

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
Paul Connor
William Skura
Siri Genik

Laura Katz
Roger Woeller

Regrets:

Ana Misra

Staff

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

By Invitation

Jonathan Rose and Ryan Cole
Craig Waldie, Joanna Eyquem

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.

3. SAFETY MINUTE

- Cerise Latibeaudiere stressed the importance of ergonomics in the workplace. We spend a lot of time at our desk and it is important to be mindful of having good desk posture, correct chair height and equipment spacing. Ergonomics promotes productivity by reducing back and neck pain, which can cause discomfort and health issues.

4. DIVERSITY MINUTE

- Laura Katz talked about microaggression in the workplace. Microaggressions comprise of language and/or actions that intentionally or accidentally target those who are different from us. She highlighted three types of microaggression:
 - 1) Micro-assault refers to behaviours that are intentionally discriminatory while not intentionally being offensive such as making racist jokes.
 - 2) Micro-insult refers to behaviours that is not intentionally discriminatory but comes across as condescending.
 - 3) Micro-invalidation refers to behaviours that invalidate or minimize a person's experience.
 - 4) Highlighted the importance for managers to employ staff training on unconscious bias and microaggressions and to create a formalized process for addressing microaggressions.

5. CONFLICT OF INTEREST DECLARATION

None.

6. APPROVAL OF AGENDA

The Council reviewed the agenda. The 2023 Symposium Planning Committee update has been moved to an earlier time-slot.

Motion 148 - 1: Robert Hearst moved that the 148th Council Meeting Agenda be approved as amended. Seconded by William Skura. Carried.

7. ATTENDANCE RECORD

The attendance record was noted.

8. MINUTES FROM November 17, 2022 Meeting

Council reviewed the minutes from November 17, 2022 meeting. A few minor edits were made.

Motion 148 - 2: Cerise Latibaudiere moved that the 147th Council Meeting Minutes be approved as amended. Seconded by Michaela Kuuskman. Carried.

9. MATTERS ARISING FROM November 17, 2022 Minutes

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). **Eilidh Lewis to provide update in March 2023 Council Meeting.**

Action item 147 - 2: Eilidh Lewis to look at other SROs for comparison of C of A's classifications and corresponding registration fees. **Update included in the Registrar's Report.**

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. **Update to be included in the written D&I Committee Report to Council.**

10. POLICY CONCEPTS

- Ryan Cole provided a high-level overview on what is going on at Queen's Park. Pre-budget consultations are currently underway.
- Ryan Cole reported that they are finalizing the revised discussion paper and consultation plans regarding amendments to the Professional Geoscientists Act 2000 (PGA), based on the Ministry of Mines' feedback. The final document will be shared with the ministry and it is expected that the PGO-led stakeholder consultations can begin in February 2023.
- Policy Concepts also reported that while the Ministry of Public and Business Service Delivery is agreeable to the idea of including the P.Geo. to the list of professionals who can act as guarantors on government-issued documents, it will take time to see this implemented. This change needs to be reflected in the Vital Statistics Act but given the government's current legislation priorities, this is not going to happen right away. It is certainly possible in the future. Policy Concepts will continue to engage with the government on this item.
- In December 2023, PGO's Council President and the CEO had a face-to-face meeting with George Pirie, the Minister of Mines. The introductory meeting provided PGO the opportunity to brief the Minister of Mines about its mandate and the critical role that PGO and its registrants play in the mining sector. PGO also brought up with the Minister the issue about illegal practice and the need to modernize the PGA Professional Geoscientists Act, 2000.
- A question was asked if there is a role for PGO to provide professional practice guidance around Critical Minerals Strategy. It was noted that this should be examined through the lens of PGO's public protection mandate.

Action item 148 - 1: Professional Practice Committee to discuss if there is a need for the development of a professional practice guideline related to Critical Minerals Strategy through the lens of public protection.

