

Present

Mary-Anne Hildebrandt, President/ Chair
Claire Milloy, Vice President
Melanie Siewert, Immediate Past President
Michael Bunn, Treasurer
Paul Connor, Secretary
Alicia Kimberley
Cerise Latibeaudiere
Clayton Sereres
Joanne Di Caro
Kelly Bolduc O'Hare
Kristina Small
Laura Katz
Michaela Kuuskman
Michel Kearney
Robert Hearst
Roger Woeller
Ryan Weston
Sheila Daniel
William Skura

Regrets:

Chris MacInnis

Staff

Tony Andrews, CEO
Eilidh Lewis, Registrar
Gabrielle Hosein, Assistant Registrar
Carmen Li-Tsang, Operations and
Administration Coordinator
Samantha Chater, Stakeholder Relations and
Communications Specialist
Marilen Miguel, Director, Internal and
External Affairs

By Invitation

Ryan Cole, Alexandra Rodgers, Joanna
Eyquem, Dennis Waddington

1. CALL TO ORDER

The President called the meeting to order at 9:02 am.

2. WELCOME AND ACKNOWLEDGEMENT

- The Chair welcomed and thanked everyone for their participation in the hybrid meeting. She acknowledged the work and contributions made by volunteers and staff to move forward the readiness assessment workplan.

3. LAND ACKNOWLEDGEMENT

4. SAFETY MINUTE

- Ryan Weston provided the safety minute focusing on job hazard analysis, which is deemed as an effective tool to identify hazards associated with complex tasks.
- He provided, at high level, a number of steps involved in a job hazard analysis. Some of the steps described were as follows:
 - ✓ In collaboration with your team, define the scope of the work and break it down into small steps.
 - ✓ Identify each of the hazard associated with each step – what factors could cause for the work to go wrong? What knowledge and expertise are required to execute each step?
 - ✓ Develop control measures for each of the risks associated with each step – an example is the use of Personal Protective Equipment (PPE) to do the job safely.
 - ✓ Determine what training is required to help workers do their work properly and safely.
- Ryan emphasized the importance of ensuring that workers understand the significance of adhering to the process and steps to sustain a safe working environment.

5. DIVERSITY MINUTE

- Marilen Miguel highlighted the importance of empathy in the workplace.
- Empathy makes it possible for us to put ourselves in someone else's situation, to learn how to listen, and understand and validate someone's emotion without judgement.
- Everyone's situation is different and so do our stressors. When someone fumbles, we only see the mistake made but not the underlying issues. This is where the inquiry approach is helpful to know and understand those underlying issues to help inform steps for solutions.

6. CONFLICT OF INTEREST DECLARATION

None.

7. APPROVAL OF AGENDA

The Council reviewed the agenda. The Chair announced that a number of committee chairs will be calling in at certain times and they will be given the floor once they are online to provide their update.

Motion 154- 1: Robert Hearst moved to accept the 154th Council Meeting Agenda as presented. Seconded by Roger Woeller. Carried.

8. ATTENDANCE RECORD

The attendance record was reviewed. Correction on Kelly Bolduc O'Hare's last name was noted.

9. NOTICE FROM CLAIRE MILLOY, COUNCIL VICE PRESIDENT

- Claire Milloy, Vice President gave notice to Council that effective May 1st, 2024, she will be resigning from her position in Council. She indicated that she will continue to be available to the Executive Committee until the end of April and is looking forward to continuing her involvement with the Governance Committee.
- The Chair thanked Claire Milloy for her work in Council and with the committees, particularly her contributions to the Executive and Governance Committees.
- It was noted that the Nominations Committee will be assisting in the process of filling up the vacant position.

Motion 154 - 2: Mike Bunn moved to accept Claire Milloy's resignation from Council effective May 1, 2024. Seconded by Kelly Bolduc O'Hare. Claire Milloy abstained. Carried.

10. MINUTES FROM January 18, 2024 Meeting

Council reviewed the minutes from January 18, 2024 meeting. Edits were made.

- It was noted that two items under the Registrar's Report are action items.
- It was noted that item "Recruitment RFP review and the necessity to include in the 2024 budget" should accurately reflect the recommendations of the Nominations Committee as per the memo from Chair of the Nominations Committee.
- Correction on the verbiage of Motion 153 – 9.
- Correction on the date of the Geomorphology Subcommittee Meeting.

