



Minutes

PROFESSIONAL STANDARDS COMMITTEE MEETING

Tuesday, September 13, 2016

PEO Offices

Members:

Fanny Wong, P. Eng. (Acting-Chair)
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.
Brian Ross, P. Eng.
Heather Swan, P. Eng.

Staff:

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

Regrets :

Nicholas Pfeiffer, P. Eng. (Chair)

1. OPENING OF MEETING

The Acting Chair called the meeting to order at 6:00 p.m., with 9 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. Catania Seconded by: R. Jones CARRIED

2. MINUTES OF PREVIOUS MEETING

2.1 Approval of Minutes of June 14, 2016 Meeting

A motion was made to approve the Minutes of the June 14, 2016, meeting as written.

Moved by: R. Jones Seconded by: N. Kennedy CARRIED

2.2 Action Items of June 14, 2016 Meeting

Staff reported on the status of the Action Items.

There was a discussion regarding the Focus Group and the Continuing Professional Development (CPD) questions. The PSC members requested an update regarding their comments on these questions.

Follow-Up: Staff sent a doodle poll to schedule a teleconference meeting for the Focus Group.

Follow-Up: Staff contacted the subcommittee members to participate in the Focus Group.

Action: Staff to send a reminder to B. Ennis to update the PSC members on the CPD questions for the online assessment tool.

3. GUIDELINES

3.1 Guideline for Preparing As-Built and Record Documents

Staff reported the following:

- The public consultation has been extended to October 31, 2016 due to low response.

3.2 Guideline for Structural Engineering Design in Buildings

Staff reported the following:

- A Briefing Note was sent to the June 2016 Council meeting for final approval of the Structural Engineering Design in Buildings Guideline.
- Council approved the guideline at the June 2016 meeting.
- Currently, the Communications Department is performing an editorial revision and grammar check on the guideline prior to final release.

Staff reported that Councillor M. Spink submitted comments on the guideline after Council approval and after the subcommittee was stood down.

A member of the subcommittee advised that the comments received from Councillor M. Spink are not major issues to be addressed in the guideline at this time.

The PSC members suggested that public consultations should be sent to Councillors to submit their comments during the consultation period, and not after Council approval.

Action: PSC Chair to send a memo to respond to Councillor M. Spink.

3.3 Condo Reserve Studies Guideline

Originally, the public consultation commenced on May 2, 2016 and was set to close on June 30, 2016. However, Consulting Engineers Ontario (CEO) requested to have the consultation extended until September 30, 2016. The PSC accepted the request to extend the consultation until the end of September 2016.

It was previously suggested that the draft guideline could be sent to core stakeholders, such as law firms, to provide feedback during the public consultation stage.

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

Action: Staff to follow up with the Ministry of Government and Consumer Services with regard to the proposed changes in the *Condominium Act, 1998*, Ontario Regulation 48/01.

3.4 Solid Waste Management Guideline

The subcommittee members met on June 21, 2016 to address the public consultation comments. All comments were addressed in the guideline.

Staff sent the updated version of the guideline to the subcommittee members for their final review, and the final version will be sent to the PSC members for their approval.

3.5 Guideline for Structural Condition Assessments

Staff reported the following:

- The public consultation ended on April 29, 2016. The subcommittee members will meet on October 3, 2016 to complete addressing the public consultation comments.
- A memo was submitted to the Chair of the PSC from the Chair of the subcommittee, advising that that no evidence was presented at any proceeding by any stakeholder that would justify imposing the Structural Engineering Specialist designation on licence holders. Moreover, a Structural Engineering Specialist designation would create a two-tier system in the engineering profession, with uncertain benefits and unjustifiable costs. Moving forward with this recommendation will require additional time and expenses for PEO. However, for a performance standard to be truly effective, it needs to be legally enforceable.
- National Instrument 43-101 standards of disclosure for mineral projects require engineers to submit certificates and consents of qualified persons for technical reports.
- The disclosure requirements, such as experience, etc., could be added to the Performance Standard as an alternative for the Structural Engineering Specialist designation.

A member reported that, recently, clients have requested a consent to release resume information to demonstrate the competency of engineers.

