

**Present**

Mary-Anne Hildebrandt, President/ Chair  
Melanie Siewert, Immediate Past President  
Cerise Latibeaudiere  
Sheila Daniel  
Kristina Small  
Chris MacInnis  
Ryan Weston  
Alicia Kimberley  
Joanne Di Caro  
Paul Connor, Secretary  
Roger Woeller  
Ana Misra, Treasurer  
Claire Milloy, Vice President  
Kelly Bolduc O'Hare  
Michel Kearney  
Michaela Kuuskman

**Regrets:**

Robert Hearst  
William Skura  
Laura Katz

**Staff**

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

**By Invitation**

Ryan Cole (Policy Concepts), Paul Hubley,  
Scott McLean, Tammy Middleton, James  
Mendel (OFC)

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**1. CALL TO ORDER**

Mary-Anne Hildebrandt, Chair, called the meeting to order at 9:03 am.

**2. WELCOME AND ACKNOWLEDGEMENT**

The Chair welcomed and thanked everyone for their participation in the hybrid meeting. She welcomed new Council members, Kelly Buldoc O'Hare, Non-registrant Public Appointee and Michel Kearney, South East Regional Councillor.

**3. SAFETY MINUTE**

- Michaela Kuuskman shared that September is National Preparedness Month. She cited "[Your Emergency Preparedness Guide](#)" as a great resource to refer to when making an emergency plan.

The guide describes how to make a household plan that covers important elements such as emergency exits, safe meeting places near the home, emergency contact lists, and [emergency kits](#).

**Action 151 – 1: Michaela Kuuskman will share the “[Your Emergency Preparedness Guide](#)” with Council members.**

#### **4. DIVERSITY MINUTE**

- Claire Milloy reminded everyone that September 30 is Truth and Reconciliation Day. She highlighted practical steps on how we can acknowledge the occasion and actively participate in Reconciliation efforts.
- She emphasized the importance of allyship and normalizing the discussion about Truth and Reconciliation in workplaces.
- As professionals, she also cited the importance of exercising the duty to consult when working on projects that involve and impact Indigenous communities. She cited the Canadian Bar Association website, an article on the [Municipal Duty to Consult and Land Use Planning Law in Ontario](#) as an example of what other professionals are doing.

#### **5. CONFLICT OF INTEREST DECLARATION**

None.

#### **6. APPROVAL OF AGENDA**

The Council reviewed the agenda. An in-camera session was scheduled to be held at 11:30 a.m.

**Motion 151 - 1: Roger Woeller moved to accept the 151<sup>st</sup> Council Meeting Agenda as amended. Seconded by Melanie Seiwert. Carried.**

#### **7. ATTENDANCE RECORD**

The attendance record was noted and corrected. Cerise Latibeaudiere was present at the May Council Meeting.

## **8. MINUTES FROM March 23, 2023 Meeting**

Council reviewed the minutes from May 25, 2023 meeting. Minor edits were made.

**Motion 151 - 2: Claire Milloy moved to accept the 150<sup>th</sup> Council Meeting Minutes as amended. Seconded by Joanne Di Caro. Kelly Buldoc O'Hare and Michel Kearney abstained. Carried.**

## **9. MATTERS ARISING FROM May 25, 2023 Minutes**

This item is tracked through the Register of Motions and Actions.

## **10. POLICY CONCEPTS**

- Ryan Cole provided a high-level summary on the state of affairs at Queen's Park.
- The government is moving ahead with the changes to land use planning, mining and environmental regulations.
- Ryan Cole highlighted that mining continues to be a key priority for the government.
- Ryan Cole reported that PGO completed its public consultation on proposed amendments to the Professional Geoscientists Act (PGA), 2000 in August 2023. He noted that the feedback received from stakeholders are overwhelmingly supportive of PGO's proposed amendments.
- PGO also received comments that are outside the scope of the consultation paper but address potential areas of modernizing the Act.
- Policy Concepts prepared a summary document of the outcome of the public consultation and submitted this to the Ministry of Mines along with the compiled feedback from stakeholders for their review.
- PGO will be meeting with the Ministry of Mines to brief them about the outcome the public consultation and to discuss next steps to move forward with the proposed legislative changes to PGA, 2000.

## **11. CEO REPORT**

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

### **1. Administration and Operations**

- PGO welcomed new hires, Carmen Li-Tsang, Coordinator of Administration and Operations and Samantha Chater, Stakeholder Relations and Communications Specialist.
- SharePoint – Work is ongoing. Carmen Li-Tsang is leading this initiative.