11. CEO REPORT

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

1. Administration and Operations

- Staff Review – increasing capacity
 - Gabrielle Hosein, P.Geo. was hired as PGO's Assistant Registrar. She was introduced to Council members at the meeting.
 - PGO is also looking to fill the Stakeholder Relations and Communications position.
- Annual Staff Performance Reviews – Work has been completed.
- Upgrading of Cybersecurity – PGO is preparing for the cyber penetration test, which is planned to take place in the near future.
- New Office Facility – PGO will be moving to One Yonge Street on February 1, 2023.
- Budget 2023; Audit Process, 2023 Year-End
 - See Finance Committee update for the presentation of 2023 budget.
 - Work is ongoing in preparation for the year-end audit.
- Register of Motions and Actions – to be reported by the Chair of Executive Committee
- Readiness Assessment – to be reported by the Chair of Governance Committee
- Communications Working Group – to be reported by the Chair of Communications Working Group
- Establishing a Risk Management Approach for PGO – Risk Register document was sent to all Committee Chairs for input.
- New Ontario Representative on Geoscientists Canada PPC – Paul Hubley is taking over from Roger Woeller as Ontario's representative in GC's Professional Practice Committee.
- New Ontario Representative on Geoscientists Canada, Canadian Geoscience Standards Council (CGSC) – Greg Finn is retiring. PGO needs a new representative in GC's CGSC.
- Strategic Plan 2023-25; Retreat
 - Initial proposed dates for Strategic Planning Session were April 13 & 14. However, it was recommended that May dates be added as an option.

Action item 148 - 2: Tony Andrews to send out a poll on potential dates for the 2023 Strategic Planning Retreat

2. Issues and Initiatives

- Amendments to Act and Regulations – Consultation Process (Ministry of Mines)

- As reported by Policy Concepts
- Excess Soil Regulations – Ministry of Environment, Conservation and Parks (MECP)
 - Certain aspect of the regulation related to filing a notice on the Excess Soil Registry takes effect on January 1, 2023.
- More Homes Built Faster Act – Ministry of Municipal Affairs and Housing
 - This legislation was discussed in detail at the Environmental Geoscience Subcommittee table. More will come to light about the impact of the legislation on professional practice when regulations are put forward. The subcommittee is closely monitoring this item.
- NI 43-101 Consultation: Webinar Stakeholder Feedback – PGO is hosting a webinar on this topic featuring OSC staff on February 1, 2023.
- Updating Provincial Erosion Hazard Guideline – Ministry of Natural Resources and Forestry (MNRF) and PGO Geomorphology Subcommittee
 - MNRF and PGO Subcommittee representatives will be meeting to discuss this project. Will provide an update to Council in March 2023 meeting.

12. 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 the end of December 2022.

Registrant Categories	Dec 2021	Dec 2022
Full P.Geo.	2400	2486
Limited P.Geo.	85	87
Non-Practising P.Geo.	229	239
Geoscientists-in-Training	629	627
TOTAL	3343	3439
Students	457	418

- New registrations for the last quarter of 2022 (Full, Limited, GIT and C of A)) totalled to 34.
- 2023 Renewal update
 - Resignations – 83
 - Dues relief – 24
 - Termination of Certificate of Authorization -5
 - Suspensions – 114 (Full, Limited, Non-practising and GIT) and 12 C of As.

Action item 148 - 3: Eilidh Lewis to provide more information about the number of 2023 suspensions at the upcoming March Council Meeting.

- No registration appeals to date.
- One (1) new complaint received in December 2022.
- Other activities
 - Ongoing meetings with Investigators and lawyer regarding complaints cases. Final report from investigators was received in December; expert is reviewing everything and will submit their report at the end of January.
 - Participation in online meetings of the Professional Practice Exam Committee (PPEC) in January that included review of PPE exam questions.
 - New Assistant Registrar, Gabrielle Hosein, P.Geo., has been hired and started in early January 2023.
 - Completed student outreach at four Ontario universities. Acknowledged participation of Councillors in the outreach. Last outreach session is scheduled on February 14 at Guelph University.

Update on Action Item 147 – 2: Registrar to look at other SRO’s for comparison of C of A classifications and corresponding registration fees.

- Eilidh Lewis provided information on C of A classifications and fees by other SROs – Nova Scotia, New Brunswick, Newfoundland, Ontario (PEO), Manitoba, Saskatchewan, Alberta and British Columbia.

