



Minutes

PROFESSIONAL STANDARDS COMMITTEE MEETING

Tuesday, April 10, 2018

PEO Offices

Members:

Fanny Wong, P. Eng. (Chair)
Neil Kennedy, P. Eng. (Vice-Chair)
Jamie Catania, P. Eng.
Roger Jones, P. Eng.
Dale Kerr, P. Eng.
James Lowe, P. Eng.
Nicholas Pfeiffer, P. Eng.
Brian Ross, P. Eng.

Staff:

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

Regrets:

Denis Dixon, P. Eng.
Heather Swan, P. Eng.
Michael Wesa, P. Eng. (Council Liaison)

1. OPENING OF MEETING

The Chair called the meeting to order at 5:45 p.m., with 7 members of the Committee in attendance. Consequently, quorum was attained.

N. Kennedy, Vice-Chair, will chair the next meeting as the Chair is unable to attend.

1.1 Approval of Agenda

A motion was made to approve the agenda as written.

Moved by: N. Pfeiffer

Seconded by: J. Lowe

CARRIED

2. MINUTES OF PREVIOUS MEETING

2.1 Approval of Minutes of March 20, 2018 Meeting

A motion was made to approve the Minutes of March 20, 2018 meeting as written.

Moved by: R. Jones

Seconded by: J. Lowe

CARRIED

2.2 Action Items of March 20, 2018 Meeting

Staff reported on the status of the action items.

3. GUIDELINES

3.1 Guideline for Performance Audits and Reserve Fund Studies for Condominiums

There was nothing new to report.

It was previously reported that the subcommittee is holding off on the development of the guideline as the Ministry of Government and Consumer Services is currently updating their regulation on Performance Audits and Reserve Fund Studies.

3.2 Guideline for Structural Condition Assessments of Existing Buildings and Designated Structures

There was nothing new to report.

It was previously reported that the Ministry of Municipal Affairs developed a white paper on "Potential Changes to Ontario's Building Code Parking Structures". The subcommittee members will start working on the performance standard as soon as the Ministry of Municipal Affairs updates their regulations.

3.3 Guideline for Design Evaluation of Demountable Event Structures

This guideline is currently out for public consultation, which will close on May 11, 2018.

3.4 Use of Seal Guideline

The subcommittee met on April 5, 2018, and prepared a draft performance standard.

A request for a legal review of the proposed standard will be sent to the PSC Chair.

Action: PSC members to review the draft performance standard and provide comments prior to the next PSC meeting on May 8, 2018.

3.5 Guideline for Professional Engineers Providing Reports on Mineral Projects

The subcommittee met on March 21, 2018.

The draft guideline will be sent to the PSC for comments this Spring. The Chair of this subcommittee may attend an upcoming PSC meeting as a guest to address any questions on the guideline.

3.6 Guideline for Preparing As-Built and Record Documents

The subcommittee met on March 28, 2018.

The Terms of Reference will be revised to align with the guideline and avoid using the term “assessment” as the preparation of record documents is not an assessment.

The subcommittee reviewed the terminology used in the guideline, and the subcommittee members recommended using the term “inspection” instead of “verify” and “review” as this could mislead to assessment and may hold more liability for engineers.

3.7 Guideline for Environmental Site Assessment, Remediation and Management

There was nothing new to report.

The subcommittee will next meet on April 26, 2018.

The PSC Chair advised that any future subcommittees should have a PSC member chair even if the PSC member does not have the required technical background for the respective subcommittee.

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

The subcommittee met on March 27, 2018, and will next meet in early May 2018.

The next meeting will be longer in duration as the subcommittee members would like to review the entire guideline and make a decision on whether the draft guideline is ready to be sent to the PSC.

Staff is still working with the subcommittee members on preparing a memo to request a legal review of the guideline.

3.9 Coordinating Licensed Professional Joint Subcommittee

The subcommittee met on April 4, 2018.

OAA Council has requested to review the draft guideline. Meetings have been scheduled for April 18 and May 2, 2018 to get the guideline ready for OAA Council.

The PSC members are concerned about the consistency in the guideline development process between the OAA and PEO.

The subcommittee Chair advised that the subcommittee had a discussion on sealing requirements and recommended using a consistent definition in all PEO guidelines.

Action: PEO staff to contact the OAA to explain that OAA approval should be consistent with the PEO process.

3.10 Pre-Start Health and Safety Reviews

Staff provided web analytics on PEO practice resources, including practice guidelines and performance standards.

It was reported that the Pre-Start Health and Safety Reviews guideline is one of the top ten guidelines being used by engineers.

