



Minutes

PROFESSIONAL STANDARDS COMMITTEE MEETING

Tuesday, February 7, 2017

PEO Offices

Members:

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

Staff:

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

Regrets :

Heather Swan, P. Eng.

1. OPENING OF MEETING

The Chair called the meeting to order at 6:00 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: C. Moore

Seconded by: R. Jones

CARRIED

2. MINUTES OF PREVIOUS MEETING

2.1 Approval of Minutes of December 13, 2016 Meeting

A motion was made to approve the Minutes of the December 13, 2016 meeting as written.

Moved by: B. Ross Seconded by: C. Moore CARRIED

2.2 Action Items of December 13, 2016 Meeting

Staff reported on the status of the Action Items.

Action: PSC Chair and staff to send a memo to respond to Councillor M. Spink with regard to the comments that were submitted on the Structural Engineering Design Guideline.

There was a discussion on the intent of the Practitioner-Centred Research project and the cost of this project.

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.

Action: Staff to find out if a Briefing Note was sent to Council to approve the Practitioner-Centred Research project.

3. GUIDELINES

3.1 Guideline for Preparing As-Built and Record Documents

Staff advised that is nothing new to report and previously was reported the following:

- The public consultation ended on October 31, 2016.
- Staff incorporated all comments into the guideline, and sent the compiled version of the draft guideline to the Chair of the subcommittee.
- The Chair of the subcommittee is reviewing the public consultation comments.

- Staff will send a doodle poll to the subcommittee members to schedule a meeting to address the public consultation comments.

3.2 Guideline for Performance Audits and Reserve Fund Studies for Condominiums

Staff reported the following:

- The public consultation ended on September 30, 2016.
- Subcommittee members met on January 24, 2017, and will be meeting again on February 13, 2017 to complete work on the guideline.

The subcommittee Chair advised 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 contacted Consulting Engineers Ontario to understand their position on this issue.

3.3 Guideline for Solid Waste Management

Follow-Up: Staff sent a Briefing Note to Council for approval of the Solid Waste Management Guideline at their February 2017 meeting.

The Solid Waste Management Guideline was approved by Council at their February 2017 meeting. Staff will send this guideline to the Communications Department for publishing.

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

It was previously reported that the guideline was approved by Council at their November 2016 meeting, and was forwarded to the Communications Department for editing.

Furthermore, Council approved the following motion:

Disclosure Requirement to Clients in Lieu of a Structural Specialist Designation

That Council direct the Professional Standards Committee to include disclosure requirements to clients in the Performance Standard for Structural Condition Assessments of Existing Buildings, in lieu of a Structural Specialist Designation.

The subcommittee met on January 25, 2017. The subcommittee members agreed that the proposed draft performance standard not be finalized until the Ministry of Municipal Affairs mandates building assessments and the particular structures or buildings covered, since this requirement will affect the standard's final content and scope.

Staff sent a memo to the PSC requesting their approval to send an Information Briefing Note to Council, informing them that the release of the performance standard will be held in abeyance until the Ministry of Municipal Affairs announces an implementation plan for mandatory periodic assessments.

The following motion was made:

Staff to send the Information Briefing Note to Council, informing them that the release of the performance standard will be held in abeyance until the Ministry of Municipal Affairs announces an implementation plan for mandatory periodic assessments.

Moved by: B. Ross

Seconded by: N. Kennedy

CARRIED

Action: Staff to send the Information Briefing Note to Council, informing them that the release of the performance standard will be held in abeyance until the Ministry of Municipal Affairs announces an implementation plan for mandatory periodic assessments.

3.5 Guideline for Design Evaluation of Demountable Event Structures

The subcommittee Chair advised the following:

- Subcommittee members met on January 19, 2017.
- Subcommittee members discussed the changes in the Ontario Building Code.
- Guideline may need to expand the scope to include some Ontario Building Code changes.

3.6 Use of Seal Guideline

It was previously reported that Council approved forming a subcommittee to update the existing guideline.

