

Present

Melanie Siewert, Chair
Mary-Anne Hildebrandt
Paul Hubley
Michaela Kuuskman
Sheila Daniel
David Leng
Robert Hearst
Kristina Small
Chris MacInnis
Ryan Weston
Cerise Latibeaudiere
Alicia Kimberley
Joanne Di Caro
Ana Misra

Paul Connor

William Skura
Siri Genik
Laura Katz
Roger Woeller

Regrets:

Claire Milloy

Staff

Tony Andrews, CEO
Eilidh Lewis, Acting Registrar
Sherin Chopra, Administration and Operations
Marilen Miguel, Stakeholder Relations

By Invitation

Jonathan Rose and Ryan Cole
Christine Vaillancourt

1. CALL TO ORDER

The President called the meeting to order at 9:33 am.

2. WELCOME AND ACKNOWLEDGEMENT

The Chair welcomed and thanked everyone for their participation in the meeting and she acknowledged everyone's efforts to ensure that the hybrid meeting format is working.

3. SAFETY MINUTE

- Chris MacInnis noted that weather can shift very quickly and it is important that you exercise due diligence in planning for contingency and ensuring that you have the proper gear before setting out to work in the field. He highlighted the importance of ensuring that you have the most updated information about the weather.

4. DIVERSITY MINUTE

- Alicia Kimberley shared about the level-of-trust circle. She stressed the importance of keeping the conversations on unconscious bias going. She noted that if we truly are committed to being inclusive that we should go beyond our circle of trust and be open to considering diverse perspectives from those outside of our usual group/circle to help inform decision-making process.

5. CONFLICT OF INTEREST DECLARATION

None.

6. APPROVAL OF AGENDA

The Council reviewed the agenda.

Motion 147 - 1: Cerise Latibeaudiere moved to approve the agenda as presented. Seconded by Ryan Weston. Carried.

7. ATTENDANCE RECORD

The attendance record was noted.

8. MINUTES FROM September 22, 2022 Meeting

Council reviewed the minutes from September 22, 2022 meeting. A few typos were corrected and no further edits were made.

Motion 147 - 2: Paul Hubley moved to accept the minutes as amended. Seconded by Joanne Di Caro. Paul Connor and Roger Woeller abstained. Carried.

9. MATTERS ARISING FROM September 22, 2022 Minutes

Action item 146 - 1 – Mary-Anne Hildebrandt to approach D & I Committee to discuss the existing Diversity Matrix to determine if and how it should be applied for Council's review. ***Imshun Je to report on this item during the Committee Report section of the meeting.***

Action item 146 - 2: Registrar to revisit the draft survey developed to get feedback from GITs not renewing their GIT designation. ***Eilidh Lewis to report on this item during the Registrar's Report section of the meeting.***

Action item 146 - 3: Tony Andrews to follow up with the PGO's bookkeeper regarding the Contingency Fund's interest income. ***Tony Andrews reported that the interest income comes from the investment in the money market, not for the purpose of earning revenue, but to preserve the capital.***

Action item 146 - 4: Registrar to review C of A classes and fees and report back to Council at next meeting. ***Eilidh Lewis to report on this item during the Registrar's Report section of the meeting.***

10. POLICY CONCEPTS

- Ryan Cole provided a high-level overview on what is going on at Queens Park. The Ontario Government introduced the More Homes Built Faster Act, 2022, which, if passed, aims to increase housing supply in the province. He reported that Conservations Authorities will be impacted by the number of proposed legislative changes introduced by the provincial government wherein one of the objectives is to speed up the approval process of planning applications.
- Ryan Cole reported that a meeting between PGO and the Minister of Mine's office has been arranged to take place in December 2022.
- PGO-led stakeholders' consultation on PGO's proposed amendments to Professional Geoscientists Act (PGA), 2000 is being planned to take place in January 2023.

