



Minutes

PROFESSIONAL STANDARDS COMMITTEE MEETING

Tuesday, February 13, 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.
Nicholas Pfeiffer, P. Eng.
Brian Ross, P. Eng.
Heather Swan, P. Eng.

Council Liaison:

Michael Wesa, P. Eng.

Staff:

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

Guest:

James Lowe, P. Eng.

Regrets:

Denis Dixon, P. Eng.

1. OPENING OF MEETING

The Chair called the meeting to order at 5:50 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: N. Kennedy Seconded by: R. Jones CARRIED

2. MINUTES OF PREVIOUS MEETING

2.1 Approval of Minutes of January 16, 2018 Meeting

A motion was made to approve the Minutes of January 16, 2018 meeting as written.

Moved by: N. Pfeiffer Seconded by: R. Jones CARRIED

2.2 Action Items of January 16, 2018 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:

- A subject matter expert, who is a colleague of one of the subcommittee members, reviewed the draft guideline and provided overall comments.
- The subcommittee members met on January 30, 2018 and went through all the comments, and addressed them.
- The subcommittee members agreed to meet again on March 7, 2018 to take a final look at the guideline.
- The goal is to send the final version of the guideline to the PSC for feedback and approval at the April 2018 meeting.

3.2 Guideline for Performance Audits and Reserve Fund Studies for Condominiums

Staff reported the following:

- An Information Briefing Note was sent to PEO Council at 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 on Performance Audits and Reserve Fund Studies.

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.
- 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.
- The subcommittee members will start working on the performance standard as soon as the Ministry of Municipal Affairs update their Regulations.

There was a discussion regarding whether the subcommittee needs subject matter experts to develop the performance standard on the evaluation of parking structures.

3.4 Guideline for Design Evaluation of Demountable Event Structures

The draft guideline was sent to the PSC for public consultation approval.

A PSC member questioned whether the checklist should be included in the guideline. It was agreed to remove the checklist from the draft guideline.

A PSC member commented that the guideline should not be prescriptive.

A motion was made to approve the guideline for public consultation, with minor changes.

Moved by: J. Catania

Seconded by: D. Kerr

CARRIED

Question: Will the Communications Department review the draft guideline prior to sending for public consultation?

Answer: The guideline can be sent without revisions by the Communications Department if the PSC members are satisfied with the way it is written.

Question: How long would it take the Communications Department to provide editorial changes to the guideline?

Answer: Staff to verify with the Communications Department.

The PSC members agreed to send the draft guideline for public consultation as written.

3.5 Use of Seal Guideline

The subcommittee Chair reported that the subcommittee would be meeting sometime in early March 2018.

Staff provided a jurisdictional scan comparing the requirements in Ontario with those of other provinces. The jurisdictional scan will drive the standard.

There was a discussion on the design of arena buildings, and a PSC member commented that arena buildings fall under federal jurisdiction. Staff advised that there is nothing in the *Professional Engineers Act* that states that seal requirements do not fall under federal jurisdiction.

There was a discussion on whether Certificate of Authorization information needs to be displayed on drawings. A PSC member commented that Certificate of Authorization information on sealed documents is not relevant to the guideline.

Staff reported that Engineers and Geoscientists British Columbia require that the Certificate of Authorization information be displayed on sealed documents. Staff advised that this requirement could be considered by the subcommittee members.

A PSC member suggested deferring this discussion to the next meeting, pending the subcommittee's decision on this requirement.

3.6 Guideline for Professional Engineers Providing Reports on Mineral Projects

The subcommittee met on December 20, 2017. The guideline requires some editing.

The subcommittee will meet again in mid-March 2018 and, possibly, the draft guideline will be sent to the PSC in April 2018 for approval to send for public consultation.

3.7 Guideline for Environmental Site Assessment, Remediation and Management

There was nothing new to report.

The last subcommittee meeting was held on December 11, 2017, and each subcommittee member was assigned a few sections of the guideline.

The subcommittee will meet again on March 8, 2018 to go through the proposed edits.

