

Minutes of the 130<sup>th</sup> Meeting of Council of the  
Association of Professional Geoscientists of Ontario

Thursday, May 16, 2019, 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  
Shelly Cuddy  
Paul Hubley  
Nicole Januszczyk  
Don Johnston  
Brad Leonard  
David Leng  
Roger Phillips  
Marco Simone  
Milan Situm

**REGRETS:**

Bronwyn Azar  
John McBride  
Renee-Luce Simard  
David Good  
Tafa Gomwe

**STAFF**

Tony Andrews, CEO Aftab Khan, Registrar  
Marilen Miguel  
Ami Mogaji (until 9:30 a.m.)

**BY INVITATION**

Andrew Boddington (until 10 a.m.)  
Mark Priddle  
Dennis Waddington

**1. CALL TO ORDER**

The President called the meeting to order at 9:16 a.m. All members were thanked for their attendance.

**2. SAFETY MINUTE**

Susan Carlyle provided the safety tip. 10 minutes of meditation a day can prevent 99% of burnout and stress related issues.

**3. CONFLICT OF INTEREST**

None.

Tony Andrews introduced Ami Mogaji, who has taken on the position of Office Manager. This position combines the previous functions of receptionist and Director of Administration. Ami has an MSc in Geology from Cardiff University, UK. Ami left at 9:30 a.m.

#### **4. Policy Concepts Update**

Andrew Boddington, Policy Concepts, provided an overview of the current political situation in Ontario. Policy Concepts has arranged a series of meetings between APGO and policy makers in the government to ensure understanding of the Association's role in providing oversight and public safety. Emphasis has been placed on the Association's role as a regulator, and its input on government policy as pertains to its role of protecting the public. Discussions have also been held on potential changes to the Professional Engineers Act, and the need for proper tools to provide oversight.

Meetings have been held with:

Jake Sikora, Senior Policy Adviser, Ministry of Natural Resources and Forestry

Cody Kukay, Policy Adviser, Ministry of Economic Development and Trade

Allan McDermott, Senior Policy Adviser, Ministry of Energy, Northern Development and Mines

Patrick Sackville, Senior Policy Adviser, Premier's Office

Adam Weryha, Senior Policy Advisor, Premier's Office (with oversight on regulatory colleges)

David Donovan, Director of Policy, Ministry of Environment and Conservation Parks

Cobi Lechem, Policy Advisor, Ministry of Environment and Conservation Parks

The Association has also been asked to provide input on reforms to the following:

- Endangered Species Act
- Conservation Authorities Act
- Excess Soil regulation
- Environmental Act Review
- Far North Act
- Permit to take water (PTTW)
- Aggregate Resources Act – Legislation revision

Further notes

- APGO's responses to these submissions are available on request from the APGO office and publicly available on government websites including the Ontario Environmental Registry.
- In accordance to our mandate, it is understood that any projects and submissions made by APGO must be framed in the lens of providing protection to the public.
- Discussion was held on the use of the word "Association" in APGO's name, which may give the impression that the focus of APGO is advocacy and not regulation.
- There is a need to emphasize that geoscience is more than just mining.
- Members are informed regularly of government interaction conducted by the Association, as regulatory updates are shared via Field Notes.
- Council members were invited to present further input on issues discussed to Policy Concepts.

Policy Concepts left the meeting at 9:56 a.m.

## **5. Geoscientists Canada Update**

Mark Priddle provided the update from Geoscientists Canada (GC).

- The Director/CEO has made plans to attend the Annual General Meetings (AGM) of all the provincial colleges.
- The Executive Director for the Professional Society of Geologists, USA will attend the Geoscientists Canada AGM.
- The Knowledge and Experience forum document will be distributed to universities.
- The organization is trying to raise profile of geoscientists role in mining, and is considering a rebrand around the subject of mining and smart phones.
- The Admissions support tool is currently being tested in a pilot project.
- Discussion regarding the implementation table will be held at the AGM.
- A pre-arrival tool that will help foreign trained applicants determine what they need before moving to Canada is currently in development.

