



Minutes

PROFESSIONAL STANDARDS COMMITTEE MEETING

Tuesday, January 12, 2021

(Meeting held via Zoom)

Members:

Neil Kennedy, P. Eng. (Chair)

James Lowe, P. Eng. (Vice-Chair)

Dale Kerr, P. Eng.

Lisa MacCumber, P. Eng. (Council Liaison)

Peter Rüsçh, P. Eng.

Donna Serrati, P. Eng.

Staff:

Sherin Khalil, P. Eng

José Vera, P. Eng.

Jennifer Whang, P. Eng.

Guest:

Marisa Sterling, P. Eng. (President)

1. OPENING OF MEETING

Pending election of the new Chair, N. Kennedy 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 the Agenda

A motion was made to approve the agenda as written.

Moved by: D. Kerr

Seconded by: J. Lowe

CARRIED

2. MINUTES OF PREVIOUS MEETING AND ISSUES ARISING FROM MEETING

2.1 Approval of Minutes of November 10, 2020 Meeting

A motion was made to approve the Minutes of the November 10, 2020 meeting as written.

Moved by: D. Kerr

Seconded by: L. MacCumber

CARRIED

2.2 Action Items of November 10, 2020 Meeting

Staff reported that all the action items of the November 10, 2020 meeting have been completed.

Staff advised that, instead of holding monthly meetings, all future PSC meetings would be held on an ad-hoc basis going forward, only when any PSC approval is required.

2.3 Election of New Chair and Vice-Chair

It was reported that there are two members who are no longer on the PSC due to the expiry of their ten-year term limit on the Committee. Therefore, a motion was made to approve N. Kennedy as Chair, and J. Lowe as Vice-Chair.

Moved by: D. Serrati

Seconded by: P. Rüsçh

CARRIED

There was a discussion regarding the possibility of extending the ten-year term limit of PSC members. Staff advised that any term limit extension request should be done through the Advisory Committee on Volunteers (ACV).

A request was sent to the ACV to extend the term of a PSC member for another year, and the ACV will be contacting the Chair of the PSC for further discussion.

2.4 New PSC Members

The PSC members reviewed the resumes of the three applicants who are interested in PSC membership.

It was suggested by the PSC members to invite Al Lightstone or Nicholas Sylvestre-Williams to join a PSC meeting so that this matter could be discussed further.

3. GUIDELINES

The Chair of the PSC suggested some changes in the reporting under this agenda item moving forward. The Chairs of each subcommittee are to prepare a brief summary to report on the status of the respective guideline and any milestones for upcoming meetings. Therefore, this section could be briefly reviewed, unless there are any major issues to discuss.

3.1 Guideline for Performance Audits and Reserve Fund Studies for Condominiums

Staff is compiling a document which will include all comments received from the public consultation. Staff advised that, to date, comments were received from five engineers during the consultation. Further updates will be incorporated into the master document as additional comments are received.

3.2 Use of Seal Performance Guideline

Staff is awaiting comments from the PSC on the revised draft guideline.

Action: Staff to send a reminder to the subcommittee members to submit their comments on the draft guideline.

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

The subcommittee expressed some concerns with the definition of Toxicologist. One more meeting may be required for the subcommittee to approve this guideline.

Action: Staff to schedule the last subcommittee meeting to complete the guideline and address the concerns regarding the definition of Toxicologist.

3.4 Coordinating Licensed Professional

The draft Coordinating Licensed Professional bulletin is ready for PSC approval. There was a discussion regarding some additions/deletions/updates to be made. The draft bulletin which was included in the agenda package is the latest version, with N. Kennedy's comments.

There was a discussion regarding editorial changes that will be made by PEO's Communications Department, and a PSC member suggested that the bulletin be reviewed by the Chair of the PSC prior to publication.

A motion was made to approve the bulletin, with the changes that were discussed at the meeting.

Moved by: J. Lowe

Seconded by: P. Rüsçh

CARRIED

Action: Staff to collaborate with PEO's Communications Department to publish the Practice Bulletin.

3.5 Guideline for Pre-Start Health and Safety Reviews

Staff is preparing a master document of the guideline, to include comments received from the PSC members, the Ministry of Labour, Training and Skills Development, and the Review Network.

Action: Staff to incorporate the additional comments submitted by the rest of the reviewers into the master document in the future.

Action: Staff to schedule a meeting with the subcommittee members to address comments received from the PSC members, the Ministry of Labour, Training and Skills Development, and the Review Network.

3.6 Professional Engineering Practice Guideline

The revised guideline was published in December 2020.

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

PEO Council approved the Terms of Reference to form a new subcommittee at their November 2020 meeting. Staff is collaborating with the Committee Coordinator, and the volunteer position will be posted. The next step will be to review the short list of selected applicants.

Action: Staff to present the short list of selected applicants for the new subcommittee to the PSC prior to inviting them for an interview.

4. OTHER BUSINESS

4.1 Council Update on PSC Related Issues

Council Liaison L. MacCumber commented that the Terms of Reference for the Acoustical Engineering Services guideline had been approved.

President Sterling commented that there was a suggested delineation of committees which needs to be managed either by the Registrar or directly by Council, which will result in Council not being involved with Regulatory Committees.

4.2 City of Ottawa - Building Code Interpretation

It was reported that two engineers from the National Research Council will be writing a practice article on this matter.

4.3 Regulatory Log

The log included in the agenda package was prepared by PEO's Policy Group to identify legislation using the term "engineer", which the PSC may use to identify potential new guidelines.

4.4 General Review Guideline

Staff reported that the Professional Engineers Providing General Review of Construction guideline is one of the top most read guidelines and may need to be updated as it was published over ten years ago. Furthermore, the section on Projects Without Permits is not consistent with the legal opinion, which is more nuanced regarding this scenario and recommends allowing the client to remedy the situation, whereas the guideline assumes the client is in an illegal situation. Consequently, the section on Projects Without Permits may need to become a separate practice bulletin.

Staff suggested that an e-blast could be sent to the PEO members, asking them whether this guideline should be updated. A similar e-blast could be sent in the near future for the Temporary Works guideline as well.

A motion was made to approve sending an e-blast to consult PEO members on whether or not the guideline should be updated.

Moved by: D. Kerr

Seconded by: L. MacCumber

CARRIED

4.5 PSC 2021 Schedule

As agreed to at the November 2020 PSC meeting, all future meetings will be held on an ad-hoc basis.

5. ADJOURNMENT AND NEXT MEETING

The next meeting is scheduled for February 9, 2021.

The meeting adjourned at 7:25 p.m.

Action: Staff to invite the potential new PSC members to the February 9, 2021 meeting as guests.