



Minutes

PROFESSIONAL STANDARDS COMMITTEE MEETING

Tuesday, November 8, 2016

PEO Offices

Members:

Jamie Catania, P. Eng.

Denis Dixon, P. Eng.

Roger Jones, P. Eng.

Dale Kerr, P. Eng.

Colin Moore, P. Eng.

Brian Ross, P. Eng.

Fanny Wong, P. Eng. (Acting Chair)

Staff:

Sherin Khalil, P. Eng.

José Vera, P. Eng.

Regrets :

Neil Kennedy, P. Eng.

Nicholas Pfeiffer, P. Eng. (Chair)

Heather Swan, P. Eng.

1. OPENING OF MEETING

The Acting Chair called the meeting to order at 6:00 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: R. Jones Seconded by: D. Kerr CARRIED

A PSC member suggested adding the “*Engineering Dimensions*” article titled “Inspiring Confidence” as an agenda item as the member objects to the following statement in the article:

.....
The regulator could do a better job of issuing new standards in a more timely manner, and of ensuring they are developed with adequate input from engineering companies. “I think it sometimes takes way too long to get the standards out...a little bit longer than the rest of us would like,” he says.
.....

The PSC members and staff advised that this article could be added to the December 2016 meeting for further discussion.

Another PSC member suggested that PEO could issue an article to educate everyone on the process of maintaining and developing standards and guidelines.

Action: Staff to add the “*Engineering Dimensions*” article titled “Inspiring Confidence” to the next meeting’s agenda for discussion.

Action: PSC members to read the “*Engineering Dimensions*” article titled “Inspiring Confidence” and provide comments, should they have any.

2. MINUTES OF PREVIOUS MEETING

2.1 Approval of Minutes of October 18, 2016 Meeting

A motion was made to approve the Minutes of the October 18, 2016 meeting as written.

Moved by: J. Catania

Seconded by: D. Kerr

CARRIED

2.2 Action Items of October 18, 2016 Meeting

Staff reported on the status of the Action Items.

Action: PSC Chair and PEO staff to send a memo to respond to Councillor M. Spink with regard to the comments that were submitted on the Structural Engineering Design Guideline.

3. GUIDELINES

3.1 Guideline for Preparing As-Built and Record Documents

Staff reported the following:

- The public consultation ended on October 31, 2016.
- Comments were received from the following:
 - Electrical Safety Authority;
 - Enbridge Gas Distribution;
 - Municipal Engineers Association;
 - Department of National Defence, Ottawa;
 - Engineering Firms; and
 - Other individual engineers.
- Staff will incorporate all comments into the guideline and will send a doodle poll to the subcommittee members to schedule a meeting to address the public consultation comments.

3.2 Guideline for Performance Audits and Reserve Fund Studies for Condominiums

Staff reported the following:

- The public consultation ended on September 30, 2016.

- Staff reviewed and organized all public consultation comments.
- Staff created a folder on SharePoint to allow the subcommittee members to access these comments.
- Staff will schedule a meeting to start addressing the comments received from the public consultation.

There was a previous discussion regarding the proposed changes in the *Condominium Act, 1998*, Ontario Regulation 48/01.

Staff advised that the Chair of the subcommittee resigned, and that a new Chair should be appointed.

A motion was made to appoint D. Kerr as the Chair of the Performance Audits and Reserve Fund Studies for Condominiums Subcommittee.

Moved by: B. Ross Seconded by: F. Wong CARRIED

3.3 Guideline for Solid Waste Management

Follow-Up: Staff sent the Terms of Reference for the Solid Waste Management Guideline to the PSC members for their consideration.

Staff reported that:

- The subcommittee members have completed addressing all comments that were received from the public consultation and PSC members.
- The final version of the guideline is ready for final PSC approval.

A PSC member commented that the definitions of the terms “Municipal Waste” and “Waste” are not clear; however, staff advised that the definitions were taken verbatim from Regulation 347 and the *Environment Protection Act*.

Question: Will the figure in the guideline be formatted by the Communications Department?

Answer: Yes, the Communications Department will perform the final revision for grammar and format.

There was discussion regarding the following comments received from the Ontario Society of Professional Engineers (OSPE):

OSPE has a few comments, especially on Section 2 of the Guideline. First, and most critical, is the fact that much of the section is taken verbatim from an OSPE document from 2007. We appreciate that PEO is recognizing OSPE's work on the issue. However, we ask that OSPE be referenced as the source of this information in the final copy. To not do so will be considered an act of plagiarism.

Staff advised that the subcommittee members borrowed some wording from the OSPE position paper on Solid Waste Management 2007.

The subcommittee members thought that it would be appropriate to reference the Guideline for Solid Waste Management to the OSPE position paper.

A motion was made to approve the Solid Waste Management Guideline.

Moved by: J. Catania

Seconded by: B. Ross

CARRIED

Action: Staff to send a Briefing Note for Council approval of the Guideline for Solid Waste Management at their February 2017 meeting.

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

Follow-Up: Staff prepared a Briefing Note for Council for the November 2016 meeting to include disclosure requirements in the Performance Standard.