- Upgrading Cybersecurity – PGO received a report on the outcome of the penetration test. PGO staff, along with the PGO's IT consultant will meet with the service provider to discuss the outcome. Tony Andrews will report back to Council in November on this matter.
- Communication Procedures – Work is ongoing. Sam Chater is leading this initiative.
- Annual General Meeting – Overall the AGM went well. PGO took steps to respond to items brought up at the meeting.
- Orientation for New Council Members – Module 2 & 3 of the Orientation Session was completed on September 20, 2023.
- Governance Manual – The agreement forms (code of conduct, confidentiality and conflict of interest statements) have been reviewed by Erica Richler and are in their final stages.
- Nominations Process – The Nominations Committee has completed the review of candidates for the South West Regional Councillor position. Scott McLean, Chair of the Nominations Committee provided the report in today's Council meeting.
- Risk Management Working Group – Update by Paul Hubley
- Professional Practice Guidelines – The draft Equity, Diversity and Inclusion Guideline will be presented to Council in the November meeting. The guideline on Document Authentication is currently being updated by the Professional Practice Committee.
- Geoscientists Canada (GC) Strategic Initiatives – GC has asked its member SROs to rank the initiatives as part of the prioritization process. The data will be collated by GC and will be reporting on the result of the ranking.
- Readiness Assessment Working Group (RAWG) – Tony Andrews acknowledged the work of the RAWG and Melanie Siewert for her leadership on this initiative. The report was presented in the Business section of the agenda.

## **2. Issues and Initiatives**

- Amendments to Act and Regulations – Consultation Process (Ministry of Mines) – See update above by Policy Concepts
- Updating Provincial Erosion Hazard Guideline – Ministry of Natural Resources and Forestry (MNRF) and PGO Geomorphology Sub-Committee – This is ongoing.
- Bill 71: Building More Mines Act – received Royal Assent, May 18 – Following a PGO commentary on the proposed new mine closure process submitted to the Ministry of Mines in April, 2023, staff and the Geology sub-Committee Chair attended an information session and discussion on the topic on June 26, 2023, organized by the Ministry. A further update will be provided to Council at its November meeting.
- Bill 27: Working for Workers Act, Ministry of Labour; Prohibition on Canadian Experience Requirements - Office of the Fairness Commissioner – Report on the Removal of Canadian Work Experience was sent to Council for their review.

- There was discussion about the need to ensure that timely and appropriate communication is in place to provide sufficient information to the registrants, applicants and the public about the removal of Canadian Work Experience.
- It was also highlighted that PGO submissions to Ontario ministries in response to government's proposed regulatory and legislative changes be posted on the PGO website. Currently, PGO submissions are shared via its e-newsletter, Field Notes.

**Action 151 – 2: The Communications Working Group will meet to discuss and develop recommendations to enhance communication about PGO submissions to Ontario ministries and its various initiatives, particularly the information being posted on the website.**

## 12. REGISTRAR'S REPORT

- Eilidh Lewis, Registrar, provided an update on PGO's registration and other key activities. A number of statistics were presented that included, but were not limited to, registration numbers as of September 2023, in comparison to the same last year.

<b>Registrant Categories</b>	<b>Sep 2022</b>	<b>Sep 2023</b>
Full P.Geo.	2420	2488
Limited P.Geo.	88	89
Non-Practising P.Geo.	235	266
Geoscientists-in-Training	608	637
<b>TOTAL</b>	<b>3225</b>	<b>3322</b>
Students	327	325
Certificate of Authorization (C of A)	221	224

- New registrations for June, July and August 2023 (Full, Limited, GIT and C of A) totalled to 68.
- Passing rate for Professional Practice Ethics (PPE) Exam for June 2023 is 71%.
- No registration appeals to date.
- Three (3) complaint cases have been elevated for review by the Discipline Committee.
- Incidental Practice update
  - Registrar's memo sent to other provinces to promote the Incidental Practice in February 2023 helped increase the number of applicants for Incidental Practice from 10 in February 2022 to 20 in February 2023. PGO will send regular reminders to other jurisdictions to sustain awareness of the Incidental Practice among registrants across the country. An article on Incidental Practice will be prepared for wide distribution, which includes industry associations in addition to peer regulators.
- Other activities
  - Working with Complaints Committee to facilitate the process of dealing with active complaints cases
  - Retained new independent legal counsel for Discipline Committee.