Staff provided a presentation covering some areas that could be taken into consideration when updating the guideline:

- The obligations where the employee is the professional engineer who provides the Pre-Start Health and Safety Reviews for the firm.
- Risk assessment, as the Ministry of Labour is proposing to add new provisions that would require employers at certain industrial establishments to assess and manage the risks of hazards that may arise from the nature of the workplace.
- Recommendations for proper safety devices such as light curtains, safety mats, interlockings, etc., not covered in the existing guideline.
- Should Pre-Start Health and Safety Reviews cover scaffolds and work platforms? The Ministry is proposing to add new requirements to Regulation 851 regarding scaffolds. A scaffold platform or other work platform would need to have stairs, runways, ramps or ladders to allow workers to access and leave the platform.
- Guardrail and toe-board requirements are not covered in the guideline. The Ministry is proposing amendments to Sections 13 through 15 of Regulation 851 to clarify the requirements for guardrails, toeboards and coverings, and any exemptions to those requirements.
- Electrical Classification in Hazards locations where fire or explosion hazards may exist due to flammable gases or vapors, flammable liquids, combustible dust, or ignitable fibers or flyings not covered by the guideline.
- The guideline does not cover different machinery types such as, pneumatic and/or hydraulic machinery. Furthermore, the robotic cell is not covered.

A PSC member indicated that plant networks are vulnerable to security malfunctions, either accidental or malevolent; thus, Pre-Start Health and Safety Review guidelines and/or standards should include a "placeholder" for network security checking. A PSC member indicated that this should be considered when the guideline is updated.

Staff provided some discipline cases that may be relevant to the guideline.

A PSC member indicated that the above points and cases provided may not be sufficient evidence to update the guideline.

Staff reported that PEO Complaints & Investigations staff may be invited to speak on relevant complaints.

4. OTHER BUSINESS

4.1 Council Update on PSC Related Issues

Staff reported that the term of Councillor Wesa is over. PEO Volunteer Management staff may need to appoint a new Council liaison for the PSC.

Staff reported that the way a new Council liaison is appointed is as follows: (a) if a current PSC member is a Councillor; or (b) Council appoints a new Council liaison.

A PSC member asked if there was a preference for having the Council liaison close to Toronto. Perhaps, the PSC could request a practicing member and also request that attendance in person at meetings would be beneficial.

A PSC member suggested that “Blue Button” software could be used for conferencing.

Another PSC member suggested providing training for people attending meetings via teleconference.

4.2 PSC and Chapter Outreach

It was previously reported that a Chapter Chair contacted the PSC Chair and advised that PEO Chapters are looking for speakers for seminars, and requested that the PSC and its subcommittee members provide seminars on practice guidelines to Chapters.

The above proposal requests presentations made by experts, rather than PEO staff.

The PSC Chair reported that it may be difficult to address this request as not all PSC members are technically knowledgeable to provide presentations.

A PSC member suggested that recording presentation/webinars could be helpful for Chapters. Video recording a presentation could also be considered.

It was suggested that a 15-minute web-based session on PEO guidelines could be provided as well.

A PSC member reported that the Ministry of Community and Social Services provides training sessions on Ontario Disability Awareness with a quiz at the end of each session.

Action: Staff to draft a memo in response to the Chapter Chair's request.

4.3 Requests for Proposals

There was nothing new to report.

4.4 PEO's 2018-2020 Strategic Plan

There was a discussion on the guidelines and standards development process. PSC members suggested that the development process should mandate that PEO investigators contribute at the early stage of development.

A PSC member indicated that, in the past, the PSC Chair provided a presentation to Council on the process of guidelines. It was suggested that PSC members provide this presentation to Chapters to explain the development process.

A motion was made to approve the following PSC strategic objectives:

- Engage experts at early stage to help develop Terms of Reference in the guideline.
- PSC members to provide presentations to Chapters, explaining the development of PEO document process, or provide presentations remotely via video teleconference. Timeline and budget would be provided in the plan.
- Collaborate with government to develop Terms of Reference.
- Engage PEO investigator to provide relevant complaints information.
- Recorded webinars to be provided on new guidelines. perhaps a quiz could be provided at the end.

Moved by: R. Jones

Seconded by: B. Ross

CARRIED

There was a discussion on the requirement for a government liaison to attend each subcommittee meeting, as an observer, to represent government.

A PSC member indicated that the Government Liaison Committee could assist in case there is resistance from government to assist in developing Terms of Reference.

There was a discussion on Ministry of Labour input on the Pre-Start Health and Safety Reviews guideline.

5. ADJOURNMENT AND NEXT MEETING

The next meeting is scheduled for May 8, 2018.

The meeting adjourned at 7:30 p.m.