



# Minutes

## PROFESSIONAL STANDARDS COMMITTEE MEETING

Tuesday, May 14, 2019

PEO Offices

### Members:

Fanny Wong, P. Eng. (Chair)  
Neil Kennedy, P. Eng. (Vice-Chair)  
Jamie Catania, P. Eng.  
Roger Jones, P. Eng.  
Dale Kerr, P. Eng. *[via teleconference]*  
James Lowe, P. Eng.  
Nicholas Pfeiffer, P. Eng.  
Brian Ross, P. Eng.

### Staff:

Sherin Khalil, P. Eng.  
José Vera, P. Eng.

### Regrets:

Lisa MacCumber, P. Eng. (Council Liaison)

## 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: J. Lowe**

**Seconded by: N. Kennedy**

**CARRIED**

## 2. MINUTES OF PREVIOUS MEETING AND ISSUES ARISING FROM MEETING

### 2.1 Approval of Minutes of April 9, 2019 Meeting

A motion was made to approve the Minutes of the April 9, 2019 meeting as written.

**Moved by: R. Jones                      Seconded by: J. Lowe                      CARRIED**

### 2.2 Action Items of April 9, 2019 Meeting

Staff reported on the status of the action items.

## 3. GUIDELINES

### 3.1 Guideline for Environmental Site Assessment, Remediation and Management

The subcommittee met on April 24, 2019 and completed addressing the PSC's comments. The subcommittee would like to review the entire draft guideline one more time before sending it back to the PSC; however, no meeting of the subcommittee is required at this time.

The PSC may receive a copy of the draft guideline by June 2019 for approval to send out for public consultation.

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

The subcommittee met on May 1, 2019 and discussed performance audits, and will meet again in a few weeks to continue working on the draft guideline.

The subcommittee would like to draft a letter to the Ministry of Government and Consumer Services indicating that only engineers should provide reserve fund studies since this involves engineering.

Staff advised that a letter could be sent to the Chair of the PSC from the subcommittee.

**Action:** Subcommittee Chair, in collaboration with staff, to draft a letter to the Chair of the PSC to direct the Registrar to communicate with the Ministry of Government and Consumer Services, indicating that engineers should conduct this type of work. The Chair of the PSC to send the letter to Council.

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

Staff provided the PSC members with a copy of the Coroner's Inquest recommendations, as well as PEO's proposed response. There was a discussion regarding these recommendations, which can mostly be addressed in the Demountable Event Structures guideline.

A PSC member commented that manual intervention should be required by the Ministry of Labour and Ministry of Municipal Affairs.

Another PSC member commented that PEO's proposed response states that some of the recommendations will be addressed in the "New" Demountable Event Structures guideline. The term "New" may cause some confusion as this guideline is still in progress; instead, the term "Proposed" could be used.

**Action:** Staff to change "New Guideline" to "Proposed Guideline" in PEO's proposed response to the Coroner's Inquest recommendations.

**Action:** PSC members to send staff their comments on PEO's proposed response to the Coroner's Inquest recommendations.

The subcommittee Chair advised that the subcommittee will be meeting on May 15, 2019 and will discuss these recommendations, as well PEO's proposed response. In addition, the subcommittee will discuss and decide on the issue of manual intervention.

### **3.4 Use of Seal Guideline**

Staff provided the PSC members with a copy of the proposed performance standard for their comments and/or approval to commence the public consultation.

A comment was made that an introduction should be provided at the front of the proposed performance standard indicating why PEO is proposing this document.

There was a discussion and comments regarding the wording of the proposed performance standard, and it was reported that the proposed performance standard was prepared based on the legal review provided by the lawyers. Any substantive comments could be addressed after the consultation. However, changing the wording that was provided by the lawyers may not be a good idea; for example, the subcommittee can deal with 3-D modelling in the guideline and not in the Regulation.

A motion was made to approve sending the proposed Use of Seal Performance Standard out for public consultation.

**Moved by: N. Pfeiffer**

**Seconded by: N. Kennedy**

**CARRIED**

It was reported that a letter was received from the Chair of the Experience Requirements Committee (“ERC”) to Chair of the PSC, indicating that the P. Eng. stamps issued before subsections 11(1) to (65) of Schedule B to the *Government Efficiency Act, 2001* came into force do not include the licence number of the member. A problem was brought to the attention of the ERC that it is often difficult to identify the engineer who has taken responsibility when the last name and initial on a seal exactly match the last name and initial of another engineer, and many do not add additional information such as their address and/or phone number to their signature.

A PSC member commented that, if sealed documents represent engineering services to the public, the engineer or his/her employer must also have a Certificate of Authorization. The expectation is that any document needing to be sealed should also have the name and contact information of the firm holding the Certificate of Authorization and, if not, this issue should be addressed in the guideline or Regulation.

The PSC members agreed that the Use of the Seal subcommittee should look into this request and update the PSC members on any further steps.

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

This guideline is currently out for public consultation, which will be close on May 31, 2019.

### **3.6 Guideline for Preparing As-Built and Record Documents**

The subcommittee received the legal review of the draft guideline. An issue recently came up where Engineering Firm A prepared the design and the client decided to hire Engineering Firm B to provide as-built and/or record documents. The question is whether Engineering Firm B could use the design (CAD) of Engineering Firm A to prepare the as-built and record documents, and the logo of Engineering Firm A be removed and replaced by that of Engineering Firm B.

