



Minutes

PROFESSIONAL STANDARDS COMMITTEE MEETING

Tuesday, April 14, 2020

(Via Teleconference and Adobe Connect)

Members:

Fanny Wong, P. Eng. (Chair)
Neil Kennedy, P. Eng. (Vice-Chair)
Roger Jones, P. Eng.
Dale Kerr, P. Eng.
James Lowe, P. Eng.
Lisa MacCumber, P. Eng. (Council Liaison)
Peter Rüsçh, P. Eng.

Staff:

José Vera, P. Eng.
Jennifer Whang, P. Eng.

Regrets:

Nicholas Pfeiffer, P. Eng.
Donna Serrati, P. Eng.

1. OPENING OF MEETING

The Chair called the meeting to order at 6:00 p.m., with seven 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: Roger Jones Seconded by: Neil Kennedy CARRIED

1.2 Welcome Jennifer Whang (Staff)

The members welcomed new staff, Jennifer Whang, who will be assisting for a period of at least one year.

2. MINUTES OF PREVIOUS MEETING AND ISSUES ARISING FROM MEETING

2.1 Approval of Minutes of March 10, 2020 Meeting

The Minutes of the March 10, 2020 meeting were revised to indicate that the Performance Audits and Reserve Fund Studies for Condominiums subcommittee was disappointed with the reply received from PEO's Policy Group.

A minor edit was made to the Council update.

A motion was made to approve the Minutes of the March 10, 2020 meeting as modified.

Moved by: Neil Kennedy Seconded by: Jim Lowe CARRIED

2.2 Action Items of March 10, 2020 Meeting

Staff reported on the status of the action items.

3. GUIDELINES

3.1 Guideline for Professional Engineers Providing Reports on Mineral Projects

The subcommittee recently received comments from the Canadian Institute of Mining (CIM) sent by CIM President, Roy Slack. As the CIM comments simply clarify what is already written, the subcommittee would like to add some of these comments to the guideline, along with the PSC recommended edits. Consequently, the proposed guideline should be ready for PEO Council approval within a month.

3.2 Guideline for Performance Audits and Reserve Fund Studies for Condominiums

The subcommittee Chair had nothing new to report. The subcommittee currently needs to add the context of the legal opinion to the proposed draft guideline. A meeting of the subcommittee will be scheduled soon.

The Chair of the subcommittee stated that there was no specific issue to discuss. The scheduling of online meetings will be discussed with staff after this meeting since in-person meetings were cancelled due to the COVID-19 pandemic.

3.3 Guideline for Design Evaluation of Demountable Event Structures

The subcommittee Chair advised that an e-blast was sent to practitioners advising that this guideline had been published. Therefore, the Guideline for Design Evaluation of Demountable Event Structures has been completed.

Action: All practitioners can be notified by e-blast when PEO publishes guidelines, however, some PSC members have not received this notification. Staff to provide guidance on how to enable this feature on their PEO portal.

3.4 Use of Seal Performance Standard

The proposed amendments to the Use of Seal requirements were included in the agenda package for PSC approval.

There was a discussion regarding updating the definition of “Seal”. A PSC member suggested changing the definition of the seal as “image, graphical representation or other (such as hologram)”, and another PSC member suggested being cautious when using the word “other” as it could be ambiguous and unclear. The PSC members decided not to make these changes as the guideline would provide further clarity.

There was another important discussion regarding the requirement of a licence number beside practitioners’ seals. The issue is that practitioners who received the seal prior to February 28, 2003 do not have their licence number on their seal; therefore, it is strongly recommended for them to handwrite their licence number beside their seal. However, the omission of a licence number shall not be considered as professional misconduct.

Staff advised that this issue would be brought to the attention of the Use of Seal subcommittee, and that the PSC would await their recommendation. All seals issued after February 28, 2003 have licence numbers included on their seals, so this issue may be resolved in a few years.

Action: Staff to bring the issue of older seals without a licence number to the Use of Seal subcommittee for their recommendation.

3.5 Guideline for Environmental Site Assessment, Remediation and Management

The subcommittee members held a teleconference meeting on March 26, 2020 and completed addressing all the comments received from the public consultation. The final version of the draft guideline was circulated to the subcommittee members for final review and will, subsequently, be sent to the PSC for final approval sometime in early May 2020.

3.6 Guideline for Preparing As-Built and Record Documents

The guideline has been published on the PEO website, and an e-blast was sent to all PEO members to inform them of the publication.

