



Minutes

PROFESSIONAL STANDARDS COMMITTEE MEETING

Tuesday, April 13, 2021
(Meeting held via Zoom)

Members:

Neil Kennedy, P. Eng. (Chair)
James Lowe, P. Eng. (Vice-Chair)
Renee Frigault, P. Eng.
Al Lightstone, P. Eng.
Lisa MacCumber, P. Eng. (Council Liaison)
Peter Rüsçh, P. Eng.

Staff:

Sherin Khalil, P. Eng.
José Vera, P. Eng.

Guests:

Saleha Hussain, P. Eng.

Regrets:

Dale Kerr, P. Eng.
Donna Serrati, P. Eng.

1. OPENING OF MEETING

The meeting was called 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.

Moved by: J. Lowe

Seconded by: P. Rüsç

CARRIED

2. MINUTES OF PREVIOUS MEETING AND ISSUES ARISING FROM MEETING

2.1 Approval of Minutes of March 9, 2021 Meeting

A motion was made to approve the Minutes of the March 9, 2021 meeting as written.

Moved by: A. Lightstone

Seconded by: J. Lowe

CARRIED

2.2 Action Items of March 9, 2021 Meeting

Staff advised that most of the action items from the March 9, 2021 meeting were completed.

2.3 Meeting Rules

Staff advised that Nathan and Goldfarb's Rules of Order are to be used at PSC meetings.

3. GUIDELINES

3.1 Guideline for Performance Audits and Reserve Fund Studies for Condominiums

Staff reported that, previously, the guideline had been sent to the PSC members for final approval; however, some comments were received. The subcommittee members will address these comments.

3.2 Use of Seal Performance Guideline

The subcommittee met on March 16, 2021 to review and address the PSC's comments on the proposed guideline.

Staff reported that the proposed amendments to the Use of Seal requirements were sent to the Legislation Committee for review and comments prior to sending them to the Ministry of the Attorney General. The Legislation Committee met on March 12, 2021 to discuss the amendments, and the subcommittee Chair attended this meeting to answer any questions.

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

A Briefing Note was sent to PEO Council at their April 2021 meeting for final approval to publish the proposed guideline. The subcommittee is currently working on the performance standards and will be meeting soon to continue discussion regarding the performance standards.

3.4 Guideline for Pre-Start Health and Safety Reviews

The subcommittee met on March 15, 2021 and April 5, 2021 to review the edited sections of the draft proposed guideline, which were made to address comments received from the PSC, the Review Network and the Ministry of Labour, Training and Skills Development. The draft proposed guideline will be sent to the PSC members for approval to begin the public consultation as soon as the subcommittee finishes addressing the remaining comments.

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

It was previously reported that the Volunteer Management Group sent an invitation to practitioners to apply to volunteer on this new subcommittee. The Volunteer Management Group received seven applications from interested volunteers. The names of these applicants will be sent to the Chair of the subcommittee, and interviews will be scheduled.

Staff sent a request to the Ministry of the Environment, Conservation and Parks for observers to attend the subcommittee meetings.

3.6 General Review Guideline

Staff forwarded a copy of the Practice Bulletin on *Review with No Permits* to the PSC members, along with a copy of the legal opinion and copies of Discipline decisions and legal cases on this matter. Some PSC members provided feedback and comments on the proposed Practice Bulletin.

There was a discussion on how these comments will be addressed and whether a subcommittee is required. It was suggested and agreed to form a Task Force.

The goal of the Task Force is to revise the General Review guideline and finalize the Practice Bulletin on *Review with No Permits* and/or, if necessary, recommend the formation of a subcommittee.

The Task Force will consist of approximately 4-5 PSC members, and possibly a guest or two. Separate meetings from PSC meetings will be scheduled to commence work on the Practice Bulletin on *Review with No Permits*.

The following PSC members expressed their interest in joining the Task Force for the Practice Bulletin on *Review with No Permits*:

- A. Lightstone
- S. Hussain
- N. Kennedy
- J. Lowe

Action: Staff to schedule the first meeting of the Task Force for the Practice Bulletin on *Review with No Permits*.

4. OTHER BUSINESS

4.1 Council Update on PSC Related Issues

Council Liaison L. MacCumber advised that, since she is a member of Council as well as an observer on the subcommittee, she cannot be the mover of the Briefing Note on the ESDM and AAR Reports guideline as it would be a conflict of interest, and recommended Councillor S. Ausma to be the mover.

4.2 Temporary Works Guideline

The Temporary Works guideline was sent out for public consultation to indicate whether the guideline was still relevant, required updating and, if so, which sections of the guideline should be updated.

Staff incorporated all the comments received from the public consultation into one master document, which was included in the agenda package of this PSC meeting.

There was concern that a subcommittee may be required to address these comments; however, it was suggested and agreed to form a Task Force of 4-5 PSC members to address the comments received and, if necessary, recommend the formation of a subcommittee.

The following PSC members expressed interest in joining the Temporary Works Task Force:

- R. Frigault
- S. Hussain
- N. Kennedy
- P. Rüsç

Action: Staff to schedule the first meeting of the Temporary Works Task Force.

4.3 Professional Engineers Providing Professional Services in Building Projects using Manufacturer-Designed Systems and Components

It was previously reported that the web analytics suggest that this guideline may no longer be required. Furthermore, the General Review and Structural Design Services guidelines already cover this material. Additionally, this guideline is redundant and discusses responsibilities of non-engineers.

A PSC member indicated that some text in this guideline was useful and could be incorporated into the Use of the Seal guideline. It was agreed to review the guideline and point out any important sections/text that should be kept or incorporated into other guidelines.

A question arose regarding whether this guideline would be available if requested after archiving and if PEO accommodate would such a request.

Staff reported that PEO would be retaining any withdrawn guidelines, which would be available upon request.

The PSC members agreed to withdraw this guideline and keep any important information.

Action: P. Rüsç to indicate which text and/or sections of this guideline should be kept.

Action: Staff to make a request to sunset and remove this guideline from the PEO website.

4.4 5-year vs. 10-year Review Period

4.5 Guideline Development Process and Legal Opinion

Items 4.4 and 4.5 were discussed at the same time as they are related. There was a concern whether the PSC policy to review guidelines every five years should be changed. It was further reported that guideline development and maintenance process is outdated and should be updated to reflect the current

practice in updating guidelines. Staff advised that the PSC members should consider the legal opinion that was received in 2005 regarding PEO establishing standards of practice and types of documents that PEO published.

It was agreed to send the guideline development and maintenance process document to the PSC members for review and feedback.

Action: Staff to send a copy of the guideline development and maintenance process document to the PSC members for review and feedback.

Action: PSC members to decide on a 5-year vs. 10-year review period for practice guidelines.

Action: PSC members to review guideline development and maintenance process document and provide their feedback and comments.

5. ADJOURNMENT AND NEXT MEETING

A new PSC member reported that it may be beneficial for the PSC members to share their engineering experiences and background.

Action: Staff to update the PSC gap analysis and, once done, share with all PSC members.

The next meeting is scheduled for May 11, 2021.

The meeting adjourned at 7:20 p.m.