



Minutes

PROFESSIONAL STANDARDS COMMITTEE MEETING

Tuesday, December 12, 2017

PEO Offices

Members:

Nicholas Pfeiffer, P. Eng. (Chair)
Fanny Wong, P. Eng. (Vice-Chair)
Jamie Catania, P. Eng.
Denis Dixon, P. Eng. *[via teleconference]*
Roger Jones, P. Eng.
Dale Kerr, P. Eng.
Colin Moore, P. Eng.
Brian Ross, P. Eng.

Staff:

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

Regrets:

Neil Kennedy, P. Eng.
Heather Swan, P. Eng.

1. OPENING OF MEETING

The Chair called the meeting to order at 5:00 p.m., with 9 members of the Committee in attendance. Consequently, quorum was attained.

1.1 Approval of Agenda

Agenda Item 1.2, "Election of PSC Chair and Vice-Chair", was deferred to the end of the meeting.

A motion was made to approve the agenda, as modified.

Moved by: J. Catania

Seconded by: D. Kerr

CARRIED

2. MINUTES OF PREVIOUS MEETING

2.1 Approval of Minutes of November 14, 2017 Meeting

A motion was made to approve the Minutes of the November 14, 2017 meeting, as written.

Moved by: D. Kerr

Seconded by: F. Wong

CARRIED

2.2 Action Items of November 14, 2017 Meeting

Staff reported on the status of the action items.

3. GUIDELINES

3.1 Guideline for Preparing As-Built and Record Documents

Staff reported the following:

- The subcommittee members met on November 21, 2017, and completed addressing all the public consultation comments.
- The subcommittee members requested to schedule a last meeting for final review of the draft guideline.
- The goal is to provide the final version of the guideline to the PSC members with the February 2018 meeting agenda package for review and comments.

3.2 Guideline for Performance Audits and Reserve Fund Studies for Condominiums

- The subcommittee Chair advised that there was no update as the subcommittee was still waiting for changes/update regarding the regulation

on Performance Audits and Reserve Fund Studies, which may be available for public consultation in 2018.

- Staff reported that an Information Briefing Note will be sent to PEO Council for their February 2018 meeting to inform them of the delay in developing the guideline.

Action: Staff to send an Information Briefing Note to PEO Council for their February 2018 meeting to inform them 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.

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

Staff reported the following:

- The Ministry of Municipal Affairs developed a white paper on Potential Changes to Ontario's Building Code: Parking Structures, which is currently available for the public consultation.
- The subcommittee members met on December 5, 2017. Ministry of Municipal Affairs staff attended the subcommittee meeting to present the potential changes to Ontario's Building Code and discuss the subcommittee members' comments on the white paper.
- PEO prepared a draft memo to the Building Code Policy Development Building and Development Branch, Ministry of Municipal Affairs, in response to the Ministry consultation paper, Potential Changes to Ontario's Building Code: Parking Structures.
- A PSC member noted that underground garages should be included in the scope of these mandatory assessments.

3.4 Guideline for Design Evaluation of Demountable Event Structures

Staff reported the following:

- The PSC's comments on the guideline were received, and the subcommittee met on November 21, 2017 to address these comments.
- The goal is to send the final draft of the guideline to the PSC in early 2018.

3.5 Use of Seal Guideline

The subcommittee Chair reported the following:

- The subcommittee met on November 7, 2017.
- Staff proposed a draft performance standard to the subcommittee for discussion.
- The subcommittee members will meet sometime in January 2018 to review the draft performance standard.
- The final draft of the performance standard may be sent to the PSC in February 2018 for review and comments.

3.6 Guideline for Professional Engineers Providing Reports on Mineral Projects

Staff reported that the subcommittee members will meet on December 20, 2017 to continue working on the draft guideline. The goal is to have the draft guideline ready for January 2018 for review/comments.

Staff proposed that the subcommittee Chair attend a future PSC meeting to answer any questions that the PSC may have regarding the draft guideline.

