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# Minutes

## PROFESSIONAL STANDARDS COMMITTEE MEETING

Tuesday, January 13, 2015  
PEO Offices

### **Members:**

Andy Bowers, P. Eng. (Chair)  
Jamie Catania, P. Eng.  
Denis Dixon, P. Eng.  
Roger Jones, P. Eng.  
Les Mitelman, P. Eng.  
Colin Moore, P. Eng.  
Nicholas Pfeiffer, P. Eng.  
Brian Ross, P. Eng.  
Heather Swan, P. Eng.

### **Staff:**

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

### **Regrets:**

Fanny Wong, P. Eng. (Vice-Chair)

## **1. OPENING OF MEETING**

The Chair called the meeting to order at 5:45 p.m., with 9 members of the Committee in attendance. Consequently, quorum was attained.

### **1.1 Approval of Agenda**

A motion was made to approve the agenda as written.

**Moved by:** R. Jones                      **Seconded by:** C. Moore                      **CARRIED**

### **1.2 Awards**

Volunteer service recognition awards were given to the following PSC members:

- A. Bowers - 15 years
- R. Jones - 5 years
- N. Pfeiffer - 5 years

### **1.3 Elections**

A motion was made to re-elect A. Bowers as Chair and F. Wong as Vice-Chair of the PSC.

**Moved by:** D. Dixon                      **Seconded by:** R. Jones                      **CARRIED**

## **2. MINUTES OF PREVIOUS MEETING**

### **2.1 Approval of Minutes of December 9, 2014 Meeting**

A motion was made to approve the Minutes of the December 9, 2014 meeting as modified.

**Moved by:** N. Pfeiffer                      **Seconded by:** H. Swan                      **CARRIED**

## **3. GUIDELINES**

### **3.1 Guideline for Structural Engineering Design in Buildings**

Staff previously reported that the members of the PSC and the subcommittee reviewed the draft guideline and made a number of recommendations for updating the guideline.

A practice bulletin might be required for temporary structures.

### PSC Discussion

There was discussion regarding temporary structures for events. The main issues are as follows:

- The variety of these structures makes it difficult to develop a standard for all temporary structures (Kleinosky).
- For temporary structures, there is no regulated or concrete method for determining loads on temporary structures.
- The engineers must factor in the human element when designing temporary structures; when will the people at the event recognize the integrity of the structure is being jeopardized and when to dismantle it.

**Action:** Staff to write the Terms of Reference for “Temporary Structures for Events”.

**Action:** Staff will update the guideline and prepare it for public consultation.

**Follow-Up:** Staff performed a jurisdictional review of existing guidelines and standards relating to temporary structures.

## **3.2 Forensic Engineering Guideline**

J. Catania reported the following:

- The guideline was submitted for public consultation and staff has received the comments.
- Staff is organizing the public consultation comments, which will be discussed with all members at the next meeting.

**Action:** Staff to add an abstract including a similar guideline for future consultations and on the Practice Guideline site, possibly a detailed view including the abstract.

**Action:** Staff to set up a meeting to review the guideline.

### **3.3 Condo Reserve Studies**

L. Mitelman reported the following:

- The subcommittee members have finished editing the guideline. Staff will review the guideline to ensure that it is consistent with the Terms of Reference.
- A meeting has been scheduled for February 23, 2015 for final review of the guideline.

**Action:** Staff to do a final review of the guideline.

### **3.4 Solid Waste Management Guideline**

H. Swan reported the following:

- Every member has an assignment, which will be discussed at the next meeting.
- The guideline will be submitted to the PSC for review, and then will be ready for public consultation.
- The next meeting has been scheduled for January 19, 2015.

### **3.5 Guideline for Review of Completed Works**

Staff reported the following:

- Members have assignments, which will be discussed at the next meeting.
- Members and staff reviewed the APEGA Practice Standard Authenticating Professional Documents and the "Use of APEGBC Seal" guideline, particularly, the record drawings sections.
- The subcommittee members are working on changing the name of the guideline.
- The next meeting has been scheduled for January 28, 2015.

**Action:** Staff to contact insurers to find out if the definitions for "as-built drawings" and "record drawings" still hold true.

