
PROFESSIONAL GEOSCIENTISTS ONTARIO

MINUTES of 160th MEETING of COUNCIL

Thursday, March 20, 2025 at 9:00 a.m.

In person with Virtual Access

Present:	Robert Hearst	-	President/Chair
	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		
	Trina Maher		
	Clayton Sereres		
	Kristina Small		
	Nataliya Tkach		
	Ryan Weston		
	Roger Woeller		
Staff:	Tony Andrews	-	CEO
	Marilen Miguel	-	Director Internal/External Affairs
	Carmen Li-Tsang	-	Administration and Operations
	Eilidh Lewis	-	Registrar
	Gabrielle Hosein	-	Assistant Registrar
By Invitation:	Ryan Cole	-	Policy Concepts
	John Hogg	-	Governance Committee
	Scott McLean	-	Nominations Committee
	Roger Phillips	-	Registration Committee
	Philip Racco	-	MNP
	Scarlett Guy	-	President, MinuteTakers Inc.
	Brooke Lanziner	-	Recording Secretary, MinuteTakers Inc.
Regrets:	William Skura		

1. CALL TO ORDER

Proper notice having been given and there being a quorum present, Robert Hearst called the meeting to order at 8:56 a.m. and presided as Chair.

2. **OPENING REMARKS**

- (a) *Chair's Opening Remarks* – The Chair introduced Scarlett Guy, President of MinuteTakers Inc., who provided a brief history of the company and outlined the services offered by MinuteTakers Inc. It was noted that Brooke Lanziner will be the designated recording secretary for this meeting, and for the Council's meetings going forward.

At 8:59 a.m. Scarlett Guy was thanked and disconnected from the meeting.

- (b) *Land Acknowledgement* – Kelly Bolduc O'Hare read out the land acknowledgement.
- (c) *Safety Minute* – Roger Woeller delivered a Safety Minute on driver safety and highlighted two key points: (1) that the quality of commercial drivers has changed, and (2) with deregulation and the likelihood of provincial barriers coming down, there will be an evolution across the country. Council members are encouraged to stay alert to the evolving landscape of road and driver safety.
- (d) *Diversity Minute* – Michaela Kuuskman spoke about the diversity and inclusion policies at their workplace. These include conducting an annual engagement survey to identify any areas of underrepresentation, re-examining existing policies to ensure they are inclusive, and maintaining an open policy regarding mental health awareness. M. Kuuskman encouraged Council members to review their own policies to ensure inclusivity.
- (e) *Disclosure of Conflict of Interest* – No conflicts of interest were declared.
- (f) *Agenda* – The Agenda was reviewed, and the following addition was noted:
- *Nominations Committee Report*

Motion #160-1

Kelly Bolduc O'Hare moved that the 159th Council Meeting Agenda be approved as amended. Seconded by Roger Woeller. Carried.

- (g) *Attendance Record* – Upon reviewing the Attendance record, it was noted that Zen Keizars, Vice President of the Council, has resigned from Council.

3. **APPROVAL OF PREVIOUS MINUTES**

The Chair asked for any errors or omissions in the minutes of the Council meeting of January 23, 2025 that were circulated previously for review. The following amendments were agreed upon:

- (a) *Adjournment* – The name of the Council member who motioned to adjourn the meeting is to be added to Motion #159-11.
- (b) *Office Space Recommendations* – The office space recommendations presented by M. Hildebrandt are to be added to the minutes.
- (c) *Motion #159-7* – Michael Bunn's last name is to be added to Motion #157-7.

Motion #160-2

Michael Bunn moved to approve the January 23, 2025 Council meeting as amended. Seconded by Kelly Bolduc-O'Hare. Carried.

4. **MOTIONS AND ACTIONS FROM PREVIOUS MEETINGS**

Motions and Action items from the January 23, 2025 Council meeting were presented for review. Pertinent discussion highlights were noted as follows:

- (a) *Motion #159-3* – It was recommended that further direction should be added to the motion. ***Action #160-1: The Registrar and Chair of the PPC Committee are to discuss investigating the role of PGO with respect to 'Duty to Consult' on supply of geoscientists in Ontario, as required by the OFC, at the next PPC Committee meeting.***
- (b) *Action #159-2* – It was noted that the work-from-home policy is currently under development. ***In progress.***

5. **POLICY CONCEPTS**

5.1 Update – Ryan Cole of Policy Concepts Inc. provided an update on recent political developments following the provincial election, with highlights as follows:

- (a) The Ministries of Mines and Energy have merged. Stephen Lecce was appointed as Minister of Energy and Mines, with potential implications for PGO's proposed

legislative amendments.

