

**Present**

Robert Hearst, President/ Chair  
Zen Keizars, Vice President  
Mary-Anne Hildebrandt, Immediate Past President  
Kelly Bolduc O'Hare, Secretary  
Michael Bunn, Treasurer  
Paul Connor  
Sheila Daniel  
Joanna Hodge  
Laura Katz  
Alicia Kimberley  
Michaela Kuuskman  
Michel Kearney  
Cerise Latibeaudiere  
Clayton Sereres  
William Skura  
Kristina Small  
Nataliya Tkach  
Ryan Weston

Roger Woeller

**Regrets:**

Trina Maher

**Staff**

Tony Andrews  
Marilen Miguel  
Carmen Li- Tsang  
Eilidh Lewis  
Gabrielle Hosein

**By Invitation**

Ryan Cole and Alex Rodgers, Policy Concepts  
Paul Hubley, Geoscientists Canada  
Jocelyn Peltier-Huntley, Prairie Catalyst Consulting  
Tammy Middleton  
Neera Sundaralingam  
Roger Phillips

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**1. CALL TO ORDER**

The President called the meeting to order at 9:05 am.

**2. WELCOME AND ACKNOWLEDGEMENT**

**3. CONFLICT OF INTEREST DECLARATION**

None.

**4. APPROVAL OF AGENDA**

Agenda was reviewed and an in-camera session will take place after the Staff Performance Management Review and Update agenda item.

**Motion 158 - 1: Alicia Kimberley moved that the 158<sup>th</sup> Council Meeting Agenda be approved as amended. Seconded by Sheila Daniel. Carried.**

## **5. ATTENDANCE RECORD**

Attendance record was reviewed and noted.

## **6. ADOPTION OF MINUTES FROM SEPTEMBER 19, 2024 COUNCIL MEETING**

Council members reviewed minutes and the following edits were made:

- A few minor typos
- Edit on “Discussion” notes under the Registrar’s report pertaining to the Continuing Professional Development (CPD) Program. Eilidh Lewis will be providing the edited version.
- Edit on “Discussion” note pertaining to Diversity and Inclusion Survey.

**Motion 158-2: Kelly Bolduc-O’Hare moved to approve the 157<sup>th</sup> Council Meeting Minutes as amended. Seconded by Michaela Kuuskman. Carried.**

## **MOTIONS AND ACTIONS FROM SEPTEMBER 21, 2024 COUNCIL MEETINGS**

Action items from the September Council meeting were followed through.

## **7. LAND ACKNOWLEDGEMENT**

Michaela Kuuskman provided the land acknowledgement.

## **8. SAFETY MINUTE**

Clayton Sereres provided the safety minute focused on pedestrian safety. The month of October was a pedestrian safety month. He noted that, on average, more than 300 pedestrians are killed every year in Canada. He provided [tips](#) for pedestrians, for drivers and for the general public.

## **9. DIVERSITY MINUTE**

Alicia Kimberley conducted an exercise wherein Council members completed a personality style assessment. The purpose of the exercise is to learn and understand about different personality

types, which dictate people's work and communication styles. Recognizing these differences help in understanding how to work with and/or manage a diverse group of people.

## **10. POLICY CONCEPTS**

- Alex Rodgers and Ryan Cole provided an overview of the political landscape at Queens Park.
- They highlighted that the Minister of Mines is on board with the legislative review of the Act and potentially wants to move quickly on some of the amendments proposed by PGO.
- It was noted that PGO having the opportunity to submit a formal response to the Ministry of Mines to address questions posed by the the Minister was a big step forward for PGO, in particular, outlining how the definition of professional practice will bring clarity on what is considered geoscience activities.

