



Minutes

PROFESSIONAL STANDARDS COMMITTEE MEETING

Tuesday, February 9, 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.

Staff:

Sherin Khalil, P. Eng

José Vera, P. Eng.

Jennifer Whang, P. Eng.

Guests:

Renee Frigault, P. Eng.

Saleha Hussain, P. Eng.

Al Lightstone, P. Eng.

Regrets:

Donna Serrati, P. Eng.

1. OPENING OF MEETING

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

1.1 Approval of the Agenda

The Chair of the PSC recommended adding the five-year review policy under Item 4.5 of the agenda, PSC Work Plan - 2021.

A motion was made to approve the agenda as modified.

Moved by: N. Kennedy

Seconded by: D. Kerr

CARRIED

2. MINUTES OF PREVIOUS MEETING AND ISSUES ARISING FROM MEETING

2.1 Approval of Minutes of January 12, 2021 Meeting

The Chair of the PSC suggested deleting the last paragraph of Item 2.3, Election of New Chair and Vice-Chair, from the Minutes as this information is not currently relevant.

A motion was made to approve the Minutes of the January 12, 2021 meeting as revised.

Moved by: D. Kerr

Seconded by: L. MacCumber

CARRIED

2.2 Action Items of January 12, 2021 Meeting

Staff reported that most of the action items from the January 12, 2021 meeting have been completed.

The Chair of the PSC shared the PSC Projects Status Report with the Committee members and suggested that they provide their feedback. Some recommendations were made by the Committee members, as follows:

- Add a heading and issue date on the report.
- Add milestones of the guidelines in the "Comments" section (i.e. public consultation dates).
- Each subcommittee Chair is encouraged to work with staff to review the comments for each month and confirm the "Completion %".
- For the Performance Audits and Reserve Fund Studies for Condominiums guideline, the "Completion %" to be updated to 95%.
- For the Use of Professional Engineer's Seal guideline, the "Completion %" to be updated to 50%.

- For the ESDM and AAR Reports guideline, the “Completion %” to be updated to 85-90%.
- For the Pre-Start Health and Safety Reviews guideline, the “Completion %” to be updated to 50%.
- The Use of Professional Engineer’s Seal guideline is ready for completion, except for one final change. More detailed information and a motion that was made by the PSC members to approve this change are included in the Item 3.2 of the Minutes.
- For the “% Complete” values, a set of standards to measure the percent completion to be made so that the values are more reasonably calculated and can be used to compare the actual status vs. planned.

Action: Staff to prepare a Gantt Chart for each guideline and how each process of completing a guideline is to be rated (i.e. Terms of Reference, volunteer interviews, public consultation, etc.) in order that the “% Completion” values can be more standardized.

2.3 Introduction and Welcome Guests

The Chair of the PSC introduced three guests, who are potential future candidates for the PSC.

The Chair of the PSC, all members and staff introduced themselves to the guests.

3. GUIDELINES

3.1 Guideline for Performance Audits and Reserve Fund Studies for Condominiums

The public consultation is complete, and the subcommittee will meet this month to review the comments.

3.2 Use of Seal Performance Guideline

A subcommittee meeting will be scheduled to review the PSC’s comments.

A copy of the “older” seals analysis from PEO’s Policy Group was included in the agenda package, which essentially recommends not having a hard requirement for practitioners to write their licence number on seals that do not have a licence number embedded in them.

As this was the only key issue, staff recommended a motion to send these proposed amendments to Council for approval.

A motion was made to direct staff to write a Briefing Note to Council to approve these proposed amendments.

Moved by: P. Rüs

Seconded by: J. Lowe

CARRIED

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

A subcommittee meeting is scheduled for February 17, 2021 to finalize the draft guideline.

3.4 Coordinating Licensed Professional

The Coordinating Licensed Professional Practice Bulletin was published.

3.5 Guideline for Pre-Start Health and Safety Reviews

A subcommittee meeting will be scheduled to review the comments received from the PSC, the Ministry of Labour, Training and Skills Development, and the Review Network.

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

The Volunteer Management Group sent an invitation to practitioners to apply to this new subcommittee.

4. OTHER BUSINESS

4.1 Council Update on PSC Related Issues

Council Liaison L. MacCumber reported that there was no update; however, had a brief discussion with staff regarding the timeline of the Briefing Note to Council regarding amendments to the Use of Professional Engineer's Seal requirements.

Action: Staff to send the draft Briefing Note to the Chair of the PSC and Council Liaison L. MacCumber by the second week of February 2021 so that the final version of the document could be submitted to Council by March 2021.

4.2 General Review Guideline

Staff reported that, as the current General Review guideline already addresses 90% of the questions received by the Practice Advisory Group, it could most likely be revised by the PSC. A Word version of the guideline will be sent to the PSC members for their comments. Each PSC member is to review the document and provide their comments for improvement.

Action: Staff to make some edits to the Professional Engineers Providing General Review of Construction As Required by the Ontario Building Code guideline and Projects without Permit Bulletin, as discussed at the meeting.

4.3 Temporary Works Guideline

The Ministry of Transportation recently expressed interest in adding comments to revise this guideline. Consequently, after informing the Chair, this guideline was sent out for public consultation in order to allow others the opportunity to comment on how this guideline could be revised.

4.4 Essential Construction

The legal article included in the agenda package recommends a hybrid model for some engineers, which would entail working from home when possible and going on-site when necessary. It was suggested that a practice article regarding this hybrid model topic be published in the future as it is an interesting and still useful topic, especially during the pandemic.

4.5 PSC Work Plan - 2021

Staff recommended reviewing the Professional Engineers Providing Services for Municipalities guideline after the General Review guideline has been revised.

Furthermore, after the public consultation for the Temporary Works guideline is complete, another consultation could be held on the Professional Engineers Providing Communication Services guideline.

Finally, the Chair of the PSC strongly proposed that the PSC's review cycle for existing guidelines be changed to ten years going forward, although the review cycle will vary depending on the content of each guideline. Some guidelines become out of date faster than others, in which case they will require more frequent updates. Therefore, it will be effective to identify the dynamic of each guideline in terms of changes and decide their recycle periods.

The initiative of sending out guidelines for public consultation before they are updated has some benefits, such as:

- It allows to have the insights of experienced practitioners at minimal cost, and the members realize that these guidelines still exist.
- It is a good opportunity to reconfirm whether the guidelines are still effective or not, whether they require any revision or update, and whether or not they would be minor or major updates.

Action: PSC members to review the guidelines posted on the PEO website to confirm whether or not any of the guidelines are still relevant or out of date. This issue will be discussed further at the next PSC meeting.

5. ADJOURNMENT AND NEXT MEETING

There was a brief Q&A session with the potential PSC candidates prior to adjournment of the meeting.

The next meeting is scheduled for March 9, 2021.

The meeting adjourned at 7:20 p.m.