

Present

Paul Hubley, Chair
Scott McLean
Mark Goldie
John Ryder
Marco Simone
David Leng
Paul Connor
Pizye Nankamba
Melanie Siewert
Robert Hearst
Patricia Lorenz
Kristina Small
Roger Woeller
Joanne Di Caro
Mary-Anne Hildebrandt

Claire Milloy
Leon Burger

Regrets:

Siri Genik

Staff

Tony Andrews, CEO
Aftab Khan, Registrar
Eilidh Lewis, Assistant Registrar
Marilen Miguel, Stakeholder Relations

By Invitation

Jonathan Rose and Ryan Cole
Simon Gautrey
Roger Phillips

1. CALL TO ORDER

The President called the virtual meeting to order at 9:01 a.m.

2. WELCOME AND ACKNOWLEDGEMENT

The Chair welcomed and thanked everyone for their online participation.

3. SAFETY MINUTE

- Laura Katz shared the importance of having a winter safety plan. Part of that is ensuring that you have an emergency car kit for a safe winter drive. Must-haves include, but not limited to:
 - First-aid kit, blanket, food that won't spoil, water, flashlight copy of an emergency plan, tow ropes, road flare, sleeping bag, extra clothes for layering, jumper cable or battery booster, ice scraper, snow shovel, cellphone charger

4. DIVERSITY MINUTE

- David Leng shared the importance of calling out an inappropriate behaviour when you encounter it. Speak up.

- Council noted that while there is a whistleblower policy for staff, there is nothing in place for the organization.

5. CONFLICT OF INTEREST DECLARATION

None

6. APPROVAL OF AGENDA

The Council reviewed the agenda.

Motion 143 - 1: Melanie moved to approve the agenda as presented. Joanne Do Caro seconded. Carried.

7. ATTENDANCE RECORD

The attendance record was noted.

8. MINUTES FROM November 18, 2021 MEETING

Council reviewed the minutes from November 18, 2021 meeting. The following edits were made:

- Delete Scott McLean's name from the Attendee list on page 1
- Add e to "rational" on page 11 of the minutes.

Motion 143 – 2: Roger Woeller moved to accept the minutes as amended. Seconded by Pizye Nankamba. Carried.

9. MATTERS ARISING FROM November 16, 2021 MINUTES

Action item 141 – 2: Joanna Eyquem to present to Council the terms of reference for the proposed Sustainability and Climate Change Standing Committee. Deferred to March 2022 Meeting.

Action item 142 – 1: Aftab Khan to provide OFC report to Council at next Council meeting slated for January 2022. Included in Registrar's Report. Done.

Action item 142 – 2: Paul Hubley to reach out to volunteers to help with the development of intellectual property guideline. Will defer this item to next Council meeting.

Action item 142 – 3: Paul Hubley to follow up with Dennis Waddington, Chair of Audit Committee around Risk Registry. Done.

Action item 142 – 4: Paul Hubley to provide Patricia Lorenz a generic risk registry template. Done. With Patricia's help, we now have sufficient information to develop the risk registry.

Action item 142 – 5: Melanie Siewert to look at committees and subcommittees to provide a rationale about areas that require Council's approval including the appointment of committee chairs. Melanie Siewert, Paul Connor and Tony Andrews sent the ToRs to PGO's Counsel for review and recommendations. Will report back to Council at the next meeting.

Action item 142 – 6: Paul Connor and Melanie Siewert to review the compositions of committees and subcommittees and bring back recommendations to Council. Ongoing.

Action item 142 – 7: Mary-Anne Hildebrandt to seek recommendations from D&I Committee regarding the survey results being made public. Included in D&I Report. Done.

Action item 142 – 8: Tony Andrews to develop a questionnaire to be sent out to Council Members and Committee Chairs. Outstanding.