Motion 154 – 3: Claire Milloy moved that the 153rd Council Meeting Minutes be approved as amended. Seconded by Robert Hearst. Alicia Kimberley abstained. Carried.

11. MOTIONS AND ACTIONS FROM JANUARY 18, 2024 COUNCIL MEETING

- The Executive Committee developed a process for effectively managing Motions and Actions at Council meetings since the January Council meeting. This process will help the Executive Committee in its agenda-setting for the ensuing Council meetings by looking at motions and actions and determine which ones are high risk and/or falling off the radar, thus ensuring that Council is focused on high-priority items.
- Tony Andrews provided an outline of the administrative process for Council for updating the Register of Motions and Actions.
- The Register will be maintained by staff, Marilen Miguel. This register will be updated immediately after the Council meeting so people responsible for action items can review

them and follow through with those items prior to the next Council meeting. Actions completed will be communicated to Marilen Miguel.

12. POLICY CONCEPTS

- Alexandra Rodgers provided a high-level overview of the political landscape at Queen's Park.
- Ryan Cole reported that Policy Concepts had met informally both political and bureaucratic staff at the Ministry of Mines and the Director of Environmental Policy in the Premier's Office on PGO's behalf to ensure that the PGA Amendments stay visible for the ministry. Additionally, PGO met with formally the Director of Resource Policy in the Premier's Office. The Premier's Office requested more information on the scope and severity of the issue of illegal practice identified by PGO. This detailed memo outlining this information and identifying several example cases was sent to the Premier's Office and Ministry of Mines-at the end February 2024.
- The Premier's Office requested that PGO meet with the Deputy Minister of Mines to brief her on the proposed amendments so that a decision note can be requested as a formal recommendation from the Ministry of Mines to the Office of the Premier on whether or not to proceed with the amendments.
- Two potential strategies have been discussed on how to move forward the PGA amendments – 1) proceed with the request for a formal decision on the two proposed amendments PGO consulted on in 2023 or 2) request that the government launch a formal legislative review of the Act that includes the current proposed amendments and other changes PGO may wish to pursue.

Action 154 - 1: Ryan Cole to send document outlining two strategies related to amendments to PGA 2000 to be included in the May Council meeting package by April 29, 2024.

Action 154 - 2: Tony Andrews is to provide the submission date for reports for the May Council meeting to Policy Concepts.

13. CEO REPORT

Tony Andrews, CEO, provided a summary of key activities since the January 2024 Council Meeting:

Ongoing initiatives:

- Communications Plan and Procedures – Governance Committee currently reviewing these documents.
- Risk-Management RFP – Three vendors will be submitting a proposal. The deadline for submission will be the end of March, 2024. Will be reporting back to Council in May.

- SharePoint – PGO has retained a SharePoint consultant to help address persistent issues and improve the user experience of the online platform.
- Readiness Assessment Working Plan (RAWP) – Staff meet every two weeks to monitor progress on activities assigned to staff.
- Developed an updated summary to clarify how staff support PGO committees.
- Draft Templates for Committee Agendas, Minutes & Briefing Note – These templates have been developed and are currently in draft forms. They will be circulated to committees and Council once finalized.

New initiatives/Matters arising

- Review of policies and procedures for staff and operations – Started the review of these documents and assess what needs updating. A preliminary gap analysis was also conducted to determine if there are items that the government introduced that PGO needs to comply with. Will report on this at the May Council Meeting.
- Professional Development (CNAR) – Highlighted the winter workshops, wherein a number of staff and volunteers attended.
- Outreach to Registrants – Several webinars/workshops have been provided to date in the new year and the 2024 Virtual Symposium is scheduled for mid-April.
- Federal government employees as registrants – PGO received an inquiry from a registrant who works for the Federal government, regarding federal employees not being required to register with PGO. This is a long-standing issue and requires a close review by PGO. The Chair of the Enforcement and Compliance Committee noted that there is a summary report on this item. This document will help inform how Tony will frame this issue at the CEO Meeting by Geoscientists Canada.

Action 154 - 3: Roger Woeller to forward the summary report to Tony Andrews regarding registration issue with the federal employees.

- Liability Insurance – Tony Andrews presented a table to Council outlining the liability insurance coverage of PGO. He noted that cybersecurity insurance will be added to this coverage soon.

14. REGISTRAR'S REPORT

Registrar, Eilidh Lewis, referred Council to the registrar's report included in the package. Her presentation to Council highlights a number of items.

