



Minutes

PROFESSIONAL STANDARDS COMMITTEE MEETING

Tuesday, February 9, 2016

PEO Offices

Members:

Jamie Catania, P. Eng.

Denis Dixon, P. Eng.

Roger Jones, P. Eng.

Neil Kennedy, P. Eng.

Dale Kerr, P. Eng. *[via teleconference]*

Colin Moore, P. Eng.

Nicholas Pfeiffer, P. Eng. (Chair)

Brian Ross, P. Eng.

Heather Swan, P. Eng.

Staff:

Sherin Khalil, P. Eng.

José Vera, P. Eng.

Regrets:

Fanny Wong, P. Eng. (Vice-Chair)

1. OPENING OF MEETING

The Chair called the meeting to order at 6:00 p.m., with 8 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: B. Ross Seconded by: N. Kennedy CARRIED

2. MINUTES OF PREVIOUS MEETING

2.1 Approval of Minutes of January 12, 2016 Meeting

A motion was made to approve the Minutes of the January 12, 2016 meeting as written.

Moved by: R. Jones Seconded by: C. Moore CARRIED

2.2 Action Items of January 12, 2016 Meeting

Follow-Up: Staff provided the 2016 Work Plan at the February 12, 2016 PSC meeting.

Follow-Up: Staff wrote an article for "*Engineering Dimensions*" to advise practitioners of the Forensic Engineering Guideline.

Staff reported on the status of the Action Items.

There was a discussion regarding the Licensed Engineering Technologist and the Limited Licence.

Action: Staff to obtain more information on the Limited Licence and Licensed Engineering Technologist.

Staff reported that the Forensic Engineering Guideline has been released and is currently available on PEO website.

3. GUIDELINES

3.1 Guideline for Structural Engineering Design in Buildings

Staff advised that the subcommittee members met on February 1, 2016 to complete addressing the public consultation comments, and some sections of the guideline were modified.

Comments were received from the Ontario Association of Architects, the Ministry of Municipal Affairs and Housing, the Large Municipalities Chief Building Officials, and Consulting Engineers of Ontario.

The subcommittee invited M. Egberts and E. Whalen to attend the meeting, and their comments were addressed in the guideline.

One more meeting of the subcommittee is required.

3.2 Condo Reserve Studies Guideline

It was previously reported that D. Kerr reviewed the guideline and addressed all comments that were received.

Action: Staff to update the draft guideline.

3.3 Solid Waste Management Guideline

It was previously reported that the public consultation began on January 15, 2016 and closes on March 15, 2016.

The guideline was sent to the stakeholders for their feedback, such as:

- Ministry of the Environment and Climate Change
- Solid Waste Association of North America
- Ontario Waste Management Association

3.4 Guideline for Preparing As-Built and Record Documents

Staff reported that the subcommittee members met on January 26, 2016 to address the comments that were received from the PSC members.

The subcommittee members will meet on February 23, 2016 to complete addressing the PSC comments.

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

There was a discussion regarding the comments that were received on the guideline and what a record drawing is.

The PSC members advised that record drawings reflect the site visit, which could be electrical, mechanical, etc.

A PSC member advised that a record drawing should be sealed. However, a record drawing may not fall under the definition of the practice of professional engineering.

3.5 Guideline for Structural Condition Assessments

The subcommittee members met on January 27, 2016 to complete addressing the public consultation comments that were received from the Ministry of Municipal Affairs and Housing, the Building Safety Technical Advisory Panel, the Ministry of Labour, and the PSC.

The draft guideline will be sent to the PSC members in March 2016 for approval to start the public consultation.

3.6 Data Matrix Bulletin

PEO staff is reviewing the draft Data Matrix Bulletin.

A final version will be sent to the PSC members for their comments and suggestions.

3.7 Guideline for Design Evaluation of Demountable Event Structures

Staff previously reported that, at the November 2015 meeting, Council approved the development of a practice guideline for Design Evaluation of Demountable Event Structures.