A motion was made that the PSC direct the Structural Engineering Assessments subcommittee to discuss disclosure requirements (e.g. experience, etc.) modelled after the Mineral Projects National Instruments 43-101 in the Structural Assessment Performance Standard in lieu of a Structural Engineering Specialist designation.

CARRIED

Action: Staff to prepare a Briefing Note for Council to make a decision on this approach at their November 2016 meeting.

3.6 Data Matrix Bulletin

Previously, a motion was made to approve the draft Data Matrix Bulletin.

Follow-Up: Staff sent the Data Matrix Bulletin to the Communications Department for final edits.

Action: The Communications Department to create Autocad, PDF and Word versions of the Data Matrix template, which can be modified by engineers.

Currently, the Communications Department is performing a final revision on the Data Matrix Bulletin.

3.7 Guideline for Design Evaluation of Demountable Event Structures

The subcommittee will meet on September 15, 2016.

Staff sent the Ottawa Bluesfest collapse report to the subcommittee members for their consideration as part of an evidence-based approach.

3.8 Use of Seal Guideline

Follow-Up: Staff sent a Briefing Note for Council approval at the September 2016 meeting.

There was nothing new to report.

3.9 Professional Engineers Providing Reports on Mineral Properties Guideline

Follow-Up: Staff collaborated with M. Roscoe to write the Terms of Reference.

A motion was previously made, and carried, to approve updating the Professional Engineers Providing Reports on Mineral Properties Guideline. Staff prepared a Terms of Reference, and subject matter experts submitted their comments on the draft Terms of Reference.

The PSC members suggested to postponing the approval on the Terms of Reference until the next meeting.

Action: PSC members to send any comments they may have on the Terms of Reference.

3.10 Environmental Site Assessment, Remediation and Management

Follow-Up: Staff contacted subject matter experts to assist in writing the Terms of Reference.

Follow-Up: Staff contacted F. Wong and H. Swan to assist in finding subject matter experts.

Staff prepared the Terms of Reference, and the PSC members had minor comments to be considered.

A motion was made to approve the Terms of Reference to update the existing guideline for Environmental Site Assessment, Remediation and Management.

CARRIED

Action: Staff to send a Briefing Note for Council approval at the November 2016 meeting.

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

Follow-Up: Staff sent a Briefing Note for Council approval at the September 2016 meeting.

There was nothing new to report.

3.12 Coordinating Licensed Professional

Staff reported that the PSC members had previously advised that the proposed Terms of Reference have been sent to the Ontario Association of Architects for their comments.

The PSC members suggested to postponing the approval on the Terms of Reference until the next meeting.

Action: PSC members to send any comments they may have on the Terms of Reference.

3.13 Supervising Guideline

The PSC members previously agreed on developing a guideline describing best practices associated with the requirement for a professional engineer to assume responsibility as stipulated in Section 12(3) (b) of the *Professional Engineers Act*.

A motion was previously made, and carried, to approve sending the Briefing Note for Council approval at the June 2016 meeting to rescind the proposed performance standard and develop a practice guideline.

Staff reported that President G. Comrie preferred to defer this item, and requested to schedule a meeting with the Chair of the PSC for further discussion.

Action: Staff to schedule a meeting between President G. Comrie and the Chair of the PSC.

4. OTHER BUSINESS

4.1 Status of PSC Projects

Staff provided the status of PSC projects.

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

4.2 Council Update

Briefing Notes for the Use of Seal and ESDM reports will be included in September 2016 Council meeting agenda package.

4.3 Improve Guideline Development and Maintenance Processes

Staff provided a comparison of some guideline development, including:

- Date Terms of Reference approved by Council;
- First subcommittee meeting;
- Date of public consultation;

- Last subcommittee meeting;
- Final approval of guideline by Council; and
- Publication date.

The PSC members requested provision of the same information for all PSC projects (guidelines and standards).

4.4 H.R. Plan and Work Plan

Staff provided the H.R. Plan and Work Plan.

A motion was made to approve the H.R. Plan and Work Plan.

CARRIED

6. ADJOURNMENT AND NEXT MEETING

The meeting adjourned at 8:00 p.m.

Below are the meeting dates for the remainder of 2016:

- October 18, 2016
- November 8, 2016
- December 13, 2016