

**Present**

Milan Situm, Chair  
Scott McLean  
Mark Goldie  
John Ryder  
Melanie Siewert  
Zen Keizars  
Roger Phillips  
Carole Gilbert  
Don Johnston  
Paul Connor  
Marco Simone  
David Good

**Via Teleconference**

Paul Hubley  
David Leng  
Pizye Nankamba

**Regrets:**

Tafa Gomwe  
Susan Carlyle  
Nicole Januszczak  
Robert Hearst

**Staff**

Tony Andrews, CEO  
Aftab Khan, Registrar  
Marilen Miguel, Council's Secretary

**By invitation:**

Andrew Boddington, Policy Concepts  
Andrea Waldie, Geoscientists Canada  
Christine Vaillancourt, Enforcement and  
Compliance Committee (via conference call)

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**1. CALL TO ORDER**

The President called the meeting to order at 9:00 a.m. and acknowledged the First Nation Protocol on traditional territory.

**2. WELCOME AND ACKNOWLEDGMENT**

Chair acknowledged and thanked everyone at the table and those who are participating remotely.

**3. SAFETY MINUTE**

What to do when helping a fellow motorist involved in a minor car accident

Melanie Siewert shared the importance of not making assumptions in situations such as a minor car accident and no one seemed to be hurt.

- Make sure to move to a safe area before helping those involved in the accident. Assess the situation to make sure it is safe to proceed. Signal the accident scene for other motorists. Call 911. Checked on everyone involved to make sure no one is hurt. Make sure to ask the right questions.

**4. CONFLICT OF INTEREST DECLARATION**

None

**5. APPROVAL OF AGENDA**

Agenda was reviewed.

**Motion 133 - 1: Zen Keizars moved to accept the agenda as presented. Seconded by Melanie Siewert. Carried.**

**6. ATTENDANCE RECORD**

The attendance record was noted.

**7. MINUTES FROM NOVEMBER 23, 2019**

Council reviewed the minutes from November 21, 2019 meeting. Minor edits were made.

**Motion 133 – 2: David Leng moved to accept the minutes as amended. Seconded by Don Johnston. Carried.**

**8. POLICY CONCEPTS UPDATE**

Andrew Boddington provided an overview of what is happening at Queen’s Park.

PGO meetings with government staff have been yielding promising results. The next meeting at Queen’s Park on Professional Geoscientists Act (PGA), 2000 amendments will be on February 6, 2020.

**9. MATTERS ARISING FROM NOVEMBER 21, 2019 MINUTES**

Action 132 – 1: Tony to ask GC’s CEO, Andrea Waldie to present on GC’s activities at Council’s January 2020 Meeting. Done

Action 132 – 2: Paul Connor will work on the self-assessment tool by first week of December 2019. Will be completed in May 2020.

Action 132 – 3: Paul Hubley will have Conference Committee’s recommendation by January 2020 Council meeting. Done.

Action 132 – 4: Zen Keizars will incorporate the amendments to the Communications Subcommittee’s Terms of Reference. Done.

Action 132 – 5: Paul Hubley, Paul Connor and PGO staff will develop an action plan to move the Sustainability initiative forward. Ongoing.

## 10. CEO REPORT

Tony Andrews, CEO, provided an update on the following areas:

### 1. Operations

- Digitization of Registrant Files - ongoing
- Website Review - ongoing
- Database/website provider – PGO sent out a request for proposals
- Performance Reviews - completed
- Financials: 2020 Budget; 2019 Year End
- Strategic Planning - Action Plans - ongoing

### 2. Initiative and Issues

- Update on Professional Geoscience Act (PGA) Amendments – meetings at Queen’s Park
- Finalized PGO’s Travel and Expense Policy - completed
- Sustainability and Climate Change - ongoing
- PGO’s Annual Conference – one-day conference to coincide with the 2020 AGM
- Status on the Letter of Understanding with BCSC - finalized
- Initiatives in collaboration with MECP - ongoing

## 13. REGISTRAR’S REPORT

Aftab Khan, Registrar provided update on PGO’s registration and other key activities

- A number of **registration statistics** that include, but not limited to, membership as of December 31, 2019.

<b>Membership Class</b>	<b>December 2018</b>	<b>December 2019</b>
Full P.Geo.	2249	2252
Limited P.Geo.	70	73
Non-Practising P.Geo.	148	169
Geoscientist-in-Training	439	549
<b>TOTAL</b>	<b>2906</b>	<b>3003</b>
Student	623	770
C of A Holders	206	213

- There are no registration appeals filed since 2016 to date.