## **11. CEO REPORT**

Tony Andrews gave an update on key activities and projects since the September 2024 Council meeting. Detailed information is provided in the agenda package. The report offered updates on the following:

### **New Initiatives**

- Staff Performance Management Review
- Staff participation at the 2024 Canadian National Agencies for Regulation (CNAR) Conference
- Geoscientists Canada's November 2, 2024 board meeting

### **Ongoing Initiatives**

- PGO 2024 Council Orientation
- Readiness Assessment Work Plan
- Independent Third-Party Review (ITPR)
- Risk Management Framework
- Amendments to Professional Geoscientists Act, 2000 and Regulations
- Regulation of federally employed geoscientists
- Council meetings outside of the GTA
- Updating of staff and operations policies and procedures
- Social media procedures
- Virtual Mentoring Program
- Approach and cost associated with a review and renewal of PGO website

*Discussion:*

- It was noted that federal employees represent a big group of unlicensed geoscientists in Ontario. Council discussion highlighted the importance of addressing this item at the Geoscientists Canada table given that this is a pan-Canadian issue.
- It was noted that there are no known legal impediments that would prevent PGO from enforcing registration compliance to federally employed geoscientists.
- It was noted that the Enforcement and Compliance Committee is in discussion with Geoscientists Canada and a briefing note will be developed to provide greater context about the issue.

## **12. STAFF PERFORMANCE AND MANAGEMENT REVIEW AND UPDATE**

Kellie Howe, Human Resources Consultant, presented on the proposed CEO Performance Management Program. She noted that the work was a collaborative effort with the Executive Committee and with feedback from the CEO and staff.

- The tool includes an expanded rating scale, and language on core competencies has been updated. The new enhancement re-aligns ratings and core competencies to best practices. It also creates similar processes and timelines for the CEO and employees.
- A performance dashboard was added wherein employees can provide confidential feedback on CEO's core competencies.
- A quarterly check-in will be conducted on objectives for both the CEO and staff.
- PGO employees have been oriented about the new performance tool.
- The roles of Council and the Executive Committee were brought up to ensure clarity on who-does-what. As per the Terms of Reference of the Executive Committee (EC), EC is responsible for the performance review of the CEO. Council is responsible for setting the organizational objectives of PGO, which then become the objectives of the CEO. The CEO then ensures that the objectives of staff align with the organizational objectives set by Council.

## **13. IN-CAMERA SESSION**

**Motion 158-3: Kelly Bolduc O'Hare moved to close the meeting for in-camera session.**

Council went for a closed session at 11:12 am.

## **14. TREASURER'S REPORT**

Michael Bunn presented on the financial statements for the month ending September 30, 2024. He also presented on policies pertaining to procurement and appointment of auditors.

### **Financial Statements**

- A year-to-date surplus of \$171,000 was highlighted. He noted that PGO is in a healthy financial position to date.

### **Procurement Policy**

- The procurement policy was presented and it was noted that the thresholds for procurement categories might be too low. The 9.1 section of the policy reflects what is contained on PGO's Governance Manual.
- It was suggested that a checklist be included in the procurement policy. Tony Andrews and Michael Bunn will look at the current template and will update the policy accordingly.
- The policy applies to volunteers and staff.

**Motion 158 – 4: Michael Bunn moved that Council adopt the Procurement Policy as amended. Seconded by Ryan Weston. Carried.**

### **Policy on the Appointment of Auditors**

- Michael Bunn presented to Council the policy on the appointment of auditors.
- It was noted that the development of an RFP process be initiated now in preparation for the next cycle of the audit process.

**Action 158 – 1: Audit Committee to start the RFP process for the fiscal year December 31, 2025 and be presented at the May 2025 Council Meeting for approval.**

**Motion 158 – 5: Michael Bunn moved that Council adopt the Policy for Appointment of Auditors as presented. Seconded by Zen Keizars. Carried.**

## **14. COMMITTEE REPORTS**

### **Diversity and Inclusion Committee**

Neera Sundaralingam and Jocelyn Peltier-Huntley, Consultant from Prairie Catalyst presented on the Diversity and Inclusion Survey. The presentation highlighted the responses to the feedback provided by Council members on the survey.

#### *Discussion*

- A question was asked on what is the role of PGO in addressing barriers to Equity, Diversity and Inclusion (EDI) that may be identified by survey participants. It was noted that PGO can play a role in raising awareness about these issues among its registrants so they are aware of what they can do to impact workplace cultures.
- It was noted that survey questions should provide opportunities for respondents to highlight negative and positive experiences and diverse backgrounds and perspectives.

