENTAL SCANNING**

None

**17. IN CAMERA (WITH CEO)**

**2019 DRAFT BUDGET**

Tony Andrews presented details related to the staff salary figure in the draft 2019 budget document. He then read out the following motion regarding the 2019 draft budget as recommended by the Finance Committee:

That:

1. Council accepted the projected small budget deficit calculated for 2019 and moved to cover these expenses through withdrawals from either the strategic initiative fund and/or the contingency fund, whichever is appropriate, and
2. At the end of 2019, upon reviewing the 2019 year-end actuals and the 2020 budget projection, a decision will be made at that time as to how best to manage the situation going forward. Options to be considered would include raising additional revenues (including membership fees) and/or decreasing expenditures.

Motion 128-3: The motion was duly moved, seconded and carried.



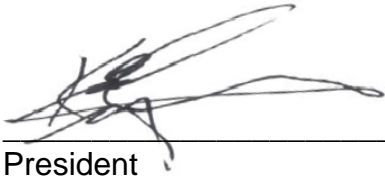
## **Engagement with the new Ontario Government**

Tony Andrews presented this item to Council.

## **18. ADJOURNMENT**

There being no further business, a motion was made to adjourn the meeting.

Motion 128-4: A motion to adjourn the meeting was tabled and carried. The meeting adjourned at 3:00 p.m.



---

President

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

### **MOTIONS**

Motion 128-1: Paul Connor moved to accept the agenda as amended. Seconded by Christine Vaillancourt. Carried.

Motion 128-2: Nicole Januszczak moved to approve the minutes as amended. Seconded by Roger Phillips. Carried.

Motion 128-3: Following a presentation and discussion of the salary component of the 2019 budget, a motion regarding the 2019 draft budget as recommended by the Finance Committee, that:

1. Council accepted the projected small budget deficit calculated for 2019 and moved to cover these expenses through withdrawals from either the strategic initiative fund and/or the contingency fund, whichever is appropriate, and
2. At the end of 2019, upon reviewing the 2019 year-end actuals and the 2020 budget projection, a decision will be made at that time as to how best to manage the situation going forward. Options to be considered would include raising additional revenues (including membership fees) and/or decreasing expenditures.

The motion was duly moved, seconded and carried.

Motion 128-4: A motion to adjourn the meeting was tabled and carried. The meeting adjourned at 3:00 p.m.

### **ACTION ITEMS**

Action item 128-1: Roger Phillips and David Good will conduct environmental scanning to investigate the different elements of what constitute “consulting work” as an addendum to the document.

Action item 128-2: Aftab will follow up on securing arrangement with the MECP to share information on QPs signing off on ESAs, RSCs and other reports requiring the signature of a QP.

Action item 128-3: Aftab will investigate the inclusion of area of practice/specialization on the online public register and report back to Council on the implications of such step.

Action item 128-5: Aftab will provide Milan bullet points of tasks that the E & C committee will undertake.

Action item 128-6: Milan will draft terms of reference for the E & C Committee and send to Roger Woeller.

Action item 128-4: Tony will connect with Marco Simone for a follow-up discussion on the potential for allocating some of the existing cash expenditures in the 2019 budget to capital expenditures.