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# Minutes

## PROFESSIONAL STANDARDS COMMITTEE MEETING

Tuesday, December 3, 2019

PEO Offices

### **Members:**

Fanny Wong, P. Eng. (Chair)  
Neil Kennedy, P. Eng. (Vice-Chair)  
Jamie Catania, P. Eng.  
Dale Kerr, P. Eng.  
Nicholas Pfeiffer, P. Eng.  
Brian Ross, P. Eng.  
Peter Rüsçh, P. Eng.  
Donna Serrati, P. Eng.

### **Council Liaison:**

Lisa MacCumber, P. Eng.

### **Staff:**

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

### **Regrets:**

Roger Jones, P. Eng.  
James Lowe, P. Eng.

## 1. OPENING OF MEETING

The Chair called the meeting to order at 5:15 p.m., with 9 members of the Committee in attendance. Consequently, quorum was attained.

### 1.1 Approval of Agenda

The following two items were added to the agenda:

- Item 4.5 - Infrastructure of Building Code
- Item 4.6 - Service Awards

A motion was made to approve the agenda as modified.

**Moved by: N. Kennedy      Seconded by: L. MacCumber      CARRIED**

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

### 2.1 Approval of Minutes of November 12, 2019 Meeting

A motion was made to approve the Minutes of the November 12, 2019 meeting as written.

**Moved by: N. Pfeiffer      Seconded by: D. Kerr      CARRIED**

### 2.2 Action Items of November 12, 2019 Meeting

Staff reported on the status of the action items.

There was a discussion regarding the public consultation comments received on the *Use of Seal* performance standard.

A PSC member asked if the Ontario Association of Architects (OAA) had provided any comments during the public consultation. Another PSC member commented that OAA Council had made a decision that architects would begin the transition to using digital seals as of January 2020. This will initially be voluntary for existing seal holders, and mandatory for anyone who applies for a seal. As of January 1, 2022, all OAA seals will be digital and will be provided through Notarius, a certificate authority.

There as a discussion regarding the *Temporary Works* guideline, and it was agreed that the PSC would review this guideline to determine if it should be

updated. Staff advised that this guideline was used a year ago in a PEO discipline case.

It was asked if PEO could archive outdated guidelines, and the PSC members were advised that they could not be archived as they have not been sunset by Council.

**Action:** PSC members to review the *Temporary Works* guideline and provide feedback at the next meeting in January 2020.

### **3. GUIDELINES**

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

The public consultation closed on November 16, 2019. Most of the comments received were from practicing engineers. The Ontario Society of Professional Engineers and Canadian Brownfields Networks Technical Advisory Committee also provided comments.

Staff combined all the comments received from the public consultation and sent them to the subcommittee members for review. A meeting will be scheduled for January 2020 to start addressing the comments received from the public consultation.

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

A legal firm was retained to provide a legal opinion on the draft guideline. A meeting will be scheduled for January 2020 with the lawyers to discuss the scope of the legal review.

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

Council approved this guideline for publication at their November 2019 meeting, and is under final editorial review by the Communications Department. The final version of the guideline will be presented to the Chair of the subcommittee prior to publication.

#### **3.4 Use of Seal Performance Standard**

The comments received from the public consultation were sent to the subcommittee members, and a meeting is scheduled for December 11, 2019 to review the major concerns received from the public consultation and make a decision on which comments should be sent to the legal team.

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

There was nothing new to report. The subcommittee members are currently working on the draft guideline, which should be ready for PSC approval by February/March 2020.

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

Council approved this guideline for publication at their November 2019 meeting. The guideline was sent to the Communications Department for editorial review. The final version of the draft guideline will be presented to the Chair of the subcommittee prior to publication.

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

A legal firm was retained to provide a legal opinion on the draft guideline. A conference call will be scheduled for a date within the next two weeks to discuss the scope of the legal review.

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

Management of PEO and the OAA held a meeting on November 21, 2019 to discuss the term "Coordinating Licensed Professional" vs. "Prime Consultant" in the draft guideline. At this meeting, it was agreed that the guideline should focus on defining the roles and best practices of the Coordinating Licensed Professional, and not to include contractual relations in the guideline by using the term "Prime Consultant".

The OAA is concerned regarding the timing to develop this document as the Ministry of Municipal Affairs is proposing changes to mandate coordination in the Ontario Building Code. It was agreed to create a focus group comprised of two engineers and two architects to review the draft guideline and make changes as needed. The focus group met on November 29, 2019 to review and finalize the guideline.

The draft guideline was sent to the PSC members, as well as the Coordinating Licensed Professional Joint Subcommittee members, for review and comment. Once comments are received, the subcommittee will address them, and the next step will be to send the draft guideline out for public consultation.

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

The deadline to apply for a volunteer position on the subcommittee for this

guideline was December 2, 2019. The Volunteer Management Group will provide staff with an update sometime during the week of December 9, 2019.

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

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

Council approved publication of the *Preparing As-Built and Record Documents* and *Design Evaluation of Demountable Event Structures* guidelines.

Council approved the activity filter, as presented at the meeting, to assess the purpose of the activities of all PEO committees, chapters, subcommittees and working groups, and determine which are regulatory, which are related to governance and which are neither.

Council approved the proposal to require annual reporting by all licensed engineering practitioners of information regarding their current practice status, area of engineering practice and other relevant information, and direct the Registrar to amend the *Professional Engineers Act* and take other actions to make this possible.

##### **4.2 Guidelines to be Updated**

The PSC was assigned to review outdated guidelines to determine which have priority to be updated.

**Action:** Staff to look into the appendix of the *Temporary Works* guideline and check the newer versions of references, and update the PSC members at the January 2020 meeting.

##### **4.3 Quality Verification Services**

PEO staff received a letter concerning the conflicts between contractors, the Ministry of Transportation and Quality Verification Engineers. There was a request to develop a guideline for quality verification.

Staff advised that, two years ago, PEO met with the Ministry of Transportation to discuss the conflict of interest regarding contractors hiring Quality Verification Engineers. The Ministry of Transportation was interested in a Practice Bulletin. PEO staff will contact and discuss with the Ministry of Transportation.

#### **4.4 Proposed Schedule of 2020 PSC Meetings**

**Action:** PSC members to approve the proposed scheduled of 2020 PSC meetings at a later date.

#### **4.5 Revising the Ontario Building Code**

A PSC member reported an update regarding the status of revising the Ontario Building Code to require mandatory inspections of certain parking structures as an outcome of the Belanger report. The government is committed to reducing interprovincial trade barriers and, as part of this initiative, it is in discussion with the other provinces, the territorial governments and the federal government to harmonize building codes across the country.

#### **4.6 Service Awards**

N. Pfeiffer was presented with a PEO service award. The Chair of the PSC thanked him for his contribution and service on the PSC.

J. Catania will be resigning from the PSC. The PSC Chair and members thanked him for his service on the Committee.

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

The next meeting date is to be confirmed.

The meeting adjourned at 6:30 p.m.