The Volunteer Management Department received approximately 11 applications from persons who were interested in volunteering on this subcommittee.

Staff sent a list of qualified applicants to the Chair of the subcommittee. Interviews with the applicants were held in January 2017.

The subcommittee Chair and staff interviewed three volunteers for the subcommittee, who were well experienced and suitable to sit on the subcommittee.

Staff will invite an observer or two from Municipalities and the Electrical Safety Authority to attend upcoming subcommittee meetings.

A subcommittee member commented that the guideline should provide more clarification on the electronic seal.

It was suggested that staff should scan other jurisdictions for relevant material.

The Chair of the PSC noted that the seal is considered a mark of reliance, as per the courts.

3.7 Guideline for Professional Engineers Providing Reports on Mineral Properties

It was previously reported that Council approved the following motion at their November 2016 meeting:

That Council direct the Professional Standards Committee to form a Professional Engineers Providing Reports on Mineral Projects Subcommittee to complete the work described in the Terms of Reference as presented to the meeting at C-509-2.11, Appendix A.

Volunteer Management staff received applications from licensed members who were interested in volunteering on this subcommittee.

Interviews will be scheduled for early March 2017.

3.8 Guideline for Environmental Site Assessment, Remediation and Management

It was previously reported that Council approved the following motion at their November 2016 meeting:

That Council direct the Professional Standards Committee to form an Environmental Site Assessment, Remediation and Management Subcommittee to complete the work described in the Terms of Reference as presented to the meeting at C-509-2.10, Appendix A.

Volunteer Management staff received applications from licensed members who were interested in volunteering on this subcommittee.

Interviews will be scheduled for early March 2017.

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

It was previously reported that the Volunteer Management Department received approximately 21 applications from licensed members who were interested in volunteering on this subcommittee.

Staff sent a list of qualified applicants to the Chair of the subcommittee. Interviews with the applicants were held in January 2017.

Staff interviewed 10 volunteers for this subcommittee, and will work with the subcommittee Chair in selecting the members.

3.10 Coordinating Licensed Professional Joint Subcommittee

It was previously reported that, at their November 2016 meeting, Council approved the following motion:

That Council direct the Professional Standards Committee to form a Coordinating Licensed Professional Joint Subcommittee to develop a Practice Guideline and Performance Standard as presented to the meeting at C-509-2.12, Appendix A.

Volunteer Management staff received applications from licensed members who were interested in volunteering on this subcommittee.

Interviews will be organized for early March 2017.

3.11 Assuming Responsibility and Supervising Guideline

Staff is working on developing a practice guideline which should be ready within a few months.

4. OTHER BUSINESS

4.1 Status of PSC Projects

Staff provided the status of PSC projects.

4.2 Council Update

A new Councillor representative for the PSC will be required.

4.3 Improve Guideline Development and Maintenance Processes

Staff advised that an interview process will be conducted for any new subcommittee members in order to ensure that candidates are qualified prior to approving them as subcommittee members. Furthermore, the new Demountable Event Structures subcommittee is trying to hold less meetings and accomplish more work between meetings. These new processes are being put in place in order to speed up guideline development.

A PSC member asked if PEO could develop a guideline on how to chair subcommittees.

Staff advised that Volunteer Management staff is working on a document for Chairs on how to chair committees/subcommittees.

D. Kerr advised that she is working on a guideline for chairing subcommittees.

Action: Staff to follow up with the Volunteer Management Department to check on the status of the guideline on “how to chair subcommittees”.

Action: Staff to follow up with D. Kerr regarding the document that she is currently working on regarding chairing subcommittees.

4.4 PSC Term Limits

Follow-Up: PSC members sent their suggestions and thoughts on the term limits for the Chair, Vice-Chair and members to staff by the February 2017 meeting.