- Suspension notice was sent on February 15, 2024. To date, suspension numbers are:
 - Practising: 25 currently suspended
 - Limited practising: 1 currently suspended
 - Non-practising: 12 currently suspended
 - GIT: 29 currently suspended
 - C of A: 5 currently suspended

- Incidental Practice
 - As of 2023, there are 24 applications for Incidental Practice.
 - Peer regulators in BC and Manitoba are sharing PGO's incidental practice with their registrants through their websites and newsletters.
 - PGO's communication team are reaching out to relevant publications to pitch incidental practice.
 - Next step is to implement enforcement by looking at technical reports in the public domain to determine that those signing off on these reports are complying with incidental practice.
- Professional Practice and Ethics Exam Results
 - Pass rate for January 2024 is 72%
 - The Registrar noted that all jurisdictions are seeing a decrease in pass rate from November 2023 to January 2024 sittings.
 - She noted that there was a Blueprint survey being sent to the Registration Committee as requested by APEGA.
- Complaints & Discipline
 - One (1) complaint with reconsideration submitted is under review by a new review panel
 - One (1) new complaint has been submitted and is under review.
 - One (1) complaint has been resolved.
 - One (1) complaint has been referred to Discipline Committee.
 - Four (4) complaints are pending hearings.
- Ontario Fairness Commission's (OFC) Risk rating of PGO
 - PGO received a letter from OFC in February 2024 indicating that following completion of the review process, the OFC has determined that the PGO should be placed in the low-risk category for the period April 1, 2024 to March 31, 2026.
- Other activities
 - RAWG sub-group – collecting and collating task information from committees
 - Created the summary table that was sent to all responsible parties for review. Next update is due on April 15, 2024.
 - Pan-Canadian CBA user group meeting on February 27, 2024
 - Attended PDAC on March 3-6, 2024
 - Canadian Geoscience Standards Council meeting on March 16, 2024
- Student Outreach
- Outreach events were conducted at University of Ottawa (paired with mentoring event), Carleton University and Western University.
- Eilidh Lewis acknowledges Michel Kearney, Clayton Sereres, Paul Hubley, and Gabrielle Hosein for their valuable participation in the outreach.

15. BUSINESS 1 – STRATEGIC PLANNING FRAMEWORK, V7

- Tony Andrews, CEO presented on the updated Strategic Planning Framework, V7 indicating that this contains high level goals and objectives and will be a public-facing document.
- The internal document will be more detailed covering the Key Initiatives and Actions. A template for the action plan will be designed to cover initiatives and actions in the RAWP and other PGO strategic initiatives.
- He noted that by finalizing the document, this effectively completes the actions associated with Motions 153 -3, 153 - 5, 153 - 6 and 153 -7.
- It was noted that minor revision may still be made, including minor formatting improvements and cleaning up any grammatical issues.

Motion 154 – 4: Michaela Kuuskman moved that Version 7 of the Strategic Planning Framework be approved as presented subject to minor revision. Seconded by Alicia Kimberly. Carried.

16. AMENDMENTS TO THE ACT & REGULATIONS

Tony provided Council a high-level overview of Professional Geoscientists Act (PGA), 2000 amendment history. He also reported on the current status of PGO's proposed amendments to modernize the Act.

Action 153 -4: Staff to post on SharePoint the PGO's proposed amendments for access by Council.

17. COMMITTEE REPORTS

Executive Committee (EC) – Update by Mary-Anne Hildebrandt, Chair

The Executive Committee has a written report included in the agenda meeting package. At the meeting, Mary-Anne Hildebrandt highlighted the following items:

- The Executive Committee is waiting on the CEO to reach a conclusion on the CEO performance review.
- Mary-Anne Hildebrandt thanked Council members and staff who provided input on PGO's submission of Geoscientists Canada's (GC) Strategic Initiatives Action Plan.
- Mary-Anne noted that the Executive Committee has a vacancy for a *non-registrant public appointee* as per the committee's terms of reference (ToR). Kelly Bolduc O'Hare put forward her name to sit as a member of the Executive Committee until September 2024.

Motion 154 - 5: Paul Connor moved to appoint Kelly Bolduc O'Hare to the Executive Committee as the non-registrant appointee as of March 21, 2024 until the September 2024 Council meeting. Seconded by Ryan Weston. Carried.

