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Professional Geoscientists Ontario (PGO) Geology Subcommittee - Terms of Reference (ToR)

Status

The Geology Subcommittee (“Subcommittee” herein) is a subcommittee of the Professional Practice Committee (“PPC” herein), a Standing Committee of Council. The operational term of the Subcommittee is open-ended.

Mandate

The mandate of the Subcommittee is to support the PPC in fulfilling its mandate, with respect to the professional practice of geology, including developing guidelines for the practice of professional geoscience and undertaking other professional practice matters as may arise from time to time including commenting on regulatory changes affecting geology professionals.

Functions and Responsibilities

The Subcommittee has the following functions and responsibilities:

- Review existing and proposed guidelines that may affect professional geology practice in Ontario, and recommend their updating, revision or acceptance to the PPC.
- Provide representation on PPC through the Subcommittee Chair or Vice-Chair or designated appointee.
- Determine whether new guidelines are required to ensure professional geology practice is protective of human health and the environment, and, as appropriate, recommend their development to PPC.
- Call upon Professional Geoscientist (P. Geo.) senior practitioners and qualified persons in the field of geology to provide professional practice advice to Council, PGO committees and registrants, when requested/required.
- Liaise with regulators, other professional self-regulating organizations, technical organizations, university educators, etc., as requested by the PPC or Council, respecting issues affecting professional geology practice.
- Ongoing liaison with geology societies and the promotion of registration by practicing non-registered geologists.

Outcomes and Deliverables

The Subcommittee has the following outcomes and deliverables:

- Recommendation and provision of geology professional practice and ethics guidelines to be followed by PGO registrants.
- Presentation to the PPC and to Council of updates and key issues as requested.
- Participation in PPC by provision of a representative (Chair, Vice-Chair or designate) at PPC meetings.
- Periodic reporting to the PPC on findings and progress of the Subcommittee.
- Provision of an Annual Report to the PPC for inclusion in a report to Council by February 28 following the December 31 year end.

Operational Considerations

The Subcommittee operates with the following considerations:

- The Subcommittee reports to PPC through its Chair or if unavailable, its Vice-Chair.
- Meetings of the Subcommittee are at the discretion of the Chair or as required by Council.
- At least one week's notice will be given prior to meeting, or on the occasion that a shorter timeframe is required, sufficient rationalization will be provided.
- A majority of the Subcommittee members constitute a quorum.
- Decisions and recommendations of the Subcommittee will be by majority vote.
- Deliberations of the Subcommittee are considered confidential to Subcommittee members.
- The Subcommittee should outline resource requirements, respecting financial and technical/volunteer support annually to PPC.
- Minutes of meetings should be prepared and submitted to the PPC Chair, PGO CEO / Executive Director and to the PGO Registrar within 30 days of said meeting being held.
- Similarly, the documents and information considered by the Subcommittee should be provided to the CEO / Executive Director, or such other appropriate PGO staff person as is designated for the task, for retention and, when appropriate, destruction.
- It is noted that the Subcommittee 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 Requirement

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.

Authority

The authority of the Subcommittee comprises the following:

- The Subcommittee has the authority to establish working groups to address professional geoscience practice issues.
- Recommendations and decisions of the Subcommittee will be by majority vote.
- The Subcommittee's term is open-ended.
- The Subcommittee has authority to respond to regulatory issues as represented by the Chair of the Subcommittee, and co-signed by the President and CEO / Executive Director.
- The Subcommittee should work cooperatively with the Environmental Geoscience Subcommittee, Geophysics Subcommittee and Geomorphology Subcommittee when addressing geoscience practice issues that may overlap.

Composition/Organization

The Subcommittee composition and organization is as follows:

- The Subcommittee includes at least five registrants in good standing that are involved in the field of geology (this may include the Chair and Vice-Chair), selected in consideration of best practices and availability of resources.
- The Chair is to be nominated by the Subcommittee and approved by PPC annually.
- The Vice-Chair is to be selected by the Subcommittee annually.
- In the event of a vacancy on the Subcommittee, the Executive Committee of PGO, in consultation with the Chair and Vice-Chair of the Subcommittee, may appoint an immediate replacement to the Subcommittee after consideration of that candidate's work experience and suitability.
- Temporary Subcommittee members may be selected from amongst registrants in good standing by the Chair to address specific professional practice issues.
- Observers and invited experts may attend Subcommittee meetings by request and/or invitation of the Chair.
- A member of the Subcommittee shall *ipso facto* cease to be a member of the Subcommittee upon ceasing to be a registrant of the PGO.
- The Chair may remove or replace any member that misses 2 or more meetings in an annual term without a medical reason.
- The Chair may remove or replace any member that does not respond to the work requirements set by the Subcommittee and as described in Subcommittee Minutes.
- The Executive Committee of the PGO, Chair and Vice-Chair of the Subcommittee shall attempt to maintain a balance of experience and expertise amongst the Subcommittee membership.

Review

The Terms of Reference of the Subcommittee shall be reviewed at least once every three years or as mandated by Council.

References

Professional Geoscientists Act
PGO By-law No 1A
Professional Practice Committee Terms of Reference