The PSC members agreed on the following:

Term Limits for Chair and Vice-Chair:

In accordance with the Committees and Task Forces Policy, the election of Chair and Vice-Chair shall take place either at the last or first committee meeting of the calendar year. The Chair and Vice-Chair are elected for a one-year term, both commencing in January. The Chair and Vice-Chair can be re-elected to serve a maximum of 4 consecutive terms for the Chair and to serve a maximum of 2 consecutive terms for the Vice-Chair. To promote continuity, it is desirable

that a former Vice-Chair moves to the Chair's position, once the Chair's term of service is expired.

Term Limits for PSC Members:

In accordance with the Committees and Task Forces Policy, committee members are appointed for a one-year term, from January to December. Committee members may be re-appointed, but under normal circumstances should be expected to retire from the committee for at least two years after continuous term of fifteen (15) years. Two-thirds continuity of committee members is desirable. Existing members are grandfathered as of the date of March 31, 2017.

The following motions were made:

That the Chair and Vice-Chair can be re-elected to serve a maximum of 4 consecutive terms for the Chair and to serve a maximum of 2 consecutive terms for the Vice-Chair.

That committee members may be re-appointed, but under normal circumstances should be expected to retire from the committee for at least two years after continuous term of fifteen (15) years. Two-thirds continuity of committee members is desirable. Existing members are grandfathered as of the date of March 31, 2017.

Moved by: N. Kennedy

Seconded by: B. Ross

CARRIED

Action: Staff to modify "*Appendix B - Proposed Term Limits Wording*" based on the motion that was made at the February 2017 PSC meeting and send to the PSC members for final approval at the March 2017 meeting.

4.5 New PSC Members

Staff previously recommended three new members to the PSC, who are members of existing PSC subcommittees. Staff provided their resumes for consideration.

Follow-Up: PSC members sent their thoughts to staff on the proposed new PSC members.

The PSC members suggested that staff invite the proposed members to upcoming PSC meetings, and include their resumes in the next meeting agenda package.

Action: Staff to invite one member of the proposed three members to attend the next PSC meeting on March 7, 2017 as a guest, and include his/her resume in the meeting agenda package.

4.6 Quality Verification Engineers (QVE's) - Auditor's Report

Staff previously provided a presentation on the Auditor's Report - Quality Verification Engineers, as follows:

- The Contractor shall provide the services of a Quality Verification Engineer (QVE) to confirm that specified working drawings and components of the work, as indicated elsewhere in the contract, are in general conformance with the requirements of the contract documents.
- The consensus of almost all Ministry Regional Offices was that they had concerns with the lack of independence of QVE's and certification work the QVE's performed.
- To ensure it obtains a high level of assurance that infrastructure is safely built according to specifications, the Ministry of Transportation should hire or contract its own engineers who are independent from the contractors to perform verification activities.
- The Ministry will review its contract administration process as it relates to QVE's, including how they can perform their duties independently from the contractors.
- Staff reported that, in the past, PEO suggested that the QVE should report to the Ministry of Transportation, and not to the contractor.
- A PSC member pointed out that the QVE's scope of work might be limited by the contractor.

Staff advised that PEO's Professional Affairs team contacted and requested a meeting with Ministry of Transportation staff to better understand any practice issues with the QVE process.

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

4.7 Practitioner-Centred Research Project

Staff provided a presentation on the Practitioner-Centred Research Project, and reported that PEO is still at the information-gathering stage.

The PSC Chair advised that members would only be looking for an update on this project for information, and there is no action required from the PSC members.

A PSC member stated that it is important to know if the guidelines and standards that PEO develops are accessible by engineers. It was also recommended to verify who the users of PEO documents are, i.e. from Ontario or from another jurisdiction.

It was suggested that there be pop-up questions on the PEO website to be able to verify who uses the Practice Guidelines.

5. ADJOURNMENT AND NEXT MEETING

The PSC Chair advised that D. Dixon received an “Order of Honour” letter from Council.

Action: Staff to include next meeting date on all meeting agendas.

The meeting adjourned at 8:10 p.m.

Below are the meeting dates for 2017:

- March 7, 2017
- April 11, 2017
- May 9, 2017
- June 13, 2017
- September 12, 2017
- October 17, 2017
- November 14, 2017
- December 12 2017