10. POLICY CONCEPTS

- Jonathan Rose and Ryan Cole reported that the provincial government is preparing for the release of the Spring budget slated for March, 2022.
- PGO had a productive meeting on October 21, 2021 with Dylan Moore of the Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNRF), regarding amendments to the PGA and Regulations. The ministry called for an updated submission from PGO including a complete list of desired amendments along with recommendation and rationale for each.
- Policy Concepts is closely monitoring the development around the proposed Bill 27- Working for Workers Act, 2021, which includes a proposed ban on 'Canadian Experience' required by many Ontario SROs. Policy Concepts connected with the policy staff at the Ministry of Labour, Training and Skills Development to keep a close eye on Schedule 3 of the Bill - Fair Access to Regulated Professions and Compulsory Trades Act, 2006. It is likely that Bill 27 will be enacted before election.

11. CEO REPORT

Tony Andrews, CEO, provided a summary of ongoing work in the following areas:

1. Administration and Operations

- Held a virtual Christmas celebration for volunteers and staff.
- Working from home continues
- Staff have been busy with renewal dues
- Budget 2022
- Governance and Regulatory Practice Self-Assessment – work is ongoing

- Office of the Fairness Commission (OFC) – Registration staff working to ensure compliance with OFC recommendations.
- Cyber-Security – able to get some leads on a number of vendors via ORAC network
- Review of Committee ToRs and Council Policy Document – retained the services of Richard Steinecke to review the ToRs and Council Policy Manual
- University Outreach – completed
- Incidental Practice – to be launched by end of January 2022
- 2022 Symposium Planning Committee – written report by Kristin Hanson, SPC Chair
- Audit Process (2021 Year End) - underway
- Staff Performance Reviews - underway
- University Student Enrollment in Earth Science Programs – to be discussed under the Business section of the agenda.
- Strategic Plan (2020-22) – progress report will be presented at Council meeting in March.

2. Issues and Initiatives

- MENDMNRF:
 - Renewed PGA Amendments Process led by the PGA Ad Hoc Committee
 - MENDMNRF requested that PGO participate in the work on updating the Erosion component of the Flooding & Erosion guidelines – led by PGO’s Geomorphology Subcommittee. Ministry staff will need to obtain funding for this project and this won’t be until sometime in March, 2022, when the Ontario government has established a new budget.
- MECP, Municipalities & Conservation Authorities
 - Appropriate Use of Geoscience QPs led by the Environmental Geoscience Subcommittee: members of the Subcommittee have been discussing this issue with Municipalities and Conservation Authorities who appear to be experiencing similar issues as those of concern to PGO. These discussions will continue.
- Ministry of Labour, Training and Skills Development (MLTSD)
 - Closely monitoring Bill 27 - Working for Workers Act, Schedule 3, pertaining to the ‘Canadian Experience’ requirement for foreign professionals. The Registration Committee will be asked to make recommendations on this issue when the Ontario government initiates a consultation process.

12. REGISTRAR'S REPORT

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

- A number of statistics that include, but not limited to, registration as of December 31, 2021.

Registrant Categories	Dec 2020	Dec 2021
Full P.Geo.	2315	2400
Limited P.Geo.	76	85
Non-Practising P.Geo.	197	229
Geoscientists-in-Training	573	629
TOTAL	3161	3343
Students	533	457
Certificate of Authorization	220	226

- Total number retired as of December 31, 2021 is 57
A questions was asked if PGO collects data on the reason for registrants leaving the profession. The Registrar indicated that majority of those who left are retired. If there is one category that PGO should collect such data from, it should be the GITs.

Action item 143 – 1: Aftab Khan to look into the possibility of developing a questionnaire to collect data on GITs who stop renewing their registration.

- Total number of registration decision appeal for the year 2021 is one (1). That appeal was denied and the decision was posted on PGO's website.
- Total number of Complaints filed as of December 31, 2021 is four (4). As of this report, none has been referred to the Discipline Committee.
- Engagement & Risk Assessment (E & RA) Files to date
 - Total number of non-registered geoscientists who became P.Geo.s as of Decembe 2021 is 41.
 - Total active files subject to enforcement and compliance to date is 396.
 - The Enforcement and Compliance (E&C) Committee will be working on the E&C list with a focus on high-risk group.
- Ontario Fairness Commission (OFC)
 - The OFC has introduced Risk-Informed Compliance Framework (RICF) for annual reporting by Ontario regulators.
 - RICF will be implemented on April 1, 2022.
 - Annual Reporting deadline for regulators has been extended to fall of 2022.