Currently, 8 members are volunteering to contribute to the Design Evaluation of Demountable Event Structures Subcommittee.

There is an observer from the Ministry of Municipal Affairs and Housing who will be attending the meeting of the Design Evaluation of Demountable Event Structures Subcommittee.

The Design Evaluation of Demountable Event Structures Subcommittee will commence development of the practice guideline in April 2016.

Follow-Up: Staff sent the background information on the subcommittee members to the PSC members.

Staff provided the list of the volunteer engineers who are interested in contributing to the Design Evaluation of Demountable Event Structures Subcommittee. Furthermore, staff prepared the list of the volunteer engineers who are interested in contributing to the Review Network.

A motion was made by the PSC members to approve the volunteer engineers who are to become members of the Design Evaluation of Demountable Event Structures Subcommittee.

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

The Review Network volunteers will be approved at a later PSC meeting.

3.8 Use of Seal

Follow-Up: Staff verified how other regulators apply security tools.

Staff reported that the Use of the Professional Engineer's Seal Guideline needs considerable changes. Consequently, a subcommittee is required to update the existing guideline and to complete the Performance Standard.

A motion was made that staff draft the Terms of Reference for the Use of the Professional Engineer's Seal Guideline subcommittee to update the existing guideline and to complete the Performance Standard.

Moved by: R. Jones Seconded by: J. Catania CARRIED

3.9 Professional Engineers Providing Reports on Mineral Properties

Follow-Up: Staff consulted a subject matter expert to determine if the Professional Engineers Providing Reports on Mineral Properties Guideline needs technical update.

Staff has contacted William E. Roscoe to verify if the guideline needs update.

W. Roscoe advised that the existing guideline is worth updating, but it should place more reliance by reference to other documents such as NI 43-101 and CIM Definition Standards, which have both been updated approximately three times

since 2002. It could still play a useful role in providing guidelines for economic studies such as, Preliminary Economic Analysis (a.k.a. scoping studies), Prefeasibility Studies, and Feasibility Studies. These studies are summarized in NI 43-101 reports, but could use some guidance for the more comprehensive PFS and FS level studies.

The PSC members advised that the process evaluation should be applied when determining if a new guideline should be developed, or if an existing guideline should be updated.

Action: Staff to obtain more information from W. Roscoe and verify if there is evidence of a problem in this area of practice.

Action: Staff to update the PSC members on next steps regarding this item.

4. STANDARDS

4.1 Supervising and Delegating Standard

Staff previously advised that the Legislative Counsel indicated that the *Professional Engineers Act* does not provide PEO with authority to create regulations regarding many of the items in the standard, nor mention anything regarding supervision, except in the context of supervising the services provided by a Certificate of Authorization.

Currently, staff is working on a seed document to determine different solutions for this issue.

4.2 MOECC - Performance Standard for the Environmental Site Dispersion Model (ESDM)

Staff reported the following:

- Currently, ESDM reports are reviewed by engineers at the Ministry.
- The Ministry of the Environment and Climate Change (“MOECC”) is requesting the Professional Standards Committee to develop a performance standard.
- The performance standard will prescribe the responsibilities for engineers carrying out assessments of atmospheric contaminants from industrial

facilities through the preparation of an Emission Summary and Dispersion Modelling Report (ESDM), as required by O. Reg. 419/05 and the *Environmental Protection Act*.

- Furthermore, the MOECC is requesting that the PSC develop an accompanying guideline providing recommended best practices for complying with the performance standard.
- On December 2015, MOECC submitted the Terms of Reference to PEO staff.
- The Ministry has also produced guidance documents titled “Air Dispersion Modelling Guideline for Ontario” and “Procedure for Preparing an Emission Summary and Dispersion Modelling Report” to assist in meeting these requirements.

The PSC members had some comments on the Terms of Reference and had some questions regarding the MOECC’s request to develop the performance standard.