Incidental Practice

- The topic of incidental practice was also raised and the need to continue to promote PGO’s initiative in this respect across Canada, particularly informing our SRO counterparts about this type of temporary registration.

Action item 148 - 4: Eilidh Lewis to initiate communication blitz to appropriate peer SRO contacts about PGO's Incidental Practice

13. COMMITTEES REPORT

Symposium Planning Committee (SPC) – Update by Craig Waldie, Chair

- Craig Waldie reported that the SPC is comprised of 11 very engaged members. The Committee set the virtual symposium to be held over four days, April 18, 20, 25 and 27 from 10:00 am to 12:00 p.m. ET.
- The virtual symposium will consist of four panel sessions with the following themes:
 1. This is your PGO
 2. Sustainability and Climate Change
 3. Diversity and Inclusion

4. Qualified Person (mining and environmental)

- Next steps for the SPC
 - Co-Chairs to finalize the topics for their session and confirm speakers
 - SPC to help promote and deliver the 2023 Symposium
 - SPC to meet in May 2023 for a post-mortem and identify improvements for the 2024 Symposium

Executive Committee – Update by Melanie Siewert, Chair

- Melanie Siewert reported on the development and implementation of the Register of Motions and Actions, which serves as a monitoring mechanism that tracks completion of activities relating to motions and actions arising from Council meetings.

Finance Committee – 2023 Budget Presentation by Tony Andrews, CEO

Tony Andrews presented to Council the 2023 budget and highlighted the following:

- Revenue expectation is on the conservative side.
- The budget included schedules that showed the breakdown of legal costs and other professional fees. It was noted that the amount allocated to Readiness Assessment may have been double counted.
- Budget allocated to Complaints should be based on actual cost incurred in 2022.
- Budget allocated to Governance Committee should be increased from the proposed \$15,000 to \$25,000.

Motion 148 - 3: Paul Connor moved that the proposed budget for 2023 be approved as amended. Seconded by Ryan Weston. Carried.

- There was a recommendation that a financial policy be developed around the allocation of surplus funds (if there are any) to the Contingency Fund.

Registration Committee – Written report provided by Ian Macdonald, Chair

Highlights of the report include but not limited to the following:

- The Registration Committee was brought up to speed on the timeline for switching to competency requirements for work experience. This switch will require more volunteer hours prior to actual review meetings but the meeting times should be much shorter.

Complaints Committee – Robert Hearst provided an update on behalf of Doug Cater, Chair

Highlights of the report include but not limited to the following:

- New Complaint was received on December 22, 2022. Initial review by the Registrar and Legal Counsel has been completed. A Complaint Review Committee will be formed in January 2023.
- The investigation phase on related Complaints C-135/136/138 & 139 has been completed and the report from the Investigators have been reviewed by the Registrar and by legal counsel.
- Robert Hearst brought forward the issue of cost recovery of complaint investigations and associated legal costs. Current legislation does not have provisions to recoup costs. He also noted that proposed amendments to PGA 2000 does not include cost recovery. He highlighted that complaints are becoming complex and this necessitates the need to consider cost recovery.
- Council proposed that Complaints Committee report back on how the Complaints Committee is managing risks in dealing with current complaints.

Action item 148 - 5: Complaints Committee to report back to Council at its March meeting on how it is managing the risk in dealing with current complaints.

Discipline Committee Report – Written report provided by Tammy Middleton, Chair

Highlights of the report include the following:

- There are no cases currently before the Discipline Committee.
- The next quarterly meeting is slated in early February 2023.
- Two training sessions are being planned, which will be conducted by Tammy Middleton and Mike Jones.
- The committee welcomed two new members and highlighted the need for a Public Appointee member. It is also looking for more registrant members in anticipation of long-serving members retiring.