Mark Priddle left the meeting at 10:01 a.m.

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

The President, Zen Keizars, welcomed all participants. Council members present were informed that the meeting is the last official one before the AGM, and also marks the last regular meeting of Zen Keizars' presidency.

## **7. APPROVAL OF AGENDA**

The following amendments were made to the agenda:

- Discussion of meeting timelines by Nicole Januszczak
- The CEO and Registrar updates were moved around the agenda.

Motion 130-1: Paul Connor moved to accept the agenda; Susan Carlyle seconded. Carried.

## **8. ATTENDANCE RECORD**

The attendance record was noted.

## 9. Review and Acceptance of Minutes of Previous Council Meetings

Amendments were made to the minutes of the January 24, 2019 meeting.

## 10. MATTERS ARISING FROM THE JANUARY MINUTES

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. *The results of an environmental scan will be reported on at the next Council meeting.* Roger Phillips provided an update via email.

Action item 128-2: Aftab will follow up on securing arrangement with the Ministry of Environmental Conservation and Parks (MECP) to share information on Qualified Persons (QPs) signing off on Environmental Site Assessments (ESAs), Record Site Conditions (RSCs) and other reports requiring the signature of a QP. *This is ongoing as another date will be set for a meeting with the MECP, possibly in June.*

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. *Further discussion of this item was held during the in-camera session.*

Action item 128-5: Aftab will provide Milan bullet points of tasks that the Enforcement and Compliance (E & C) committee will undertake. *Ongoing.*

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

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. *This is reflected in the internal year end statement.*

**Motion 130-2: Susan Carlyle moved to approve the minutes of the January and April minutes as amended. Seconded by Shelly Cuddy. Carried.**

## 11. REGISTRAR'S REPORT

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

### Registration Statistics

- The total number of APGO's members in good standing as of May 31, 2019 is **2,879**. There are **206** C of A holders and **633** student members.
- Comparative statistics on membership types and membership statuses (retired, resigned, deceased, suspended, etc.) were also provided.

- An overview was provided of applications received in the months of February, March and April 2019, in comparison to the same months in 2018.
- The numbers of PPE and technical exams' applicants, as well as the results were also presented.
- Enforcement and Compliance: 574 active files.
- Aftab also noted that there have been no registration decision appeals since 2016. There have been no complaints received this year. Two are pending from last year, with another pending for a hearing with the Discipline Committee.

Discussion was held on the probable reasons for declining student membership numbers, which could result from the level of university admissions, to the forecast of employment prospects in the industry.

An overview was provided of how names are added to the Enforcement and Compliance list.

Aftab also provided an overview of additional activities conducted by the Registrar, which includes attendance at meetings and conferences, and work on specific projects such as the **AST Phase II** project.

Action 130-1: Aftab Khan is to provide a breakdown of student membership numbers by university, as well as certain universities' projections on student enrollment.

Action 130-2: Aftab Khan is to provide a breakdown of members in the Dues relief category.

## 12. CEO UPDATE

Tony Andrews presented the CEO report which focused on the following activities since the previous meeting:

**Rebranding:** Bernard and the Rebranding Working Group continue to work on this project which should be close to completion by the AGM in June.

**AGM preparation:** Marilen is leading the organization and preparations for the AGM scheduled for June 14 and 15, this year being held in combination with Geoscientists Canada.

**Strategic planning:** Council members were referred to the summary report in the meeting package. The next step is the development of an implementation plan (work plan), for both the balance of 2019 and the next three years. This process will be driven by staff, with engagement of Council and Committees as appropriate.

