



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

Status:

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

Mandate:

The mandate of the Committee is to:

- Develop and deliver an annual symposium to PGO registrants, geoscientists in other jurisdictions, public, and other interested parties.
- Identify emerging trends and best practices for PGO Registrants to enhance public protection.
- Provide Registrants an opportunity for Continuing Professional Development (CPD).

Outcomes and Deliverables

- Development of PGO annual symposium program and implementation of the symposium.
- Presentation, by the Chair, to Council of updates and key issues as requested.
- Provision, by the Chair, of a report to Council following the annual symposium.

Composition/Organization

The Committee is comprised of the following positions, at a minimum:

- Chair (Registrant);
- Vice Chair (Registrant) who normally will succeed as the Chair next term;
- Representatives of each of the following Committees of Council:
 - Representatives from the Professional Practice Committee and/or its sub-Committees.
- Committee seat appointments are to be for a term of one (1) year renewable, and are selected according to the following procedures:
 - Last term’s Vice Chair will normally succeed as the Chair of the Committee;
 - The Chair and Vice-Chair are to be selected by Committee members annually.
- Members of the Committee are to be selected or, if already a member, to be re-affirmed on an annual basis by the Chair following best practices (i.e. considering diversity and inclusion, areas of practice, demographics, etc.) and availability of resources.
- In the event of a vacancy on the Committee, the Chair may appoint an immediate replacement to the Committee.
- In the event the identified Chair and/or Vice Chair are unable to serve, the Committee may

appoint an immediate replacement.

- Participation in the Committee by all members is critical to delivering a successful symposium.
- It is the responsibility of the Chair to manage committee membership and participation.

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.

Functions and Responsibilities

The functions and responsibilities of the Committee include:

- Determine key logistical and administrative parameters of the Symposium, including the date of the event; whether it is virtual, in-person or hybrid; registration fees, and approval of the budget
- Develop the program (speakers, schedule, format etc.) for the annual symposium
- Recommend the program to Council
- Liaise with PGO staff through the PGO Executive Director / CEO for contractual arrangements with external service providers
- Liaise with other PGO Committees as applicable to deliver the Committee mandate
- Develop relationships and liaise with other regulatory bodies, professional self-regulating organizations, technical organizations, etc., with respect to addressing issues of interest to symposium participants

Training Requirements

Committee members shall attend onboarding session and/or training provided by PGO, as well as by Committee Chairs at such times as those Chairs shall determine, for its volunteers 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
- A majority of the Committee members constitute a quorum
- Recommendations and decisions of the Committee will be by majority
- Deliberations of the Committee are considered confidential to Committee members

- The Committee reports to Council through its Chair including appropriate records, where applicable
- Minutes of meetings should be recorded, prepared, and delivered to the Committee members within 30 days of Committee meeting being held
- The documents and information of the Committee should be provided to the PGO Executive Director / CEO, or such other appropriate PGO staff person as is designated for the task, for retention and, when appropriate, destruction
- 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.

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 Committee will be reviewed at least once every three years or as mandated by Council.

References

Professional Geoscientists Act

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