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# Minutes

## **PROFESSIONAL STANDARDS COMMITTEE MEETING**

Tuesday, June 13, 2017

PEO Offices

### **Members:**

Nicholas Pfeiffer, P. Eng. (Chair)

Jamie Catania, P. Eng.

Denis Dixon, P. Eng.

Roger Jones, P. Eng.

Dale Kerr, P. Eng.

Colin Moore, P. Eng.

Brian Ross, P. Eng.

Heather Swan, P. Eng.

### **Staff:**

Sherin Khalil, P. Eng.

José Vera, P. Eng.

### **Guest:**

David Smith, Director, Communications

### **Regrets:**

Neil Kennedy, P. Eng.

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

## **1. OPENING OF MEETING**

The Chair called the meeting to order at 5:45 p.m., with 8 members of the Committee in attendance. Consequently, quorum was attained.

### **1.1 Introduction**

An introduction was made to D. Smith and the PSC members.

### **1.2 Approval of Agenda**

A motion was made to approve the agenda, as written.

**Moved by: B. Ross**

**Seconded by: H. Swan**

**CARRIED**

### **1.3 New Format and Design of Practice Guidelines**

D. Smith reported the following:

- The idea behind the new format/design was originally provided in the Practitioner-Centered Research Project survey. In the survey, some members did not find the old format to be readable or user-friendly.
- The intent of the new format/design of guidelines is to engage more people to read, and to improve the readability.
- Important information is flagged in call boxes in order to draw the reader's attention to it.
- The new format/design of the Structural Engineering Design Services for Buildings Guideline will not necessarily be the same for each new guideline.

Staff reported on the comments that were received by a PSC member, as follows:

- The use of colour makes it more expensive for people to print to have a copy on hand.
- The body text should be black on white for ease of reading.
- There is a lack of consistency of formatting within the document that makes it more difficult to read:

- variation in the number of columns from 1 to 3
  - variation in the width of columns
- The use of graphics that have no relevance to the text, and which make the reader wonder what the graphic is trying to imply. The circles have some closed circles, some open, and the colours and positions vary, which makes one more interested in playing "Spot the Difference" than in reading the more important text.
  - The monolith graphic used on the cover page implies a towering power of authority, which may not be appropriate for a guideline. If anything, the PEO logo should be used.

Another PSC member made the following comments:

- The issue date is not provided on the first page of the guideline, as it used to be in the old format.
- Suggested that the black and white version be available for those who want to print the guideline.
- The call boxes and two-column format make the guideline visually appealing.
- Some images will be difficult to print, and some require clarification.

Another PSC member made the following comments:

- Does not believe that the call boxes are important as the reader should read the entire guideline, and not only the highlighted points.
- As some readers may have visual impairment, black and white documents would be easier to read.
- The images are distracting and not formal.
- On some pages where three columns are transferred to two, the text does not flow properly and is difficult to follow.

Another PSC member suggested developing a text-readable version that is available for technical-minded people, and another version with the new format for people who prefer colour documents.

Finally, some members strongly objected to the new style which, in their view, was not acceptable for a professional guideline.

## 2. MINUTES OF PREVIOUS MEETING

### 2.1 Approval of Minutes of May 9, 2017 Meeting

A motion was made to approve the Minutes of the May 9, 2017 meeting, as written.

**Moved by: R. Jones**

**Seconded by: J. Catania**

**CARRIED**

### 2.2 Action Items of May 9, 2017 Meeting

Staff advised that the following Action Items are still in progress.

**Action:** Staff to collaborate with J. Max, Manager, Policy to verify which of the proposed Practitioner-Centred Research Project questions fall within the mandate of the PSC's Terms of Reference.

**Action:** Staff to apply the assessment process to verify if a practice guideline is needed for best practices for Quality Verification Engineers.