- Competency-based Assessment (CBA) system has been implemented for all new full and limited practising applicants. Currently waiting for the report to come in.
- Updated the online application form for transfer Full P.Geo. applicants so that the confirmation request form is sent directly to the regulator.
- Implementation of the new Certificate of Authorization (C of A) structure:
  - Database has been updated accordingly and ready for renewal season
  - C of A holders have been informed of changes and asked to provide updated C of A information.
- Fall Student Outreach – Booking of information sessions has started. PGO is slated to conduct P.Geo. information sessions at 7 universities to date.
- **Canadian Work Experience**
  - Council was sent the report on Removal of Canadian Work Experience on August 15, 2023 for their review. The report provided:
    - background information on [FARPACTA](#) and the Working for Workers Act, 2021, as well as information on the exemption process, if one was to be applied for.
    - information on the Competency-based assessment system, which has now been implemented for all new full and limited practising applicants, and how certain competencies can be used in place of the Canadian work experience requirement.
  - The Registration Committee recommended moving ahead with the removal of the Canadian Work Experience with CBA system in place. Thus, ensuring that the rigorous process of reviewing applications is maintained. Proposed date of implementation is October 1, 2023.

**Motion 151 – 3: Alicia Kimberley moved that Council approves the update of the Registration Requirements in accordance with the Fair Access to Regulated Professions and Compulsory Trades Act, 2006 effective October 1, 2023 following the recommendations from the Registrar’s Report on Removal of Canadian Work Experience. Seconded by Roger Woeller. Carried.**

### 13. COMMITTEES REPORT

#### Executive Committee – Update by Mary-Anne Hildebrandt, Chair

- **Council Performance**
  - Mary-Anne Hildebrandt presented a summary status of Motions and Actions.

Summary status of all Motions and Actions, September 2021 to Now

	Passed previously	Passed at last Council Meeting	Completed	Ongoing	Not started	Tabled or deferred
Motions*	79	6	69	9	4	3
Actions	58	9	51	14	2	0

\*Not related to meeting adjournments, minutes

- **Volunteer Recruitment**

- A working group was formed in May 2023 led by then incumbent Vice President (VP) to address the challenge in recruiting for volunteers. A new online volunteer application was developed along with a call for volunteers. The Volunteer Management Protocol was updated. All these improvements took place prior to the AGM in June 2023. Continuous improvement in this area will be carried out by current VP. The Volunteer Management Protocol was circulated to all Committee Chairs along with the Welcome Package and the 2023-2024 Council Calendar.
- At the last Council meeting, the CEO was asked to investigate the option of hiring a recruiting agency. No action has been taken. We hope the CEO will have an update in November.
- **Geoscientists Canada (GC) Strategic Initiatives**  
To help with GC's prioritization process, GC requested its member SROs to rank its final list of initiatives. Mary-Anne Hildebrandt extended the invitation to all Council members to participate in the ranking process, which will take place on September 26, 2023.

**Motion 151 – 4. Alicia Kimberley moved that Council direct the Executive Committee to respond to Geoscientists Canada's request for input into their Strategic Planning Initiatives prioritization process by the October 28, 2023 deadline and inform Council of the response during the November 2023 Council meeting. Seconded by Roger Woeller. Executive Committee members abstained. Carried.**

**Action 151 – 3: Executive Committee will provide an update to Council on the ranking of the GC initiatives in November Council meeting.**

- **Follow up from the AGM**
  - At the AGM held in June 2023, PGO received comments regarding its position statement on Climate Risk. As a response, PGO committed to review its position statement. As part of the review process, the current Council President issued an invitation to registrants to provide their comments on PGO's statement with a deadline of August 31, 2023. Submissions were compiled with personal identifiers removed prior to being sent to the Sustainability and Climate Change Committee (SCCC).
  - The Governance Committee reviewed the PGO statement in the context of provincial regulatory landscape and provided its feedback to the SCCC.

**Action 151 – 4: Sustainability and Climate Change Committee will review the compiled feedback and submissions vis-à-vis PGO's current position statement on Climate Risk. The committee will report to Council once the review has been completed and recommendations have been developed by the committee.**

- **CEO Salary and Performance Review**  
The salary and performance review has been completed. It was noted during the review that the CEO is required to appoint a Deputy CEO as per the PGO Governance Manual EL 10 (page 52).

**Action 151 – 5: CEO to appoint Deputy CEO in compliance with the PGO Governance Manual and inform Council of the appointment at the November Council meeting.**

- **Council went for an in-camera session from 11:30 am to 12:45 pm.**

**Finance Committee – Update by Ana Misra, Treasurer**

Ana Misra reported on the PGO's balance sheet and income statement as of August 31, 2023.

