



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

**Status:**

The Risk Management Committee is a standing committee sanctioned to satisfy the mandate outlined below. The operational term of the Risk Management Committee is open ended.

**Mandate:**

The mandate of the Risk Management Committee is to:

- Report to Council on risk to the Association or the profession of geoscience on a bi-annual basis, or more often if appropriate;
- Monitor and direct the risk management program;
- Confirm committees are monitoring risk and undertaking risk assessments when appropriate;
- Aid Council and committees in understanding the PGO risk management framework;
- Advise Executive/Council on emerging or escalating risks;
- Collate committee risk updates.

**Outcomes and Deliverables**

- Report to Council on a bi-annual basis, more frequently if an issue arises that needs Council input;
- Maintain the PGO risk register;
- Collect and document committee reports.

**Composition/Organization**

The Risk Management Committee is comprised of:

- One Council member, who has experience in risk management;
- Not less than three other individuals who have risk management experience, can be a combination of registrant and non-registrant.
- One staff member (ex-Officio), with risk management training or experience.

**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**

Meet on at a minimum twice a year;

- Provide guidance to committees in the area of risk management;
- Provide advice and guidance to Council;
- Report to Council;
- Address risk as directed by the Council with the support of PGO staff.

## **Training Requirements**

Committee members shall attend training provided by PGO, and provide training as needed to other committee members and Council, to help them carry out their roles and responsibilities effectively.

## **Operational Considerations**

Operations of the Risk Management Committee are expected to follow ordered procedures, which include:

- Meetings will be held twice per year, immediately prior to the May and November Council meetings, or more frequently as required to prepare an updated risk report to Council;
- Recommendations and decisions of the Committee will be by consensus to the extent reasonable 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 Ontario as per its By-Law No. 1A. Section 6.05;
- The Risk Management Committee reports to Council through its Chair.
- The Chair, or any Committee Member that the Chair may designate, shall record, prepare and submit minutes of meetings to the CEO within 30 days of the meeting being held.
- Similarly, the Chair shall provide documents and information considered by the Risk Management Committee 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 Risk Management Committee minutes, documents, and information should be made, collected, retained, and destroyed in a secure manner by the Chair or any appropriate person that the Chair may designate, with appropriate safeguards including limiting access to documents 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, and in consultation with the CEO, to enable the Committee to satisfy its responsibilities and meet its objectives;
- Seek 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 the 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.

## Review

The Governance Committee shall review the Terms of Reference of the Risk Management Committee next in 2028, and at least once every three years thereafter, or as mandated by the Council.

## References

Professional Geoscientists Act  
PGO By-Law No. 1A

## Version Control

Version	Author	Date	Changes
1.1	Governance Committee	September 18, 2025	Approved by Council at September 2025 Council meeting
1.2	Staff	December 4, 2025	Updated format to align with Terms of Reference style