- (b) The Ontario Legislature reopened on April 14, 2025. A new Speaker was elected, enabling legislative business to resume.

5.2 Discussion – Key points of discussion are noted as follows:

- (a) It was noted Minister Lecce may assume responsibility for the PGO file.
- (b) There was discussion on federal-provincial collaboration to reduce barriers to labour mobility. A coordinated national framework may be required, aligning with PGO's broader legislative reform goals.
- (c) No major increase is anticipated on post secondary funding, which potentially impacts the capacity to train new geoscientists.

6. NOMINATIONS COMMITTEE REPORT

Scott McLean presented a report on behalf of the Nominations Committee with discussion highlights noted as follows:

- (a) *Upcoming Vacancies* – Several vacancies are coming up, including the recent resignation of Zen Keizars as Vice President (VP). Under Section B of By-Law 1A, it is noted that the Council may appoint a sitting Councillor, past president, or other eligible member to fill the VP vacancy for the remainder of the term.
- (b) *Options to Fill the VP Position* – Three options were put forth as follows: (1) leave the VP position vacant until the election in June 2025, (2) appoint a VP now who would transition into the President role in June 2025, or, (3) a hybrid option to appoint a Councillor as VP now, who could resign and stand for election in June 2025 to remain as the VP, and the Council would appoint a President. Upon discussion, the Council expressed support for the hybrid model, and it was noted that it aligns with what is laid out in the by-laws.
- (c) *Recommendations* – Alicia Kimberley has put their name forward for consideration to be appointed as VP. It was noted that two other Councillors were spoken to regarding interest in the role; however, neither expressed interest. The Nominations Committee reviewed A Kimberley's qualifications and recommended proceeding to appoint A. Kimberley to the role of Vice President.

At 10:07 a.m., A. Kimberley and R. Hearst recused themselves from the discussion and left the room. Mary Anne Hildebrandt proceeded to Chair this portion of the meeting.

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- (d) *Appointment of Vice President* – The Council expressed support for Alicia Kimberley to be appointed as VP under the hybrid model, citing the benefits of organizational continuity. The following motion was noted:

Motion #160-3

Roger Woeller moved to appoint Alicia Kimberley as VP for the remainder of Zen Keizars' term. Seconded by Paul Connor. Carried.

At 10:17 am A. Kimberley and R. Hearst were brought back into the room, and S. McLean disconnected from the meeting. R. Hearst resumed the role of Chair.

7. CEO REPORT

- 7.1 Report** – Detailed information updates were previously provided in the agenda package. Tony Andrews reported on key activities and projects undertaken since the previous meeting, with an additional item noted as follows:

- (a) *New Act in Alberta* – A new Professional Governance Act has been introduced in Alberta, consolidating nine acts and 28 regulations across 22 professional self-regulatory organizations in Alberta. T. Andrews advised that it may be worth monitoring for potential adoption in other provinces.

7.2 Discussion

- (a) *Collaboration Between CEOs* – Upon query regarding interprovincial licensing transparency among CEOs, specifically related to federal registration and administrative or financial barriers, it was noted that Geoscientists Canada has drafted a strong position statement supporting licensure for federally employed geoscientists. The statement is set to be reviewed for approval at their Annual General Meeting in June 2025.
- (b) *Search for New Office Space* – An update was provided regarding the ongoing search for a new office space. Staff have narrowed the list of office spaces provided by a real estate broker down to three options that meet the PGO's needs. Both traditional and co-operative spaces are being considered.
- (c) *Administration and Operations Coordinator* – Four candidates are currently being considered for the position.
- (d) *Staff Operations, Policies and Procedures* – Updates are close to finalization.
- (e) *Independent Third-Party Governance Review* – The review is moving forward. A Steering Committee has been formed and will be meeting with the reviewer at an upcoming meeting.