**Meetings with Ontario Government:** This update was provided earlier by Andrew Boddington.

**Human resources and staffing:** The last draft of the Policy Manual has been completed in collaboration with the HR Consultant. The Office Manager position, held by Ami Mogaji, now merges both the Receptionist and Director of Operations functions. A new Deputy Registrar, Eilidh Lewis (MSc, P.Geo.), has also been hired.

**CEO outreach:** Tony attended the CIM meeting in Montreal, during which he met with Claude David, CEO of the Ordre des Géologues du Québec (OGQ). He has attended two meetings of the SE Region and there are plans to connect with the other regions as soon as the opportunities arise. Tony also attended the Annual General Meeting of the Ontario Society of Professional Engineers in Kingston where he met with their President, their CEO and the newly elected President of the Professional Engineers of Ontario.

**Mobility agreements:** The British Columbia agreement is past its renewal date, while the Quebec agreement has been 'inactive' for a little over a year. There has also been a request by the Geological Society of London to explore a mobility agreement with APGO. An adhoc group is being put together to discuss the renewal of the agreements with BC and Quebec and to consider the request by the Geological Society of London. Mobility is also within the strategic plan.

**Conference opportunity:** Tony Andrews presented a proposal for the development of an annual geoscience conference, which would serve as a forum to present information on geoscience specialties that relate to the members, professional practice guidelines, and regulatory updates. An annual conference has the potential of enhancing the CPD program, increasing awareness of APGO as well as its reputation, and increasing revenue. An ad hoc group will be formed to discuss whether or not to proceed with this idea and if there is support to proceed, to crystallize the approach that APGO would take.

Council members presented support for the idea, and provided several suggestions, which include:

- That discussions should be held with the International Association of Hydrogeologists, the Geostatistical Society, and the Professional Engineers, other complementary organizations, and counterparts in other provinces.
- The APGO has a mandate to spread the word about geoscience, but its primary mandate is public safety.
- The current AGM format can be built incrementally towards becoming a full conference.
- The conference should provide an opportunity for downloading presentations after the conference, in order to serve those who cannot attend.
- Partnership should be made with established organizations, as they provide a technical element.
- The conference should focus on enhancing education.

### **13. COMMITTEE REPORTS**

The following Committees provided a report.

Milan Situm: No report.

Discipline: Brad Leonard reported that one outstanding case has been postponed.

Complaints: Aftab Khan reported that one complaint has been closed, the other has been referred to a hearing.

Registration: Aftab Khan reported that 60 files were reviewed at the Registration Committee meeting on April 17.

Audit: Dennis Waddington presented the audit during the New Business section.

Finance: This was taken off the agenda.

E&C: No report.

Governance: No report.

Professional Practice: Paul Hubley reported that the Committee is actively working on reviewing existing guidelines.

### **14. REGIONAL COUNCILLORS AND COUNCILLORS AT LARGE**

Northeast (Renee-Luce Simard): No report.

Northwest (John McBride): No report.

Southwest (David Leng): Attended a conference with 200 industry people.

Central (Françoise Campbell): No report.

Southeast (Paul Hubley): Attended a regional meeting last month; some participants have presented themselves as nominees for the Councillor position.

Councillor-at-Large (Shelly Cuddy): No report.

Councillor-at-Large (Tafa Gomwe): No report.

Councillor-at-Large (Bronwyn Azar): Bronwyn Azar has resigned from the position.

## 15. BUSINESS ARISING FROM THE 2018 GANTT

**Revisions to By-Laws:** The By-Laws have been reviewed, as have the new policies for the office.

**Council Minutes on the website, and other website info:** Council members decided that the minutes of Council will be posted retroactively on the website. The decision was made in order to increase transparency, access, and efficiency. Legal counsel has also recommended this as best practice, even though the Association is not legally bound to post the minutes.

Further consideration is to be given to the need for internal processes to be made more efficient so that the minutes can be approved and posted in a timely manner.

**Motion 130-3:** Françoise Campbell moved that the finalized minutes of Council meetings be available on request only, and that they are not expected to be published on the website. Milan Situm seconded. Withdrawn.

