



Minutes

PROFESSIONAL STANDARDS COMMITTEE MEETING

Tuesday, May 11, 2021
(Meeting held via Zoom)

Members:

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

Staff:

Sherin Khalil, P. Eng.
José Vera, 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

A motion was made to approve the agenda as written.

Moved by: J. Lowe

Seconded by: R. Frigault

CARRIED

2. MINUTES OF PREVIOUS MEETING AND ISSUES ARISING FROM MEETING

2.1 Approval of Minutes of April 13, 2021 Meeting

A PSC member suggested some minor revisions to the Minutes of the April 13, 2021 for clarity. The changes were made to Items 3.6, 4.1 and 4.5.

A motion was made to approve the Minutes of the April 13, 2021 meeting as modified.

Moved by: R. Frigault

Seconded by: J. Lowe

CARRIED

2.2 Action Items of April 13, 2021 Meeting

Staff reported that all action items were completed.

There was a discussion on PSC project development stages and completion estimates. A PSC member suggested adding the stages of PSC project development to the monthly PSC report.

Action: Staff to add PSC project development stages and completion estimates to the monthly PSC report.

3. GUIDELINES

3.1 Guideline for Performance Audits and Reserve Fund Studies for Condominiums

A final draft of the guideline was sent to the PSC members for final approval; however, this item was deferred to the next PSC meeting.

Action: Staff to send a copy of the final version of the Performance Audits and Reserve Fund Studies guideline to the PSC for final approval.

3.2 Use of Seal Guideline

The subcommittee will be meeting on May 17, 2021 to address the comments received on the first draft of the guideline.

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

A Briefing Note was sent to Council for approval of publication of the guideline. Council has approved the guideline, which has been sent to the Communications Department for final editorial review.

3.4 Guideline for Pre-Start Health and Safety Reviews

The subcommittee met on April 21, 2021, and completed addressing all comments received from the PSC and Review Network members. The draft guideline will be sent to the PSC shortly for approval to send out for public consultation.

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

The volunteer position posting closed in March 2021, and six applications were received. Staff provided the list of applicants to the Chair of the subcommittee, and interviews will be scheduled with a short-list selected.

3.6 General Review Guideline

A Task Force was created to develop a practice bulletin on the “Projects Without Permits” issue and to revise the guideline, as needed. The first meeting of the Task Force was scheduled for April 29, 2021.

3.7 Temporary Works Guideline

A Task Force was created to revise the existing guideline and to address the comments received from the public consultation.

A PSC member questioned whether experts should be invited to attend upcoming task force meetings, and it was advised that this could be discussed at the first meeting of the Task Force. The first Task Force meeting is scheduled for June 3, 2021.

There was a discussion regarding the existing Terms of Reference for the Temporary Works guideline, and a question arose as to whether these Terms of Reference could be shared with the PSC for consideration.

Action: Staff to check if the Terms of Reference for the Temporary Works guideline can be shared with the PSC.

4. OTHER BUSINESS

4.1 Council Update on PSC Related Issues

It was reported that Council approved the ESDM and AAR Reports guideline at the April 2021 Council meeting.

Furthermore, there is a new governance committee called the Legislation and Regulatory Policy Committee that will be approving upcoming PSC guidelines, instead of the Council.

4.2 Guideline Development and Maintenance Process

There was a concern from the Council that some guidelines have not been reviewed for 20 years. Staff advised that, in the past, some guidelines were reviewed, however, it was never mentioned that they were reviewed. Past Minutes may have indicated which old guidelines were reviewed and checked at some point.

It was questioned if the PSC Terms of Reference will be updated, and it was advised that, at some point, the PSC Terms of Reference should be updated to reflect the newly updated document on guideline development and maintenance process.

Staff went through the guideline development and maintenance process, and changes were made throughout the document.

Action: Staff to send a clean version of the guideline development and maintenance process document to the PSC members for further comments.

5. ADJOURNMENT AND NEXT MEETING

The next meeting is scheduled for June 8, 2021.

The meeting adjourned at 7:00 p.m.