Sustainability and Climate Change Committee (S&CCC) – update provided by Joana Eyquem

- Joana Eyquem reported that their committee has a vacant position for Vice-Chair.
- She reported that the committee is moving forward with actions to raise awareness about Sustainability and Climate Change (S&CC) among registrants. One of them is ensuring that S&CC is a recurring theme in PGO's annual symposium.
- Joana Eyquem highlighted that this year's S&CC symposium theme focuses on "*Achieving Canada's New Climate Adaptation and Biodiversity Goals*" with topics that touch on the following:
 1. Canada's National Adaptation Strategy
 2. Professional training (target 75% of professional associations to have capacity in climate adaptation by 2027)
 3. Geoscientist contribution to biodiversity goals - lead on from COP15 outputs
 4. Natural Asset Management/Accounting Standards

- The committee also agreed to move forward with compiling S&CC resources for P.Geo.'s that would help inform their practice and to include S&CC topics in CPD programming.

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

- Roger Woeller reported that the E&C Committee is looking at an alternative tool to assist in title protection – Geoscientists Canada's Certification Marks. Information on this tool will be circulated to Council for discussion at March meeting.

Professional Practice Committee – Update by Paul Hubley, Chair

- Paul Hubley reported that the PPC met in November 2022 and Alicia Kimberley stepped up as the Vice Chair.
- The committee identified the following professional practice guidance that is being considered for update.
 - Document authentication guideline
 - Peer review guideline
- Development of intellectual property guideline is pending. Consideration will be given to potentially adopting existing guideline on this topic from GC's catalogue of professional practice guidelines compiled from member SROs across Canada.
- The committee is also reviewing the CPD audit process.

Past Presidents' Advisory Committee – Update by Paul Hubley, Chair

- Paul Hubley reported that there will be a wider call for nominations for Geoscientists Canada's Professional Canadian Geoscientist of the Year Award and for the Fellow of Geoscientists Canada (FGC) designation.

Action item 148 – 6: Paul Hubley to send out calls for nominations for GC and PGO Awards that go beyond PGO committees

- He also reported on the status of the 10-year requirement as part of the PGO's Award of Merit criteria and indicated that this requirement is no longer a relevant criterion in assessing nominees for the PGO award.

Motion 148 - 4: Robert Hearst moved to remove the 10-year requirement from the PGO Award of Merit criteria. Seconded by Paul Connor. Carried.

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

- The EG Subcommittee is focusing on a) *competent person concept* and b) looking at developing terms of reference for retaining a contractor to assist with the development of professional practice guideline for environmental geoscience.

- The EG Subcommittee is also monitoring any development around the implementation of the Excess Soil regulation and the regulations that will follow the legislation, More Homes Built Faster Act, 2022.

Geology Subcommittee – No update at this time.

Geophysics Subcommittee – No update at this time.

Geomorphology Subcommittee – No update at this time.

PGA Amendments ad hoc Committee – See update by Policy Concepts

Diversity and Inclusion (D&I) Committee – Written Report by Imshun Je, Chair

Highlights of the report include but not limited to the following:

- The D&I Committee met in November 2022 and discussed outstanding items from the 2020-2022 Strategic and Action Plan and identified items that can be added to the next Three-year Strategic and Action Plan.
- The committee entered into contract on (November 24, 2022) with a consulting firm to start the work on developing a professional practice guidance on Equity, Diversity and Inclusion (EDI).
- The committee revised the D&I Matrix Report as per comments received from the last Council meeting held in November 2022.
- Revised D&I Matrix Report was circulated to Council members for review.

Action item 148 - 7: Assignment to the Chairs of the D&I and Governance Committees to develop a workplan that prioritizes the report recommendations and present the recommended next steps to Council to implement for the next round of Council nominations based on the revised D & I matrix report.

Communications Working Group – Update by Claire Milloy, Chair

- Claire Milloy presented to Council the draft PGO Communication Policy. Minor amendments were made. This policy will be part of the PGO Governance Manual.

Motion 148 - 5: Robert Hearst moved that the proposed PGO Communication Policy be approved as amended and included in the Governance Policy Manual. Seconded by Joanne Di Caro. Carried.

Action item 148 - 8: Governance Committee to identify and classify which policies and protocols belong to Governance Manual and to Operations (staff).

- Nest steps for the working group is to revise the final draft objectives and the final draft recommendations to implement policy.

