



Professional Geoscientists of Ontario (PGO)
Professional Practice (PPC) Committee
Terms of Reference (ToR)

Status:

The Professional Practice Committee (the “Committee”) is a Standing Committee of PGO sanctioned to satisfy the mandate outlined below. The operational term of the Committee is open-ended.

The Committee is also further subdivided into several Professional Practice Subcommittees (“Subcommittees”); including, but not limited to the:

- Environmental Subcommittee
- Geology Subcommittee
- Geophysics Subcommittee
- Geomorphology Subcommittee

Mandate:

The mandate of the Committee is:

- Developing guidelines for the practice of professional geoscience;
- Advising on Continuing Professional Development (CPD) requirements;
- Maintaining standards of professional ethics; and,
- Undertaking other professional practice matters as may arise from time to time.

Composition/Organization

It is recommended that the Committee includes, but is not limited to, the following perspectives:

- The existing Past-President;
- The (4) Chairs of each of the Subcommittees (Vice-Chair may substitute for Chair for Committee meetings);and
- The PGO Registrar (ex-officio, non-voting).

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

Committee appointments are to be for a period of one (1) year, or as requested by Council, and are selected according to the following procedures:

- The Committee Chair is to be selected by Council;
- 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;
- The term of the members of the Committee will generally begin in June of the year appointed, coincident with the Annual General Meeting of the PGO; and
- Observers and invited experts may attend meetings of the Committee.
- Temporary Committee members may be selected from amongst qualified volunteer registrants by Council on the recommendation of the Chair to address specific professional practice issues and approved annually;
- Annual terms are from July 1 to June 30, approximately commensurate with elected Council terms.

Functions and Responsibilities

The functions and responsibilities of the Committee include:

- Review existing and proposed guidelines that may affect professional geoscience practice in Ontario, and recommend their updating, revision or acceptance to Council;
- Determine whether new guidelines are required to ensure professional geoscience practice is protective of human health and the environment, and, as appropriate, recommend their development to Council;
- Liaise with the PGO Registrar to ensure that the Continuing Professional Development (CPD) program is effective and reflective of registrants' ongoing professional requirements;
- Determine whether the standards of professional ethics are pertinent to societal expectations and if appropriate recommend new standards to Council;
- Support, advise and co-ordinate Subcommittee mandates and Terms of Reference;
- Establish a roster of Professional Geoscientist (P. Geo.) senior practitioners to provide professional practice advice to PGO Council, other PGO committees and registrants, when requested; and,
- Develop relationships and liaise with other regulatory bodies, professional self-regulating organizations, technical organizations, etc., with respect to addressing issues affecting professional geoscience practice.

Outcomes and Deliverables

The Committee is ultimately responsible for providing the following, either through delegation to the Subcommittees or alone:

- Recommendation and provision of professional practice guidelines and ethics best practices to be followed by PGO registrants, when appropriate;
- Presentation to Council of updates and key issues as requested;

- Outline resource requirements, respecting financial and technical/registrant support annually;
- Provision of an Annual Report to Council by March 1, following the December 31 year- end;
- Guidance documentation for the CPD programme;
- Provision of representatives to review select CPD submissions;
- Minutes of meetings should be prepared and submitted in final form to the PGOCEO, PGO Registrar and Committee members within 30 days of said meeting being held;
- Similarly, the documents and information considered by the Committee should be provided to the PGO CEO, or such other appropriate PGO staff person as is designated for the task, for retention and, when appropriate, destruction; and,
- It is noted that Committee 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.

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 Committee are expected to follow ordered procedures, which include:

- Meetings at the discretion of the Committee 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;
- Deliberations of the Committee are considered confidential to Committee members;
- The Committee reports to Council through its Chair; and
- The Chair or any Committee member that the Chair may designate shall record, prepare, and deliver minutes or notes of meetings to all Committee members, to the CEO, the PGO Registrar, and Council within 30 days of any meeting recorded.

Authority

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

- Act by unanimous circulated resolution where meetings are not practical;
- Establish Subcommittees to delegate professional geoscience practice issues, as necessary and as confirmed by Council (as demonstrated by Subcommittees existing at the time of this draft, and outlined in the Status);
- 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.
- Working groups of the Professional Practice Committee may only be formed with the express approval of Council.

Review

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

References

Professional Geoscientists Act PGO By-Law #1A

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