



Minutes

PROFESSIONAL STANDARDS COMMITTEE MEETING

Tuesday, April 11, 2017

PEO Offices

Members:

Nicholas Pfeiffer, P. Eng. (Chair)

Jamie Catania, P. Eng.

Denis Dixon, P. Eng.

Roger Jones, P. Eng.

Neil Kennedy, P. Eng.

Dale Kerr, P. Eng.

Colin Moore, P. Eng. *[via teleconference]*

Staff:

Sherin Khalil, P. Eng.

José Vera, P. Eng.

Regrets :

Brian Ross, P. Eng.

Heather Swan, P. Eng.

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

Guest:

James Lowe, P. Eng.

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.

1.1 Approval of Agenda

A motion was made to approve the agenda as written.

Moved by: R. Jones Seconded by: D. Kerr CARRIED

1.2 Introduction and Questions

J. Lowe from the Preparing As-Built and Record Documents Guideline Subcommittee attended the meeting as a guest, and the PSC members introduced themselves.

2. MINUTES OF PREVIOUS MEETING

2.1 Approval of Minutes of March 7, 2017 Meeting

A motion was made to approve the Minutes of the March 7, 2017, meeting as modified.

Moved by: D. Kerr Seconded by: N. Kennedy CARRIED

2.2 Action Items of March 7, 2017 Meeting

Staff reported on the status of the Action Items.

Action: Staff to collaborate with J. Max, Manager, Policy to verify which of the proposed questions fall within the mandate of the PSC’s Terms of Reference.

A PSC member raised a concern regarding scheduling the subcommittee meetings prior to the PSC meetings. However, staff advised that it might be difficult to do so as some subcommittees meet once every two month, and others may meet once every three months. Furthermore, scheduling a subcommittee meeting is based on the availability of the subcommittee members.

Follow-Up: Staff sent the PEO Annual General Meeting invitation to H. Swan and N. Kennedy to attend on behalf of the Chair and Vice-Chair of the PSC.

Action: Staff to apply the assessment process to verify if a practice guideline is needed for best practices for Quality Verification Engineers.

3. GUIDELINES

3.1 Guideline for Preparing As-Built and Record Documents

Staff reported that a meeting is scheduled on May 3, 2017 to address the public consultation comments.

3.2 Guideline for Performance Audits and Reserve Fund Studies for Condominiums

There was nothing new to report.

It was previously reported that the subcommittee members have some concerns regarding non-engineers performing Reserve Fund Studies in higher-risk buildings, e.g. with balconies and underground parking structures.

The subcommittee Chair and staff wrote a memo to the Chair of the PSC, advising that the Regulations to the *Condominium Act* are currently in the process of being updated. The subcommittee has concluded that, due to the inherent risk to public safety, engineers need to be consulted when a Reserve Fund Study is conducted for a building over six storeys in height, where the building has concrete balconies, or where the property has a parking garage structure, either underground or above ground.

The subcommittee is recommending that PEO take the position that the Regulations to the *Condominium Act* be amended to explicitly require engineering input for Reserve Fund Studies of these higher-risk buildings.

3.3 Guideline for Solid Waste Management

The Solid Waste Management Guideline was approved by Council at their February 2017 meeting. Staff sent this guideline to the Communications Department for final editorial changes prior to publication.

There was a concern regarding the timing of the public release for guidelines. Staff advised that the Communications Department is currently working on a new format and design for guidelines.

The Communications Department has released the Structural Engineering Design Services for Buildings Guideline, and it is currently available on PEO website. The goal of the Communications Department is to release the Structural Condition Assessments of Existing Buildings and Designated Structures Guideline within a month and, next in queue, will be the Solid Waste Management Guideline.

Action: Subcommittee members to send comments and feedback on the new design format for guidelines.

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

As previously indicated, the Communications Department is working on final editorial changes.

3.5 Guideline for Design Evaluation of Demountable Event Structures

The subcommittee Chair advised that the subcommittee members met on April 6, 2017, and had a very productive meeting. The goal is to schedule a meeting in late May 2017, and the first draft of the guideline will be sent to the PSC members for their September 2017 meeting for feedback and thoughts.

The subcommittee Chair advised that the Ontario Building Code addresses many issues, such as, firefighting, etc., and the guideline will simply reference the Ontario Building Code to address issues that are not in the mandate of the subcommittee.

Action: Staff to schedule the next meeting of the subcommittee in late June 2017.

3.6 Use of Seal Guideline

The subcommittee is comprised of four members, one observer from the Electrical Safety Authority, and one observer from the Ministry of Transportation. Staff sent a doodle to schedule the inaugural meeting for sometime in May 2017.

3.7 Guideline for Professional Engineers Providing Reports on Mineral Properties

The subcommittee is comprised of three members and one observer from the Ontario Securities Commission. Staff will send a doodle to schedule the inaugural meeting for sometime in late May/early June 2017.