- **Update on 2020 Annual Dues Payments**

<b>Category Type</b>	<b>Paid as of Jan 21, 2020</b>	<b>Unpaid 2020</b>	<b>% paid as of Jan 21, 2020</b>	<b>% paid as of Jan 17, 2019</b>
Practising	2120	103	95%	97%
Limited	69	4	95%	100%
Non-Practising	175	15	92%	96%
GIT	501	50	91%	92%
C of A	192	8	96%	94%

- **Engagement & Risk Assessment (E & RA) Files as of December 31, 2019**

From 2012 to December 31, 2019, PGO’s cumulative total of E & RA files were 2625. Out of these cumulative total number, 620 (24%) became registered by end of 2019. Total active files to date are 509.

- **PGO’s CPD Guidelines**

The updated guidelines document has been finalized and is now available online at [www.pgo.ca](http://www.pgo.ca).

- **Outreach to academia**

Actively engaging with university professors on the issue of registration. PGO’s registration staff are also co-presenting with Regional Councillors at universities to provide information to geoscience students about PGO’s registration requirements.

- **Other activities**

Represented PGO at national tables such as the Professional Practice and Ethics Exam Committee and Canadian Geoscience Standards Council (GCSC) meetings.

## 14. COMMITTEE REPORTS

### Complaints Committee – Update provided by the Registrar

- There is one complaint that is being reviewed by a Preliminary Review Panel (PRP).

### Enforcement and Compliance Committee – Update provided by Christine Vaillancourt

- The committee had a meeting on January 15, 2020.
- Terms of reference have been finalized and passed on to PGO’s VP, Scott McLean, for review.
- The committee is working on an action plan that reflects and supports the priorities outlined in PGO’s Strategic Plan.

**Conference Planning Committee** – Update provided by Paul Hubley, Chair.

- The committee will go ahead with a one-day conference on June 11, 2020 coinciding with PGO's AGM for this year.
- The conference content will have four main streams – 1) geo-ethics and sustainability; 2) issues and trends within the context of self-regulatory framework; 3) professional practice; and 4) interdisciplinary projects.
- The Conference Planning Committee will meet again in early February.

**Governance Committee** – Update provided by Paul Connor, Chair and Melanie Siewert

- Currently working on diversity matrix due to be completed in April
- Work on nomination form and Council's self-assessment tool to be completed in May
- Full governance audit is being proposed for Fall 2021.
- Committee presented the scope of work involved in by-law changes. It was proposed that PGO retain a by-law specialist to review existing by-laws and identify standards missing from the existing by-laws or draft new by-laws that best reflect the regulatory function of PGO.

**Action 133 – 1: Tony Andrews to get quotes from by-law specialists.**

**Communications Subcommittee** – Update provided by Zen Keizars

- The subcommittee will be meeting with the E & C Committee in mid-February.
- Carole Gilbert provided additional edits to the amended terms of reference. The added changes finalized the ToR document.

**Past Presidents' Advisory Committee** – Report presented by David Hunt, PGO's Past President on Retired/Life Member Category.

**The issue:** As it stands, a PGO member in good standing who no longer wishes to practise geoscience has a choice to either resign from their membership or opt for Non-practising category, which gives them no voting rights.

**Proposal:** Licensees who are retiring from practice and who are opting to continue as Non-practising members of PGO should have full voting and participation rights within PGO.

**Action 133 – 2: The Governance Committee will review David Hunt's report and will provide recommendation to Council regarding the report's proposal.**

**15. REGIONAL COUNCILLORS AND COUNCILLOR-AT-LARGE REPORTS**

- **North East (Tafa Gomwe):** Tafa provided a written update to the Chair. A PGO regional networking event is taking place in Timmins on February 5, 2020.
- **South East (Paul Hubley):** Along with the Registration team, Paul conducted outreach to Carleton University on January 16<sup>th</sup>. This will be followed by another outreach to Queen's University on January 24<sup>th</sup>.

PGO is also hosting a networking luncheon during the Geoscience Open House in Ottawa in April 2020.

- **South West (David Leng):** Conducted an outreach at Western University. Also planning to do an outreach at Windsor University and Guelph University. A QP Short Course is also being planned in spring.
- **North West (Pizye Nankamba):** PGO is hosting a networking event on April 6 in Thunder Bay prior to OPA's symposium on April 7 & 8.
- **Central (Mark Goldie):** Nothing to report at this time.
- **Councillors-at- Large:** Nothing to report at this time.

**16. BUSINESS**

**Presentation of Budget 2020**

- Treasurer, Marco Simone, presented the 2020 Budget. Council members were provided with written explanations on certain revenue and expense items. The 2020 budget presents a modest surplus.

