



**Professional Geoscientists of Ontario (PGO)
Registration Committee
Terms of Reference (ToR)**

Status:

The Registration Committee is a Statutory Committee as noted in the Professional Geoscientists Act, 2000, to satisfy the mandate outlined below. The operational term of the Registration Committee is open-ended.

Mandate:

- The primary mandate of the Registration Committee is that it performs the functions assigned to it under the Act and regulations.
- The Committee shall:
 - recommend to Council academic standards for admission to the profession and additional criteria as required;
 - recommend to Council standards for professional work experience, communication ability and character for admission to membership;
 - develop and implement effective policies and procedures to review applications;
 - make applicants for professional status aware of essential elements of the responsibilities of professional practice;
 - review all applications for registration and, in accordance with Section 9 of the Act, approve, defer or deny each application after considering whether or not it meets the requirements of the Act and Regulations;
 - facilitate member mobility within Canada and internationally.

Composition/Organization

- Council shall appoint the Registration Committee (the “Committee”), as set out in the Act and Regulations. All members of the Committee shall serve at the discretion of Council for a term of not less than three (3) years and may be reappointed. It is recommended that the Committee should be composed as follows:
 - Not less than two (2) members of Council;
 - Not less than two (2) registrants of PGO who are not members of Council;
 - The Registrar (sitting 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 members are selected according to the following procedures:

- 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;
- Selection of the two elected councillors and the two appointee councillors is determined by Council on recommendations from the Committee Chair from among eligible available nominees;
- 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.

Functions and Responsibilities

- Provide “Registration Panel(s)” constituted by not less than three (3) members of the Committee, selected by the Registration Committee Chair.

Outcomes and Deliverables

- All unanimous panel decisions are final decisions of the Committee. A decision that is not unanimous shall be referred to the Committee for further consideration.
- Provide periodic reporting to PGO Council on findings and progress of the Committee.
- Provide an annual formal report to the Council.

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 (including as potential Registration Panel Members) effectively.

Operational Considerations

- Meetings of the Registration Committee will be held quarterly or more frequently as required.

- The Chair or any Committee member that the Chair may designate shall record, prepare, and deliver records of meetings with due discretion to allow for impartial appeals with CEO involvement to the CEO and Registrar of the PGO and to Committee members within 30 days of a Registration Committee Meeting being held.
- Resource requirements, both from a manpower and funding perspective, should be produced, at minimum, annually in conjunction with the annual budgeting process.
- The business of the Registration Committee shall be conducted in accordance with By-Law No. 1A.
- The Committee reports to Council through its Chair.
- Similarly, the documents and information considered by the Registration Committee should be provided to the CEO, or such other appropriate PGO staff person as required for a specific designated task, for retention and, when appropriate, destruction.
- It is noted that Registration 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.
- Appeals:
 - The process for appeal of a decision of the Registrar or of the Registration Committee shall be outlined in the Guidelines and Procedures Manual.
 - An appeal shall be submitted to the Registrar in writing and accompanied with the appeal deposit fee as set out in By-law No. 2.

Authority

- The Chair of the Registration Committee has the authority to create Registration Panels, and Working Groups, which may comprise other volunteers, independent legal advice or staff of PGO as the parties may choose and decide together.
- The Committee may move to 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);
 - The Committee is encouraged to 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.

Review

- The Governance Committee shall review the Terms of Reference of the Registration 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
PGO By-Law #2
PGO By-Law #7

Version Control

Version	Author	Date	Changes
1.1	Governance Committee	July 21, 2022	Incorporated the update approved by Council
1.2	Governance Committee	May 23, 2024	Incorporated the amendments approved by Council