



# Minutes

## PROFESSIONAL STANDARDS COMMITTEE MEETING

Tuesday, June 9, 2020

(Meeting held via Zoom)

### Members:

Fanny Wong, P. Eng. (Chair)

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

Roger Jones, P. Eng.

Dale Kerr, P. Eng.

Lisa MacCumber, P. Eng. (Council Liaison)

Nicholas Pfeiffer, P. Eng.

Peter Rüsçh, P. Eng.

Donna Serrati, P. Eng.

### Staff:

José Vera, P. Eng.

Jennifer Whang, P. Eng.

### Regrets:

James Lowe, P. Eng.

## 1. OPENING OF MEETING

The Chair called the meeting to order at 6:00 p.m., with eight members of the Committee in attendance. Consequently, quorum was attained.

### 1.1 Thank you to Nick Pfeiffer

All the PSC members showed their appreciation to N. Pfeiffer for being a

valuable and helpful member of the PSC, as today was his last day serving as a member of the PSC.

### **1.2 Approval of Agenda**

A motion was made to approve the agenda as written.

**Moved by: R. Jones**

**Seconded by: D. Kerr**

**CARRIED**

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

### **2.1 Approval of Minutes of May 12, 2020 Meeting**

A motion was made to approve the Minutes of the May 12, 2020 meeting as written.

**Moved by: L. MacCumber**

**Seconded by: N. Pfeiffer**

**CARRIED**

### **2.2 Action Items on June 9 , 2020 Meeting**

Staff reported on the status of the following action items:

- Staff advised that the Professional Engineers Providing Reports on Mineral Projects guideline will proceed to go to Council for approval at its June 18, 2020 meeting.
- Staff advised that there will be some updates to the Professional Engineering Practice guideline as the Use of Professional Engineer's Seal guideline is being edited.
- Staff contacted the Municipal Engineers Association (MEA) and the Regional Public Works Commissioners of Ontario (RPWCO) to invite them to participate in the public consultation for the Professional Engineers Providing Engineering Reports under O. Reg. 1/17 guideline.
- Staff will schedule a meeting with members of the Coordinating Licensed Professional subcommittee to develop a bulletin on the "Coordinating Licenced Professional".
- Staff provided a presentation to Metrolinx on May 24, 2020 on the Preparing As-Built and Record Documents guideline, as per their request.

### **3. GUIDELINES**

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

The Terms of Reference and draft guideline were sent to the Secretariat for Council approval its June 18, 2020 meeting.

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

There will be a final subcommittee meeting scheduled to finalize the draft guideline.

During the last subcommittee meeting, which was held on June 8, 2020, a motion for a second public consultation was made due to significant changes in the proposed draft guideline after the first public consultation.

The PSC recommended holding a second public consultation with the previous Review Network and a selected focused group, instead of the wider public.

**Action:** Subcommittee to create a list of stakeholders who will be invited for a second public consultation, including consulting firms who provide Reserve Fund Studies in Ontario, the Ministry of Consumer services, etc.

#### **3.3 Use of Seal Performance Standard**

Staff advised that there was nothing new to report as the Use of Seal requirements have been submitted to the Legislation Committee.

The subcommittee and staff are working on revising the existing performance standard and the proposed Table of Contents.

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

The proposed Environmental Site Assessment, Remediation and Management guideline has been sent to Council for final approval at its June 18, 2020 meeting.

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

In May 2020, staff sent out the proposed draft guideline for public consultation to stakeholders, including the Municipal Engineers Association (MEA) and Regional Public Works Commissioners of Ontario (RPWCO), as advised by the subcommittee Chair. As the draft guideline is still out for public consultation,

there was nothing new to report. Staff will hold a meeting with Council Liaison L. MacCumber and the Ministry of Environment, Conservation and Parks on June 11, 2020 in order to review comments and questions.

### **3.6 Coordinating Licenced Professional Joint Subcommittee**

Staff contacted Engineers and Geoscientists British Columbia (EGBC) as they have given PEO permission to use the content in their practice guideline “Professional Design and Field Review by Registered Professionals”. Staff has prepared a first draft of the bulletin based on the materials that the subcommittee has already provided and the guideline that the EGBC has provided.

**Action:** Staff to schedule a meeting with the subcommittee in June 2020 in order to work on developing a bulletin, which is aimed to be finalized by September 2020.

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

The subcommittee members have completed training, and staff is currently in the process of scheduling the first meeting of this subcommittee in June 2020.

**Action:** Staff to schedule the first meeting of this subcommittee in June 2020.

### **3.8 Professional Engineering Practice Guideline**

Staff prepared the proposed Table of Contents for the PSC’s review and approval.

Some sections that were outdated have been either deleted or replaced by new sections in order to improve clarity. For example, a new section titled “10.9 Intellectual Property” has been added to replace the “Copyright” section. In addition, the “Whistleblowing” section has been replaced by “Duty to Warn”.

No motion is required, as staff was simply seeking direction from the PSC in order to revise the Table of Contents.

### **3.10 Guideline for Professional Engineers Providing Acoustical Engineering Services in Land-Use Planning**

Staff developed a proposed Terms of Reference for revising the Professional Engineers Providing Acoustical Engineering Services in Land-Use Planning guideline for Council and Municipal approval. Council Liaison L. MacCumber

suggested communicating with PEO's Regulatory Compliance staff regarding compliance of the document prior to sending to Council for approval.

**Action:** Staff to collect comments from Council Liaison L. MacCumber and other PSC members on the proposed Terms of Reference and update the document accordingly.

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

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

Council's consent agenda includes the Environmental Site Assessment guideline and Professional Engineers Providing Reports on Mineral Projects.

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

###### **4.2.1 Temporary Works**

There was nothing new to report; however, a PSC member noted that more work was required by the PSC members in reviewing this guideline.

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

Staff advised that there was nothing new to report.

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

Staff developed a proposed Terms of Reference for revising the Professional Engineers Providing Acoustical Engineering Services in Land-Use Planning guideline.

##### **4.3 Data Analytics of Recent Practice Advisory Documents**

Staff advised that there was nothing new to report.

##### **4.4 Data Analytics of Recent Practice Advisory Documents**

The PSC may invite members from the subcommittees to join the PSC.

**Action:** Staff to prepare and send a list of potential candidates for a new PSC member to the PSC Chair and members.

**5. ADJOURNMENT AND NEXT MEETING**

The next meeting is scheduled for September 1, 2020.

The meeting adjourned at 6:50 p.m.