- Definition of terms such as but not limited to discrimination, harassment and bullying should be included in the survey to help inform participants in their completion of the survey.
- The data collected from the survey will be completely anonymous. No identifying information will be collected.
- It was noted that the proposed D & I Survey needs to be reviewed by legal counsel.

**Motion 158 – 6: Ryan Weston moved to accept the D & I Survey with amendments discussed at the meeting pending legal review. Seconded by Mary-Anne Hildebrandt. Carried.**

### **Discipline Committee**

Tammy Middleton, Chair of the Discipline Committee provided an update on their committee's activities. A written committee report was included in the agenda package. In her verbal report, Tammy highlighted the following:

- The Discipline Committee has two hearings underway for C135/C138/C139 and C140
- The committee is currently reviewing its New Rules document prepared by the committee's legal counsel. The New Rules will be presented to Council for approval once the review has been completed.
- The Discipline Committee is scheduled to meet on December 4, 2024 and will discuss the New Rules. The Discipline Committee will bring the New Rules to Council at its January Council Meeting for information purposes.
- The committee is anticipating that the finalized New Rules will be brought forward to Council for approval at its March 2025 meeting.
- It was reported that the Discipline Committee will be conducting a training session in Spring 2025 and it will focus on the New Rules.
- It was reported that the Discipline Committee has enhanced its membership and noted the importance of ensuring that the committee maintains a robust membership.

### *Discussion*

- It was recommended that the Chair liaise with the Council Vice President to look at its Terms of Reference pertaining to turnover of membership and succession planning.

## **15. GEOSCIENTISTS CANADA (GC)**

Paul Hubley, CEO of Geoscientists Canada provided an update on GC's activities.

- Public Reporting Short Course for Professionals – English version has been rolled out. French version is being completed. PGO is preparing to roll out this course online.
- Canadian Competency-based Assessment for intakes has been completed.
- A recent version of the Geoscientists-in-Training (GIT) Guide was rolled out.

- GC's Knowledge Requirements is due for review – this is going to be a big project and the scope of this project is yet to be determined.
- GC's Professional Practice Committee is looking at generative AI and how it fits in geoscience practice.
- GC plans to engage with federal government and organizations at national and international level to make geoscience profession visible.
- It was again noted that the issue about federally-employed geoscientists should be discussed at the national level. There was preliminary information-gathering that was conducted at this point and there is no official discussion about this issue at the GC table. It will be contingent on what the GC board decides as priorities for GC.

## **16. INDEPENDENT THIRD-PARTY REVIEW (ITPR) – REQUEST FOR PROPOSAL**

Governance Committee Chair, Kelly Bolduc O'Hare reported on this item. A committee report was included in the agenda package for Council's review, including a copy of the RFP

- The Governance Committee is going ahead with the plan to send out a request for proposal for the ITPR. The timeline is the first quarter of 2025.

### *Discussion*

- It was noted that the timeline for the RFP process is quite tight but the Governance Committee felt the need to move quickly on this initiative as soon as possible.
- It was also noted that should the cost for the ITPR review goes over what was approved by Council that a special meeting will be conducted to address the issue.

**Motion 158 – 7: Kelly Bolduc O'Hare moved that Council delegate to the Governance Committee the task of selecting qualified Proponents for the Independent Third-Party Review. Seconded by Zen Keizars. Carried.**

## **17. COUNCIL PRIORITIES**

Robert Hearst highlighted the priorities of Council for the coming year, which include but not limited to a) the approach to office space in the future and b) the implementation of the Independent Third-Party Review. Further discussion of this agenda item will be deferred to the next meeting of Council.

## **18. REGISTRAR'S REPORT**

Registrar, Eilidh Lewis, reported on the statutory activities of PGO. She referred Council members to the detailed written Registrar's Report included in the agenda package for Council review. At the meeting, she provided updates on complaints cases, application fees and the Continuing Professional Development (CPD) Program.

