



Professional Geoscientists Ontario (PGO)

PGA Legislative Review Committee

Terms of Reference (ToR)

Status:

The PGA Legislative Review Committee was created by PGO Council September 18, 2025 to facilitate the implementation of the Council's proposed amendments to the *Professional Geoscientists Act, 2000* (PGA). Establishment of the PGA Legislative Review Committee was needed for active engagement with the Ministry of Energy and Mines (the Ministry) on the initiation of a legislative review process. The operational term of the PGA Legislative Review Committee is open-ended.

Background and Rationale:

PGO has been actively engaged with government to seek changes to the PGA and supporting regulations. Council voted November 2019 to form a PGA Amendments Ad Hoc Committee. Terms of Reference for the ad hoc committee were not ratified through Council at the time. PGO's proposed PGA amendments were submitted to the Ministry in 2019, with stakeholder and public engagement completed in 2023. With the need for a highly responsive group to engage with government on a comprehensive legislative review process, Council recognized the need for a committee to oversee and facilitate the implementation of the proposed PGA amendments.

Mandate:

The mandate of the PGA Legislative Review Committee is to:

- Facilitate the implementation of Council recommended amendments to the PGA and supporting regulations
- Be responsive to Ministry and Government requests and meetings for engagement on the proposed PGA legislative review
- Report to Council as its representative in legislative review and PGA amendments

Composition/Organization:

The Committee's structure and its members will be appointed at the discretion of Council. It is recommended that the PGA Legislative Review Committee is to be comprised of, but not be limited to, the following perspectives:

- One (1) or two (2) registrant members of Council;

- One (1) or two (2) registrant members from other Standing Committees;
- One (1) non-registrant member, with legal knowledge preferred.

The Committee's membership is expected to provide a range of perspectives from the geoscience subdisciplines. The Committee Chair may call upon other subject matter experts and consultants (with PGO approved budgets), as needed for guidance.

Additional Clause:

- 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:
 - The President or Chair of Council;
 - The PGO CEO; or
 - Other members of staff
- 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.
- 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 Chair is to be nominated by the Committee and approved by Council annually;
- The Vice-Chair is to be selected by Committee members annually;
- The recommended terms of the Chair and Vice-Chair are two years in each position;
- It is recommended that the Vice-Chair shall normally succeed the Chair;
- Members of the Committee are to be selected, or if already a member, are to be re-affirmed on an annual basis by Council on recommendation by the Chair following best practices (i.e., considering diversity and inclusion, demographics, etc.) and availability of resources.

The Vice-Chair will replace the Chair upon their resignation. If the Vice-Chair is not able to fulfill this role, then the Committee will select a replacement and a new Vice-Chair.

Function and Responsibilities:

The PGA Legislative Review Committee will:

- Interactively work with Ministry staff on the proposed PGA amendments and legislative review process
- Provide regular reports and recommendations to the PGO Council on an ongoing basis, and receive direction from Council

- Provide timely communications and recommendations to the Executive Committee, when Council is not meeting, regarding the proposed amendments to the PGA, and receive direction from Executive when Council is not meeting
- Commit to advise the Ministry as representatives of PGO to accurately represent the spirit and intent of the PGA amendments recommended by Council
- Support PGO efforts during any required or recommended consultation process on proposed legislative amendments.
- Facilitate the review and approval of the final PGA amendments by Council, including an expedited consultation and approval process with Council should it be necessary to meet government timelines.

Outcomes and Deliverables:

The PGA Legislative Review Committee is responsible for providing the following:

- Regular reporting to PGO Council on progress in the legislative review process with the Ministry towards the proposed PGA amendments
- Special reporting to PGO Executive Committee when required to facilitate meeting expedited Ministry timelines on the PGA amendment process
- Support for PGO communications with respect to PGA amendments and the legislative review process to the Ministry, Government, stakeholders, and public.

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:

- Official committee meetings are held at least once per annum, or more often, if required, at the call of the Chair. Quorum is three committee members as defined by PGO By-Law No.7 – Committees.
- The committee may meet in person and/or by telephone conference, webcast or other electronic communications media where all members may simultaneously hear each other and participate during the meeting. Generally, the latest edition of Bourinot's Rules should be adopted for the conduct of meetings.
- Engagement meetings with the Ministry for the legislative review process will not constitute formal PGO committee meetings, and will be facilitated through the Ministry's documentation requirements.
- Where internal PGO ad hoc meetings of the chair, committee members, ex-officio staff, consultants, and/or other members of Council, are required at high frequency (more frequent than monthly), meeting notes are to be compiled into the meeting minutes for the next official committee meeting.
- Minutes, notes, or recording of decisions are the responsibility of the committee chair. Approved meeting minutes are to be filed in the committee's SharePoint minutes file folder.

Authority

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

- Act by unanimous circulated resolution where meetings are not practical;
- Call upon expert advice it determines is appropriate to enable the Committee to satisfy its responsibilities and meet its objectives; and
- 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 expected practice for Committee communications is to copy the President and CEO on regular correspondence with the Ministry and Government, and including other formal communications with external stakeholders and PGO consultants. Formal LRC communications signed by the President are to meet the objectives set out by the approved Council mandate, be directly approved by Council, or be directed by the Executive Committee when Ministry timelines cannot be met by meetings of Council.

Review:

The Governance Committee shall review the Terms of Reference of the PGA Legislative Review Committee next in 2026, and at least once every three years thereafter, or as mandated by the Council.

Version	Author	Date	Changes
1.1	Governance Committee	November 20, 2025	Final draft approved by Council at November 2025 Council meeting
1.2	Staff	December 4, 2025	Small formatting changes to match other ToRs