3.7 Guideline for Environmental Site Assessment, Remediation and Management

Staff reported that the subcommittee members met on December 11, 2017 to start revising the existing guideline. The subcommittee members reviewed the discipline and legal cases that were relevant to Environmental Site Assessment and Remediation. The key issues which were found from these cases were incomplete reports, misleading information, and some engineers not being competent to provide remediation reports.

The subcommittee will revise the existing draft guideline based on the practice issues that were reviewed at the subcommittee meeting.

The subcommittee Chair assigned every member to write/update a few of sections of the draft guideline.

The subcommittee members will meet on March 8, 2018 to continue working on the guideline.

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

Staff reported the following:

- The subcommittee met on December 6, 2017 to continue working on the draft guideline.
- The subcommittee Chair assigned every member a few sections of the draft guideline.
- There was a question regarding any update on the memo that was sent to PEO staff to indicate the liability issue of engineers signing off on Toxicological Reports that are prepared by toxicologists. Staff advised that this item was discussed at the December 2017 Legislation Committee meeting to inform them that the PSC has identified a potential regulatory impact.
- Staff reported that next subcommittee meeting will be held on January 31, 2018. The goal is to send the first draft of the guideline to the PSC in February 2018 for review and comments.

3.9 Coordinating Licensed Professional Joint Subcommittee

The subcommittee Chair reported that the subcommittee has not met since the last PSC meeting. The next meeting is scheduled for December 18, 2017.

4. OTHER BUSINESS

4.1 Council Update

The Council Liaison was not able to attend this meeting. Staff reported that the following Briefing Notes will be sent to PEO Council at their February 2018 meeting:

- An Information Briefing Note will be sent to Council to inform them that the Condo Technical Audits subcommittee is holding off on the development of the guideline as the Ministry of Government and Consumer Services is currently updating their regulation.
- A Briefing Note will be sent to Council for final approval of the Assuming Responsibility and Supervising Guideline.

4.2 New PSC Members

The Chair suggested deferring this item to next PSC meeting agenda for discussion and decision.

4.3 PSC Gap Analysis

Follow-Up: Staff included the resumes of the three proposed applicants in the PSC meeting agenda package, as well as the gap analysis.

It was previously suggested that the gap analysis should consider whether the existing PSC members have experience from government, consulting or industry. It was agreed that staff send a survey to the PSC members to gather this information.

Follow-Up: Staff added two columns in the gap analysis for the “discipline” of the existing PSC members, and whether their experiences are from government, consulting or industry.

Follow-Up: Staff sent a survey to obtain the above information from the PSC members.

The Chair suggested deferring this item to next PSC meeting agenda for discussion and decision.

Action: Staff to add “New PSC Members” and “PSC Gap Analysis” to the next PSC meeting agenda for discussion and decision.

4.4 Proposed PSC Schedule

Staff proposed a 2018 PSC meeting schedule.

A motion was made to approve the proposed 2018 PSC meeting schedule, as presented.

Moved by: R. Jones Seconded by: F. Wong CARRIED

4.5 Election of PSC Chair and Vice-Chair

The current Chair of the PSC nominated F. Wong to be the new Chair. A motion was made to appoint F. Wong as the new Chair of the PSC for 2018.

Moved by: B. Ross Seconded by: J. Catania CARRIED

F. Wong nominated N. Kennedy to be the new Vice-Chair. A motion was made to appoint N. Kennedy as the new Vice-Chair of the PSC for 2018.

Moved by: R. Jones

Seconded by: D. Kerr

CARRIED

4.6 Memo to Communications Department

Follow-Up: PSC Chair wrote a memo to the Communications Department, outlining the concerns that were raised by the PSC members regarding the new format and design of the guidelines.

5. ADJOURNMENT AND NEXT MEETING

The next meeting is scheduled for January 16, 2018.

The meeting adjourned at 5:45 p.m.