



Minutes

PROFESSIONAL STANDARDS COMMITTEE MEETING

Tuesday, January 14, 2020

PEO Offices

Members:

Neil Kennedy, P. Eng. (Vice-Chair)

Roger Jones, P. Eng.

Dale Kerr, P. Eng.

James Lowe, P. Eng.

Brian Ross, P. Eng.

Peter Rüsçh, P. Eng.

Donna Serrati, P. Eng.

Council Liaison:

Lisa MacCumber, P. Eng. *[via teleconference]*

Staff:

Sherin Khalil, P. Eng.

José Vera, P. Eng.

Regrets:

Nicholas Pfeiffer, P. Eng.

Fanny Wong, P. Eng. (Chair)

1. OPENING OF MEETING

In the absence of the Chair, 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.

The Vice-Chair thanked B. Ross for his contribution on the Committee as this was the last PSC meeting that he would be attending. He will continue to chair the Use of Seal Performance Standard subcommittee.

1.1 Approval of Agenda

A motion was made to approve the agenda as written.

Moved by: J. Lowe Seconded by: D. Kerr CARRIED

2. MINUTES OF PREVIOUS MEETING AND ISSUES ARISING FROM MEETING

2.1 Approval of Minutes of December 3, 2019 Meeting

A motion was made to approve the Minutes of the December 3, 2019 meeting as written.

Moved by: R. Jones Seconded by: P. Rüsç CARRIED

2.2 Action Items of December 3, 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 members will be meeting on January 28, 2020 to commence addressing the comments received from the public consultation. Most of the comments received were from practicing engineers. The following Associations also provided comments: Ontario Society of Professional Engineers (OSPE) and the Canadian Brownfields Networks Technical Advisory Committee.

3.2 Guideline for Performance Audits and Reserve Fund Studies for Condominiums

A meeting of the subcommittee is scheduled on January 20, 2020 to meet with the lawyers to review the scope of the legal review. The subcommittee will commence working on the draft guideline once feedback is received from the lawyers.

3.3 Guideline for Design Evaluation of Demountable Event Structures

The guideline is under editorial review by PEO's Communications Department.

3.4 Use of Seal Performance Standard

The subcommittee members met on December 11, 2019 to review the comments received from the public consultation and decided which comments would be provided to the lawyers for their legal opinion.

A subcommittee member provided a revised draft standard. The subcommittee Chair sent comments and questions to the subcommittee members regarding this revised version and suggested scheduling another meeting to address these questions/comments.

3.5 Guideline for Professional Engineers Providing Reports on Mineral Projects

The subcommittee members are working on the draft guideline, which will be sent to the PSC sometime in February 2020.

A PSC member had a comment regarding the title of the *Professional Engineers Providing Reports on Mineral Projects* guideline, and it was agreed to remove "Professional Engineers" from the title.

3.6 Guideline for Preparing As-Built and Record Documents

The guideline is under editorial review by PEO's Communications Department.

The subcommittee members who are also PSC members had a comment regarding an e-mail message received from the PEO Volunteer Management Group advising that the subcommittee members were resigned from this subcommittee. The subcommittee members were concerned with the wording in this e-mail and that it should be revised to indicate that the subcommittee had been stood down.

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

The subcommittee members held a teleconference meeting with the lawyers on December 12, 2019 to discuss the scope of the legal review. The lawyers are familiar with this issue and agreed to provide their legal opinion by mid-February 2020. It was also agreed to schedule a meeting with the lawyers sometime in March 2020 to discuss the legal review.

3.8 Coordinating Licensed Professional Joint Subcommittee

It was previously advised that the draft guideline was sent to the PSC members, as well as the Coordinating Licensed Professional Joint Subcommittee members, for review and comment. Staff received comments and feedback from the PSC and the subcommittee members and compiled all comments received and sent the compiled version of the draft guideline to the subcommittee Chair to decide on how to proceed. It was suggested that one more meeting with the subcommittee members be scheduled to address the comments/issues received prior to sending the draft guideline out for the public consultation.