**Motion 133 – 3: Paul Connor moved to approve the budget as presented. Seconded by Zen Keizars. Carried.**

**Travel and Expense Policy**

- Council members reviewed the updated Travel and Expense Policy. Minor amendments were made.

**Motion 133 – 4: Melanie Siewert moved to approved the travel and expense policy as amended. Seconded by Roger Phillips. Carried.**

### **Compensation Survey for Geoscientists**

- The compensation survey for geoscientists was presented to Council for discussion. The last compensation survey that PGO undertook was in 2015 in partnership with Geoscientists of Nova Scotia and OGQ.
- Council members inquired if this is something that Geoscientists Canada can undertake on behalf of its members.
- Discussion focussed on whether or not compensation survey falls within the regulatory mandate of PGO.
- Council members also discussed the issue of disclosure of payment pertaining to the preparation and/or review of technical reports.

**Action 133 – 3: Tony Andrews will discuss the compensation survey with Andrea Waldie, CEO of Geoscientists Canada (GC).**

**Action 133 – 4: John Ryder to bring the issue of payment disclosure to the Professional Practice Committee.**

### **Sustainability and Climate Change – Report provided by Paul Hubley**

- Paul Hubley and Tony Andrews had the opportunity to discuss the initiative with Andrea Waldie, CEO of GC.
- Andrea Waldie indicated that the workplan for Geoscientists Canada this year has been finalized. However, she will bring up the initiative with the GC's board of directors for discussion and feedback.

### **PGO Statement**

- Milan Situm presented the proposed Mission and Vision to Council for approval. The Council made an edit and approved the following amended Mission statement. No edit to the proposed Vision statement.

**Mission Statement:** Professional Geoscientists Ontario protects the public by regulating Ontario registered geoscientists and advancing professional practice.

**Vision Statement:** To maintain and continually improve PGO as a trusted, respected and effective regulatory authority.

**Motion 133 – 5: Marco moved to accept the mission statement as amended and the vision statement as presented. Seconded by Zen Keizars. Carried.**

**Geoscientists Canada (GC) - Report provided by Andrea Waldie, CEO.**

Andrea Waldie provided Council an update on the work of Geoscientists Canada. Her presentation highlighted the following:

- GC received the certification mark of the P.Ge. and Professional Geoscientist designations.
- GC's publications, which are all posted online at geoscientistscanada.ca
- Acknowledged PGO as the biggest user of GC's QP Short Course. This course is currently being updated.
- GC's collaboration with the Canadian Securities Administration (CSA)
- An overview of the Admission Support Tools Projects (Phase II), which comprised of two components:
  1. An online self-assessment tool for applicants to determine if they are qualified or close to qualifying to register as a P.Ge. A quick demo was provided. Target timeline to make this platform live in February of this year.
  2. Work experience competency online assessment tool, which is currently in pilot stage. This tool will help applicants to identify relevant work experience that meets the criteria of Canadian regulators.

**19. OTHER BUSINESS**

None.

**20. IN-CAMERA SESSION**

- Council had a brief in-camera session.

**21. ADJOURNMENT**

**Motion 133 – 6: Scott Mclean moved to adjourn the meeting. Seconded by Zen Keizars.**

Meeting was adjourned at 3:00 p.m.



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President's Signature

## Summary of Motions and Actions

### MOTIONS

Motion 133 - 1: Zen Keizars moved to accept the agenda as presented. Seconded by Melanie Siewert. Carried.

Motion 133 – 2: David Leng moved to accept the minutes as amended. Seconded by Don Johnston. Carried.

Motion 133 – 3: Paul Connor moved to approve the budget as presented. Seconded by Zen Keizars. Carried.

Motion 133 – 4: Melanie Siewert moved to approved the travel and expense policy as amended. Seconded by Roger Phillips. Carried.

Motion 133 – 5: Marco moved to accept the mission statement as amended and the vision statement as presented. Seconded by Zen Keizars. Carried

Motion 133 – 6: Scott Mclean moved to adjourn the meeting. Seconded by Zen Keizars.

### ACTION ITEMS

Action 133 – 1: Tony Andrews to get quotes from by-law specialists.

Action 133 – 2: The Governance Committee will review David Hunt's report and will provide recommendation to Council regarding the report's proposal.

Action 133 – 3: Tony Andrews will discuss the compensation survey with Andrea Waldie, CEO of Geoscientists Canada (GC).

Action 133 – 4: John Ryder to bring the issue of payment disclosure to the Professional Practice Committee.