- PGO completed the OFC's "Risk-Informed Compliance Framework Forward-Looking Risk Questionnaire".
- Along with Eilidh Lewis, Assistant Registrar, met with OFC on January 11, 2022 to discuss the status of one outstanding recommendation by OFC to PGO.
- PGO is now fully compliant with the OFC recommendations. OFC will be issuing a letter acknowledging this status by March 2022 or earlier. The documents will be shared with Council members in the Boardable folder.

Action 143 – 2: Aftab Khan to make the OFC document available to Council members via Boardable.

- Other activities
 - Attended online meetings of the Professional Practice Exam Committee (PPEC) on November 24, 2021, and January 12, 2022.
 - Attended three consultation sessions on proposed regulations under the Fair Access to Regulated Professions and Compulsory Trades Act, 2006. (FARPECTA) by Ministry of Labour, Training and Skills Development on January 17-19, 2022. The following topics were discussed:
 - ✓ Processes in place for emergencies
 - ✓ Language proficiency of Internationally trained applicants
 - ✓ Canadian experience requirement
 - ✓ Registration timeline
 - Attended the online meeting of Ontario Regulators for Access Consortium (ORAC) on September 29, 2021
 - Online meeting with the Office of the Fairness Commissioner (OFC) on October 29, 2021 to discuss the compliance category letter for the Professional Geoscientists
 - Attended Canadian Geoscience Standards Council (CGSC) one-day online meeting on October 23, 2021.
 - Attended online meeting on "Amendments to the Fair Access to Regulated Professions and Skilled Trades Act 2006" on October 26, 2021.
 - Attended "Appeal Hearing against Registration Committee Decision" as a witness on November 15, 2021.

13. COMMITTEE REPORTS

Executive Committee Report – Update by Paul Hubley, Chair

- The committee reviewed the scheduled dates of Council meeting.
- Discussed the PGO budget prior to being presented to Council for review and approval.
- Reviewed the status of PGO 2021-22 objectives.
- A fulsome report on Risk Registry will be provided at the next Council Meeting (March).

Finance Committee Report – Update by Marco Simone, Chair

- Marco Simone presented on the PGO financial statements as of December 31, 2021. He noted that bank charges are higher partly due to the Bank of Canada interest rates which PGO has no control over.
- The 2022 budget was presented to Council for review and approval. The budget factored in the possibility that in-person meetings will resume in the Fall. Legal fees are also anticipated to be high due to a number of activities by the statutory committees, ongoing work on proposed PGO amendments and review of ToRs and Council policy.
- Paul Connor proposed to increase the budget for 3rd Party Review by \$10,000.

Motion 143 – 3: Scott McLean moved to accept the budget with an amendment to increase the Other Professional Fees line of the budget by \$10,000. Seconded by Paul Connor. Carried.

Registration Committee – Update provided by John Ryder, Chair

- Registration decision appeal filed with PGO was denied. The decision was made in December 2021.
- The committee is working on streamlining the registration appeal process.
- John Ryder is stepping down as Chair but will continue to serve as a member of the Registration Committee.
- The committee is actively looking for volunteers.
- Paul Hubley thanked John Ryder for the leadership he provided during his term as Chair.

Complaints Committee – Written report provided by Doug Cater, Chair

Highlights from the report:

- Update on Complaints C-135, C-136 and C-138
 - ✓ A four-person Complaint Review Panel has met and reviewed the Complaint materials.
 - ✓ On December 2, 2021, PGO submitted a formal Complaint (C-138) against the Certificate holder.
 - ✓ Committee is investigating additional claims pertaining to Complaints C-135 / C-136.
- Update on Complaints C-137
 - ✓ On December 21, 2021, additional information was received from the Complainant for Complaint C-137, which has been passed along to the Review panel. The panel awaits the appointment of an Investigator.