### **Complaints**

- A second meeting was held on November 19 to discuss C-143 and the review is ongoing in this case. Further questions were sent to the complainant and to the registrant (respondent).
- C – 144, Complaint Review Panel asked for more information from both parties. Some information has been received and the deadline was set for December 6 to send all the information requested by the panel.
- C – 145, Complaint Committee Co-Chairs are putting together a panel for this case.

### *Discussion*

- A question was asked if there were enough resources to handle the complaints coming in. The Registrar noted that for now the Complaints Committee feels that it has enough resources to handle the current number of cases. However, if new ones come in, there will be a need to source for more volunteers.
- The Registrar reported that there seemed to be a trend in the cases received – that is, the underlying issue behind some of these cases is lack of communication between parties.
- It was also noted that PGO may get more complaints once public outreach is initiated.
- Suggestion was made to the Symposium Planning Committee to include a session on Complaints highlighting lessons learned, things to look out for and what not to do.
- In 2020, the PGO virtual symposium did feature a session on Complaints and Discipline. An environmental scan was conducted involving other regulators and the presenters found that there were very few complaints on the geoscience side.

### **Proposed increase to application fees**

- The Registrar reported on the proposed increase (\$50) in application fees for full practising and limited practising application fees, and for the change of designation from GIT to P.Geo. to offset the cost of administering the competency-based assessment (CBA) approach to reviewing applications.

### *Discussion*

- Council members expressed concerns about the increased cost particularly for GITs applying for a change of designation to become P.Geo.'s.
- It was noted that greater consideration should be given to what is the cost for PGO to conduct the activity. A more in-depth look into this item is needed.

Action 158 – 2: Eilidh to provide a breakdown of the cost of administering CBA approach to reviewing applications at the Council meeting in March 2025.



### **Continuing Professional Development Program**

- It was highlighted that the new program will have mandatory hours to align with other regulators in Canada, and would include a one (1) hour mandatory ethical module per year and a (1) hour mandatory regulatory module per year. Mandatory hours would not be eligible to be carried over.
- The remaining 28 hours would be from technical and non-technical learning activities. As such, the four (4) categories of CPD activities will be re-grouped as two (2) categories - “technical” and “non-technical”.
- There is the possibility of an MOU with other regulators to allow those who report in multiple jurisdictions to report only in one jurisdiction. The deadline for submission will remain as March 31, and carry-over hours will be allowed for two years as they are currently.
- Further discussion about non-compliance with the CPD requirement is needed.
- Further discussion is required for the auditing of CPD activities,
- A new CPD guideline will be developed
- An awareness campaign will be conducted in the second half of 2025 to inform registrants about the new CPD program. The program is anticipated to be rolled out in 2026, with a one-year transition period. It will then be fully enforced in 2027.
- Next step is to work with database provider to make the necessary changes to the CPD entry system.

#### *Discussion:*

- Mandatory CPD trainings were discussed and these will potentially be part of the CPD program roll out in 2026.

**Motion 158-8: Alicia Kimberley moved that that Council approve the updates to the CPD program as described, with further discussion required regarding suspensions and auditing. Seconded by Kelly Bolduc O’Hare. Carried.**

#### *Discussion*

- A survey of GITs and students regarding the PGO website and registration-related content was referenced. It was noted that public-facing surveys should go through a consistent process of vetting. It was recommended that the Governance Committee look into the communications policy with regards to this item.

**Action 158 - 3: Governance Committee will review the communications policy with respect to the public-facing surveys.**

## 19. COMMITTEE REPORTS (CONTINUED)

### Professional Practice Committee (PPC)

Alicia Kimberley, Chair of PPC provided an update on the activities of their committee. She referred Council to the committee report that was included in the agenda package. She highlighted two items from her report.

#### Virtual Mentoring Platform

- The Mentoring Sub-group of PPC prepared a briefing note on the proposed Virtual Mentoring Platform. She called Eilidh Lewis to speak on this item on behalf of the Mentoring Sub-group.
- The mentoring Sub-group is asking Council to approve the proposed Virtual Mentoring Platform, which is outlined in the briefing note. The 2025 budget will be \$9,600, which includes development and implementation.