## 3. GUIDELINES

### 3.1 Guideline for Preparing As-Built and Record Documents

Staff reported the following:

- The subcommittee members met on June 8, 2017 to complete addressing the public consultation comments.
- The subcommittee members will next meet on June 20, 2017 to complete addressing the public consultation comments.

**Question:** Are the subcommittee members planning to meet during the Summer?

**Answer:** Yes, the goal is to complete the guideline by the end of this year.

### 3.2 Guideline for Performance Audits and Reserve Fund Studies for Condominiums

There was nothing new to report as the subcommittee members have not met.

Staff previously reported that:

- PEO staff discussed the subcommittee's concerns regarding non-engineers performing Reserve Fund Studies in higher-risk buildings, e.g. with balconies and underground parking structures, with the Ministry of Government and Consumer Services.
- The Ministry of Government and Consumer Services advised that the regulations on Performance Audits and Reserve Fund Studies will be updated, and perhaps the proposed changes will be available in 2018 for public consultation.

### **3.3 Guideline for Solid Waste Management**

Staff reported that the Communications Department is working on final editorial changes prior to publication of the guideline.

### **3.4 Guideline for Structural Condition Assessments of Existing Buildings and Designated Structures**

Staff reported that the Communications Department is working on final editorial changes prior to publication of the guideline.

There was a discussion regarding the Algo Mall verdict. A judge found Robert Wood not guilty of criminal negligence.

The PSC members advised that the above will not impact the guideline.

### **3.5 Guideline for Design Evaluation of Demountable Event Structures**

There was nothing new to report. A meeting will be scheduled for late June or early July 2017.

**Action:** Staff to schedule the next meeting of the subcommittee for late June or early July 2017.

### **3.6 Use of Seal Guideline**

The subcommittee met on May 10, 2017. Another meeting will be scheduled for sometime in July 2017.

### **3.7 Guideline for Professional Engineers Providing Reports on Mineral Projects**

A meeting was scheduled on May 15, 2017. Another meeting will be scheduled for sometime in July 2017.

### **3.8 Guideline for Environmental Site Assessment, Remediation and Management**

A meeting is scheduled for June 22, 2017. The Chair of the subcommittee is Andy Lee, P. Eng.

### **3.9 MOECC - Performance Standard for the Environmental Site Dispersion Model (ESDM)**

The subcommittee Chair reported the following:

- The subcommittee met on May 31, 2017.
- The Ministry of the Environment and Climate Change had several changes that were not proposed by the time the Terms of Reference were written and approved. The subcommittee members advised that the guideline should address Noise Reports, as well, since O. Reg. 1/17 mandates an engineer to prepare these reports.
- The subcommittee members requested expanding the Terms of Reference to include the legislative reports that require an EASR application.
- Further, one or two volunteers who are experts on Noise Reports should be appointed to the subcommittee.

**Question:** Will these changes impact the guideline?

**Answer:** No.

**Action:** Staff to contact Volunteer Management staff to determine if Council approval is required to revise the Terms of Reference.

### **3.10 Coordinating Licensed Professional Joint Subcommittee**

**Follow-Up:** Staff advised the PSC Chair that there is some concern with members working for the same company being selected for this subcommittee.

Staff reported the following:

- The subcommittee members met on June 7, 2017.
- Fanny Wong, P. Eng. accepted to chair this subcommittee.
- The subcommittee will meet again on July 12, 2017.

A PSC member had a concern regarding two members (engineers) of this subcommittee who are working at the same company, which may result in similar points of view.

Staff advised that the PSC Chair and PEO staff interviewed the subcommittee members, and that the volunteer selection process was followed to approve the members.

A PSC member suggested that a Review Network be created for this subcommittee.

These concerns will be forwarded to the Chair of the subcommittee.

### **3.11 Assuming Responsibility and Supervising Guideline**

Staff reported that the PSC members approved sending the guideline for public consultation via a doodle poll.

The public consultation commenced on June 1, 2017, and closes on August 1, 2017.

A PSC member provided some comments on the guideline, and staff advised that these comments could be addressed after the public consultation.