**Policy on Expenses: (David Leng):** Discussion was held on whether the proposed amendment to the expense policy in regards to alcohol and recreational drugs should be applied to claims for personal expenses, events such as the AGM, as well as hospitality events, which are hosted or sponsored by APGO. The initial amendment had been proposed due to the liability of providing alcohol at an event.

The discussion led to the agreement that the policy might need to be split to cover three issues:

- a) Reimbursement for personal use of alcohol.
- b) Consumption of alcohol at APGO events.
- c) A policy on alcohol use.

**Action 130-3:** Tony Andrews is to inquire from insurance how to manage potential liability when dealing with alcohol issues.

**Action 130-4:** Tony Andrews will work with the HR consultant to remove from the policy sections that are inapplicable.

The present policy remains in place until more information has been obtained.

**Revisions to By-Laws: (David Leng):** The By-Laws may be presented at the AGM for ratification, once agreement on the amendments have been agreed upon by Council. The following revisions were discussed.

**By-Law 7.1.:** This revision now defines quorum for the General meeting. It was established that member should be defined at the start of the By-Laws as a “person in good standing”.

**By-Law 1.19:** “Special meeting” should be placed in brackets, or be defined throughout the By-Laws, so that the language remains consistent.



By-Law 1.41: While the position of Registrar has evolved in the APGO to include a regulatory and administrative role, there was consensus to remove this change as the position of Registrar is defined by the Act.

By-Law 8, items (f) and (i): Discussion was held on how non-members should be defined, how work experience is defined for geology professors, as well as a need to define councillors. Item (f) will be revisited.

By-Law 8, item 11: This item refers to Council at large and to elected positions. It references a previous point on the need to better define regional councillors.

It was agreed that the second part of #11 should be removed. The topic of appointed members should be addressed at a later date. Following review, no decision was made regarding the recommended amendments to the bylaws. It was suggested by Susan that a full revision of the By-laws should be considered. Zen and Paul asked for a preliminary investigation of the costs estimated by that endeavour to be looked into.

Action 130-5: The By-Laws will be reviewed to determine if further definition is needed to define responsibilities under the Act. Action to be taken by Susan Carlyle, David Leng and the Governance Committee.

Page 81, item 5: it was agreed that information on access to the APGO portal should be included in the orientation package.

#### **Non-practising members - reinstatement, etc.: Christine Vaillancourt**

Ongoing.

#### **Review of Professional Practice documents (3 years old to 10 years old): Paul Hubley**

Paul Hubley reported that the guideline has undergone a review by Erica Richler, who is an expert on the subject matter. It has also received a positive review from the Professional Practice Committee, as well as by Richard Steinecke. There is now consensus to make the document live before the AGM.

Further explanation was provided that the document is intended to provide overall guidance and is not meant to over define items. It is expected that members will provide further feedback on items such as technical reports, or the need to conduct either a compliance review or technical review.

It was agreed that as the document was created by the Professional Practice Committee, the standard practice is for the Committee to approve and send to Council for review. As consensus has now been reached, further decisions will be made by the Committee on whether it should be published on the website and announced at the AGM.

#### **Orientation Manual Updates: Zen Keizars**

Zen Keizars asked for further comments and suggestions on this live document.

### **Nominations to Council: David Leng**

An overview was provided of nominations to Council. The only position for which nominations have not been received is the position of Lieutenant Governor. Based on comments that a more standardized format is needed for nominations, the following action was moved:

Action 130-6: The Governance Committee will develop a standardized form in which candidates are to include their bio and their reasons for wanting to join Council.

## **15. NEW BUSINESS**

### **Timing of Council meetings: Nicole Januszczak**

An explanation was provided for why the previous meeting had been cancelled. It was also explained that there will not be a Council meeting before future AGMs. A request was made for meeting packages to be delivered in enough time for review by Council members.

