



Minutes

PROFESSIONAL STANDARDS COMMITTEE MEETING

Tuesday, April 14, 2015

PEO Offices

Members:

Andy Bowers, P. Eng. (Chair)

Jamie Catania, P. Eng.

Denis Dixon, P. Eng.

Colin Moore, P. Eng.

Brian Ross, P. Eng.

Fanny Wong, P. Eng. (Vice-Chair) *[via teleconference]*

Heather Swan, P. Eng.

Staff:

Sherin Khalil, P. Eng.

José Vera, P. Eng.

Regrets:

Roger Jones, P. Eng.

Les Mitelman, P. Eng.

Nicholas Pfeiffer, P. Eng.

1. OPENING OF MEETING

The Chair called the meeting to order at 5:45 p.m., with 7 members of the Committee in attendance. Consequently, quorum was attained.

1.1 Approval of Agenda

A motion was made to approve the agenda as written.

Moved by: C. Moore **Seconded by:** J. Catania **CARRIED**

2. MINUTES OF PREVIOUS MEETING

2.1 Approval of Minutes of March 10, 2015 Meeting

A motion was made to approve the Minutes of the March 10, 2015 meeting as written.

Moved by: B. Ross **Seconded by:** C. Moore **CARRIED**

3. GUIDELINES

3.1 Guideline for Structural Engineering Design in Buildings

Staff advised that the Structural Engineering Design in Buildings Guideline has been posted for public consultation from March 6 to May 8, 2015. Staff has received comments from 10 participants. PEO invited members and other stakeholders for their feedback/comments.

3.2 Forensic Engineering Guideline

As previously advised, the subcommittee members met on March 2, 2015 to review the comments provided from the public consultation. Sixty-percent of the comments were reviewed at this meeting. J. Catania advised that the subcommittee will next meet on May 5, 2015 to review the balance of the comments provided from the public consultation.

Follow-Up: Staff sent “The Professional Engineer as an Expert Witness” Guideline and the Moore v. Getahun 2015 court case to the subcommittee members.

3.3 Condo Reserve Studies

Staff advised that D. Kerr was invited to the last PSC meeting. D. Kerr did not request another subcommittee meeting as she is working on editing the guideline, which could be ready for public consultation in May 2015.

Action: Staff to add a note clarifying that both high-rise buildings and townhouses are covered.

Action: Staff to add a note on engineering qualifications in the preface of the guideline.

Action: Staff will edit the guideline and forward to D. Kerr for final edits prior to the public consultation.

3.4 Solid Waste Management Guideline

H. Swan reported that the previous meeting of the subcommittee was held on March 23, 2015.

H. Swan attended a “Solid Waste Association of North America” (SWANA) workshop from the Ministry of the Environment and Climate Change, and will send the SWANA presentation to the subcommittee members.

Action: H. Swan to send the SWANA presentation to the subcommittee members.

H. Swan sent the Ministry of the Environment and Climate Change contact information to PEO staff to get feedback from the Ministry regarding common issues which they encounter with respect to solid waste management applications.

Action: Staff to send a doodle poll to schedule the next subcommittee meeting for sometime in May 2015.

Action: PSC Chair to send a letter to PEO staff on solid waste management issues.

3.5 Guideline for Review of Completed Works

Follow-Up: Staff discussed Alberta’s definition of “record drawings” with Barry Steinberg of Consulting Engineers Ontario.

F. Wong reported the following:

- Due to unexpected work commitments, the subcommittee meeting scheduled for April 28, 2015 will be rescheduled.
- She sent an assignment to the subcommittee members; however, she has not received any feedback/comments as yet. The assignment was as follows: (1) provide an outline of topics to be included in the guideline on P. Eng. authentication of completed works records; and (2) write an objective statement for the guideline (i.e. what is the intended use of this document by our practitioners). This should be based on PEO's current definition for record drawings; verified actual on-site conditions.
- Subcommittee members will be assigned to write a topic or two at the next subcommittee meeting.
- The subcommittee is working on changing the title and definition of the guideline. Currently, the subcommittee has several definitions and will make a decision on the definitions at its next meeting.

Question: Did staff contact A. Jones?

Answer: Not as yet.

Action: Staff to contact insurers to find out if the definitions for "as-built drawings" and "record drawings" still hold true.

Action: Staff to contact insurers to find out what disclaimers they recommend for record drawings.

Action: Staff to propose to the subcommittee that stakeholders may need to be invited as guests, after draft guideline completed.

Action: The subcommittee will provide a draft guideline to the PSC in early 2015.

Action: Staff to contact A. Jones and K. Bentley to find out if they are interested in joining the subcommittee.

3.6 Guideline for Structural Engineering Assessments

B. Ross reported that the subcommittee members met on March 11, 2015.

The Ministry of Labour has contacted PEO's Registrar regarding having a representative to participate on the subcommittee. R. Jeffreys from the Ministry of Labour will attend the next subcommittee meeting.

Staff suggested holding a daytime meeting for the subcommittee instead of an evening meeting. B. Ross will propose the idea of holding a daytime meeting to the subcommittee members in order to reach their goal for a public consultation in May 2015.

There was a discussion regarding the specialist designation. The members had questions, such as will PSC members officially be required to give feedback regarding the designation survey, and whose discussion will be taken from the survey?