- Highlights on balance sheet:
  - Improved cash position from prior year.
  - Prepaid increased due to security deposit on the New Lease
  - Payables and accrued are comparable to prior year.
  - Increased deferred revenue due to the fee increase and slight increase in registration.
- Highlights on income statement:
  - Profit & Loss (P&L) has the Year-to-Date (YTD) Actual vs. Budget comparison.
  - Registration revenue increased by \$84k compared to the Budgeted for the same period due to registration fees increase and the increase in the number of registrations.
  - Total cash received from the Annual Registration Dues, Application Fees, Engineers Canada Insurance, Annual Symposium, Interest Earned etc., totalled to \$1,490,864.

**Audit Committee – Written Update by Dennis Waddington, Chair**

- Audit Committee Chair, Dennis Waddington is engaging with Council VP, Claire Milloy to discuss member recruitment for their committee.

**Registration Committee – Written Report by Ian Macdonald, Chair**

Highlights of the report included but are not limited to the following:

- Registration Committee reviewed applications for registration on August 29, 2023.
- The committee reviewed the draft Equity, Diversity and Inclusion Professional Practise Guidelines. The committee is supportive of the guideline. Ian Macdonald noted that the Registration Committee routinely applies the principles of EDI in their registration review process.
- Ian Macdonald commended Eilidh Lewis, Registrar and Gabrielle Hosein, Assistant Registrar for their excellent work and diligence in supporting the work of the Registration Committee.
- The Registration Committee voted on a new chair, Roger Phillips. Ian Macdonald will assist the new chair as required.



**Motion 151 – 5: Melanie Siewert moved that Council approve the appointment of Roger Phillips as the new Chair of the Registration Committee. Seconded by Paul Connor. Carried.**

#### **Complaints Committee (CC) – Written Update Doug Cater, Chair**

Highlights of the report included but not limited to:

- C-135, C-138 and C-139 have been sent to the Discipline Committee, and the notices of hearing have been served to the respondent. This notice was also posted on the PGO website. C-136 is still pending. C-140 and C-141 are close to completion.
- Complaints Committee reviewed the EDI Professional Practice Guidelines and provided input.
- A new member was added to the Complaints Committee.

#### **Discipline Committee (DC) – Written Report by Tammy Middleton, Chair**

Highlights of the report included but not limited to:

- The Discipline Committee has three (3) cases. The DC chair and the Registrar are in the early stages of scheduling the hearing(s).
- This summer PGO hired a new legal counsel for the Discipline Committee. The Committee is in the early stages of planning a training for DC members.
- The DC needs at least one additional non-registrant Council member.
- The DC Chair asked Council for guidance on the need to revisit the Council-approved 2014 Policies and Procedures for Disciplinary Hearings.

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

- Roger Woeller reported that the E & C Committee is working on a document that highlights the P.Ge. requirement when posting for jobs that require the knowledge and expertise of professional geoscientists.
- The E & C Committee also provided input in the Readiness Assessment Workplan.
- Needs to follow up on seeking legal opinion on Certification Marks as an E & C tool (Action 150 -7)
- Highlighted the need for PGO to solidify its value proposition and proactively communicate this to various stakeholders including the academia.
- Roger Woeller also reported that the E & C Committee is in need of an additional member.

Action 151 – 6: Roger Woeller will connect with Council VP, Claire Milloy regarding recruitment of a volunteer as a member of the Enforcement and Compliance Committee.

### **Governance Committee – Update by Paul Connor, Chair**

- The Governance Committee reviewed the PGO Statement on Sustainability and Climate Change and forwarded recommendations to the Sustainability and Climate Change Committee (SCCC).
- Reviewed proposed Council Annual Schedule for inclusion in the Governance Manual along with other updates such the Code of Conduct, Confidentiality, and Conflict of Interest forms.
- Discussed the importance of ensuring volunteers use personal email account instead of work email account when carrying out PGO business. This item has been communicated with Communications Working Group to implement the procedure.
- Paul Connor reported that a new member joined the Governance Committee and is being positioned to take on the Vice Chair role.
- Paul Connor proposed to extend his term for one more year to allow for succession planning.

**Motion 151 – 6: Melanie Siewert moved that PGO Council make an exception to Bylaw #1A 7.02 (c), as per its power under Bylaw #1A 13.02 (b) and the Professional Geoscientists Act, to allow the current Chair of the Governance Committee to serve one more one-year term while succession planning is underway. Seconded by Kelly Buldoc O’Hare. Carried.**

### **Nominations Committee – Update by Scott McLean, Chair**

- Scott McLean presented to Council the process involved in its work to fill the position of South West Regional Councillor.
- The Nominations Committee received four applications and noted that all four applicants are potentially great additions to PGO’s roster of volunteers.
- After careful review and consideration, the Nominations Committee narrowed down the final list to two candidates. The two candidates were interviewed by the Chair and a member of the Nominations Committee.
- Scott McLean presented to Council a summary of the profile of each candidate and provided a rationale for the committee’s recommendation. The committee recommended Clayton Sereres to be appointed for the position of South West Regional Councillor.
- Council discussed at length the qualifications of the two final candidates and arrived at a decision to support the Nominations Committee’s recommendation.