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

The subcommittee met on January 31, 2018, and will meet again on March 1, 2018.

The subcommittee Chair reported that the subcommittee had the following two concerns:

- Subcommittee members recommended inviting a lawyer to an upcoming meeting to help propose some wording to mitigate the engineer's liability when signing off on toxicologists' reports. Staff recommended obtaining a legal review after the public consultation, and the budget consideration will be sent to Council.
- The Ministry of the Environment and Climate Change recently received confirmation from PEO's Enforcement Department indicating that non-EASR reports require an engineer as well. The Ministry is looking to cover the requirements of the Environmental Compliance Assessment (ECA) reports in the draft guideline. The subcommittee members agreed to focus on the reports/assessments under O. Reg. 1/17.

The subcommittee Chair reported that the subcommittee members held a good discussion on the responsibility of clients when submitting applications to the Ministry of the Environment and Climate Change.

The draft guideline will be ready for public consultation approval from the PSC by the April 2018 meeting.

3.9 Coordinating Licensed Professional Joint Subcommittee

The subcommittee met on January 24, 2018, and each subcommittee member was assigned a few sections of the guideline. The subcommittee will meet again on February 21, 2018.

The subcommittee held a good discussion on what the guideline should or should not include.

3.10 Pre-Start Health and Safety Reports

Staff received contact information for subject matter experts on Pre-Start Health and Safety Reports, and contacted them asking to review the existing guideline and provide answers to some questions, such as:

- Is the existing guideline still relevant. If not, what areas should be updated in the guideline?
- Are there any practice concerns involved with Pre-Start Health and Safety Reports that are not covered in the guideline?

Once staff receives feedback from the subject matter experts, they will bring it back to the PSC at the March or April 2018 meeting.

4. OTHER BUSINESS

4.1 Council Update

The Council Liaison reported the following:

- The Assuming Responsibility and Supervising Guideline was approved by PEO Council at their February 2018 meeting.
- An Information Briefing Note on the Performance Audits and Reserve Fund Studies for Condominiums Guideline was sent to inform Council of the delay in developing this guideline.

There was a discussion regarding the new design and format of guidelines. Staff reported that the PSC could request for the Assuming Responsibility and Supervising Guideline to be developed in the old format.

A motion was made to request the Communications Departments to develop the Assuming Responsibility and Supervising Guideline in the old format.

MOTION CARRIED

The PSC members had a concern regarding the length of time that the Communications Department takes to develop and publish a guideline.

Question: Do the PSC members have input on a guideline before it is published, and after the Communications Department's revision?

Answer: The intent of the PSC's input is to review the graphics and check if they are relevant to the context of the guideline.

There was a discussion regarding ongoing communication between the PSC and Council with regard to providing PSC updates to Council. Staff advised that there was no protocol for communication between the PSC and Council. Perhaps, the Chair of the PSC could provide a report to PEO Council; for example, a summary report could be prepared before the March 2018 Council meeting.

4.2 PSC Gap Analysis

The PSC Skills Gap Analysis table was updated based on the last PSC meeting.

Action: Staff to send the updated PSC Skills Gap Analysis table to the PSC members.

4.3 PEO's 2018-2020 Strategic Plan

The Chair of the PSC received a memo requesting the PSC to develop, for the consideration of Council, a specific measurable strategy or strategies, to be undertaken during the plan period to contribute to the following strategic objectives:

2. Heighten delivery and awareness of PEO's enforcement efforts.
5. Increase influence in matters regarding the regulation of the profession.

The PSC's proposal(s) should be submitted for Council consideration by the end of June 2018.

The PSC members commented that these strategies are consistent with the existing work of the PSC.

Action: Staff to link the PSC's existing work to the strategic objectives.

4.4 Requests for Proposals

Staff advised that there was nothing new to report.

Perhaps, Practice Bulletins could be developed.

5. ADJOURNMENT AND NEXT MEETING

The next meeting is scheduled for March 20, 2018.

The meeting adjourned at 7:30 p.m.