Governance Committee – Update by Paul Connor, Chair

- The following documents were circulated to Council to help inform the discussion on the formation of the Readiness Assessment Working Group (RAWG).
 - The original letter from PGO’s legal counsel containing recommendations for readiness assessment
 - A spreadsheet with a preamble, and the list of all recommendations with blank columns for commentary and for assignment of tasks

Motion 148 - 6: Joanne Di Caro moved that PGO shall establish a time-limited Readiness Assessment Working Group composed of representatives of Statutory & Non-statutory Committees identified in the Readiness Assessment Report, staff and other key stakeholders. The purpose of the Working Group would be to prepare a work plan based on the Readiness Assessment (dated October 20, 2022) for presentation at the Strategic Planning retreat proposed for May 2023. The Working Group would be dissolved one month following its presentation at the retreat unless its mandate is altered by Council. Seconded by Ryan Weston. Carried.

14. REGIONAL COUNCILLORS

Regional Councillors are continuing with outreach in tandem with Acting Registrar, Eilidh Lewis as noted in the Registrar’s Report.

15. BUSINESS – CANADIAN NETWORK OF AGENCIES OF REGULATION (CNAR) ONLINE LEARNING SESSION

Council watched CNAR’s online session on “What is the Public Interest” as part of Council’s continuing professional development activity to gain a better understanding of what defines public interest.


16. IN-CAMERA SESSION

Council went for in-camera session at 3:15 p.m.

17. ADJOURNMENT

Motion 148 - 7: Robert Hearst moved to adjourn the meeting.

Meeting was adjourned at 3:45 p.m.

A handwritten signature in black ink, appearing to read "R. Hearst", is written over a horizontal line.

President

Summary of Motions and Action Items

MOTIONS

Motion 148 - 1: Robert Hearst moved that the 148th Council Meeting Agenda be approved as amended. Seconded by William Skura. Carried.

Motion 148 - 2: Cerise Latibaeudiere moved that the 147th Council Meeting Minutes be approved as amended. Seconded by Michael Kuuskman. Carried.

Motion 148 - 3: Paul Connor moved that the proposed budget for 2023 be approved as amended. Seconded by Ryan Weston. Carried.

Motion 148 - 4: Robert Hearst moved to remove the 10-year requirement from the PGO Award of Merit criteria. Seconded by Paul Connor. Carried.

Motion 148 - 5: Robert Hearst moved that the proposed PGO Communication Policy be approved as amended and included in the Governance Policy Manual. Seconded by Joanne Di Caro. Carried.

Motion 148 - 6: Joanne Di Caro moved that PGO shall establish a time-limited Readiness Assessment Working Group composed of representatives of Statutory & Non-statutory Committees identified in the Readiness Assessment Report, staff and other key stakeholders. The purpose of the Working Group would be to prepare a work plan based on the Readiness Assessment (dated October 20, 2022) for presentation at the Strategic Planning retreat proposed for May 2023. The Working Group would be dissolved one month following its presentation at the retreat unless its mandate is altered by Council. Seconded by Ryan Weston. Carried.

Motion 148 - 7: Robert Hearst moved to adjourn the meeting.

ACTIONS

Action item 148 - 1: Professional Practice Committee to discuss if there is a need for the development of a professional practice guideline related to Critical Minerals Strategy through the lens of public protection.

Action item 148 - 2: Tony Andrews to send out a poll on potential dates for the 2023 Strategic Planning Retreat.

Action item 148 - 3: Eilidh Lewis to provide more information about the number of 2023 suspensions at the upcoming March Council Meeting.

Action item 148 - 4: Eilidh Lewis to initiate communication blitz to appropriate peer SRO contacts about PGO's Incidental Practice

Action item 148 - 5: Complaints Committee to report back to Council at its March meeting on how it is managing the risk in dealing with current complaints.

Action item 148 – 6: Paul Hubley to send out calls for nominations for GC and PGO Awards that go beyond PGO committees

Action item 148 - 7: Assignment to the Chairs of the D&I and Governance Committees to develop a workplan that prioritizes the report recommendations and present the recommended next steps to Council to implement for the next round of Council nominations based on the revised D & I matrix report.

Action item 148 - 8: Governance Committee to identify and classify which policies and protocols belong to Governance Manual and to Operations (staff).