Discipline Committee – No update at this time

Professional Practice Committee (PPC) – Update by Roger Phillips

- Tony Lotimer took on the Vice-Chair role of PPC.
- Completed in identifying Actions under Goal 3, Objective 1 of the 2020-2022 Strategic Plan
- Priorities include the following:
 - ✓ Document authentication guideline
 - ✓ Support for Qualified Persons study by Environmental Geoscience Subcommittee,

- ✓ Intellectual property issue
- ✓ Continued support for other PGO committees such as D&I Committee and Sustainability and Climate Change ad hoc Committee.
- PPC is also looking at hiring a professional writer to assist with guideline updates and standardization

Geomorphology Subcommittee – Update by Roger Phillips

- The subcommittee plans to meet twice this year – Spring and Fall.
- Current priorities include:
 - ✓ Engaging with the MNDMNRF regarding updating the provincial erosion hazard guidelines (three meetings held in fall 2021)
 - ✓ Planning and actions for committee membership, succession, and new chair
 - ✓ Outreach to stakeholders including universities, municipalities, and conservation authorities

PGA Amendments ad hoc Committee – See update from Policy Concepts and CEO Report

Enforcement and Compliance Committee (E&C) – Update by Roger Woeller, Chair

- The E&C Committee is reviewing the backlog of all high to medium risk files. It is also reviewing the criteria used for risk ranking by the Registrar. The objective is to identify the top files that require attention and allocate resources to them as deemed feasible and appropriate.
- The Executive Committee has identified a set of priorities for 2022, which include but not limited to:
 - ✓ Complete the risk review of cases and eliminate the backlog.
 - ✓ Complete the population of the filing system.
 - ✓ Assist the Registrar in the procedure for identifying and risk ranking of new cases.
 - ✓ Assist in providing real-time reference to those working on the proposed amendments to the PGA, 2000.
- Roger Woeller also indicated that it would be nice to re-engage with a rejuvenated Communication Committee and with those who are working with the academia to help promote the importance of registration to the academia, geoscience community and the public at large.

Governance Committee – Update by Paul Connor

- 3rd Party Review
 - Over the fourth quarter of 2021, the Governance Committee (GC) conducted a review of other self-regulatory organization's (SRO) 3rd party audit of their governance and regulatory performance. Among them were EGBC and PEO that were reviewed by the UK-based Professional Standards Authority.

- GC also reviewed the International Organization for Standardization (ISO) and Conference Board standards for governance.
- Both GC's review of the above and PGO's own self-assessment results will be shared during the process of the 3rd-party review.
- The Governance Committee is seeking to get a motion to go ahead with the Request for Proposal (RFP) process in order to retain a 3rd party reviewer.
- The RFP will be simple and broad with a clear criterion for level comparison.
- GC identified possible gaps to be addressed during the 3rd party review that include, but not limited to, communications, risk management and the number of committees and amount of workload for volunteers, particularly at the Council level.

143 – 4: Melanie Siewert moved to carry out the RFP process in order to commence the 3rd party review. Seconded by Robert Hearst. Carried.

- Criminal Background Check
 - The Governance Committee shared with Council its proposed protocol on criminal background checks for new councillor and committee members. Click on "[proposed protocol](#)" to see the details.
 - Approval of the criminal background check protocol will be sought by the March Council Meeting so the process may be applied to candidates for the next election.
 - Discussion includes the need for consent from individuals at the beginning of their application for a Council or committee position.
 - Criminal background check is an exercise of due diligence.
 - Governance Committee will seek legal advice to ensure that the protocol is non-discriminatory and once finalized will be included in the Council Policy Manual.

Action item 143 – 4: Tony Andrews to inquire about the criminal background check process of Ontario's Public Appointment Secretariat.

- Review of Council Policy Manual (CPM) and ToRs
 - Review is being conducted by PGO's legal counsel.
 - Whistleblower policy will be included in the CPM and will also include ISO metrics for committees.
- Nominations Subcommittee
 - Currently seeking volunteers to populate the subcommittee and to chair it in preparation for the Annual General Meeting in June 2022.
 - Nominations Subcommittee will help with the outreach.
- The Governance Committee is deferring the work on establishing a Communication Committee due to volunteering issues. Will work on eventually finding volunteers to take it on. Currently working with staff in revamping the PGO e-newsletter, Field Notes.

- The committee will provide recommendations to AGM planners for conducting PGO's upcoming AGM.

