



---

# Minutes

## PROFESSIONAL STANDARDS COMMITTEE MEETING

Tuesday, June 9, 2015

PEO Offices

### **Members:**

Jamie Catania, P. Eng.

Denis Dixon, P. Eng.

Colin Moore, P. Eng.

Brian Ross, P. Eng.

Roger Jones, P. Eng.

Les Mitelman, P. Eng.

Nicholas Pfeiffer, P. Eng.

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

### **Staff:**

José Vera, P. Eng.

### **Regrets:**

Andy Bowers, P. Eng. (Chair)

Heather Swan, P. Eng.

## **1. OPENING OF MEETING**

The Vice-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:** R. Jones                      **Seconded by:** N. Pfeiffer                      **CARRIED**

## **2. MINUTES OF PREVIOUS MEETING**

### **2.1 Approval of Minutes of May 12, 2015 Meeting**

A motion was made to approve the Minutes of the May 12, 2015 meeting as modified.

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

## **3. GUIDELINES**

### **3.1 Guideline for Structural Engineering Design in Buildings**

Staff previously advised that the public consultation deadline for the Structural Engineering Design in Buildings Guideline has been extended from May 8 to May 15, 2015.

Staff has received comments from approximately 15 participants. PEO invited members and other stakeholders for their feedback/comments.

Subcommittee members will be meeting in June or July 2015 to discuss the comments.

### **3.2 Forensic Engineering Guideline**

J. Catania previously reported that the subcommittee met on May 5, 2015 to review the balance of the comments provided from the public consultation. The comments have been addressed.

Currently, staff is working on final edits and organizing the structure of the guideline before it goes to the PSC and Council for final approval.

The subcommittee edited the document to eliminate redundancy.

The guideline will be sent to the PSC for approval. The guideline may be ready to be sent to Council for approval at its September 2015 meeting.

### **3.3 Condo Reserve Studies Guideline**

Staff advised that the guideline is still in the process of final edits. Staff is aiming to complete the guideline this summer.

**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.

**Action:** Staff to send the Condo Reserve Studies Guideline to the PSC members for their feedback and comments.

### **3.4 Solid Waste Management Guideline**

The subcommittee members will be meeting sometime in June 2015. The feedback received from the Ministry of the Environment and Climate Change will be discussed at the next meeting.

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

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

### **3.5 Guideline for Review of Completed Works**

F. Wong reported the following:

- A meeting will be scheduled for early summer 2015.
- The subcommittee will continue to work on the guideline.

Furthermore, staff has contacted engineers from the municipalities to invite them as members of the subcommittee.

**Follow-Up:** Staff changed the title of the guideline from “Review of Completed Works” to “Preparing Engineering Documents Reflecting As-Constructed Conditions” on the agenda of the next meeting.

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

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

Finally, the definition provided by the insurers matches PEO’s definition.

### **3.6 Guideline for Structural Engineering Assessments**

B. Ross reported that the subcommittee members met on June 2, 2015 and will next be meeting on June 10, 2015.

**Follow-Up:** Staff updated the PSC members regarding the research firm who was retained for the survey.

**Action:** Staff to send written feedback from the designation survey to the PSC members.

**Action:** Staff to include the following items on the agenda of the next subcommittee meeting: (1) Text from Newfoundland Guideline; and (2) Roundtable Building Consultants Minutes.

### **3.7 Data Matrix Bulletin**

There was nothing new to report; this is a work-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**

Staff provided the Terms of Reference for PSC approval. The members recommended some edits.

**Action:** Staff to send the revised final Terms of Reference for “Temporary Structures for Events” to the PSC for approval.

### **3.9 Duty to Report**

There was nothing new to report.

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

**Action:** Staff to remove this item from the agenda and update the Status Table.

### **3.10 Use of Seal**

Staff previously advised that Engineers Canada has a model guide for Authentication of Engineering Documents.

The Use of the Professional Engineer’s Seal Guideline may need to be updated to cover the authentication.

Engineers Canada’s model guide should be considered when the Use of the Professional Engineer’s Seal Guideline is updated.

