

PEO-OAA Joint Liaison Committee (JLC) Terms of Reference

Issue Date:
Approved by:
Function: Operational

Review Date: January 1, 2011
Review by: Council

Mandate	<p>To coordinate the enforcement of the Professional Engineers Act and the Architects Act with respect to required engineering and architectural qualifications for the design and general review services related to building construction.</p> <p>This committee is also expected to discuss any issues which may arise relating to scope of work.</p> <p>The committee will refer issues as necessary to the Joint Practice Board, Council, Enforcement Committee or other groups.</p>
Key Duties and Responsibilities	<p>To jointly deal with submissions from Chief Building Officials related to the requirement for the services of an architect and/or professional engineer related to general design or review.</p> <p>To jointly develop and issue bulletins to Building Officials, approved by the Councils of Professional Engineers Ontario (PEO) and the Ontario Association of Architects (OAA), as a mechanism for providing clarity to emerging issues/disputes.</p>
Success Measurements of Key Duties and Responsibilities	<p>Timely identification of new and emerging issues for discussion and resolution</p> <p>Successful approval of joint bulletins, policy positions and papers by both PEO and OAA Councils in a timely fashion</p> <p>Positive feedback from building officials regarding clarity of bulletins</p> <p>Reduction in information requests for clarity from building officials regarding professional engineering or architecture seals required</p> <p>Decrease in complaints about professional engineers/architects involved</p>
Type of Committee	<p>Joint operational/working committee which makes recommendations to each of the respective Councils relative to the mandate prescribed.</p>
Constituency & Qualifications of Committee Members	<p>Each of the two organizations will nominate/maintain 5-6 members for the committee. Each organization will then select 2 members to serve on a panel for each issue.</p> <p>The selected members should have extensive knowledge of and experience with all provisions and requirements of the Ontario Building Code. The selected members should also have experience in working with local building officials and in drafting bulletins. In the case of PEO, the members should hold or be listed on a Certificate of Authorization. In the case of the OAA, the members must be licensed architects, without terms, conditions, or limitations.</p> <p>Two Chief Building Officials shall be invited to advise the panels as needed.</p>

Recruitment of New Committee Members	For PEO, the CEO/Registrar will seek the advice of PEO's Advisory Committee on Volunteers on nominees and selected members, whose selection will have to be approved by Council initially and annually as part of the Membership list. For the OAA, members will be recruited via the usual process calling for volunteers, and the appointment will be made by the Council as a whole.
Quorum	Quorum shall consist of at least one committee member from each organization.
Reporting Requirements	<p>The committee should report to each organization's staff member responsible as needed.</p> <p>By September 30th of each year, the committee shall prepare an annual work plan for the following year. The work plan will include anticipated outcomes, deliverables, and a continuous improvement component. This will be presented to Council at the following January meeting.</p> <p>The committee shall prepare and submit its annual report to Council by January 15th of each calendar year.</p>
Meeting Frequency & Time Commitment	Face-to-face and/or teleconference meetings as frequently as necessary to identify and address emerging issues and to draft and revise bulletins. It is expected that the members will sit on panels at least four times per year in the first two years. The committee will meet as a whole annually.
Staff Advisor	PEO-CEO/Registrar OAA – Director of Policy/Registrar
Staff Support	PEO - Manager, Practice Standards Deputy Registrar, Standards & Regulations OAA – Director of Policy/Registrar
Budget/Expenses	Each organization shall budget for and pay its members' expenses.