Treasurer's Report – Michael Bunn, FCA

Michael Bunn clarified that his report is a Treasurer's Report as he is yet to meet with the Finance Committee to review the financial statements and discuss the format of the financial report.

- Michael Bunn reported on PGO's financial statements as of the end of February 2024. He noted that he will be meeting with PGO's bookkeeper to discuss and clarify the transfer of funds to the Contingency Fund and the Strategic Initiative Fund as per the Motion 153 – 9 that was made at the January 2024 Council meeting.
- With his report on the income statement, Michael Bunn noted that the interest and investment income should not be in the operating statement but will be transferred to the Restricted Fund.
- He noted that with regards to future income statements, there is one category of expense that does not fit in the normal fixed cost for operations, which is the Logistics category (9040). Other categories of expenses are related to what PGO charges for. The Finance Committee will be meeting to fine-tune the statement.
- He indicated that on SharePoint, there is a folder where Council members can provide suggestions for financial reporting.

Action 154 - 5: Mary-Anne Hildebrandt to send the Finance Folder to Marilen Miguel for circulation to Council to solicit suggestions for the kind of report they want to see from the Finance Committee.

Governance Committee - Update by Paul Connor, Chair

- Paul Connor reported that the committee is working on a number of items including role profiles. He suggested that with tasks related to Readiness Assessment Work Plan, that a workable draft be circulated for input in preparation for the May Council meeting.

25th Anniversary Planning Committee – Update by Clayton Sereres, Chair

The 25th Anniversary Planning Committee has a written report included in the agenda meeting package. At the meeting, Clayton Sereres highlighted the following items:

- Met with Geoscientist Canada to discuss the possibility of grouping the PGO (AGM and the 25th Anniversary event) and GC (AGM) events together in June 2025 in Toronto.
- Researched venues for costing but met some challenges with a number of hotels because the inquiry was made too far in advance. However, staff will be reaching out again to prospective venues given that the combined events will potentially be a two or three-day event.

- The committee will determine how to better forecast the number of attendees before setting up the budget, which is planned to be presented to Council at its May 2024 meeting for review and approval.
- Clayton has drafted the Committee's ToR, which has two (2) objectives and nine (9) workstreams. This will be sent to the Governance Committee for review prior to being presented to Council.

Action 154 - 6: Clayton Sereres to send the draft ToR of the 25th Anniversary Planning Committee to the Chair of the Governance Committee

- The committee sent out a call for volunteers in February and currently has 6 members. The committee had its kick-off virtual meeting on March 15, 2024 and as a site create on SharePoint for the committee.

Enforcement and Compliance Committee – Update by Roger Woeller, Chair

The E & C Committee has a written report included in the agenda meeting package. At the meeting, Roger Woeller highlighted the following:

- E & C Committee needs to develop a new methodology in identifying illegal practice.
- He noted that the committee initiated a discussion on using AI as a potential means for collecting and sifting information related to unlicensed practice. He indicated that a volunteer with AI expertise would be a helpful addition to the E & C Committee.

Action 154 - 7: Mary-Anne Hildebrandt and Paul Connor to help Enforcement and Compliance Committee to recruit a volunteer with AI expertise.

Sustainability and Climate Change Committee (SCCC) – Update by Joanna Eyquem, Chair

Joanna Eyquem reported on three (3) items on behalf of the committee.

- 1) That Sustainability and Climate Change Committee should be under the Professional Practice Committee.
 - The committee unanimously recommends to Council to remain a standing committee. Sustainability and Climate Change goes beyond professional practice and should be embedded in PGO's activities as an organization. This is similar to how the Diversity and Inclusion Committee is looking both professional practice and the internal activities of PGO.
 - The committee is planning to survey registrants about PGO's performance in the area of Sustainability and Climate Change as an organization.
 - She noted that SCCC has very active volunteers and has a succession planning in place.
 - It was identified that SCCC could have a formal representation at Professional Practice Committee to improve communication.

Motion 154 - 6: Robert Hearst moved that the Sustainability and Climate Change Committee (SCCC) remains as a standing committee. Seconded by Roger Woeller. Carried.

Action 154 - 8: Professional Practice Committee to consider a representation from Sustainability and Climate Change Committee (SCCC) as a member of the PPC.