8. **RISK MANAGEMENT FRAMEWORK**

8.1 Presentation – Philip Racco of MNP was introduced to present an update on the development of PGO's Enterprise Risk Management Framework, completed in collaboration with MNP. Highlights were noted as follows:

- (a) *Project Summary* – The project involved reviewing and enhancing existing practices, standardizing documentation, and creating a sustainable framework for identifying, assessing, and managing organizational risk.
- (b) *Finalized Framework* – The finalized framework outlines governance structure, risk categories, process flows between staff, committees, and the Council, and includes tools such as a revised risk register template, reporting templates, assessment criteria and a consistent risk taxonomy.
- (c) *Risk Definition Consistency* – A key focus was ensuring consistency in how risks are defined and documented across the organization. A standardized risk statement format was adopted to improve clarity and communication.
- (d) *Risk Register* – A risk assessment was conducted in partnership with the Risk Management Working Group, resulting in an updated risk register identifying 20 key risks. The register is intended to be an evergreen document to serve as a baseline for ongoing risk monitoring.

8.2 **Discussion**

- (a) *Training Component* – Upon query, P. Racco confirmed that training is planned for staff, the Risk Management Working Group, Committees, and Council, and will be tailored to each group. It was noted that the goal is to complete the training within the next quarter.
- (b) *Ongoing Risk Oversight and Reporting* – It was noted that the framework includes a built-in process for ongoing risk oversight and reporting, with the aim of ensuring all participants understand risk statements and their implications.
- (c) *Funds for Training* – It was queried whether funds remain available for training and whether there will be future revisions or a second phase of the project. It was clarified that while the current goal is to build internal capacity, adjustments may be made as needed during the training process. The framework is designed to be maintained in-house, with occasional external review.
- (d) *Internal and External Risks* – The framework includes a taxonomy that accounts

for both internal and external risks, including those specific to regulatory mandates. The importance of process consistency and communication were highlighted.

- (e) *Issue Tracking* – Upon query, it was noted that issue tracking was not included in the current scope; however, could be considered as a future enhancement.

At 10:57 a.m., P. Racco was thanked for attending and left the meeting.

9. **REGISTRAR REPORT**

- 9.1 **Application Fees Increase** – Eilidh Lewis provided an overview of the proposal to increase application fees, as outlined in the briefing note included in the meeting package. The proposed increase aims to offset the direct cost of the Competency-Based Assessment (CBA) system. Discussion highlights are noted as follows:

- (a) *Proposed Increase* – It was proposed to increase application fees by \$50 where the CBA is used, raising full and limited practising registration fees to \$350 plus tax, and GIT to P.Geo. designation change fees to \$135 plus tax. It was highlighted that the increase directly reflects the cost charged to PGO per applicant for use of the CBA system and does not offset staffing costs.
- (b) *Other Jurisdictions* – The PGO's application fees remain lower than most other jurisdictions across Canada, including those using the CBA. It was noted that some regulators publicly list the CBA fee as a separate item.
- (c) *Communication Plan* – A Member highlighted the importance of a clear and well-framed communications plan to ensure registrants understand the reason for the increase and the context behind it. **Action #160-2: Eilidh Lewis to draft a communications plan regarding the increase to the application fees. Action #160-3: Eilidh Lewis to update the PGO website with a detailed breakdown of application fees.**
- (d) *Interprovincial Mobility* – It was noted that PGO's reduced transfer fees for applicants from other provinces support interprovincial mobility and remain uncommon among other regulators.

Motion #160-4

Joanna Hodge moved to approve that the application fees for full and limited practising registration, and for the GIT to P.Geo. change of designation, be increased by \$50 to cover the direct cost of the Competency-Based Assessment (CBA) system. Seconded by Roger Woeller. Carried.

9.2 Registrar Report – Eilidh Lewis presented the Registrar Report with highlights noted as follows:

- (a) *Registration Team Position* – A brief update regarding the process to fill the open position on the registration team was provided.
- (b) *Registration Charts* – The charts were reviewed for Council information.
- (c) *Mentoring Program* – MentorEase is helping to develop the website for the mentoring program. The program is anticipated to be announced out by the AGM.
- (d) *Continuing Professional Development (CPD)* – The next step is to meet with PGO's database provider to start developing the new entry system for CPD, and then to develop the new guidelines. Upon query, it was clarified that the new entry system is expected to provide a simpler way of breaking down the information entered.

10. COMMITTEE REPORTS

10.1 Treasurer's Report – Michael Bunn provided an overview of the unaudited financial statements for the month ended January 31, 2025. Pertinent highlights were noted as follows:

- (a) *Statements* – The balance sheet and income statement were presented. A surplus of \$93,000 was reported for the month of January 2025.
- (b) *Budgeted Surplus* – It was noted that a surplus of \$70,000 was included in the budget for the fiscal year. It is recommended that the PGO continue to budget for a surplus to continue building up the Contingency Fund.

