

ASSOCIATION OF PROFESSIONAL GEOSCIENTISTS OF NOVA SCOTIA

ACTION PLAN -YEAR 1 PROGRESS UPDATE

As per the following Action Plan Progress Report and FRPA Review Officer comments, the two compliance areas, as originally identified in the [October 27, 2022, FRPA review report](#), remain are in progress. Full compliance is expected to be demonstrated in the next progress report, **due January 10, 2025**. Full compliance is expected to be demonstrated by that time.

ACTION PLAN TIMELINES:

TIMELINES FOR ACTION PLAN PROGRESS UPDATES					
	Action Plan Deadline	Action Plan Progress Update 1	Action Plan Progress Update 2		
Due Date	2022-11-14	2023-10-19	2025-01-10		
Actual Completed Date	2022-10-19	2024-02-01			

ACTION PLAN:

ACTION PLAN – AREA 1:	Response to FRPA Review Question #11: “Internal Review Process”.
AREAS OF NON-COMPLIANCE TO BE ADDRESSED:	<p>APGNS does not offer an internal review process as required under Section 10 of the FRPA, quoted here:</p> <p><i>Internal review process</i></p> <p>10 (1) Where a regulating body does not grant registration to an applicant, the regulating body shall provide an internal review process within a reasonable time and shall inform the applicant of the internal review process and of the procedures and time frames for the internal review.</p> <p>(2) A regulating body shall provide an applicant for registration an opportunity to provide new information and to make submissions with respect to an internal review in such manner as determined by the internal review decisionmaker.</p> <p>(3) An internal review decision-maker shall provide an applicant with a written decision that includes reasons within a reasonable time.</p> <p>(4) A regulating body may specify how submissions in respect of an internal review are to be submitted.</p> <p>(5) No one who acted as a decision-maker in respect of a registration decision may act as a decision-maker in an internal review in respect of that registration decision.</p>
REGULATOR ACTION PLAN:	Amendments to the Geoscience Profession Act have been drafted and are currently awaiting approval. These amendments would specifically allow for compliance with Section 10 of the FRPA. Once/if these amendments are passed and in force, policies and procedures, as currently detailed in the amendments, will be implemented to specifically comply with Section 10 of the FRPA (quoted above).
INTENDED COMPLETION DATE:	APGNS has no control over the legislative process or its timelines. However, once the Act and Regulations are approved, development and approval of the by-laws will be a priority for Council. The next opportunity to present the revised by-laws to the members of the Association will be at the Annual General Meeting in the Spring of 2023.
Year 1: Action Plan update. Due: 2023-10-19	The bill for the updated Professional Act governing the operation of the Association is still pending with the Nova Scotia government. Once presented to the legislature and passed into law a formal review process in accordance with Section 10 of the FRPA will be included in the bylaws as part of the new legislation. An overview of the process will be presented in a news letter to the membership with a formal presentation on the procedures being given in the next AGM after the enactment of the Act. Until the revised Act is passed, it is proposed to develop a written process to follow systems employed by other Professional Geoscientist Associations in Atlantic Canada. The expected delivery date for this action is the end of the calendar year (2024)
FRPA Review Officer Comments (Feb 9, 2024)	As noted by the regulating body, this area is a work in progress and expected to be complete by December 31, 2024. Therefore, a 2nd progress report will be required by January 10, 2025 . Compliance is expected to be demonstrated by that time.

ACTION PLAN – AREA 2:	Response to FRPA Review Question #12: “Internal Review Training”.
AREAS OF NON-COMPLIANCE TO BE ADDRESSED:	<p>APGNS does not offer training for decision-makers involved in reviews of registration decisions as required under Section 11 of the FRPA, quoted here:</p> <p>Training of decision-makers A regulating body shall ensure that individuals acting as decisionmakers in internal reviews receive training on conducting on an internal review.</p>
REGULATOR ACTION PLAN:	<p>The Geoscience Practice Regulations specify that the APGNS Admissions Board has the authority to approve an applicant for professional registration and instruct the Registrar to proceed.</p> <p>APGNS Council has approved the use of the Geoscience Competency Profile with a list of 29 geoscience competencies required at entry-to-practice and Council has also approved the Competency Based Assessment Tool (CBA) for use by the APGNS Admissions Board in the evaluation of an applicant’s competency for professional registration. The other Canadian geoscience regulators have approved the use of the CBA and are in the process of implementing it. The CBA was developed by Engineers and Geoscientists British Columbia (EGBC) in cooperation with Geoscientists Canada and the Constituent Associations, including APGNS, represented by the Registrar, the CGSC Representative and the Chair of the Admissions Board. APGNS has entered into an agreement with Engineers and Geoscientists British Columbia (EGBC) to access the CBA Tool and the training materials. The tool requires APGNS assessors and individual volunteers to be trained using the supplied materials.</p>
INTENDED COMPLETION DATE:	The implementation of the CBA is in progress, and it is anticipated that training will be complete and that the assessment policy and procedure will be fully implemented by the Annual General Meeting to be held in the Spring of 2023.
Year 1: Action Plan update. Due: 2023-10-19	In 2023 the Association initiated the development of a CBA in accordance with Section 11 of FRPA. It was found to be an extensive process to develop internally at APGNS. It is proposed to develop a written process to follow systems employed by other Professional Geoscientist Associations in Atlantic Canada. Training of the current Admissions board will be initiated and completed utilizing programs employed by sister Associations in Atlantic Canada. Identification of additional assessors will be completed by the AGM (September 2024) and training of all assessors (current and additional) to be completed by the end of the calendar year (2024).
FRPA Review Officer Comments (Feb 9, 2024)	As noted by the regulating body, this area is a work in progress and expected to be complete by December 31, 2024. Therefore, a 2nd progress report will be required by January 10, 2025 . Compliance is expected to be demonstrated by that time.

SIGNATURE OF THE AUTHORIZED MEMBER OF THE REGULATING BODY:



Name (print): Scott Conrod, P.Geo.,

DATE: 2024-02-12