### **3.12 Pre-Start Health and Safety Review**

Staff reported that a review of this guideline may be required due to the following:

- The Ministry of Labour updated their guidelines for Pre-Start Health and Safety Reviews: How to Apply Section 7 of the Industrial Establishments Regulation.
- There are outdated references in the PEO Pre-Start Health and Safety Review Guideline.

- Engineers who prepare Pre-Start Health and Safety Reviews for their employers may need insurance to prepare Pre-Start Health and Safety Reviews.
- Federal Projects that require Pre-Start Health and Safety Reviews.

Staff to consider the above and provide an update at the next meeting.

#### **4. OTHER BUSINESS**

##### **4.1 Status of PSC Projects**

Staff reported on the status of the PSC projects.

A PSC member commented that there is no need to include the “Status of PSC Projects” as an agenda item as the status of each guideline and standard is discussed at each meeting. It was agreed to remove this item from the agenda and include it as an attachment to the agenda package.

**Action:** Staff to remove “Status of PSC Projects” as an agenda item and include it as an attachment only.

##### **4.2 Council Update**

Staff advised that the People Development Department will select the Council Liaison for the PSC. Staff advised the People Development Department that the PSC is looking for members who are practicing engineers.

##### **4.3 Improve Guideline Development and Maintenance Processes**

There was a discussion regarding the role of the Committee/Task Force Chair that is included in the “Committees and Task Forces Policy - Reference Guide”.

As per the above-noted document, the Chair of a subcommittee is not necessarily to be a subject matter expert, since the Chair is required to coordinate the work and ensure that the subcommittee’s work is within the mandate of the Terms of Reference.

**Action:** PSC members to send their feedback on the Learning Module - Chairing Effective Meetings to staff.



#### 4.4 Committee Chairs Workshop - Top 3 Committee Challenges

The PSC Chair advised that all PEO committees were asked to provide the top 3 challenges for discussion at the next Committee Chairs Workshop. The PSC members provided the following challenges:

- Rejection by PEO Council of certain guidelines/standards without providing sufficient reasons.
- Selecting qualified members to PSC subcommittees.
- Selecting an effective Chair who will keep things on track.
- Delays and timely publication of completed guidelines/standards.
- Issues with non-contributing subcommittee members.

**Action:** Staff to send the PSC's challenges to Volunteer Management staff.

#### 4.5 New PSC Members

There was a discussion regarding the three guests that were invited to previous PSC meetings. A PSC member commented that it was difficult to evaluate the guests as potential PSC members based on one meeting.

**Question:** Is the Council Liaison counted as a PSC member?

**Answer:** Refer to the Committee and Task Forces Policy - Reference Guide:  
[http://www.peo.on.ca/index.php/ci\\_id/23403/la\\_id/1.htm](http://www.peo.on.ca/index.php/ci_id/23403/la_id/1.htm)

**Question:** Since diversity is required, can selection be based on technical background?

**Answer:** Yes.

It was agreed to defer the selection of new PSC members to the September 2017 meeting.

**Action:** PSC to make a decision regarding new members at the September 2017 meeting.

#### **4.6 Projects without Permits**

Staff reported on the article in the *Gazette* section of “*Engineering Dimensions*” concerning the matter of a complaint regarding the conduct of Kanan K. Sinha, P. Eng., a member of the Association of Professional Engineers of Ontario, and 1523829 Ontario Ltd. o/a Engineering Online America, a holder of a Certificate of Authorization.

Based on the article in the *Gazette*, an engineer can be on site with no permit to regularize a situation. The General Review Guideline may require some update.

**Action:** Staff to consult with EABO to determine if the guideline requires any update to address this issue.

#### **5. ADJOURNMENT AND NEXT MEETING**

The meeting adjourned at 8:30 p.m.

Below are the meeting dates for 2017:

- September 12, 2017
- October 17, 2017
- November 14, 2017
- December 12, 2017