**Motion 151 – 7: Melanie Siewert moved that Clayton Sereres, P.Geo. be appointed Southwest Regional Councillor for the term ending at the 2026 Annual General Meeting of Registrants:**

**that such appointment be subject to the receipt by PGO of the following executed documents; 1) Consent Form, 2) Confidentiality, Code of Conduct and Conflict of Interest Agreement, and 3) satisfactory review of a criminal check. Seconded by Ryan Weston. Carried.**

**Action 151 – 7: Scott McLean will contact all the candidates and inform them of the outcome of the selection process.**

- Scott McLean also reported that Paul Hubley is stepping down as a member of the Nominations Committee.

#### **Professional Practice Committee (PPC) – Update by Alicia Kimberley, Chair**

- The PPC welcomed two new members at its September 2023 meeting.
- The PPC is currently updating two professional practice guidelines – Peer Review and Document Authentication.
- The committee is in the process of discussing the EDI Professional Practice Guidelines once statutory committees have completed their review of the document and provided their comments if there are any.
- The committee will meet again in October to discuss items in preparation for the November 2023 Council meeting.

**Environmental Geoscience Subcommittee** – No update at this time.

**Geology Subcommittee** – No update at this time.

**Geophysics Subcommittee** – Written report by Jean Legault, Chair

Highlights of the report included but were not limited to the following:

- The Geophysics Subcommittee welcomed new members to their group.
- The subcommittee is reviewing the PGO Guidelines for Geophysicists.

**Geomorphology Subcommittee** – Written report by Imran Khan, Chair

Highlights of the report included but were not limited to the following:

- The Geomorphology Subcommittee is currently reviewing expression of interests to add new members to their group. It is also waiting to receive more expressions of interest from members of the public or from the registrants.

**Sustainability and Climate Change Committee (SCCC)** – Written report by Joanna Eyquem, Chair

Highlights of the report included but were not limited to the following:

- The SCCC met in June and identified priorities to be included in PGO Strategic Plan.
- An interested member has been identified as Vice Chair and will be appointed at the subcommittee's next meeting.

- The subcommittee is currently reviewing its membership vis-à-vis its Terms of Reference and requested that Council make additional recommendation/appointment as appropriate following the June 2023 AGM.

**Action 151 - 8: The Governance Committee will review the SCCC's ToR to look at the composition of the SCCC and provide guidance to the committee.**

**Action 151 - 9: Claire Milloy, Council VP, will follow up with the Chair of the SCCC with regards to its composition vis-à-vis the committee's ToR.**

**Diversity and Inclusion Committee** – Written report by Imshun Je, Chair  
Highlights of the report included but are not limited to the following:

- Review of the EDI Guidelines is ongoing. Feedback from statutory committees has been received with the exception of the Discipline Committee, which is expected to come in late September or early October.
- The committee will update the EDI guideline once all feedback has been received. The document will likely be presented to Council at its January 2024 meeting.
- The committee is challenged with a heavy workload due to the EDI guidelines and Readiness Assessment Workplan.

**Past Presidents' Advisory Committee** – No update at this time.

**PGA Amendments ad hoc Committee** – No update at this time.

**Symposium Planning Committee (SPC)** – No update at this time.

**Risk Management Working Group (RMWG)** – Update by Paul Hubley, Chair

- Paul Hubley provided an overview of the risk management framework being developed for PGO.
- He highlighted the importance of developing a risk culture at PGO, citing that risk management should be integral in all aspects of PGO operations, activities and particularly in decision-making process.
- Paul Hubley provided a number of recommendations to encourage the development of organizational risk culture
  - ✓ RMWG can develop packages for each Committee to review their risk portfolios.
  - ✓ Committees and staff can align their meeting agendas based on key risks.
  - ✓ Committees and staff can identify the key risks to the Board in every meeting and report on them. Develop mitigations as required and ensure that the risk registry is organic and relevant.
  - ✓ Consider the role of Audit Committee to include audit of non-financial risks. If this is not doable, identify a committee that can undertake this activity.