11. CEO REPORT

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

1. Administration and Operations

- Mentors for New Councillors – *This work was completed.*
- Orientation Module 4 – *Completed.*
- Annual Dues – *Notified registrants about dues increase on October 21, 2022. Notice of Annual Renewal Dues was sent out on October 31, 2022.*
- Staff Review – *Job posting for Assistant Registrar was posted online.*
- Upgrading of Cybersecurity – *PGO met with an IT group to review the network scan results that they conducted. The next step is to conduct external penetration test to identify vulnerabilities.*

- Registrant Database – *Staff continues to liaise with the vendor to ensure that functionalities are working properly after the system update.*
- New Office Facility – Lease was signed.
- Annual University Student Outreach – *Back to in-person session and is going well.*
- Webinars and CPD Program – *A webinar on NI 43-101 is being planned. A lunch and learn for PGO volunteers on risk management is also scheduled to take place at the end of November.*
- Independent Third-Party Review Readiness Assessment – Received Richard Steinecke's report, which also contains recommendations on October 20, 2022.
- Communications Working Group – *The group had its first meeting on October 20, 2022 and significant progress has been made.*
- Establishing a Risk Management Approach for PGO – *Work on this area is progressing well.*
- Geoscience Canada Board Meeting (Nov 3, 4) – *Tony Andrews chaired GC's CEO Meeting. He noted that such event presents great opportunity for information exchange.*
- CNAR Conference (Oct 24-26) – *PGO staff attended the conference, which provided a lot of excellent sessions.*
- Strategic Plan – *Tony Andrews to report during the Business section of the meeting.*

2. Issues and Initiatives

- Amendments to Act and Regulations – Policy Concepts is leading the work in setting up the consultation process.
- PGO Submission to MECP - *Environmental Geoscience Subcommittee developed and submitted a response on behalf of PGO to MECP's proposed Amendments to Certain Requirements under the Excess Soil Regulation (ERO posting 019-6240).*

10. REGISTRAR'S REPORT

Eilidh Lewis, Acting Registrar, provided an update on PGO's registration and other key activities.

- A number of statistics that include, but not limited to, registration as of November 2022.

Registrant Categories	Nov 2021	Nov 2022
Full P.Geo.	2370	2450
Limited P.Geo.	83	87
Non-Practising P.Geo.	229	242
Geoscientists-in-Training	595	611
TOTAL	3277	3390
Students	430	369
Certificate of Authorization	225	223

- Results for November 2022 Professional Practice and Ethics Exam is not yet available as of this report.
- PGO's last technical exam will be held this Fall 2022. Technical exams will be administered by EGBC online system and all applicants need to apply through APEGA.
- No registration appeals to date.
- One (1) new complaint filed to date.
- Other activities
 - Ongoing meetings with Investigators and lawyer regarding C135, 136, 138, 139.
 - Attended online meetings of the Professional Practice Exam Committee (PPEC) on November 9 – blueprint review is underway and will be shared with everyone for review. New blueprint to include EDI, First Nations/Indigenous Law and Securities related questions.
 - Held a webinar on the knowledge requirements for any interested parties with a Q & A and discussion session.
 - First round of selection process for the Registrar Assistant position was unsuccessful. The Assistant Registrar position has been reposted and this time the pool of candidates was more promising. Interviews will be conducted at the end of November.
 - Attended the Canadian Geoscience Standards Council meeting, October 22.
 - Attended CNAR conference October 23-27.
 - First renewal notice sent October 31st. Steady stream of renewals coming in.
 - Student outreach at universities across Ontario are underway. Eilidh Lewis acknowledged the Regional Councillors for co-leading this initiative.

GIT Survey (Action item 146 – 2)

- Eilidh Lewis provided an update re: Action item 146 – 2 pertaining to GIT Survey to get feedback from GITs on the reason why they are not renewing their GIT registration.
- She noted that when registrants resigned, common reasons include:
 - Retirement
 - Moved to another province/territory/country
 - Long term disability
 - Long term unemployment
- She reported that a survey could be developed and sent to registrants upon receipt of their resignation on a platform that keeps personal details anonymous.
- There was discussion on how this survey fits in with PGO's public protection mandate. Further, if a survey is to be sent out that PGO exercise care in collecting only the information that is needed. Develop the survey using D&I lens.
- Ensure that the platform used is cyber-secure.
- Consider looking at other self-regulatory bodies if they have done a similar initiative.

Action item 147 – 1: Eilidh Lewis to report to Council at its March 2023 meeting the statistics of those who are not renewing their registration. Consider coordinating with D&I for any survey needs; and coordinating with external stakeholders i.e. looking at existing information on what has been done.

Certificate of Authorization (C of A) Classes

- Eilidh Lewis presented on the current C of A classes of PGO and their corresponding fees. Currently, PGO has three C of A classes:
 1. One Practitioner
 2. Two Practitioners
 3. Three or More Practitioners
- She proposed that the Three or More Practitioners be further divided to 4 categories.
- Council recommends that PGO should look at other SROs for comparison.

Action item 147 – 2: Eilidh Lewis to look at other SROs for comparison of C of A's classifications and corresponding registration fees.

