



**Professional Geoscientists of Ontario (PGO)**  
**Geophysics Subcommittee**  
**Terms of Reference (ToR)**

**Status**

The Geophysics Subcommittee (“Subcommittee” herein) is a Subcommittee of the Professional Practice Committee (“PPC” herein), a Standing Committee of Council. The operational term of the Subcommittee is open-ended.

**Mandate**

The mandate of the Subcommittee is to support the PPC in fulfilling its mandate, with respect to the practice of professional geophysics, including developing standards and guidelines for the practice of professional geophysics and undertaking other professional practice matters as may arise from time to time.

**Composition/Organization**

The Subcommittee composition and organization is as follows:

- The Subcommittee includes at least five registrants in good standing that are involved in the field of geophysics (this may include the Chair and Vice-Chair), selected in consideration of best practices and availability of resources.

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 Subcommittee members could include a diverse selection of specialty fields within the profession.
- The Chair is to be nominated by the Subcommittee and approved by Professional Practice Committee (PPC) annually.
- The Vice-Chair is to be selected by the Subcommittee annually.
- 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 Subcommittee may be selected by PPC on recommendations from

the Chair of the Subcommittee, as needed, from the roster of volunteers.

- In the event of a vacancy on the Subcommittee, the PPC, in consultation with the Chair and Vice-Chair of the Subcommittee, may appoint an immediate replacement to the Subcommittee after consideration of that candidate's work experience and suitability.
- Temporary Subcommittee members may be selected from amongst registrants in good standing by PPC (and the Chair may make recommendations to Council in this regard) to address specific professional practice issues.
- A member of the Subcommittee shall ipso facto cease to be a member of the Committee upon ceasing to be a registrant of the PGO.

## **Functions and Responsibilities**

The Subcommittee has the following functions and responsibilities:

- Review existing and proposed standards and guidelines that may affect professional geophysics practice in Ontario, and recommend their updating, revision or acceptance to the PPC.
- Where appointed by Council, provide representation on PPC through the Subcommittee Chair or Vice-Chair or designated appointee.
- Determine whether new guidelines are required to ensure professional geophysics practice is protective of human health and the environment, and, as appropriate, recommend their development to the PPC.
- Call upon Professional Geoscientist (P.Geo.) senior practitioners and qualified persons in the field of geophysics to provide professional practice advice to Council, PGO committees and registrants, when requested/required.
- Liaise with regulators, other professional self-regulating organizations, technical organizations, university educators, etc., as requested by the PPC or the Council, respecting issues affecting professional geophysics practice.
- Ongoing liaison with geophysical societies and the promotion of registration by practicing non-registered geophysicists.

## **Outcomes and Deliverables**

The Subcommittee has the following outcomes and deliverables:

- Recommendation and provision of geophysics professional practice standards, ethics and guidelines to be followed by PGO registrants.
- Presentation to the PPC and to Council of updates and key issues as requested.
- Participation in PPC by provision of a representative (Chair, Vice-Chair or designate) at PPC meetings.
- Periodic reporting to the PPC on findings and progress of the Subcommittee.
- Provision of an Annual Report to PPC for inclusion in a report to Council by February 28 following the December 31 year-end.

## **Training Requirement**

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**

The Subcommittee operates with the following considerations:

- The Subcommittee reports to PPC through its Chair or if unavailable, its Vice-Chair.
- 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;
- Meetings of the Subcommittee are at the discretion of the Chair or as required by Council.
- At least one week's notice will be given prior to meeting, or on the occasion that a shorter timeframe is required, sufficient rationale will be provided.
- Deliberations of the Subcommittee are considered confidential to Subcommittee members.
- The Subcommittee should outline resource requirements, respecting financial and technical/volunteer support annually to PPC.
- The Chair or any Committee member that the Chair may designate shall record, prepare, and deliver minutes or notes of meetings to the PPC Chair, PGO CEO and to the PGO Registrar within 30 days of said meeting being held.
- Similarly, the documents and information considered by the Subcommittee should be provided 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 Subcommittee minutes, documents and information should be made, collected, retained and destroyed in a secure manner with appropriate safeguards including limiting access to them to appropriate persons only.

## **Authority**

The authority of the Subcommittee comprises the following:

- With the assent of the PPC, the Subcommittee may establish working groups that include members who are not Subcommittee members to address professional geoscience practice issues.
- To act by unanimous circulated resolution where meetings are not practical.
- Subcommittee member terms are open-ended.
- The Subcommittee has authority to respond to regulatory issues as represented by the Chair of the Subcommittee, and co-signed by the President and CEO.
- The Subcommittee should work cooperatively with the Environmental Geoscience Subcommittee, Geology Subcommittee and Geomorphology Subcommittee when addressing geoscience practice issues that may overlap.

## **Review**

The Governance Committee shall review the Terms of Reference of the Geophysics Subcommittee next in 2025 and at least once every three years thereafter, or as mandated by the Council.

## References

Professional Geoscientists Act PGO By-Law No. 1A  
Professional Practice Committee Terms of Reference

## Version Control

<b>Version</b>	<b>Author</b>	<b>Date</b>	<b>Changes</b>
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