Action: Staff to provide a webinar or on-line presentation on this guideline.

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

The subcommittee held a teleconference meeting with the lawyers on April 2, 2020, at which they reviewed the draft guideline, agreed on all proposed edits by the lawyers, and incorporated them. The draft guideline was sent to the PSC members for approval to send out for public consultation.

A motion was made to approve the proposed MECP guideline and send out for public consultation.

Moved by: Neil Kennedy Seconded by: Lisa MacCumber CARRIED

Council Liaison L. MacCumber proposed some minor edits which will be sent to staff by e-mail.

Edits to the draft guideline are as follows:

- Add the names of the documents that were referred to in the URL.
- Avoid underlining URL's as the underscore will not be visible.
- Add H. Swan to the list of contributors as she has contributed a fair amount of work to the guideline.

3.8 Coordinating Licenced Professional Joint Subcommittee

There was nothing new to report.

PEO staff was informed that the Ontario Association of Architects' (OAA) management and Council do not agree with PEO that a third party can be hired to do the professional coordination role. The OAA feels that too much time has elapsed, and they are concerned with some of the issues that the Ministry of Municipal Affairs and Housing has embarked upon. PEO's senior management team is currently discussing with OAA's management to resolve this issue. Staff recommends holding off on this guideline until they have a further update.

The PSC would like to know if it would be possible to complete the guideline without participation from the OAA.

Action: Staff to forward to PEO's senior management team the PSC's suggestion to proceed with the guideline without OAA participation.

3.9 Guideline for Pre-Start Health and Safety Reviews

Staff contacted Ministry of Labour staff to obtain information on the proposed changes to Regulation 851 and how it would impact the PEO guideline.

The subcommittee Chair and staff interviewed candidates for the Guideline for Pre-Start Health and Safety Reviews subcommittee on March 9 and 10, 2020. The subcommittee Chair will provide staff with the final list of those individuals selected to sit on the subcommittee.

It was suggested to hold subcommittee meetings virtually, using software such as Zoom, during the quarantine period of COVID-19. The subcommittee Chair may have issues holding teleconference meetings; therefore, staff will test Zoom with the subcommittee Chair prior to the next PSC meeting to confirm whether Zoom will be feasible for future subcommittee meetings for all subcommittee members.

The subcommittee Chair and staff indicated that all the candidates interviewed were very qualified.

Action: Staff to provide a copy of the interview questions that they prepared for the volunteer candidate interviews to the PSC members.

4. OTHER BUSINESS

4.1 Council Update on PSC Related Issues

Council Liaison L. MacCumber advised that the last Council meeting was held via Adobe Connect online. She also advised that the Emerging Disciplines Task Force motion was not passed. The Emerging Disciplines Task Force report was, on motion, referred to the Executive Committee for action.

The next Council meeting at which PSC items can be sent for approval will be in mid-June 2020.

4.2 Guidelines to be Updated

4.2.1 Temporary Works

The PSC needs to decide if the update and proposed edits made by the Vice-Chair and staff are sufficient to revise this guideline without going through the public consultation process and send it to PEO Council with an Information Briefing Note, or decide if substantial changes are required, which would trigger a public consultation.

The Vice-Chair noted that the draft guideline still requires some work. It was recommended that another PSC member with construction experience could assist in editing the existing guideline, and P. Rüscher volunteered to assist.

Action: Staff to send the latest copy of the Temporary Works guideline to N. Kennedy and P. Rüscher.

4.2.2 Services of the Engineer Acting Under the *Drainage Act*

Staff has not yet received any comments from the PSC members. Therefore, there was nothing new to report.

4.2.3 Professional Engineers Providing Acoustical Engineering Services in Land-Use Planning Guideline

Staff previously provided all comments received from the Ministry of the Environment, Conservation and Parks members and subject matter experts from the ESDM and AAR Reports subcommittee to the PSC members. The PSC should make a decision on whether this guideline should be updated, and whether Terms of Reference should be developed.

Action: Staff to provide a decision matrix to assist the PSC on next steps regarding this guideline.

5. **ADJOURNMENT AND NEXT MEETING**

The next meeting is scheduled for May 12, 2020.

Some PSC members expressed concern with security of holding virtual meetings via Zoom. Staff advised that there is a new version of Zoom available, and it is important to use a password for every Zoom meeting.

Action: Staff to provide the PSC with a Zoom test session prior to the May 12, 2020 meeting.

The meeting adjourned at 7:30 p.m.