- 2) That SCCC accept any reference to “climate change” in the Strategic Planning Framework document be changed to “risks from a changing climate”.
 - The committee accepted the proposed verbiage and had communicated that to Tony Andrews prior to his presentation of the Strategic Planning Framework at this Council meeting.
- 3) That SCCC review the PGO’s Sustainability and Climate Change Position Statement in light of feedback received from a few registrants during the 2023 Annual General Meeting and from the feedback received as a result of a survey on the same topic that was sent out after the AGM.
 - A subgroup was formed to develop an approach on how to move forward with this item and the proposed approach was circulated to the full committee to be discussed at their May 15, 2024 meeting.

Action 154 - 9: Joanna Eyquem, SCCC Chair, to report back to Council the outcome of the review of the PGO Position Statement on Sustainability and Climate Change.

Readiness Assessment Working Group – Update by Melanie Siewert, Chair

Melanie Siewert provided Council with an overview of PGO’s preparation for a voluntary independent third-party review (ITPR). The presentation document was included in the agenda package. She presented on the following key items to provide Council with the full story of what has transpired from 2021 to date.

- The ITPR is expected to be main focus of the Strategic Plan for the next 3 years.
- It is anticipated that the cost of ITPR will be included in 2025 budget should the review occur in 2024 and is proposed to be taken from the Strategic Planning Restricted Funds. Council has not reached a decision on when the ITPR will occur or where the funds will be sourced.
- It was noted that the procurement policy should include consideration on how to establish the budget before providing a quote.
- Council thanked Melanie Siewert for a very comprehensive and informative presentation on the Readiness Assessment initiative.
- She asked that Council advise the Readiness Assessment Working Group if Council needs different details of the report for the next Council meeting. She hopes to report back in May with compiled updates from committees on where we are in relation to identified priority items.

Audit Committee – Update by Dennis Waddington, Chair

The Audit Committee has a written report included in the agenda meeting package. At the meeting, the following items were discussed:

- Rotation of Auditor – Dennis Waddington noted that PGO has the same auditor for more than 10 years.
- It was recommended that PGO tender out the audit service for a fresh look at auditor, price of the service, and PGO's financial statements. Further, it was recommended that this process be done after the AGM in June 2024, ideally in July.
- Michael Bunn indicated that he is intending to develop a policy that PGO tenders on a 5 or 3-year period as deemed appropriate by Council, which will be stated in the request for proposal (RFP).

Action 154 - 10: Finance Committee to develop a policy for selection and appointment of auditors.

Motion 154 - 7: Michael Bunn moved that Bateman Mackay be presented for approval at the June 2024 Annual General Meeting. Seconded by Roger Woeller. Carried.

- It was noted that the Motion 154 - 6 was put forward because Action 150 - 6 was not completed.

Past Presidents Advisory Committee (PPAC) – Update by Melanie Siewert, Chair

The PPAC has a written report included in the agenda meeting package. At the meeting, Melanie Siewert highlighted the following:

- The PPAC received one nomination for Geoscientist Canada's Professional Geoscientist of the Year Award. The PPAC reviewed the nomination of Andrea Waldie, P.Geo., FGC for the 2024 award. The PPAC strongly endorsed the nomination.

Motion 154 - 8: Melanie Siewert moved that PGO nominate Andrea Waldie for Geoscientists Canada's Canadian Professional Geoscientist Award 2024 based on the Letter of Support and Nomination Form submitted to the PGO dated February 2, 2024, and before the GC deadline of March 29, 2024. Seconded by Robert Hearst. Carried.

- The PPAC discussed that the PGO has traditionally received a low number of nominations for awards for any given submission. The PPAC feels that a focused, coordinated and/or strategic program is needed to promote an increased number and diversity of nominations from the geoscientist community.

- The written report included update on PGO Award of Merit – the ToR will be updated to reflect the motion passed in March 2022 that removed the 10-year requirement from the award criteria. This update will be in effect after the 2024 award period.

Complaints Committee – Written Report by Doug Cater, Chair

Written report highlights included, but were not limited to the following:

- A new review panel was formed for C-136 after the complainant submitted new information.
- C -140 was referred to the Discipline Committee
- No further action will be taken on C-141 as long as the registrant and the C of A holder fix the inaccuracies in their report within the timeline given to them.
- C-142 is a new complaint that came in February. A review panel is being formed.
- It was noted that the Complaints Committee needs additional volunteers.