11. COMMITTEES REPORT

Approval of Committee Chairs – Presented by Mary-Anne Hildebrandt, Vice President

- Mary-Anne Hildebrandt presented the current roster of Committee and Subcommittee Chairs. She noted that the Professional Practice Committee (PPC) is currently looking for Chair. Paul Hubley agreed to step in as Interim Chair.

Motion 147 – 3: Paul Connor moved that the Chairs of PGO Committees, as presented, be approved for another term until September 2023. Michaela Kuuskman seconded. Carried.

Executive Committee – Update by Melanie Siewert, Chair

- Melanie Siewert reported that dues increase for C of A holders will be implemented in the 2024 renewal of fees.
- She presented to Council the need to amend the Section EL 6, Item 10 of the Governance Manual, which pertains to signing authority on payments instruments in an amount greater than \$5000 to increase efficiency of PGO's payment process.

Motion 147 – 4: Robert Hearst moved that Section EL 6, Item 10 of the Governance Manual be amended to replace the existing word “signature” by the word “authorization”, allowing the CEO to sign cheques of over \$5,000 if provided a signed authorization form by either the President or Vice President. Seconded by William Skura. Carried.

Registration Committee – No update at this time.

Complaints Committee – Written Report by Doug Cater, Chair

Highlights of the report include but not limited to:

- Nearing completion of investigation phase on related Complaints C-135, C-136, C-138 & C-139.
- Michaela Kuuskman has joined the Complaints Committee in the role of Elected Councillor.

Discipline Committee Report – Update by Mike Jones on behalf of Tammy Middleton (Chair)

- The committee met on November 14, 2022. Planning an “*introduction and refresher training*” to be conducted by Tammy Middleton and Mike Jones. Training is planned for December 2022 and January 2023.
- The committee needs a public appointee as a member. The chair is also looking for P.Geo.'s as members to expand the committee's membership in anticipation of long-serving members retiring.
- The committee submitted internal document on Discipline process and penalties to the CEO and is looking forward to getting feedback from the CEO and from the PGO counsel.

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

- Roger Woeller reported that he will be meeting with the Acting Registrar to discuss the E&C Committee's action plan.
- He posed the question on how much Council is willing to invest in implementing the E&C process.
- It was decided at the table that a more fulsome discussion of E & C process will be made at the next Council meeting.

Governance Committee – Update by Paul Connor, Chair

- Paul Connor indicated that Council needs to approve the appointments for Secretary and the Treasurer positions.

Motion 147 - 05: Roger Woeller moved that Paul Connor be approved as Secretary for an additional term until September 2023. Seconded by Siri Genik. Carried

Motion 147 - 06: Roger Woeller moved that Ana Misra be approved as Treasurer until September 2023. Seconded by Siri Genik. Carried

- Paul Connor presented to Council the proposed amendments to the terms of reference (ToRs) of PGO's non-statutory committees/subcommittees. The amendments were made based on the recommendations of PGO counsel.
- Council commended Paul Connor for his work on the amended ToRs.

Motion 147 – 7: Robert Hearst moved that the updated Terms of Reference for Non-Statutory Committees of PGO Council are adopted to govern the operation of these committees as presented. Seconded by Paul Hubley. Carried.

- Paul Connor indicated that the Governance Committee has received Richard Steinecke's Readiness Assessment Report. He will report on the recommendations at the next Council Meeting.
- Paul Connor reported that the Nominations Committee will implement competency-based model for its recruitment in 2023 and will integrate the D&I matrix that will be put forward by the D&I Committee.
- Melanie Siewert reported on the Governance and Regulatory Review initiative. The report highlights what has been completed to date and outlines the next steps for PGO highlighting *who-does-what and when* in the context of evolving landscape for SROs.

Finance Committee – Update by Tony Andrews on behalf of the Treasuer

- Tony presented to Council the income and loss (budget versus actual) financial statement. He noted that legal expenses are eating up PGO's surplus.
- Next financial reporting will be made in January, which consists of unaudited financial statements for the year-end of 2022.

Audit Committee Report – No update at this time

Professional Practice Committee (PPC) – Update by Paul Hubley, Interim Chair

- Paul Hubley reported that Alicia Kimberley stepped in as Vice Chair of the Professional Practice Committee.

