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# Terms of Reference

## Coordinating Licensed Professional Joint Subcommittee (October 18, 2016)

### OBJECTIVES

The PEO Professional Standards Committee (PSC) and Ontario Association of Architects (OAA) Practice Committee have agreed to establish the OAA/PEO Coordinating Licensed Professional joint subcommittee for the purpose of developing a joint practice guideline that would be endorsed by both the Professional Engineers Ontario (PEO) and the Ontario Association of Architects (OAA). Coordinating Licensed Professionals will coordinate the design work of architects and engineers for buildings required to be designed by an architect, an engineer, or both as per the *Professional Engineers Act*, the *Architects Act* and the Ontario Building Code. Furthermore, the joint subcommittee will develop an accompanying Performance Standard once the Ministry of Municipal Affairs and Housing (MMAH) announces changes to the *Building Code Act*.

### BACKGROUND

- PEO Council supports in principle that a Professional Coordinator be mandated in the Ontario Building Code as described in the Motion below.
  - At 494 Council Meeting on June 9, 2014:  
*Motion that Council support in principle the following position:  
That the Building Code should mandate that an owner retain and identify a principal or coordinating professional, either a Professional Engineer or an Architect, licensed to practise in Ontario as part of a required filing for a permit application. The OAA and PEO would be responsible to establish the professional standards which apply to this role through regulation and or practice guidelines, as appropriate.*
- Elliot Lake Inquiry Recommendation No. 1.27 states:  
For the construction of any buildings requiring the services of more than one professional consultant, either a professional engineer or an architect should be designated by the owner or the owner's agent as the prime consultant to perform the roles and responsibilities of that position, as defined by one or the other or both of the Professional Engineers of Ontario (PEO) and the Ontario Association of Architects (OAA).
- PEO's Submission to the Elliot Lake Policy Roundtable indicates that, "*PEO supports amendment of the Ontario Building Code to provide that the owner of a structure must name a prime consultant in the application for a building permit*".
- The Building Advisory Council recommended the implementation of mandatory professional design coordination roles in their 2012 Report (Appendix C - Recommendation 15).
- In March 2009, Engineers, Architects and Building Officials (EABO) submitted a letter to the Ministry of Municipal Affairs and Housing, EABO recommending the following:

That provisions in the *Architects Act*, the *Professional Engineers Act*, the *Building Code Act* and the Ontario Building Code incorporate requirements for the appointment of a coordinating consultant

where professional design is currently mandated by those statutes. Regulations under the professional acts should clearly set out the standards of practice for this function.

- The OAA and PEO met and agreed that the PEO would prepare draft Terms of Reference for the new joint subcommittee.

### **MANDATE (Specific Tasks)**

This joint subcommittee is expected to obtain and provide information that will aid engineers and architects in performing their engineering role when acting as the coordinating licensed professional in accordance with the *Professional Engineers Act*, *Architects Act* and *Regulation 941*. Tasks that the joint subcommittee should consider as useful to this process are:

- a) review and consider the roles of the Coordinating Registered Professional (CRP) from other jurisdictions such as, Association of Professional Engineers and Geoscientists of BC (ABEGBC) and Association of Professional Engineers and Geoscientists of Alberta (APEGA),
- b) prepare a practice guideline for a *Coordinating Licensed Professional*, that defines the roles and responsibilities of the Coordinating Licensed Professional, along with best practices.

Furthermore, the Coordinating Licenced Professional joint subcommittee is expected to develop a Performance Standard once the MMAH announces changes to the Building Code Act.

### **MEMBERSHIP**

The joint subcommittee should be comprised of 3 architects and 3 engineers engaged in the practice of coordinating the design work of architects and engineers in building projects.

Each organization may provide staff support as appropriate. A Chair should be a member of the Professional Standards Committee (PSC) and Vice-chair will be determined by the joint subcommittee.

### **DELIVERABLES**

The joint subcommittee will complete the draft Joint Practice Guideline and present it to the PEO Professional Standards Committee and OAA Practice Committee no later than December 2017. The joint subcommittee will provide quarterly progress reports to PEO Professional Standards Committee and OAA Practice Committee. Once agreed to by each organization's respective committee, the guideline will be subject to final approval and endorsement by each organization's respective Council.

Meeting Schedule: At discretion of the Chair  
Completion Date: December 2017