Past Presidents' Advisory Committee (PPAC) – Update provided by Scott McLean, Chair

- Scott McLean provided an overview on the role, functions and responsibilities of PPAC. Its mandate is to provide advice and guidance to Council on an ad hoc or as-requested basis.
- PPAC recommend to Council potential nominees for the awards that P.Geo.'s are eligible to receive for excellence or exemplary and noteworthy service.
- Provided an overview on the Geoscientists Canada awards:
 1. Professional Geoscientists of the Year
 2. Fellowship of Geoscientists Canada (FGC) Designation
- PGO Award of Merit – proposed criteria and scoring matrix was presented.
 - Scott McLean tabled the following motion:

Motion 143 - 4: Scott McLean moved that the criteria for evaluating Nominees for the PGO Award of Merit be amended; that a Recipient be a Registrant with at least 10 years experience; that the evaluation categories include a) significant contribution to the geoscience knowledge base, b) significant contribution to the fields of environmental geoscience, mineral exploration and/or development or geophysics, c1) significant contribution to public service, c2) significant contribution to protection of the public, and d) actions and accomplishments reflecting positively on the geoscience profession: that each category be ranked from 1 to 5 (1 being low and 5 being high); that the Recipient be the Nominee scoring the highest total evaluation ranking sum of all categories. Seconded by Melanie Siewert. Motion deferred.

Discussion: A recommendation was put forward to review the 10-year experience requirement. Motion will be deferred to March meeting.

Action item 143 – 5: Scott McLean to seek advice from the PPAC with regards to the 10-year experience requirement.

Professional Practice Committee (PPC) – Update provided by Paul Hubley on behalf of Chair, Roger Phillips

- PPC met on November 4. Roger Phillips started his term as Chair with Tony Lotimer as Vice Chair.
- The committee discussed a number of initiatives that include:
 - ✓ Updating the document authentication guideline
 - ✓ Qualified Persons initiative by the Environmental Geoscience Committee
 - ✓ Development of intellectual property guideline
 - ✓ Continued support for the work of Diversity and Inclusion Committee and Sustainability and Climate Change Risk Committee.

Environmental Geoscience (EG) Subcommittee – Update by Simon Gautrey, Chair.

- EG Subcommittee made a submission on behalf of PGO to MECP on the ministry's proposal to make amendments to exempt low risk sewage works from requiring an environmental compliance approval (ECA)
- EG Subcommittee developed and submitted a plan to PGO to address issues by municipalities and other agencies related to retaining Geoscience QPs.
- EG Subcommittee is lending support to Symposium Planning Committee in securing speakers for the event.

Geology Subcommittee – No update at this time.

Geophysics Subcommittee – No update at this time.

Diversity and Inclusion (D&I) Committee – update by Mary-Anne Hildebrandt, Chair

- The D&I Committee held its first Lunch and Learn featuring EGBC's Equity, Diversity, and Inclusion (EDI) Strategy and Program. She thanked PGO staff for helping organize this learning event for PGO volunteers.
- This is Mary-Anne's last year to chair the committee. Imshun Je has been appointed as Vice-Chair.
- Work on formatting the D&I results suited for public distribution is underway.

Sustainability and Climate Change Risk Ad hoc Committee – Written update by Joanna Eyquem, Chair

Highlights include, but not limited to, the following:

- Current and/or priority actions
 - ✓ Finalise committee Terms of Reference and conversion of the committee to a "standing", rather than an "ad-hoc" committee.
 - ✓ Participation on behalf of PGO in consultation and workshops relating to the Provincial Climate Change Impact Assessment for Ontario – specifically the Business and Economy area of focus. The next workshop is scheduled for January 31, 2022.
 - ✓ Contributing to PGO's Strategic Plan by identifying objectives and actions.
 - ✓ Support registrants by demonstrating the need to integrate Sustainability and Climate Change
 - ✓ Raising awareness among registrants
 - ✓ Work with Registration Committee to discuss admissibility of Sustainability and Climate Change related courses
 - ✓ Publicizing Available Standards and Best Practice Guidelines
 - ✓ Promote the inclusion of Sustainability and Climate Change to potential new registrants to encourage more to join the profession
- A potential initiative has been identified to hire a research assistant to review standards relevant to Sustainability and Climate Change for geoscientists in Ontario.

Geoscientists Canada (GC) – No update at this time.