The subcommittee members proposed to add some wording in the guideline to address this issue, which was sent to the lawyers for their legal opinion. The lawyers provided their legal opinion and are currently waiting for any questions from the subcommittee members.

The subcommittee Chair advised that a kick-off meeting with the lawyers would be required to finalize this guideline.

**Action:** Staff to contact the subcommittee Chair to schedule a meeting.

### **3.7 MECP - Professional Engineers Providing Engineering Reports under O. Reg. 1/17 (ESDM and AAR Reports)**

The subcommittee met on March 26, 2019.

A request was received from some members of the subcommittee who attended a meeting with the Ministry of the Environment, Conservation and Parks, and requested that presenters from the Ministry attend a meeting with the subcommittee to ensure that the draft guideline addresses all the points which were presented by Ministry staff.

The next subcommittee meeting is scheduled for May 22, 2019.

### **3.8 Coordinating Licensed Professional Joint Subcommittee**

The OAA members requested a meeting to review the draft guideline and continue work.

**Action:** Staff to send a doodle poll to schedule the next meeting.

### **3.9 Guideline for Pre-Start Health and Safety Reviews**

Staff provided the PSC members with a copy of the proposed Terms of Reference for the PSC's approval to form a subcommittee to update the existing guideline.

The proposed Terms of Reference state the requirement for an observer from the Ministry of Labour to attend subcommittee meetings. Staff advised that the Terms of Reference were sent to the Ministry of Labour for comment, and that the Ministry did not have any objection to this requirement.

There was a comment from the PSC members regarding the Membership section in the Terms of Reference requiring the appointment of engineers from different engineering firms and manufacturing companies.

A motion was made to approve the Terms of Reference, with some modification in terms of membership.

**Moved by: N. Kennedy**

**Seconded by: B. Ross**

**CARRIED**

**Action:** Staff to send a Briefing Note, along with the Terms of Reference, to Council for their approval to form a subcommittee to update the existing guideline.

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

##### **4.1 Council Update on PSC Related Issues**

There was nothing new to report.

##### **4.2 PSC Membership**

Staff reported that Andy Lee, Chair of the Environmental Site Assessment, Remediation and Management subcommittee, is currently unable to commit to becoming a member of the PSC as he is currently a member of the Environmental Site Assessment, Remediation and Management subcommittee, as well as two other Municipal Engineer committees. However, he would be very interested in any future opportunity with the PSC.

Staff provided copies of the resumes of Peter Rüschi (a member of the Preparing As-Built and Record Documents subcommittee), Eugene Puritch, (Chair of the Mineral Projects subcommittee) and Donna Serrati (a former member of the Solid Waste Management subcommittee) to the PSC members.

The Chair of the PSC believes that the PSC will be too busy developing documents in the near future, and it may be a good idea to consider all three candidates as the PSC's Terms of Reference mandate 10-12 members.

A PSC member indicated that the PSC may need to look at the gaps in guidelines to verify which PSC members are willing to chair these subcommittees.

Another PSC member recommended electing only two of above-named three candidates.

The question arose if there were budget issues for the PSC, and the response was that there were no budget issues.

A motion was made to appoint Peter Rüschi (a member of the Preparing As-Built and Record Documents subcommittee), Eugene Puritch (Chair of the Mineral Projects subcommittee) and Donna Serrati (a former member of the Solid Waste Management subcommittee) to the PSC.

**Moved by: R. Jones**

**Seconded by: B. Ross**

**CARRIED**

**Action:** Staff to contact the three candidates (Peter Rüschi, Eugene Puritch and Donna Serrati) to inform them that the PSC has approved their appointment to the Committee and confirm their interest/acceptance.

#### **4.3 Update on PEO AGM**

The Chair advised that R. Jones received the 2019 Officer of the Order of Honour award and further noted that he has been a dedicated volunteer and influential force at PEO for over ten years.

The Chair reported that, at the AGM, there was a discussion on the Strategic Plan and its goals.

#### **4.4 PEO Strategy Plans and Strategic Goals**

This item was deferred to the next meeting.

**Action:** Staff to add this item to the agenda of the next meeting for further discussion.

There was a discussion regarding providing seminars and presentations on PEO practice guidelines at PEO Chapter meetings.

A PSC member commented that some engineers are not aware of PEO's practice guidelines and other resources. It was suggested that PEO should remind engineers of PEO's practice guidelines and resources, for example, by adding an orange page in "*Engineering Dimensions*" to inform engineers of the PEO practice guidelines.

**Action:** Staff to discuss with the Communications Department a way to remind engineers of PEO's guidelines.

Staff advised that a webinar on the Use of Seal was currently available on YouTube, which has had over 3,000 views and good feedback.

There was a discussion on PEOs's volunteering process, and the PSC members commented that PEO no longer has a webpage posting volunteer positions; however, there is currently a form available on the PEO website for volunteer applications.

**Action:** Staff to contact the Volunteer Management group to enquire about the new process on volunteering.

**5. ADJOURNMENT AND NEXT MEETING**

The next meeting is scheduled for June 11, 2019.

The meeting adjourned at 7:45 p.m.