**Action 151 – 10: Claire Milloy to follow up with Audit Committee Chair to explore the possibility of expanding the Audit Committee’s mandate to include the Risk Management framework going forward and report back to Council.**

**Communications Working Group (CWG) – Update by Claire Milloy, Chair**

- The CWG plans to review Field Notes, PGO’s e-newsletter.
- A concern was raised that the Media Section of the e-newsletter at times contain news items that were opinion-based.
- It was cited that the Media Section contains a disclaimer that the events and media articles featured in Field Notes do not express or reflect the opinions of Professional Geoscientists Ontario.

**Action 151 – 11: Staff to ensure that the disclaimer in the Media section of Field Notes is consistently present in every issue of the e-newsletter and communicate expectations with the service provider.**

**Action 151 – 12: Communications Working Group will review Field Notes, in particular the Media items and provide guidance on the inclusion of the Media section in the e-newsletter.**

**Geoscientists Canada – No update at this time.**

**14. REGIONAL COUNCILLORS AND COUNCILLORS AT LARGE – No update at this time.**

**15. BUSINESS**

- **Readiness Assessment Work Plan (RAWP)**
  - Melanie Siewert referred to the briefing notes provided to Council in advance for background information on the RAWP.
  - She highlighted the Readiness Assessment provided by PGO legal counsel in Oct 2022. While it focused on red flags that need to be addressed by PGO, it did not minimize the fact that PGO is a diligent regulator committed to its public protection mandate. Such diligence is further demonstrated by PGO’s commitment to proactively prepare for voluntary 3<sup>rd</sup> party review.
  - She presented the Readiness Assessment Work Plan Summary which shows the Strategic Objectives and Initiatives. She cited the detailed Post-Retreat Work Plan, which was included as a link in the agenda package from which the Readiness Assessment Work Plan Summary was drawn.
  - Melanie Siewert highlighted that the Post-Retreat Work Plan with Consolidated Actions and with Responsible Parties identified is now ready for the next stage.

This entails passing on the Post-Retreat Work Plan to responsible parties and let them decide what to prioritize.

- A concern was raised whether or not the implementation of such work plan is doable given PGO's limited resources. Further, it was cited that given the time frame for implementation, the dynamic regulatory landscape and the evolving public interest, some items in the work plan may no longer be relevant by the time PGO is ready to roll them out.
- It was cited that many items identified in the work plan are already being done and are making progress. What is key is for Responsible Parties to document them and report back to Council on these items. It was also highlighted that through prioritization, responsible parties can best determine what is doable.

**Motion 151 – 8: Melanie Siewert moved that Council approve that a sub-group of RAWG members oversee and facilitate the process of requesting resources from Council and providing Council with progress updates, including establishing a template for identifying and requesting Council approval for resources, providing updates to Council in a consistent format; and coordinating actions, timelines and necessary resources between Responsible Parties as they relate to the Post Retreat Work Plan. Seconded by Roger Woeller. Carried.**

**Action 151 – 13: Melanie Siewert to identify and recruit members for the RAWG Sub-group.**

- **Status of Finance Committee; Treasurer as Council Member**

- Mary-Anne Hildebrandt reported on the status of the Finance Committee and the role of the treasurer. She referred to the briefing note provided to Council in advance of the meeting as background information.
- She highlighted that after careful review and consideration, the Finance Committee agreed to recommend to Council that the Finance Committee be a Committee of One, which is also the PGO Treasurer, as long as the position is held by a Certified Public Accountant (CPA) or equivalent.
- It was highlighted that PGO's By-law 1A, Sections 7.01 and 7.02 requires that the Treasurer is also a member of Council, which results in a significant workload for the person holding the position.

**Motion 151 -9: Paul Connor moved that the Finance Committee become a 'Committee of one', namely the Treasurer, as long as the person occupying that position is a CPA and has the capacity to fulfill all of the Treasurer's responsibilities. If at anytime that position is not occupied by a CPA, the full membership of the Finance Committee will be re-established, following the guidance outlined in the committee Terms of Reference, for the purposes of performing financial oversight of PGO. Seconded by Ryan Weston. Deferred.**

- It was cited that Council needs more information before making a decision, particularly the merits of having a Treasurer as a Council member versus a Treasurer who is not a Council member.

- Current Treasurer, Ana Misra, is resigning from her Council position effective end of September 2023. Paul Connor volunteered to be an interim chair for the Finance Committee for the next 60 days.

