



Minutes

PROFESSIONAL STANDARDS COMMITTEE MEETING

Tuesday, November 10, 2020

(Meeting held via Zoom)

Members:

Neil Kennedy, P. Eng. (Vice-Chair)
Roger Jones, P. Eng.
Dale Kerr, P. Eng.
Lisa MacCumber, P. Eng. (Council Liaison)
Peter Rüsçh, P. Eng.
Donna Serrati, P. Eng.

Staff:

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

Regrets:

James Lowe, 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 six members of the Committee in attendance. Consequently, quorum was attained.

1.1 Approval of the Agenda

The agenda was approved as written.

2. MINUTES OF PREVIOUS MEETING AND ISSUES ARISING FROM MEETING

2.1 Approval of Minutes of October 6, 2020 Meeting

The Minutes of the October 6, 2020 meeting were approved as written.

2.2 Action Items of October 6, 2020 Meeting

Staff made reference to the Action Items Log of the October 6, 2020 meeting, and reported as follows:

- Guideline for Performance Audits and Reserve Fund Studies for Condominiums: Staff to follow up with the Ministry of Municipal Affairs regarding the status of mandatory structural condition assessments.
- Coordinating Licenced Professional Subcommittee: Staff provided a copy of the latest version of the draft bulletin to the PSC members for review and comments.
- Professional Engineering Practice Guideline: Staff provided a copy of the latest draft guideline to the PSC members for final review and feedback.

2.3 New Members for PSC

Staff advised that F. Wong and R. Jones have reached their ten-year term limit on the Committee; however, the PSC has not replaced N. Pfeiffer, H. Swan, and J. Catania. Consequently, the PSC approved a motion to request an extension for F. Wong and R. Jones as members for one more year.

Election of a new Chair and Vice-Chair for the PSC will be discussed and decided in the future.

Action: Staff to send an e-mail to J. Lowe to find out if he would be interested in the position of Vice-Chair of the PSC.

Action: PSC subcommittee members to provide staff with the CVs of people who are interested in becoming members of the PSC.

The Vice-Chair suggested that the PSC have available a list providing each instance where "professional engineer" occurs in provincial legislation for reference when the PSC is reviewing proposed guidelines and standards, and for PSC subcommittees' use when writing draft documents.

Action: Staff to obtain a list of legislation which mentions engineers from PEO's Policy Group.

3. GUIDELINES

3.1 Guideline for Performance Audits and Reserve Fund Studies for Condominiums

The subcommittee met on October 13, 2020. An invitation-only public consultation will take place in the near future, starting from the second week of November 2020.

3.2 Use of Seal Guideline

A first draft of the guideline is now available for the PSC to comment on.

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

A meeting of the subcommittee was held on October 15, 2020 to review the comments received from the public consultation. A version of the draft guideline should be ready for PSC approval before the end of the year.

The letter received from OSPE included in the agenda package advocates for changes in the *Environmental Protection Act*. It was suggested that the Chair of the PSC forward a copy of this letter to PEO's President.

Action: Staff, with the assistance of Council Liaison L. MacCumber, to prepare a memo to PEO's President regarding the letter received from OSPE, which is to be approved by the Chair of the PSC.

3.4 Coordinating Licensed Professional Joint Subcommittee

The Practice Bulletin is currently being reviewed by the subcommittee for final approval.

3.5 Guideline for Pre-Start Health and Safety Reviews

The subcommittee met on November 9, 2020. The first draft of the guideline should be available prior to year end for PSC and Review Network comments.

3.6 Professional Engineering Practice Guideline

This guideline is ready for final PSC approval.

A motion was made to approve the Professional Engineering Practice guideline.

Moved by: L. MacCumber Seconded by: D. Serrati CARRIED

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

The Terms of Reference for this guideline were approved by the PSC and were submitted to Council for approval at its November 2020 meeting.

The Briefing Note to create a new subcommittee is expected to be approved by Council at its November 2020 meeting.

4. OTHER BUSINESS

4.1 Council Update on PSC Related Issues

There were no new updates.

4.2 City of Ottawa - Building Code Interpretation

Two engineers from the National Research Council will write a practice article on this matter.

A practice article regarding site visits during COVID-19 and remote site supervision will be published in the near future.

4.3 Practice Issues Involving COVID-19

There was nothing new to report.

4.4 Systems Engineering Filter

A PSC member and staff developed a decision matrix, which was included in the agenda package. R. Jones made a brief presentation on the updated contents of the Systems Engineering Filter decision matrix.

4.5 PSC 2021 Meeting Schedule

A proposed PSC meeting schedule for 2021 and a multi-faith calendar were included in the agenda package.

The PSC members will review the proposed PSC 2021 meeting schedule and approve it in January 2021.

Action: Staff to revise the 2021 PSC Meeting Schedule to note the meeting dates as “tentative” and revise the January meeting date to January 12, 2021.

4.6 December 2020 PSC Meeting

Staff proposed cancelling the December 2020 PSC meeting.

A motion was made to cancel the December 2020 PSC meeting.

Moved by: R. Jones

Seconded by: P. Rüsç

CARRIED

5. ADJOURNMENT AND NEXT MEETING

The next meeting is scheduled for January 12, 2021.

The meeting adjourned at 7:20 p.m.