



**Professional Geoscientists of Ontario (PGO)
Diversity & Inclusion Committee
Terms of Reference (ToR)**

Status:

The Diversity & Inclusion Committee is a Standing Committee sanctioned to address the mandate outlined below. The operational term of the Diversity & Inclusion Committee is open-ended.

Mandate:

The mandate of the Diversity and Inclusion Committee is to:

- Enhance PGO's accountability in its mission of public safety
- Support PGO's duty as self-regulatory organization to be transparent, objective, impartial and fair
- Provide recommendations and guidance to Council on the creation of an approach to diversity and inclusion within PGO and its licensees.
- Other duties and responsibilities that may be assigned by Council from time to time.

Composition/Organization

The Diversity and Inclusion Committee shall comprise persons of diverse backgrounds. It is recommended that these persons include the following perspectives:

- A Registrant Councillor
- A Non-Registrant Councillor
- A professional geoscientist who is not a Council Member
- A representative of the general public
- A Geoscientist-in-Training or Student Registrant

Additional Clause:

a) To provide oversight or guidance to the committee, the following individuals may attend or may be invited to attend any committee meeting in a non-voting, ex-officio capacity:

- i) The President or Chair of Council;
- ii) The PGO CEO; or
- iii) Other members of staff

b) Unless approved by the Committee Chair, no more than one member of staff (not including the CEO) may be present at a meeting of a committee.

c) Quorum does not include staff or other guests.

Committee Selection

The Committee Chair is to be selected by Council, generally on the basis of a recommendation

from Committee members;

- The Vice-Chair is to be selected by Committee members;
- The recommended terms of the Chair and Vice-Chair are two years;
- It is recommended that the Vice-Chair shall normally succeed the Chair;
- Other members of the Committee may be selected by Council on recommendations from the Chair of the Committee, as needed, from the roster of volunteers;
- A volunteer at large who is not a registrant nor a Councillor of PGO may be invited by Council to sit on this Committee if they have valuable professional expertise and experience to offer; ideally such a committee member will have been a PGO Councillor or Registrant previously.

Functions and Responsibilities

Meet on a regular basis;

- Develop and assist in the implementation of a diversity and inclusion action plan;
- Provide advice and guidance to Council;
- Report to Council.

Outcomes and Deliverables

- Recommendation and provision of Diversity and Inclusion Vision and Values
- Recommendation and provision of Diversity and Inclusion Action Plan
- Presentation to Council of updates and key issues as requested
- Periodic reporting to Council on findings and progress of the committee
- Provision of an Annual Report to Council by February 28 following the December 31 year end

Training Requirements

Committee members shall attend training provided by PGO, as well as by Committee Chairs at such times as those Chairs shall determine, for committee members to help them carry out their roles and responsibilities effectively.

Operational Considerations

Operations of the Diversity and Inclusion Committee are expected to follow ordered procedures, which include:

- Meetings will be held once per quarter or more frequently as required;
- Recommendations and decisions of the Committee will be by consensus to the extent reasonably possible;
- When consensus is not achievable, a majority of votes shall determine the outcome, as per Bourinot's Rules of Order, which governs the meetings of members, Council and committees of Professional Geoscientists of Ontario as per its By-Law #1A. Section 6.05;
- The Diversity and Inclusion Committee reports to Council through its Chair.
- The Chair, or any Committee Member that the Chair may designate, shall record prepare

and submit minutes of meetings to the CEO, PGO Registrar and Committee within 30 days of said meeting being held.

- Similarly, the Chair shall provide documents and information considered by the Diversity and Inclusion Committee to the CEO, or such other appropriate PGO staff person as is designated for the task, for retention and, when appropriate, destruction.
- It is noted that Diversity and Inclusion Committee minutes, documents and information
- should be made, collected, retained and destroyed in a secure manner by the Chair or any appropriate person that the Chair may designate, with appropriate safeguards including limiting access to them to appropriate persons only.

Authority

In order to complete its mandate, the Committee has the authority to:

- Function independently, by reporting directly to Council;
- Call upon expert advice it determines is appropriate to enable the Committee to satisfy its responsibilities and meet its objectives;
- Seek external support from staff or contractors as needed to fulfill tasks within its mandate, subject to the approval of Council (or, if the situation does not permit delay, the approval of Executive Committee);
 - Foresee, plan for, and submit its external support needs as part of the annual PGO budgeting process conducted by the Finance Committee and by Council.
- Act by unanimous circulated resolution where meetings are not practical.

Working groups of the Committee that include members who are not Committee members may only be formed with the express approval of Council.

Review

The Terms of Reference of the Diversity & Inclusion Committee will be reviewed next in 2025 and at least once every three years thereafter, or as mandated by Council.

References

Professional Geoscientists
Act PGO By-Law No. 1A
PGO By-Law No. 7

Version Control

Version	Author	Date	Changes
1.1	Governance Committee	March 23, 2023	Incorporated the update to decision-making process approved by Council
1.2	Governance Committee	May 23, 2024	Incorporated the amendments approved by Council