**Motion 151 – 10: Kelly Buldoc O’Hare moved that Paul Connor be made an Acting Chair for the Finance Committee for the next 60 days. Seconded by Melanie Siewert. Carried.**

**Action 151 – 15: Finance Committee will discuss the merits of having a Treasurer as a Council member versus a Treasurer who is not a Council member. The committee will also define the Treasurer’s job description. Will report back to Council at its November 2023 meeting.**

**Action 151 – 15: Nominations Committee to start the process of recruitment following receipt of Ana Misra’s formal resignation to fill the Council position as Non-registrant Public Appointee.**

- **Policy Regarding Restricted Funds; 2023 Contribution**

- Mary-Anne Hildebrandt referred to the briefing note written by the CEO on the status of the Contingency Reserve Fund (CRF) and Strategic Initiatives Fund (SIF) provided to Council in advance of the meeting for background information.
- She highlighted that there was a recommendation to ensure that the CRF and SIF are sufficiently maintained to the amount equivalent to 12 months of operating funds of PGO.

**Motion 151 – 11: Paul Connor moved that Council review and decide upon the amount to be contributed to the Contingency and Strategic Initiative Funds in January of each year, and that the objective should be to accumulate and maintain a) Contingency Fund: equivalent to 12 months operating funds of PGO, reaching that objective within 7 years (2030) and b) Strategic Initiative Fund: \$100,000, reaching that objective within 3 years (2025). Seconded by Melanie Siewert. Carried.**

- **Individual Registrant Dues & Application Fees for 2024**

- Eilidh Lewis, Registrar, referred to the briefing note provided to Council in advance of the meeting as background information on registration dues and application fees.
- She presented comparative data showing application fees and registration dues of geoscience SROs across Canada.
- A suggestion was made that next year’s presentation of comparative data on geoscience SRO’s registration and application fees include Professional Engineers Ontario (PEO) figures.
- Proposed registration fees increased were shown as comparative figures of 2%, 4% and 6%. Current CPI is approximately 6% to date.
- The Registrar recommended that a 4% increase in registration fees be adopted for 2024 and that the dues be incrementally increased every year based on CPI.

**Motion 151 – 12: Melanie Siewert moved that the individual registrant dues be raised by 4% across the board for 2024. Seconded by Roger Woeller. Carried.**

- Eilidh Lewis noted that application fees have not been increased for more than 11 years. She noted that increase in application fees does not include application for Incidental Practice. She also highlighted that other SROs charge higher application fees.
- The Registrar recommended that application fees be raised as presented in Table 2 of the briefing note (Sep 21, 2023 Council Meeting Agenda Package).

**Motion 151 – 13: Melanie Siewert moved that the application fees be raised as presented in Table 2 (Sep 21, 2023 Council Agenda Package Page 85). Seconded by Michel Kearney. Carried.**

## **17. ADJOURNMENT**

**Motion 151 - 14: Paul Connor moved to adjourn the meeting.**

Meeting was adjourned at 3:26 p.m.



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President

## **Summary of Motions and Action Items**

### **MOTIONS**

Motion 151 - 1: Roger Woeller moved to accept the 151<sup>st</sup> Council Meeting Agenda as amended. Seconded by Melanie Seiwert. Carried.

Motion 151 - 2: Claire Milloy moved to accept the 150<sup>th</sup> Council Meeting Minutes as amended. Seconded by Joanne Di Caro. Kelly Buldoc O'Hare and Michel Kearney abstained. Carried.

Motion 151 – 3: Alicia Kimberley moved that Council approves the update of the Registration Requirements in accordance with the Fair Access to Regulated Professions and Compulsory Trades Act, 2006 effective October 1, 2023 following the recommendations from the Registrar's Report on Removal of Canadian Work Experience. Seconded by Roger Woeller. Carried.

Motion 151 – 4. Alicia Kimberley moved that Council direct the Executive Committee to respond to Geoscientists Canada's request for input into their Strategic Planning Initiatives prioritization process by the October 28, 2023 deadline and inform Council of the response during the November 2023 Council meeting. Seconded by Roger Woeller. Executive Committee members abstained. Carried.



Motion 151 – 5: Melanie Siewert moved that Council approve the appointment of Roger Phillips as the new Chair of the Registration Committee. Seconded by Paul Connor. Carried.

Motion 151 – 6: Melanie Siewert moved that PGO Council make an exception to Bylaw #1A 7.02 (c), as per its power under Bylaw #1A 13.02 (b) and the Professional Geoscientists Act, to allow the current Chair of the Governance Committee to serve one more one-year term while succession planning is underway. Seconded by Kelly Buldoc O’Hare. Carried.