10.2 Professional Practice Committee (PPC) – Alicia Kimberley provided an update on behalf of the PPC with highlights noted as follows:

- (a) *Authentication Document Approval* – Finalization of the authentication document was completed after working closely with legal counsel to revise the wording.

Motion #160-5

Alicia Kimberley Council moved to approve the guidance on document authentication as presented. Seconded by Mary-Anne Hildebrant. Carried.

- (b) *Geology Subcommittee* – A brief update on the Geology Subcommittee was provided, noting that new volunteers have joined. ***Action #160-4: Alicia Kimberley to update Management regarding the Geology Subcommittee.***

10.3 Past Presidents' Advisory Committee (FGC Nominees) – Mary-Anne Hildebrandt presented on the Fellowship of Geoscientists Canada (FGC) designation with highlights noted as follows:

Robert Hearst left the room for the following discussion at 11:38 a.m. and Mary Anne Hildebrandt assumed the role of Chair.

- (a) *FGC Nominees* – Criteria for nomination eligibility was displayed for Council information. Robert Hearst and Michael Jones were nominated and their qualifications were presented for review. The following motion was put forward:

Motion #160-6

Kelly Bolduc-O'Hare moved that Robert Bruce Hearst and Michael Gregory Jones be nominated for the 2025 Fellowship of Geoscientists Canada designation. Seconded by Joanna Hodge. Carried.

R. Hearst was welcomed back into the room and resumed the role of Chair.

10.4 Governance Committee – Kelly Bolduc-O'Hare and John Hogg presented the Governance Committee report. Discussion highlights are noted as follows:

- (a) *Independent Third-Party Review* – After reviewing numerous proposals, a company has been selected to conduct the review; a kick-off meeting is scheduled for March 24, 2025.
- (b) *Council Skills and Competency Matrix* – The 2025 Council Skills and Competency Matrix was presented for review. Council members were reminded to complete the matrix and it was noted that submissions are not anonymous. Upon query, it was agreed that definitions for the rating categories require further clarification. ***Action #160-5: Governance Committee to define rating categories within the Skills and Competency Matrix.***

- (c) *Term Balancing* – A proposal to address imbalanced Council turnover was presented for consideration. 12 of 20 positions are set to change in the upcoming cycle; to combat this, three members volunteered to take one-year terms and resign accordingly. It was highlighted that the proposal does not require by-law changes and is intended to be implemented in collaboration with the Nominations Committee. **Action #160-6: John Hogg to attend an upcoming Nominations Committee meeting to discuss term-balancing recommendations. Action #160-7: Staff to compile and share the complete Council Terms and background information with the Governance Committee.**

At 1:20 p.m., John Hogg was thanked and disconnected from the meeting.

- (d) *Recommendations to Council* – Two motions were proposed to Council on behalf of the Governance Committee. The first motion was passed, and upon discussion it was determined that the second proposed motion be changed into an action item for the Governance Committee. **Action #160-8: Governance Committee to develop a policy around the response to the Diversity and Inclusion Committee's report to Council, dated December 15, 2022, regarding demographic/diversity detail collection.**

Motion #160-7

Ryan Weston moved that staff implement the Council Skills & Competency Matrix poll annually in early March for the purpose of maintaining a database of council skills. Poll results should not be collected anonymously and should be shared with the Nominations Committee to allow for identification of gaps in council competency. The poll is to be evaluated and updated, from time-to-time, as appropriate, by the Nominations Committee with input from the Governance Committee and Executive Committee. Seconded by Alicia Kimberley. Carried.

10.5 25th Anniversary Planning Committee – Clayton Sereres presented the 25th Anniversary Planning Committee report with highlights noted as follows:

- (a) *Event Planning* – Several educational articles have been published, with more planned for release prior to June 2025. A guest speaker has been confirmed, and 300 commemorative pins have been ordered. The dinner for the event will follow the PGO AGM.
- (b) *Invitations and Tickets* – Invitations will be sent out in tiers, beginning with stakeholders, Council, and committee members and followed by registrants. Attendance will be capped at 250; 137 attendees have been budgeted for. Proposed ticket pricing is currently set at \$100 for general admission and \$25 for students.