Action: Staff to provide the “Air Dispersion Modelling Guideline for Ontario” and “Procedure for Preparing an Emission Summary and Dispersion Modelling Report” to the PSC members at the next meeting.

Action: Staff to edit the Terms of Reference.

5. OTHER BUSINESS

5.1 Status of PSC Projects

Action: Staff to provide some information on the Review With/Without Permit at the next PSC meeting.

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

Action: Staff to review how many guidelines need to be updated due to the new Limited Licence regulations.

5.2 PSC Work Plan

Staff provided a presentation on the 2016 Work Plan.

5.3 Elliot Lake Recommendations

There was nothing new to report.

5.4 Climate Change and Engineering

Follow-Up: Staff requested the Communications Department to add a link to the Engineers Canada National Guideline in the Guideline section on the PEO website.

Staff reported that the National Guideline link is now available on the PEO website.

Action: Staff to provide the list of the national guidelines to the PSC members at the next meeting to determine which guideline should be added to the PEO website.

5.5 Practice Review Pilot Voluntary Program

Staff previously advised that PEO had a Practice Review program back in 1997.

Follow-Up: Staff contacted the Licensing and Registration Department to verify if they are aware of the Practice Review guideline and if they are currently using it.

Follow-Up: Staff contacted Consulting Engineers of Ontario to notify them of the Pilot Voluntary Program.

Staff proposed that a webinar can be conducted to inform practitioners of the Practice Review Pilot Voluntary Program.

5.6 Dam Safety Review Guideline

PEO staff held a conference call with the Canadian Dam Association (“CDA”) to get information regarding any industry practice issues.

CDA advised the following:

- Most of the practitioners either follow the Ministry of Natural Resources - Best Management Practice Dam Review Guideline, or the CDA publications.
- Consequently, CDA do not see value in PEO developing a practice guideline for the Dam Safety Reviews in Ontario.

- PEO staff may attend the Dam Safety Committee meetings as an observer.

Action: Staff to send to the PSC Chair the original request from the Registrar.

5.7 Site Remediation

Staff previously reported that Engineers Canada has a model guide for “Professional Engineers Providing Services in Environmental Site Assessment, Remediation and Management”. When updating the Site Remediation Guideline, the Engineers Canada model guide should be considered.

Previously, H. Swan advised that there is an expert who may be able to review the guideline and advise if the guideline needs technical update.

Staff contacted H. Swan to verify if the expert can review the existing guideline and help determine if the guideline needs update.

H. Swan will update the PSC members at the next meeting on whether the guideline is worth updating or not based on the information that she will receive from the expert.

Action: Staff to send PEO’s Site Remediation Guideline and Engineers Canada model guide to the PSC members to help verify if the Site Remediation Guideline needs to be updated.

5.8 Council Update

R. Jones reported on the disposition of motions from the February 2016 Council meeting.

5.9 Review Current Process to Initiate Guidelines and Performance Standards

Staff provided a presentation on the process to initiate guidelines and performance standards.

Action: PSC members to discuss the lessons learned from past projects.

5.10 Review Current Timelines for Development of Guidelines and Performance Standards

Staff provided a presentation on the current timelines for development of guidelines and performance standards.

5.11 Nuclear Industry Issues

Staff reported that Eugene Sokolov is requesting a new guideline on the design of Nuclear Pressure Retained Structures.

Furthermore, Eugene Sokolov provided the industry issues and other information that engineers encountered while working on this area.

Action: PSC members to review the documents that were received by Eugene Sokolov and discuss further at the next meeting.

Action: Staff to obtain clarification from the Enforcement Department on PEO's jurisdiction in this area of practice.

6. ADJOURNMENT AND NEXT MEETING

The meeting adjourned at 8:10 p.m.

Below are the meeting dates for the 2016:

- March 8, 2016
- April 12, 2016
- May 10, 2016
- June 14, 2016
- September 13, 2016
- October 18, 2016
- November 8, 2016
- December 13, 2016