Motion 151 – 7: Melanie Siewert moved that Clayton Sereres, P.Geo. be appointed Southwest Regional Councillor for the term ending at the 2026 Annual General Meeting of Registrants: that such appointment be subject to the receipt by PGO of the following executed documents; 1) Consent Form, 2) Confidentiality, Code of Conduct and Conflict of Interest Agreement, and 3) satisfactory review of a criminal check. Seconded by Ryan Weston. Carried.

Motion 151 – 8: Melanie Siewert moved that Council approve that a sub-group of RAWG members oversee and facilitate the process of requesting resources from Council and providing Council with progress updates, including establishing a template for identifying and requesting Council approval for resources, providing updates to Council in a consistent format; and coordinating actions, timelines and necessary resources between Responsible Parties as they relate to the Post Retreat Work Plan. Seconded by Roger Woeller. Carried.

Motion 151 -9: Paul Connor moved that the Finance Committee become a ‘Committee of one’, namely the Treasurer, as long as the person occupying that position is a CPA and has the capacity to fulfill all of the Treasurer’s responsibilities. If at anytime that position is not occupied by a CPA, the full membership of the Finance Committee will be re-established, following the guidance outlined in the committee Terms of Reference, for the purposes of performing financial oversight of PGO. Seconded by Ryan Weston. Deferred.

Motion 151 – 10: Kelly Buldoc O’Hare moved that Paul Connor be made an Acting Chair for the Finance Committee for the next 60 days. Seconded by Melanie Siewert. Carried.

Motion 151 – 11: Paul Connor moved that Council review and decide upon the amount to be contributed to the Contingency and Strategic Initiative Funds in January of each year, and that the objective should be to accumulate and maintain a) Contingency Fund: equivalent to 12 months operating funds of PGO, reaching that objective within 7 years (2030) and b) Strategic Initiative Fund: \$100,000, reaching that objective within 3 years (2025). Seconded by Melanie Siewert. Carried.

Motion 151 – 12: Melanie Siewert moved that the individual registrant dues be raised by 4% across the board for 2024. Seconded by Roger Woeller. Carried.

Motion 151 – 13: Melanie Siewert moved that the application fees be raised as presented in Table 2 (Sep 21, 2023 Council Agenda Package Page 85). Seconded by Michel Kearney. Carried.

Motion 151 – 14: Paul Connor moved to adjourn the meeting.

## **ACTIONS**

Action 151 - 1: Michaela Kuuskman will share the “Your Emergency Preparedness Guide” with Council members.

Action 151 - 2: The Communications Working Group will meet to discuss and develop recommendations to enhance communication about PGO submissions to Ontario ministries and its various initiatives, particularly the information being posted on the website.

Action 151 - 3: Executive Committee will provide an update to Council on the ranking of the GC initiatives in November Council meeting.

Action 151 - 4: Sustainability and Climate Change Committee will review the compiled feedback and submissions vis-à-vis PGO’s current position statement on Climate Risk. The committee will report to Council once the review has been completed and recommendations have been developed by the committee.

Action 151 – 5: CEO to appoint Deputy CEO in compliance with the PGO Governance Manual and inform Council of the appointment at the November Council meeting.

Action 151 – 6: Roger Woeller will connect with Council VP, Claire Milloy regarding recruitment of a volunteer as a member of the Enforcement and Compliance Committee.

Action 151 - 7: Scott McLean will contact all the candidates and inform them of the outcome of the selection process.

Action 151 - 8: The Governance Committee will review the SCCC’s ToR to look at the composition of the SCCC and provide guidance to the committee.

Action 151 - 9: Claire Milloy, Council VP, will follow up with the Chair of the SCCC with regards to its composition vis-à-vis the committee’s ToR.

Action 151 - 10: Claire Milloy to follow up with Audit Committee Chair to explore the possibility of expanding the Audit Committee’s mandate to include the Risk Management framework going forward and report back to Council.

Action 151 - 11: Staff to ensure that the disclaimer in the Media section of Field Notes is consistently present in every issue of the e-newsletter and communicate expectations with the service provider.

Action 151 - 12: Communications Working Group will review Field Notes, in particular the Media items and provide guidance on the inclusion of the Media section in the e-newsletter.

Action 151 - 13: Melanie Siewert to identify and recruit members for the RAWG Sub-group.

Action 151 - 14: Finance Committee will discuss the merits of having a Treasurer as a Council member versus a Treasurer who is not a Council member. The committee will also define the Treasurer's job description. Will report back to Council at its November 2023 meeting.

Action 151 - 15: Nominations Committee to start the process of recruitment following receipt of Ana Misra's formal resignation to fill the Council position as Non-registrant Public Appointee.