Symposium Planning Committee (SPC) – Written update by Kristin Hanson, Chair

Highlights include, but not limited to, the following:

- Finalized the dates for the 2022 Virtual Symposium (April 19, 21, 26, and 28)
- A draft ToR has been prepared and submitted for review by the Vice President of Council
- The SPC believes that its work is as a Standing Committee of Council. Waiting for a decision from Council to approve ToR and SPC's status as a standing committee.
- Development of a Critical Path to guide us to deliver on our mandate
- Selection of a Vice Chair who will serve as Chair for next year's SPC
- Identification of four preliminary themes for the Symposium panel sessions

14. REGIONAL COUNCILLORS AND COUNCILLOR-AT-LARGE REPORTS - Update provided by Claire Milloy

- The Ottawa region in partnership with conservation authorities launched its first virtual Geoscience Open House in November 2021. The event was categorized in three themes - municipal development planning, marine clay landslide risk and excess soils, and stormwater management planning.
- The organizers plan to invite environmental consultants to join the roster of presenters for next year's event.
- PGO will continue to be a sponsor of the event.

15. BUSINESS

Review of Process of Appeals of Registration Decisions

- Paul Hubley indicated that PGO needs to work on its registration appeal process. PGO is looking at making these changes within the existing Act (PGA, 2000). There is a possibility that the appeal process will change again should amendments to PGA 2000 push through.

Field Notes

- A group comprised of staff and volunteers is currently reviewing Field Notes, including the contractual obligations that PGO has with its current provider.

Student Enrolment in Earth Science Programs

- Tony Andrews presented on the national statistics of student enrolment in earth sciences programs. Results show that there has been a significant downturn in the number of undergraduate students since 2015, which can potentially cause a decline of applications for GIT and eventually full P.Geo. registrants.
- Ontario statistics reflect a similar downturn but not as severe as the national one. PGO has experienced a continuous, incremental increase in student enrolments and total registrants for many years.

16. OTHER BUSINESS

Schedule of Council meetings.

- There was a unanimous agreement at the table to keep the Council meeting schedule as is.

17. IN-CAMERA SESSION

Council went for in-camera session at 1:10 p.m.

18. ADJOURNMENT

Motion 143 – 5: Robert Hearst moved to adjourn the meeting.

Meeting was adjourned at 1:36 p.m.



President

Summary of Motions and Action Items

MOTIONS

Motion 143 - 1: Melanie moved to approve the agenda as presented. Joanne Do Caro seconded. Carried.

Motion 143 – 2: Roger Woeller moved to accept the minutes as amended. Seconded by Pizye Nankamba. Carried.

Motion 143 – 3: Scott McLean moved to accept the budget with an amendment to increase the Other Professional Fees line of the budget by \$10,000. Seconded by Paul Connor. Carried.

Motion 143 – 4: Melanie Siewert moved to carry out the RFP process in order to commence the 3rd party review. Seconded by Robert Hearst. Carried.

Motion 143 – 5: Robert Hearst moved to adjourn the meeting.

ACTION ITEMS

Action item 141 – 2: Joanna Eyquem to present to Council the terms of reference for the proposed Sustainability and Climate Change Standing Committee. Deferred to March 2022 Meeting.

Action item 142 – 2: Paul Hubley to reach out to volunteers to help with the development of intellectual property guideline. Will defer this item to next Council meeting.

Action item 142 – 5: Melanie Siewert to look at committees and subcommittees to provide a rationale about areas that require Council's approval including the appointment of committee chairs. Melanie Siewert, Paul Connor and Tony Andrews sent the ToRs to PGO's Counsel for review and recommendations. Will report back to Council at the next meeting.

Action item 142 – 8: Tony Andrews to develop a questionnaire to be sent out to Council Members and Committee Chairs. (Feedback on CNAR online learning) Outstanding.

Action item 143 – 1: Aftab Khan to look into the possibility of developing a questionnaire to collect data on GITs who stop renewing their registration.

Action item 143 – 2: Aftab Khan to make the OFC document available to Council members via Boardable.

Action item 143 – 4: Tony Andrews to inquire about the police check process of Ontario's Public Appointment Secretariat.

Action item 143 – 5: Scott Mclean to seek advice from the PPAC with regards to the 10-year experience requirement.