- PPC is meeting on November 28, 2022 to review its priorities and determine what can be accomplished on short and long terms.
- Currently, PPC is reviewing the following items:
 - Intellectual Property
 - Code of Ethics
 - CPD audit
 - Practice Review
 - Practice guidelines – CPD, Environmental Geoscience, D & I, Document and Authentication
- PPC is looking at adopting a number of existing professional practice guidelines developed by peer SROs but it will need to make sure that these guidelines are adapted to fit PGO's legislative framework.

Geology Subcommittee – Written Report provided by Bill McGuinty, Chair

Highlights of the report include but not limited to:

- The newly constituted Geology Subcommittee met via Zoom for the first time October 25, 2022.
- The committee developed and submitted a response on behalf of PGO to Canadian Securities Administrators' (CSA) consultation paper on NI 43-101.
- The committee has identified at its last meeting as other areas of interest to study for creating a number of guidance to geoscientists. No action has been taken to date.
 - A possible gap in current PGO guidelines was discussed with respect to evaluating existing tailings and waste dumps for future extraction,
 - Evaluating prospects for Li extraction (Li-Brine)
 - Other guidance that may pertain to geoscience related to the Ontario Critical Minerals Strategy

Geophysics Subcommittee – No update at this time.

Environmental Geoscience (EG) Subcommittee – Written report by Simon Gautrey, Chair

Highlights of the report include but not limited to:

- The EG Subcommittee met on October 23rd. The committee plans to communicate with the MECP around the excess soil legislation emphasizing the need for training and centralized online resources to guide PGO registrants in the implementation of Excess Soil regulations.
- The committee plans to focus on Qualified Person over the winter.

Geomorphology Subcommittee – No update at this time.

Sustainability and Climate Change Risk Ad hoc Committee – No update at this time.

PGA Amendments ad hoc Committee – See Policy Concepts’ update.

Diversity and Inclusion Committee – Update provided by Imshun Je, Chair

- Imshun Je presented the D&I Committee’s Report on D & I matrix as it relates to PGO Council’s objective of ensuring diverse representation in Council.
- The report highlights the committee’s recommendations, which will be discussed further with the Governance Committee.

Action item 147 – 3: D & I Committee and the Governance Committee to work together to review the D&I Committee Report to Council on the D & I Matrix; determine if there are gaps identified and their underlying causes, then make recommendations accordingly.

- Imshun Je reported that the D&I Committee has hired a consultant through an RFP process to develop the PGO’s D & I Professional Practice Guidelines.

Past Presidents’ Advisory Committee (PPAC) – Update by Paul Hubley, Chair

- Paul Hubley reported that the PPAC will be looking at the Awards (administered by PGO and GC) and he indicated that the PGO Awards process will be done through the D & I lens.

2022 Symposium Planning Committee (SPC) – Written report provided by Craig Waldie, 2023 Chair

- The Committee has 11 volunteers representing a broad range of PGO committees and subcommittees.
- It is scheduled to hold its first meeting on November 21, 2022.

Risk Management Working Group – Update by Paul Hubley

- Paul Hubley presented to Council the draft Risk Register table that shows the risk items and their corresponding descriptions and potential consequences. This register will be a living document. It was suggested that the *Description* be expanded to *Description of Scenario* and ensure that it is consistent throughout.
- Next steps will be to provide this risk register to Committee Chairs to get their input on risk items that the working group might not have identified yet.
- Paul Hubley indicated that while the Risk Management Working Group is made up of volunteers and staff, the Risk Register is essentially a staff function.
- Council commended Paul Hubley and his working group for the significant work done to date.

Communications Working Group – Update by Kristina Small on behalf of Claire Milloy, Chair

- The working group met virtually on October 20, 2022.
- Kristina Small reported that in order for the Communications Working Group to move forward, there are a number of items that need to be approved by Council. They are:
 - Dissolve the Communications Committee and the Field Notes Working group.
 - Establish a working group chaired by Claire Milloy.
 - Undertake a pilot initiative on information management adopting best practices for non-confidential committee/subcommittee work.
 - Establish the mandate of the Communications Working Group.
 - Establish the timeline in which to carry out the mandate of the working group.

Motion 147 - 08: Ryan Weston moved that PGO shall dissolve the Communications Committee and the Field Notes Working Group and archive all associated terms of references and other documents via the information management pilot initiative. Seconded by Joanne Di Caro. Carried.

Motion 147 - 09: Paul Hubley moved that PGO shall establish a Communications Working Group whereby the current group chair is Claire Milloy, P.Geo. (Regional Councillor - South Eastern Ontario 2021-2023). Seconded by Robert Hearst. Carried.

