Minutes of the November 10, 2011 EDTF – CIE Subgroup meeting

Room 210, 40 Sheppard Ave. West, Toronto

Participating: George Comrie, Jim Finch, Ian Marsland(t/c), Alana Lavoie (t/c), Colin Cantlie (t/c), Roger Jones, , Jordan Max (staff advisor)

Regrets: Tyson Macaulay, Peter DeVita, Corneliu Chisu, Dave Adams, John Clark

Over dinner with the NME subgroup, Bernie Ennis, Director of Policy and Professional Affairs and the staff advisor for the Professional Standards Committee, gave a presentation on professional guidelines and standards objectives, criteria and process, and answered questions. (Note: copies of these documents have been posted in Central Desktop) Key points in the discussion included;

- Guidelines/standards are not intended to be best practices, but rather the minimum standard of practice.
- Compared to standards in Regulations, the degree to which guidelines would apply as an expected standard of practice for Disciplinary cases varies from Discipline panel to panel
- It would be helpful for the EDTF to draft Terms of Reference for PSC to use in considering the development of guidelines and standards and the formation of sub-committees if so approved by PSC and Council
- In terms of process, a proponent needs to gather and present evidence that would satisfy PSC's Criteria for drafting guidelines or standards, which is then reviewed by PSC and a recommendation made to Council for approval of the work to commence, after which PSC would form a sub-committee of experts in the relevant field
- It was recommended that NME and CIE would address public safety risks and how professional engineering practice could mitigate those risks
- It was suggested that the development of professional practice guidelines would be useful for emerging disciplines as it would help to define the technical knowledge and practice considerations to assist current P.Eng.s who wished to practice in those areas.
- It was further suggested that the scopes of practice of NME and CIE be broken down into specific activities or functions which would require practice guidelines as opposed to defining the discipline(s), which continue to evolve.
- It was hoped that members of the CIE subgroup would form the PSC subcommittee.

Action: George to post the ISO 27000 Road Map presentation from the ITAC Security Forum and to draft the Terms of Reference for the PSC sub-committee for CIE. Jordan to amend the CIE Strategy document to add the drafting of the PSC Terms of Reference as a deliverable.

The meeting officially commenced at 8:00pm.

1. **Approval of Agenda**
   The agenda was approved without revision.

2. **Approval of October 3rd meeting minutes and follow up on action items**
   The minutes were approved as accurate (Roger/Colin)

   Jordan reported that Michael Price had forwarded the CIE request for a legal interpretation on limited licenses to Johnny Zuccon, Deputy Registrar, Tribunals and Regulatory Affairs, and that Johnny was reviewing the request, but would have to await the arrival of PEO's new Legal Counsel. There was also a question about whether Peter or anyone else attended the ITAC Smart Grid seminar on October 24th. **Action: George to check with Peter and Paul Acchione (Chair of OSPE Energy Committee).**

3. **Stakeholder Consultation**
   a. Consulting Engineers of Ontario
      George reported that he had presented to CEO on November 3, and that they were receptive but likely did not have any consultants practicing in this area yet. George has posted his report on Central Desktop

   b. Ottawa Event in November
      The event is not yet finalized but might be possible for early December

   c. Toronto Event
      The event is not yet finalized with OSPE; George is to contact Edwina McGroddy

   d. PEO Etobicoke Chapter for Nov. 9th presentation – this has been POSTPONED

   e. Response from CSEC
      Jordan is to check on whether CSEC replied

   f. Response from MGS Telecomm Branch
      Jordan reported no response regarding Emergency Management Ontario contacts

   g. Shared Services Canada
      Colin suggested that the new Shared Services Canada be approached as a stakeholder. The federal government is proceeding to amalgamate all IT services across the government system and to act as a single provider of network services. **Action: George to talk to Tyson about this.**

4. **CIE Scopes of Practice**
   - **Action: Jordan to re-send to Roger to amend to include real-time control systems**

5. **Next Meeting and Adjournment**
   The next meetings were set for Thursday, December 8, 2011, and January 12, 2012. It was recommended that the outline for the Phase 2 report be the main focus of the next meeting. The meeting was adjourned (Colin/Ian) at 9:25pm