### **Draft audited statements**

Dennis Waddington provided an update on the draft audited statements. An overview was also provided of the Audit Committee's duties and the composition of the Committee.

Council is responsible for deciding the amount of the contingency reserve fund. Recommendations have been made that both the contingency and strategic initiatives funds should be separated in long-term segregated investment accounts. Income derived from such accounts would be allocated to the funds and not to operations.

Discussion was also held on the need for more advice from the Association's auditors and that the audited financial statement needs to provide more detail.

Action 130-7: That the Finance Committee separate the two funds, analyze short term investments and determine how to reallocate them to support the specific restricted funds. Action by Finance Committee.

### **Proposal - Ongoing List of Actions: Zen Keizars**

Not discussed.

### **Review of 2018 AGM Minutes: Zen Keizars**

The minutes will be reviewed at the meeting of General Purpose.

### **Proposed changes to the CoA fee tier system: Paul Connor**

Zen Keizars read an overview provided by Paul Connor, which expressed the viewpoint that companies with two or less P.Geos should have their fees cut by \$75. Discussion on this topic will continue.

## 16. ENVIRONMENTAL SCANNING

Deferred.

## 17. IN CAMERA

The meeting moved in camera at 3:46 p.m., with the following topics slated for discussion:  
Aftab provided his in-camera presentation, and there was discussion

- Zen provided his in-camera presentation, and there was discussion
- Tony provided his in-camera presentation, and there was discussion
- In-camera session was adjourned

Following a lengthy in camera discussion, a vote was called for the APGO to adopt a new business name: Professional Geoscientists Ontario (PGO)

Motion 130 - 4: Francoise Campbell moved that the APGO adopt the 'Operating-As' name of Professional Geoscientists Ontario (PGO). Seconded by Christine Vaillancourt. Carried.

- The vote was unanimous, and the Motion was declared successful.
- In his adjournment comments, Zen Keizars thanked the Council for all of their hard work and trust in the past year. Zen further recognized that this was the last Regular Council Meeting for Council Members Shelly Cuddy and Christine, before retirement. The APGO wishes them the very best, and is looking forward to seeing them at the AGM.

## 18. ADJOURNMENT

Motion 130-5: Paul Hubley moved to adjourn the meeting at 3:30 p.m. Seconded by Nicole Januszczak.



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President

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

### **MOTIONS**

**Motion 130-1:** Paul Connor moved to accept the agenda; Susan Carlyle seconded. Carried.

**Motion 130-2:** Susan Carlyle moved to approve the minutes of the January and April minutes as amended. Seconded by Shelly Cuddy. Carried.

**Motion 130-3:** Françoise Campbell moved that the finalized minutes of Council meetings be available on request only, and that they are not expected to be published on the website. Milan Situm seconded. Withdrawn.

**Motion 130 – 4:** Francoise Campbell moved that the APGO adopt the “operating as” name of Professional Geoscientists Ontario (PGO). Seconded by Christine. Carried.

**Motion 130-5:** Paul Hubley moved to adjourn the meeting. Seconded by Nicole Januszczak.

### **ACTION ITEMS**

**Action 130-1:** Aftab Khan is to provide a breakdown of student membership numbers by region or university, as well as certain universities’ projections on student enrollment.

**Action 130-2:** Aftab Khan is to provide a breakdown of members in the Dues relief category.

**Action 130-3:** Tony Andrews is to inquire from insurance how to manage potential liability when dealing with alcohol issues.

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**Action 130-5:** The By-Laws will be reviewed to determine if further definition is needed to define responsibilities under the Act. Action to be taken by Susan Carlyle, David Leng and the Governance Committee.

**Action 130-6:** The Governance Committee will develop a standardized form in which candidates are to include their bio and their reasons for wanting to join Council.

**Action 130-7:** That the Finance Committee separate the two funds, analyze short term investments and determine how to reallocate them to support the specific restricted funds. Action by Finance Committee.