- (c) *Budget* – It was noted that the event budget is approximately \$34,000, including expenses related to Council participation and hosting Geoscientists Canada (GC) guests. Upon query, it was clarified that GC is responsible for its own travel and accommodation. Sponsorships are currently being pursued.
- (d) *Subsidies* – Discussion ensued regarding options to subsidize student or registrant attendance with an emphasis on those located outside of the Greater Toronto Area.
- (e) *Next Steps* – The following action items were noted: **Action #160-9: The 25th Anniversary Planning Committee to investigate partial travel subsidies.** **Action #160-10: The 25th Anniversary Planning Committee to invite the Executive Committee to their next meeting.**

10.6 Diversity and Inclusion (D&I) Committee – A report was submitted; however, no representatives of the committee were present to present it or answer queries. It was agreed that the item be deferred. **Action #160-11: Council Chair to request that a D&I Committee representative attend Council meeting when there is a report to present.** **Action #160-12: Staff to include discussion of the D&I Committee report on the agenda of the May 2025 Council meeting.**

11. ADJOURNMENT FOR CLOSED SESSION

The Chair requested a motion to adjourn the regular portion of the meeting and move to the confidential matters.

Motion #160-8

Michaela Kuuskman moved that the regular portion of the meeting be adjourned to allow the Council to hold an in-camera session. Seconded by Clayton Sereres. Carried.

The regular portion of the meeting was adjourned at 2:33 p.m. for a closed session.

12. DATE OF NEXT MEETING

The next regular meeting of the Board will be held at 333 Bay Street, 24th Floor, Toronto, Ontario and virtually on May 22, 2025 at 9:00 a.m.



President

29/07/25

Date:

Summary of Motions and Action Items

Motions

Motion #160-1 - Kelly Bolduc O'Hare moved that the 159th Council Meeting Agenda be approved as amended. Seconded by Roger Woeller. Carried.

Motion #160-2 - Michael Bunn moved to approve the January 23, 2025 Council meeting as amended. Seconded by Kelly Bolduc-O'Hare. Carried.

Motion #160-3 - Roger Woeller moved to appoint Alicia Kimberley as VP for the remainder of Zen Keizars' term. Seconded by Paul Connor. Carried.

Motion #160-4 - Joanna Hodge moved to approve that the application fees for full and limited practising registration, and for the GIT to P.Geo. change of designation, be increased by \$50 to cover the direct cost of the Competency-Based Assessment (CBA) system. Seconded by Roger Woeller. Carried.

Motion #160-5 - Alicia Kimberley Council moved to approve the guidance on document authentication as presented. Seconded by Mary-Anne Hildebrant. Carried.

Motion #160-6 - Kelly Bolduc-O'Hare moved that Robert Bruce Hearst and Michael Gregory Jones be nominated for the 2025 Fellowship of Geoscientists Canada designation. Seconded by Joanna Hodge. Carried.

Motion #160-7 - Ryan Weston moved that staff implement the Council Skills & Competency Matrix poll annually in early March for the purpose of maintaining a database of council skills. Poll results should not be collected anonymously and should be shared with the Nominations Committee to allow for identification of gaps in council competency. The poll is to be evaluated and updated, from time-to-time, as appropriate, by the Nominations Committee with input from the Governance Committee and Executive Committee. Seconded by Alicia Kimberley. Carried.

Motion #160-8 - Michaela Kuuskman moved that the regular portion of the meeting be adjourned to allow the Council to hold an in-camera session. Seconded by Clayton Sereres. Carried.

Action Items

Action #160-1: The Registrar and Chair of the PPC Committee are to discuss investigating the role of PGO with respect to 'Duty to Consult' on supply of geoscientists in Ontario, as required by the OFC, at the next PPC Committee meeting.

Action #160-2: Eilidh Lewis to draft a communications plan regarding the increase to the application fees.

Action #160-3: Eilidh Lewis to update the PGO website with a detailed breakdown of application fees.

Action #160-5: Governance Committee to define rating categories within the Skills and Competency Matrix.

Action #160-6: John Hogg to attend an upcoming Nominations Committee meeting to discuss term-balancing recommendations. Action #160-7: Staff to compile and share the complete Council Terms and background information with the Governance Committee.

Action #160-8: Governance Committee to develop a policy around the response to the Diversity and Inclusion Committee's report to Council, dated December 15, 202, regarding demographic/diversity detail collection.

Action #160-9: The 25th Anniversary Planning Committee to investigate partial travel subsidies.

Action #160-10: The 25th Anniversary Planning Committee to invite the Executive Committee to their next meeting.

Action #160-11: Council Chair to request that a D&I Committee representative attend Council meeting when there is a report to present.

Action #160-12: Staff to include discussion of the D&I Committee report on the agenda of the May 2025 Council meeting.