Action: Staff to update the PSC members on the discussion regarding the designation survey.

3.7 Data Matrix Bulletin

There was nothing new to report; still in progress.

Practitioners have requested that PEO issue a Practice Bulletin. Accordingly, the Practice Bulletin will be issued electronically, and will be available in either PDF or Word format.

Action: Staff to prepare a first draft of this bulletin.

Action: Staff to send an example of the data matrix to the PSC members.

3.8 Guideline for Temporary Structures for Events

There was nothing new to report.

Action: Staff to write the Terms of Reference for "Temporary Structures for Events".

3.9 Duty to Report

The Ontario Centre for Engineering and Public Policy (OCEPP) will delay the seminar; however, no date has been scheduled yet.

4. STANDARDS

4.1 Tower Crane Review Standard

Previously, staff reported that the standard has been completed. However, the Ministry of Labour has requested PEO's feedback with respect to old tower cranes. The PSC agreed that staff should proceed with the final edits to the standard in its present form. At such time as the "old" tower crane practice issue is clarified, the standard can be revised or an explanatory amending bulletin prepared.

Staff still needs to edit this standard.

Follow-Up: Staff worked with the Ministry of Labour in order to accelerate the work required to complete the document.

Follow-Up: Staff determined that the Tower Crane Review Standard can be released after staff completes some edits.

4.2 Supervising and Delegating Standard

There was nothing new to report.

Action: Staff to prepare a Briefing Note to PEO Council to approve the Supervising and Delegating Standard after legislative drafting from the Ministry of the Attorney General.

Action: PSC members to send any comments/feedback regarding the Supervising and Delegating Standard prior to the next meeting with the Ministry of Labour.

5. OTHER BUSINESS

5.1 Status of PSC Projects

Staff updated the project list to include recommendations of new guidelines.

Action: Staff to provide additional information on the proposed Guideline Interpreting PEA for Regulators.

5.2 Elliot Lake Inquiry Report

There was nothing new to report.

There was a discussion regarding the survey for a Structural Specialist Designation.

Action: Staff to explain if the legal opinion relevant to Item 1.5 of the Implementation Plan and other items have already been obtained.

5.3 Industrial Subcommittee

The Chair reported that the PSC received the final report from the Industrial Subcommittee and the conclusion was that there was no need for a guideline or standard for industries.

A motion was made that the PSC members approve the report to be sent to Council, with actions for the Registrar.

5.4 Risk Management Model Guideline

There was nothing new to report.

Action: Staff to obtain updates from the Continuing Professional Development, Competence and Quality Assurance (“CPDCQA”) Task Force.

5.5 Climate Change and Engineering

There was discussion regarding Engineers Canada developing an Infrastructure Resiliency Certification Program.

Staff reported that Engineers Canada found that a certificate is important to educate engineers on the climate change adoption to mitigate the danger, damage and cost of infrastructure vulnerability.

Question: Is there legislative authority for Engineers Canada to provide this certification program?

Action: Staff to review the Engineers Canada certification program to see if it would conflict with the PEO licence, and update the PSC members at the next meeting.

Action: Staff to find out if the model guideline is available to PEO members.

5.6 Evidence-Based Legislation

Follow-Up: Staff sent the slides of the presentation on Evidence-Based Policy to the PSC members.

The Chair sent questions relating to the Evidence-Based Policy presentation to staff.

Action: Staff to seek clarification on this protocol from the Ministry of the Attorney General; for example, is an impact study required?

Action: Staff to determine if “regulations that affect business” apply to the PSC.

5.7 Practice Review Pilot Voluntary Program

There was nothing new to report.

Action: Staff to contact the Discipline Committee to find out if they will use the new Practice Review Guideline.

Action: Staff to contact Consulting Engineers Ontario for new volunteers.

Action: Staff to contact the Chair of the Complaints Committee to find out if the Practice Review Guideline could be used by the Committee.

5.8 International Engineering Practice Guideline

Staff did not find any common trends regarding the International Discipline cases and extra-territorial practice questions.

Action: The Chair to draft a memo to President Adams indicating that there were only three Discipline cases pertaining to international engineering, and there were no common trends in the practice issue. Therefore, a practice article in *“Engineering Dimensions”* would be more appropriate.

5.9 PSC Membership

Staff reported that the PSC currently has 10 members and that it should be comprised of 10-12 members. Staff suggested inviting the key person from each of two subcommittees, instead of having new members provided from PEO’s Volunteer Management group.

Staff suggested inviting N. Kennedy and D. Kerr to become official PSC members. The PSC members agreed to inviting both D. Kerr and N. Kennedy to join the PSC.

Action: Staff to invite D. Kerr and N. Kennedy to become members of the PSC in September 2015.

6. ADJOURNMENT AND NEXT MEETING

The meeting adjourned at 7:30 p.m.

The Chair advised that he would not be available to attend the May 12 and June 9, 2015 meetings. The Vice-Chair will be available to attend the May 12, 2015 meeting; however, she would not be available to attend the June 9, 2015 meeting. An Acting Chair will be voted at the June 9, 2015 meeting.

Action: Staff to review the announcement on the limited licence to see if it affects guidelines.

Below are the meeting dates for the balance of 2015:

- May 12, 2015
- June 9, 2015
- September 15, 2015
- October 20, 2015
- November 17, 2015
- December 8, 2015