### **3.11 Professional Engineers Providing Reports on Mineral Properties**

Staff previously advised that the PSC Chair sent a letter to PEO indicating that Marilyn Spinks is requesting an update on the Mining Guideline.

The Chair has asked staff to review the Mining Guideline to verify if the guideline needs to be updated and be prepared to give a status/action plan to the PSC members at the September 2015 meeting.

**Action:** Staff to review the Mining Guideline and prepare an action plan for the September 2015 meeting.

**Action:** Staff to ask Marilyn Spinks to write an article for “*Engineering Dimensions*”.

## 4. STANDARDS

### 4.1 Tower Crane Review Standard

Staff previously advised that the Ministry of Labour is no longer holding the Tower Crane Standard.

Currently, staff is working on final modifications to the Standard before it is released.

### 4.2 Supervising and Delegating Standard

Staff previously advised that Engineers Canada has a Direct Supervision model guide.

The Direct Supervision model guide will be considered when the Performance Standard is reviewed.

**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

There was nothing new to report.

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

### 5.2 Elliot Lake Recommendations

#### Prime Consultant

Staff provided a summary, as follows:

- PEO Council previously approved a motion to support the concept of a professional prime consultant mandated in the *Building Code Act*.

- The Elliot Lake recommendations also supported this concept.
- The PSC should help determine the rules and responsibilities for the prime consultant in:
  - Design Coordination
  - Review Coordination
  - Design and Review Coordination
- The PSC would include this information in a seed document.
- Alternatively, the PSC could form a subcommittee or delegate this work to an existing subcommittee.

**Action:** PSC members to provide their comments.

**Action:** Staff to look into creating a Task Force to look into this issue.

**MOTION:** To create a Task Force for Prime Consultant Policy Review.

### **5.3 Industrial Subcommittee**

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

**Action:** Staff to send a Briefing Note to PEO Council for their approval.

### **5.4 Climate Change and Engineering**

Previously, there was discussion regarding Engineers Canada developing an Infrastructure Resiliency Certification Program. Staff advised that there is no conflict with the PEO licence and that the certification program is only considered as a training course.

Staff advised that the Engineers Canada model guide has changed to a national guideline, and is now available to the public.

A member advised that practitioners might need to have a Climate Change and Engineering Guideline in Ontario, and that PEO should consider this.

**Action:** Staff to send the Engineers Canada Climate Change National Guideline to the PSC members.

**Action:** Staff to investigate adding a link to the Engineers Canada National Guideline in the Guideline section on the PEO website.

## 5.5 Evidence-Based Legislation

Staff indicated that the guideline would not require a PRIA, but standards might require a PRIA since there are regulations.

**Follow-Up:** Staff received clarification on this protocol from the Ministry of the Attorney General; for example, is an impact study required?

**Action:** Staff to ask the Legislation Committee advisory staff at what point a PRIA would be required.

**Action:** Staff to remove this item from the agenda.

## 5.6 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.

## 5.7 International Engineering Practice Guideline

There was nothing new to report.

**Action:** The Chair to draft a memo to Past 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.

**Action:** Staff to remove this item from the agenda.



## 5.8 PSC Membership

**Follow-Up:** Staff invited D. Kerr and N. Kennedy to become members of the PSC in September 2015.

**Action:** Staff to remove this item from the agenda.

## 5.9 Dam Safety Review Guideline

Staff previously advised that the Ontario Ministry of Natural Resources has a Dam Safety Review Guideline. Furthermore, the Professional Engineers and Geoscientists of B.C. have Legislated Dam Safety Reviews.

The PSC members are requesting more information for the practice issues regarding dam reviews before taking further action.

**Action:** Staff to undertake an evidence study for dam review guideline practice issues in Ontario.

**Action:** Staff to communicate with the Ministry of Natural Resources to get more information regarding the dam review regulations.

## 5.10 Site Remediation

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.

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

## 6. ADJOURNMENT AND NEXT MEETING

The meeting adjourned at 7:45 p.m.

Below are the meeting dates for the balance of 2015:

- September 15, 2015
- October 20, 2015
- November 17, 2015
- December 8, 2015

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