**Action:** Staff to contact insurers to find out what disclaimers they recommend for record drawings.

**Action:** Staff to propose to the subcommittee that stakeholders may need to be invited as guests, after draft guideline completed.

**Action:** The subcommittee will provide a draft to the PSC in early 2015.

**Action:** Staff to identify potential new members; perhaps someone from the public sector.

### **3.6 Guideline for Structural Engineering Assessments**

B. Ross reported the following:

- A meeting was held on December 10, 2014, at which there was discussion regarding the Implementation Plan for Elliot Lake Recommendations. Members added their comments to the recommendation table.
- The guideline will be submitted to the PSC for review, and then will be ready for public consultation.
- The guideline will most probably be ready by April 2015.
- The next meeting has been scheduled for January 14, 2015.

### **3.7 Data Matrix Bulletin**

Practitioners have requested that PEO issue a Practice Bulletin. Accordingly, the Practice Bulletin will be issued electronically, and will be available in either PDF or Word format.

**Question:** When do we expect the Data Matrix Practice Bulletin to be ready?

**Answer:** The goal is to have a draft of the Data Matrix Practice Bulletin ready by March 2015.

**Action:** Staff to prepare a first draft of this bulletin.

### **3.8 PSC Work Plan**

**Action:** Staff to prepare a Briefing Note to sunset guidelines that do not deal with practice issues.

## 4. STANDARDS

### 4.1 Tower Crane Review Standard

Staff reported the following:

- PEO had a meeting with the Ministry of Labour to discuss the Tower Crane Standard. Currently, the PSC is waiting to synchronize the Tower Crane Standard with the new regulation under the *Occupational Health and Safety Act*.
- The Ministry of Labour is concerned that all tower cranes in operation for more than 10 years shall go through a certification process.
- The Ministry of Labour is requesting that PEO add the certification process to the Tower Crane Standard. However, PEO suggested issuing the Tower Crane Standard and having a separate document for the certification process.
- The next meeting with the Ministry of Labour will be held on January 16, 2015 to discuss the issue of certifying older cranes.

**Question:** What is the difference between old cranes and used cranes?

**Answer:** The age of used cranes is less than ten years.

**Question:** Is there any certification process for old cranes?

**Answer:** No, there are pre and post erection evaluations for the cranes as part of the safety inspections required at the construction site.

**Action:** Staff to add the Ministry of Labour regulations to the Briefing Note to Council.

**Action:** Staff to investigate if the standard can be released without the Ministry of Labour regulations.

**Action:** Staff to apply pressure to the Ministry of the Attorney General in order to accelerate the work required to complete the document.

## 4.2 Supervising and Delegating Standard

There were comments received from the legislative drafter regarding the draft standard. In the opinion of the drafter, some of the comments point to the incorrect use of the term “delegation” and limitation within the Act of the term “supervision” to “how the engineers supervise the business of C of A”.

Staff will meet with the drafter to clarify some of the comments on the draft standard.

**Action:** Staff to prepare a Briefing Note to PEO Council, including peer review comments, to approve the Supervising and Delegating Standard after legislative drafting from the Ministry of the Attorney General.

**Action:** PSC members to send any comments/feedback regarding the Supervising and Delegating Standard prior to the next meeting with the Ministry of Labour.

## 4.3 Duty to Report

The Duty to Report seminar will be held sometime in the Spring.

**Action:** OCEPP to hold a seminar on Duty to Report.

**Action:** After the seminar is held, staff will recommend what document will best cover the Duty to Report.

**Action:** After the seminar is held, staff will provide a legal report on Duty to Report.

**Action:** After the seminar is held, staff will provide an opinion regarding when an engineer gets hired to examine “X”, but then sees a problem regarding “Y” (i.e. hired to examine a structure, but found a problem with the electrical panel).

## 5. OTHER BUSINESS

### 5.1 Status of PSC Projects

Staff reviewed the status of the current PSC projects.

**Action:** Staff to provide additional information on the proposed Guideline Interpreting PEA for Regulators.

## **5.2 Elliot Lake Inquiry Report**

Staff reported the following:

- Staff received comments from the Elliot Lake Task Force, PSC, Structural Engineering Assessment subcommittee and Legislation Committee following their review of the implementation plan.
- Creating a “Structural Engineering Specialist” designation is problematic in the view of most members.
- Staff is producing a Briefing Note to Council which includes a revised implementation plan based on the comments received from all committees.