**Motion 158 – 9: Alicia Kimberley moved that Council approve the virtual mentoring program and allocate a budget of \$9,600 for year one to be part of 2025 fiscal year expenditure. The project will commence in January 2025 and will be included in the 2025 budget. Seconded by Joanna Hodge. Carried.**

#### General Professional Practice Guidelines for Geophysicists

- Alicia Kimberley presented to Council the final version of the General Professional Practice Guidelines for Geophysicists on behalf of the Geophysics Subcommittee.
- It was noted that the guidelines went through minor revisions to align it with the current format of PGO's guideline documents.

**Motion 158 – 9: Alicia Kimberley moved that Council approve the General Professional Practice Guidelines for Geophysicists as presented. Seconded by Roger Woeller. Carried.**

## 20. UPDATE ON COMMITTEE NEEDS

Council Vice President, Zen Keizars reported on the Committee Health Update.

- The Chairs of Geology and Geomorphology subcommittees of Professional Practice Committee stepped down from their role as Chair.
- It was also noted that the Sustainability and Climate Change Committee will need to fill the role of Chair as the current Chair has completed her term. A vice chair is also needed.
- There is a need to communicate with registrants and encourage volunteerism with PGO.

#### Discussion

- PGO has a Volunteer Protocol that needs to be followed, which outlines the process of recruiting volunteers and filling up vacant positions in committees and subcommittees.

## 21. ADJOURNMENT

**Motion 158 - 10: Roger Woeller moved to adjourn the meeting.**

Meeting adjourned at 4:25 p.m. ET.

## 22. WRITTEN REPORTS ONLY

- Enforcement and Compliance Committee
- Registration Committee
- Geology Subcommittee
- Geomorphology Subcommittee
- Geophysics Subcommittee
- PGA Amendments Working Group
- Readiness Assessment Working Group
- 25th Anniversary Planning Committee



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President

## Summary of Motions and Action Items

### Motions

Motion 158 - 1: Alicia Kimberley moved that the 158<sup>th</sup> Council Meeting Agenda be approved as amended. Seconded by Sheila Daniel. Carried.

Motion 158-2: Kelly Bolduc-O'Hare moved to approve the 157<sup>th</sup> Council Meeting Minutes as amended. Seconded by Michaela Kuuskman. Carried.

Motion 158-3: Kelly Bolduc O'Hare moved to close the meeting for in-camera session.

Motion 158 – 4: Michael Bunn moved that Council adopt the Procurement Policy as amended. Seconded by Ryan Weston. Carried.

Motion 158 – 5: Michael Bunn moved that Council adopt the Policy for Appointment of Auditors as presented. Seconded by Zen Keizars. Carried.

Motion 158 – 6: Ryan Weston moved to accept the D & I Survey with amendments discussed at the meeting pending legal review. Seconded by Mary-Anne Hildebrandt. Carried.

Motion 158 – 7: Kelly Bolduc O'Hare moved that Council delegate to the Governance Committee the task of selecting qualified Proponents for the Independent Third-Party Review. Seconded by Zen Keizars. Carried.

Motion 158-8: Alicia Kimberley moved that that Council approve the updates to the CPD program as described, with further discussion required regarding suspensions and auditing. Seconded by Kelly Bolduc O'Hare. Carried.

Motion 158 – 9: Alicia Kimberley moved that Council approve the virtual mentoring program and allocate a budget of \$9,600 for year one to be part of 2025 fiscal year expenditure. The project will commence in January 2025 and will be included in the 2025 budget. Seconded by Joanna Hodge. Carried.

Motion 158 – 9: Alicia Kimberley moved that Council approve the General Professional Practice Guidelines for Geophysicists as presented. Seconded by Roger Woeller. Carried.

Motion 158 - 10: Roger Woeller moved to adjourn the meeting.

## **Actions**

Action 158 – 1: Audit Committee to start the RFP process for the fiscal year December 31, 2025 and be presented at the May 2025 Council Meeting for approval.

Action 158 – 2: Eilidh to provide a breakdown of the cost of administering CBA approach to reviewing applications at the Council meeting in March 2025.

Action 158 - 3: Governance Committee will review the communications policy with respect to the public-facing surveys.