Follow-Up: Staff prepared a Briefing Note for Council to approve the guideline at their November 2016 meeting.

Currently, there is nothing new to report.

3.5 Guideline for Design Evaluation of Demountable Event Structures

The subcommittee met on September 15, 2016.

Follow-Up: Staff sent the updated version of the guideline to the Chair of the subcommittee.

Staff sent the draft guideline to the subcommittee members for their input, and will schedule a meeting for further discussion.

3.6 Use of Seal Guideline

Council approved forming a subcommittee to update the existing guideline.

Volunteer Management is currently seeking to appoint new members to the subcommittee. The volunteer position is posted on the PEO website until November 18, 2016.

A motion was made to appoint B. Ross as the Chair of the Use of Seal Guideline subcommittee.

CARRIED UNANIMOUSLY

There was a discussion that the subcommittee should have as members engineers that are familiar with three-dimension modelling.

Staff advised that engineers from Christie Digital, Vale and ComDev were invited to join the Use of Seal Guideline subcommittee, as they had contributed to the past proposed standard, and their comments were valid and relevant.

3.7 Guideline for Professional Engineers Providing Reports on Mineral Properties

Follow-Up: Staff sent a Briefing Note for Council approval at the November 2016 meeting to approve forming a subcommittee to update the existing guideline.

3.8 Guideline for Environmental Site Assessment, Remediation and Management

Follow-Up: Staff sent a Briefing Note for Council approval at the November 2016 meeting to approve forming an Environmental Site Assessment subcommittee to update the existing guideline.

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

Volunteer Management is currently seeking to appoint new members to the subcommittee.

The volunteer position is posted on the PEO website until November 18, 2016.

3.10 Coordinating Licensed Professional Joint Subcommittee

Follow-Up: Staff sent a Briefing Note for Council approval at the November 2016 meeting to approve forming a joint subcommittee with the Ontario Association of Architects (OAA) to develop a practice guideline.

There was discussion regarding the title of the guideline. The PSC members agreed that the subcommittee will look into changing the title later if they believe it is appropriate to do so.

3.11 Assuming Responsibility and Supervising Guideline

It was previously reported that President G. Comrie and the Chair of the PSC had a meeting, and they agreed to change the title of the guideline to “Assuming Responsibility and Supervising Engineering Services”.

A practice guideline will be developed, instead of a performance standard, describing best practices associated with the requirement for a professional engineer to assume responsibility, as stipulated in Section 12(3)(b), and requirement to supervise, as stipulated in Section 17(2), of the *Professional Engineers Act*.

President G. Comrie is looking to have the Terms of Reference ready for Council approval at their November 2016 meeting.

Follow-Up: Staff sent the Terms of Reference and Briefing Note for PSC approval via doodle poll.

Follow-Up: Staff sent a Briefing Note for Council approval at their November 2016 meeting to approve the Terms of Reference.

4. OTHER BUSINESS

4.1 Status of PSC Projects

Staff provided the status of PSC projects.

4.2 Council Update

There was nothing new to report.

Follow-Up: Staff sent the PSC Terms of Reference to the PSC members.

4.3 Improve Guideline Development and Maintenance Processes

There was nothing new to report.

The PSC members agreed that the “*Engineering Dimensions*” article titled “Inspiring Confidence” will be added to the agenda of the December 2016 meeting under this item.

4.4 PSC Term Limits

A suggestion was previously made by staff to recruit new PSC members. It was also suggested recruiting new members with different engineering backgrounds.

It would be beneficial to interview new subcommittee members prior to forming the subcommittee.

The PSC members agreed with the above suggestions.

Action: Staff to prepare a gap analysis for PSC membership.

Question: Can staff provide a list of starting dates for every PSC member?

Answer: Yes, staff provided this information to the Chair of the PSC, and it is up to the Chair to share this information.

Staff reported that Council provided a memo to Committee Chairs and Staff Advisors as follows:

- *That Council direct all committees to revise their Terms of Reference in accordance with the Terms of Reference template as presented at the meeting at C-508-2.8, Appendix A, requiring committees to indicate the length of service and maximum term limits for chair, vice chair and members by March 31, 2017.*
- *That Council direct the Advisory Committee on Volunteers to provide all Committee Chairs and Staff Advisors with information regarding the requirement to incorporate ‘term limits’ into the Terms of Reference document by March 2017 to facilitate committee succession planning and encourage each committee to consider appropriate term limits for its members to provide for turnover and ensure continuity.*

A PSC member suggested that succession planning can be used to prepare people for election to Council by increasing their exposure.

A PSC member suggested that having additional members on the PSC is recommended.

A PSC member suggested that it would be beneficial to have an observer on the PSC.

It was agreed that this item will be discussed in detail at the December 2016 meeting.

Action: PSC members to send their suggestions and thoughts on term limits to staff for further discussion at the December 2016 meeting.

6. ADJOURNMENT AND NEXT MEETING

The meeting adjourned at 8:00 p.m.

Below are the meeting dates for the remainder of 2016:

- December 13, 2016