3.9 Guideline for Pre-Start Health and Safety Reviews

PEO's Volunteer Management Group received over 60 applicants that were interested in this volunteer position. The resumes of the applicants will be sent to the subcommittee Chair prior to interviews being scheduled with those selected.

3.10 Temporary Works Guideline

It was previously agreed that the PSC members review the Temporary Works guideline and provide comments/feedback at this meeting.

Staff received detailed feedback from one PSC member, and it was advised that the guideline was still valid and that only minor changes would be required.

It was suggested that there was no need to form a subcommittee and that several PSC members could work together and present a revised version to the PSC, followed by a request for approval by Council. It was also suggested to retain the original authors' names on the guideline and add the new names of those who worked on the minor update, along with the date of the reissued version.

Action: Staff to look into the protocol/process for the PSC to make minor changes to the Temporary Works guideline and verify if Council approval would be required.

4. OTHER BUSINESS

4.1 Council Update on PSC Related Issues

There was nothing new to report.

Staff questioned the Council Liaison if the PSC Chair would be required to make a presentation on the mandate of the PSC to Council at their February 2020 meeting, and were advised that a presentation by the PSC was required.

Action: Staff to look into whether a presentation to Council by the PSC is required at their February 2020 meeting, and if what the protocol/process would be to invite the Chair of PSC or another PSC member if the Chair is not available.

4.2 Guidelines to be Updated

The PSC members considered updating the Temporary Works guideline without forming a subcommittee.

Staff advised that a request was received from a practitioner to consider updating the *Services of the Engineer Acting Under the Drainage Act* guideline, and further advised that this guideline contained outdated references. It was agreed to add the *Services of the Engineer Acting Under the Drainage Act* as an item on the agenda of the February 2020 PSC meeting.

Staff also advised that Engineers Canada has a *National Guideline on Sustainable Development and Environmental Stewardship for Professional Engineers* which could be added to the National Guidelines on the PEO website. It was agreed to send this guideline to the PSC members to decide if it should be added on the PEO website.

Action: Staff to add the Engineers Canada *National Guideline on Sustainable Development and Environmental Stewardship for Professional Engineers* as an item on the agenda of the February 2020 PSC meeting.

A PSC member advised that the *Professional Engineers Providing Acoustical Engineering Services in Land-Use Planning* guideline was used by the ESDM and AAR Reports subcommittee, which could be considered for update.

Action: Staff to send the *Professional Engineers Providing Acoustical Engineering Services in Land-Use Planning* guideline to the ESDM and AAR Reports subcommittee members for feedback on whether this guideline should be updated.

It was questioned how the PSC could determine if guidelines should be sent for legal review and were advised when engineers have questions in grey areas and cannot be answered by PSC members and/or staff. For example, the ESDM and AAR Reports guideline required legal review as engineers have concerns

regarding their liability to sign and seal Toxicologist Assessment Reports that are not within their expertise.

Action: L. MacCumber to make a presentation at the next PSC meeting on how the E-Laws website can be used.

4.3 Quality Verification Services

Staff previously advised that a letter was received concerning the conflicts between contractors, the Ministry of Transportation and Quality Verification Engineers, and that there also was a request to develop a guideline for quality verification.

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

PEO staff contacted Ministry of Transportation; however, Ministry staff that had met with PEO staff two years ago are no longer working for the Ministry of Transportation. PEO staff contacted the new Ministry of Transportation staff and are currently awaiting their response.

A PSC member questioned whether PEO staff will be acknowledging receipt of this letter, and it was advised yes.

Action: Staff to acknowledge receipt of the letter received on Quality Verification Engineers.

A PSC member asked for clarification as to how the word “quality” is defined in this context; is it on a classical “goodness scale”, e.g. from “poor to excellent”, or is it defined as “optimal for the target service”. Staff noted that the Quality Verification Engineer program will be renamed and will no longer have the word “quality”; therefore, how it is defined is not critical at the moment.

5. ADJOURNMENT AND NEXT MEETING

The next meeting is scheduled for February 11, 2020.

The meeting adjourned at 7:30 p.m.