3.8 Guideline for Environmental Site Assessment, Remediation, and Management

Volunteer Management staff is still working on forming this subcommittee.

3.9 MOECC - Performance Standard for the Environmental Site Dispersion Model (ESDM)

The subcommittee is comprised of five members and two observers from the Ministry of the Environment and Climate Change. Staff sent a doodle poll to schedule the inaugural meeting for sometime in early May 2017.

3.10 Coordinating Licensed Professional Joint Subcommittee

The subcommittee is comprised of three architects, three engineers and one observer from the Ministry of Municipal Affairs. Staff sent a doodle poll to schedule the inaugural meeting for sometime in early June 2017.

A PSC member has requested the names of the architects who are contributing in developing the guideline.

Action: Staff to provide a list of the Ontario Association of Architects members who are contributing to the Coordinating Licensed Professional Joint Subcommittee.

A PSC member advised that the Ontario Association of Architects has an existing document on Coordination of Consultants, which may be of interest when developing the joint guideline.

3.11 Assuming Responsibility and Supervising Guideline

Staff sent the first draft of the guideline to the PSC, and many interesting comments were received from some of the PSC members.

Question: What are examples of engineering work not covered by the Certificate of Authorization?

Answer: Engineering work that is done in factories.

The PSC members discussed the following:

- There was a discussion regarding the difference between assuming responsibility for work completed by licence holders and non-licence holders. Staff advised that licence holders should be responsible for their work. In situations where engineers assume responsibility for work completed by non-licence holders, engineers should have authority to completely redesign a project, if required, and never assume responsibility until an engineer reviews and approves it.
- There was a discussion regarding situations where an engineer supervises 20 individuals. It was advised that the engineer should develop a personal supervision plan that is reasonable for the nature of the engineering work before commencing an engineering project.
- A PSC member noted that the guideline has a definition of the term "Engineer". However, the guideline should also reference the *Professional Engineers Act*.
- A PSC member indicated that some clients request engineers to seal engineering work which is not appropriate, and the engineer should be requested to review engineering work prior to applying their seal.
- There was a discussion regarding supervising multi-disciplinary teams, and coordinating engineers may find themselves responsible and in charge for work completed by others. As such, licence holders will be responsible for their work, and a record should be kept of each professional member's contribution and responsibility.
- There was a discussion regarding mentoring work. It was advised that mentoring work is different than supervising and assuming responsibility. It was agreed that a section on mentoring work should be added to the guideline.

Action: Staff to add a section on mentoring work in the guideline.

Action: Staff to add a reference to the *Professional Engineers Act* next to term "Engineer".

Action: Staff to send the updated version of the guideline to the PSC members for their comments and feedback.

Action: PSC members to send their comments and thoughts on the guideline.

4. OTHER BUSINESS

4.1 Status of PSC Projects

Staff provided the status of PSC projects.

There was a discussion that no PSC members were interested in chairing the following subcommittees:

- Coordinating Licensed Professional Joint Subcommittee
- Environmental Site Assessment, Remediation and Management
- Reports on Mineral Projects

It was suggested that perhaps a member of each of the above subcommittees could chair.

Follow-Up: Staff added a new column on the Status of PSC Projects log to note the Chair of each subcommittee.

4.2 Council Update

It was reported that a new Council liaison for the PSC would be required.

R. Jones reported some updates on the following:

- Regulatory Conflict Protocol
- PEAK program

Action: Staff to determine the Council liaison for the PSC and discuss at the next meeting.

4.3 Improve Guideline Development and Maintenance Processes

Follow-Up: Staff sent the Learning Module - Chairing Effective Meetings to PSC members.

Action: PSC members to send their feedback on the Learning Module - Chairing Effective Meetings to staff.

A PSC member, who is a subcommittee Chair, reported that some members of the subcommittee are not contributing to the guideline and they are not working on their assignments, which may slow the progress on developing guidelines.

A PSC member suggested that it would be best for the Chair to assign members with writing sections on the guideline.

Another PSC member suggested that a professional writer may be required for each subcommittee to summarize the members' thoughts at the meeting.

Another suggestion was for the Chair to take notes and collect opinions from subcommittee members, and write the guideline.

Another suggestion was to meet members individually to collect their thoughts.

Action: Staff to discuss the above thoughts and provide feedback at next meeting.

4.4 New PSC Members

J. Lowe attended the meeting as a guest, and advised that big companies hire professional writers to speed up projects.

5. ADJOURNMENT AND NEXT MEETING

Action: Staff to add a new item to the next PSC agenda regarding the new format and design of the practice guidelines.

The meeting adjourned at 7:30 p.m.

Below are the meeting dates for 2017:

- May 9, 2017
- June 13, 2017
- September 12, 2017
- October 17, 2017
- November 14, 2017
- December 12 2017