**Question:** What tangible progress has our co-regulator advised PEO about?

**Answer:** The Ministry is creating a Building Safety Technical Advisory panel and invited PEO to suggest potential candidates, which was done, to meet the end of December 2014 deadline.

**Question:** Does our co-regulator have anything such as a schedule for decisions and deliverables that would be an essential precursor to our work?

**Answer:** No. This question could be posed to Brenda Lewis, Director of the Ministry of Municipal Affairs and Housing.

## **5.3 Industrial Subcommittee**

Staff has submitted the final report to the PSC. However, the Chair has requested some modifications.

**Action:** Staff to edit the final report.

## **5.4 Risk Management Model Guideline**

There was nothing new to report.



## 5.5 Climate Change and Engineering

There was nothing new to report.

**Action:** Staff to find out if the model guideline is available to PEO members.

## 5.6 Evidence-Based Legislation

There was nothing new to report.

**Action:** Staff to make a presentation on Evidence-Based Policy at a future PSC meeting.

**Action:** Staff to seek clarification on this protocol from the Ministry of the Attorney General; for example, is an impact study required?

## 5.7 Emerging Disciplines Task Force Nanotechnology/Molecular Engineering Phase 2 Report

Staff reported that this item has been completed and will be removed from the agenda.

**Follow-Up:** Staff improved the reply memo to the Task Force which was written by the Chair.

**Action:** Staff to provide a copy of the memo to the PSC members.

## 5.8 Special Rules of Meetings

**Action:** Staff to provide a presentation on Wainberg's Society Meetings as they would apply to the PSC.

**Follow-Up:** The Chair requested that Volunteer Management add Wainberg's Society Meetings to the agenda of the annual Committee Chairs meeting.

## 5.9 Practice Review Pilot Voluntary Program

There was nothing new to report.

**Action:** Staff to contact the Discipline Committee to find out if they will use the new Practice Review guideline.

## 5.10 Errors in Records of Site Condition

Staff reported the following:

- PEO had a meeting with the Ministry of the Environment and Climate Change on March 6, 2014.
- The Ministry of the Environment and Climate Change has a concern regarding the errors on Records of Site Condition and requested that PEO take action. However, PEO informed the Ministry of the Environment and Climate Change that they can make complaints.
- The Ministry of the Environment and Climate Change was not satisfied regarding making complaints due to several complaints having been made, which are yet unresolved. Perhaps, more information should be requested from the Complaints Committee to understand why there are unresolved complaints.
- The Ministry of the Environment and Climate Change requested that PEO educate engineers on what they have to do when performing a Record of Site Condition.
- The result of the meeting with the Ministry of the Environment and Climate Change was to write an article in *"Engineering Dimensions"* to explain Section 153 and its regulation. However, the paper submitted by the Ministry of the Environment and Climate Change was not suitable for publication in *"Engineering Dimensions"*.
- The Ministry of the Environment and Climate Change was offered other options for informing PEO members of their concerns, but have rejected each.

A member stated that it was their understanding that the Ministry of the Environment and Climate Change has not provided a guidance document, and different Ministry of the Environment and Climate Change staff reviewers provided different and conflicting advice between each person, and the independent reviewers provided different advice as well.

## 5.11 Managing Multi-Disciplinary Projects

The PSC received a recommendation from Councillor Spink for a guideline on "Managing Multi-Disciplinary Projects". The members indicated that this issue might be mentioned in a new guideline on Engineering Management, or a new section on Engineering Management in the "Professional Practice Guideline".

**Action:** Staff to review NI-43101 - Minerals Properties Practice Guideline.

**6. ADJOURNMENT AND NEXT MEETING**

The meeting adjourned at 8:15 p.m.

Below are the meeting dates for the balance of 2015:

- February 10, 2015
- March 10, 2015
- April 14, 2015
- May 12, 2015
- June 9, 2015
- September 15, 2015
- October 20, 2015
- November 17, 2015
- December 8, 2015