Motion 147 - 10: Joanne Di Caro moved that PGO shall undertake an information management pilot initiative as to inform related best practices for non-confidential standing committee, subcommittee, and other committee work. The initiative shall be piloted by the Communications Working Group with consideration to using the available Boardable platform under the supervision of the Director of Stakeholder Relations. Seconded by Chris MacInnis. Carried.

Motion 147 - 11: Michaela Kuuskman moved that PGO directs the new Communications Working Group to adopt the purpose of producing a communications policy, with broad and inclusive objectives, from which PGO staff will subsequently produce and implement a relevant and fulsome communication procedure (plan / protocol)

The communications policy shall address all relevant items from the Professional Geoscience Act, related Ontario Regulations, and PGO's current Strategic Planning Framework (2020- 2022), with consideration to the draft policies generated by the former Communications Committee and the most recent ideas from the Field Notes Working Group. Seconded by Cerise Latibeaudiere. Carried

Motion 147 - 12: Joanne Di Caro moved that the Communications Working Group produce a communications policy that is in keeping with the standard format of policies in the PGO Governance Manual. Seconded by Robert Hearst. Carried.

Geoscientists Canada – No update at this time.

12. REGIONAL COUNCILLORS

Regional Councillors in partnership with Eilidh Lewis conducted outreach at universities across Ontario.

- Ryan Weston, North West Regional Councillor conducted an outreach at Lakehead University.
- David Leng, South West Regional Councillor, conducted outreach at McMaster University, Brock University, University of Waterloo and Windsor University. He is also planning to provide a one-day session on Geoscientists Canada's *Qualified Person (QP) Short Course for Students* in the first quarter of 2023.
- Robert Heart, Central Regional Councillor conducted outreach at University of Toronto's St. George and Mississauga campuses.

13. GEOSCIENTISTS CANADA (GC) – Update by Christine Vaillancourt, Ontario Director, GC

- Christine Vaillancourt provided a high-level overview of Geoscientists Canada as an umbrella organization representing 10 provincial and territorial regulators of geoscience practice in Canada.
- She highlighted different resources and assessment tools available to its members, which can be found in the Geoscience Canada website - <https://geoscientistscanada.ca>
- A question was asked about potentially tapping on existing professional practice guidelines contained in GC's online practice guidelines catalogue so PGO is not re-inventing the wheel. Christine Vaillancourt indicated that this is possible by reaching out to peer SRO's and secure permission to adopt a guideline(s).
- Also highlighted in the report are a number of statistics on Registrants (including geoscientists-in-training) across Canada.

14. BUSINESS – DISCUSSION OF NEXT STRATEGIC PLANNING CYCLE

- Tony Andrews provided an overview of the strategic planning process for the period 2020 – 2022.
- He summarized the key components of the 2020-2022 Strategic Plan and highlighted the section of the strategic plan - *Goal 2, Objective 1*, which is specifically allocated for staff. The status of action plan related to *Goal 2, Objective 1* shows that action items identified have been completed.
- Tony Andrews recommended that for Strategic Planning process for 2023 – 2025 should focus on upgrading the PGO governance and regulatory practice, implementation of

independent third-party review, and implementation of recommendations that will come out from the third-party review.

- Potential timeline for the strategic planning retreat is either April or May, 2023.
- Consider including the committee chairs as done in the previous retreat.

Motion 147 - 13: Paul Hubley moved that the strategic plan for 2023-25 be focused primarily on a) making progress on governance and regulatory practice in preparation for the independent third-party review b) conducting the third-party review and c) implementing the recommendations that result from the third-party review. Seconded by Robert Hearst. Carried.


16. IN-CAMERA SESSION

Council went for in-camera session at 3:36 p.m.

17. ADJOURNMENT

Motion 147 – 14: Robert Hearst moved to adjourn the meeting.

Meeting was adjourned at 4:00 p.m.



President

Summary of Motions and Action Items

MOTIONS

Motion 147 - 1: Cerise Latibeaudiere moved to approve the agenda as presented. Seconded by Ryan Weston. Carried.

Motion 147 - 2: Paul Hubley moved to accept the minutes as amended. Seconded by Joanne Di Caro. Paul Connor and Roger Woeller abstained. Carried.

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Motion 147 – 4: Robert Hearst moved that Section EL 6, Item 10 of the Governance Manual be amended to replace the existing word “signature” by the word “authorization”, allowing the CEO to sign cheques of over \$5,000 if provided a signed authorization form by either the President or Vice President. Seconded by William Skura. Carried.

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ACTIONS

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