Professional Practice Committee – Written Report by Alicia Kimberly, Chair

Written report highlights included, but were not limited to the following:

- PPC review and update of guidance documents on peer review, document authentication and CPD is ongoing.
- It is anticipated that guidance documents on peer review and document authentication will be submitted for Council review at the next Council meeting.
- Discussion on CPD and Mentoring Program is on-going.
- PPC has initiated the use of SharePoint platform.

2024 Symposium Planning Committee – Written Report by Sheila Ballantyne, Chair.

Written report highlights included, but were not limited to the following:

- The 2024 Virtual Symposium online page is live and the online registration is open - <https://www.pgo.ca/events/2024-Annual-Symposium-main>.
- The Symposium Planning Committee has put together a program featuring an excellent line-up of speakers.
- The chair requested to help spread the word about the event.

18. BUSINESS II – CLOSED MEETING

- Council went for a closed meeting as per By-law No. 1A, s. 3.09 (iv)

Motion 154 – 9: Kelly Bolduc O’Hare moved to close the Council meeting to in-camera session. Seconded by Paul Connor.

- The closed session commenced at 3:01 pm.

Motion 154 - 10: Robert Hearst moved to adjourn the closed meeting. Seconded by Paul Connor. Carried.

- The closed discussion terminated at 3:30 pm and the Chair resumed the Council meeting, which included staff and invited individuals.
- The business portion of the meeting adjourned at 3:31 p.m.

19. IN-CAMERA SESSION

The in-camera session was held and ended at 3:50 p.m.

20. ADJOURNMENT

Motion 154 – 11: Rob Hearst moved to adjourn the meeting.

Meeting adjourned at 3:50 p.m.



President

Summary of Motions and Action Items

Motions

Motion 154- 1: Robert Hearst moved to accept the 154th Council Meeting Agenda as presented. Seconded by Roger Woeller. Carried.

Motion 154 - 2: Mike Bunn moved to accept Claire Milloy's resignation from Council effective May 1, 2024. Seconded by Kelly Bolduc O'Hare. Claire Milloy abstained. Carried.

Motion 154 – 3: Claire Milloy moved that the 153rd Council Meeting Minutes be approved as amended. Seconded by Robert Hearst. Alicia Kimberley abstained. Carried.

Motion 154 - 4: Michaela Kuuskman moved that Version 7 of the Strategic Planning Framework be approved as presented subject to minor revision. Seconded by Alicia Kimberley. Carried.

Motion 154 - 5: Paul Connor moved to appoint Kelly Bolduc O'Hare to the Executive Committee as the non-registrant appointee as of March 21, 2024 until the September 2024 Council meeting. Seconded by Ryan Weston. Carried.

Motion 154 - 6: Robert Hearst moved that the Sustainability and Climate Change Committee (SCCC) remains as a standing committee. Seconded by Roger Woeller. Carried.

Motion 154 - 7: Michael Bunn moved that Bateman Mackay be presented for approval at the June 2024 Annual General Meeting. Seconded by Roger Woeller. Carried.

Motion 154 - 8: Melanie Siewert moved that PGO nominate Andrea Waldie for Geoscientists Canada's Canadian Professional Geoscientist Award 2024 based on the Letter of Support and Nomination Form submitted to the PGO dated February 2, 2024, and before the GC deadline of March 29, 2024. Seconded by Robert Hearst. Carried.

Motion 154 – 9: Kelly Bolduc O'Hare moved to move the Council meeting to in-camera session. Seconded by Paul Connor.

Motion 154 - 10: Robert Hearst moved to adjourn the closed meeting. Seconded by Paul Connor. Carried.

Motion 154 – 11: Rob Hearst moved to adjourn the meeting.

Actions

Action 154 - 1: Ryan Cole to send document outlining two strategies related to amendments to PGA 2000 for May 2024 Council Meeting by April 29, 2024

Action 154 - 2: Tony Andrews is to provide the submission date for reports for the May Council meeting to Policy Concepts.

Action 154 - 3: Roger Woeller to forward the summary report to Tony Andrews regarding registration issue with the federal employees.

Action 153 - 4: Staff to post on SharePoint the PGO's proposed amendments for access by Council.

Action 154 - 5: Mary-Anne Hildebrandt to send the Finance Folder to Marilen Miguel for circulation to Council to solicit suggestions for the kind of report they want to see from the Finance Committee.

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Action 154 - 10: Finance Committee to develop a policy for selection and appointment of auditors.