



Minutes

PROFESSIONAL STANDARDS COMMITTEE MEETING

Tuesday, January 16, 2018

PEO Offices

Members:

Fanny Wong, P. Eng. (Chair)
Neil Kennedy, P. Eng. (Vice-Chair)
Denis Dixon, 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. *[via teleconference]*

Staff:

José Vera, P. Eng.

Regrets:

Jamie Catania, P. Eng.

1. OPENING OF MEETING

The Chair called the meeting to order at 6:00 p.m., with 8 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. Pfeiffer

Seconded by: B. Ross

CARRIED

2. MINUTES OF PREVIOUS MEETING

2.1 Approval of Minutes of December 12, 2017 Meeting

A motion was made to approve the Minutes of the December 12, 2017 meeting as modified.

Moved by: D. Kerr

Seconded by: N. Pfeiffer

CARRIED

2.2 Action Items of December 12, 2017 Meeting

Staff reported on the status of the action items.

3. GUIDELINES

3.1 Guideline for Preparing As-Built and Record Documents

One more meeting will be set up in February 2018 to address the public consultation comments.

3.2 Guideline for Performance Audits and Reserve Fund Studies for Condominiums

The subcommittee reiterated that the Regulations will be updated and the subcommittee will, therefore, finalize the guideline once the draft Regulations are made available.

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

- A memo was sent to the PSC Chair on December 14, 2017, summarizing the subcommittee's feedback regarding the Ministry of Municipal Affairs' consultation on parking structures.
- Staff sent this feedback to the Ministry of Municipal Affairs.
- The subcommittee members also sent individual comments.

- A subcommittee member was concerned with OSPE's participation as PEO could be liable for technical comments.

3.4 Guideline for Design Evaluation of Demountable Event Structures

A draft guideline for consultation approval should be available at the February 2018 PSC meeting.

Action: Staff to consider editorial work before consultation.

Action: Staff to consider receiving feedback from new guideline survey.

Action: Staff to send the draft guideline by Google Docs.

3.5 Use of Seal Guideline

- The subcommittee met on January 10, 2018.
- Jurisdictional review indicated that, in general:
 - (1) Internet documents are not sealed.
 - (2) Seal is not tied to engineering firms (Certificate of Authorization).
 - (3) An engineer can seal work by others after a thorough review.
- Authentication is not in the Terms of Reference, but could be covered in the guideline.
- Engineering outputs are sealed, but not three-dimensional models or software, as per the *Use of Software Tools* guideline; however, this issue will be dealt with in the guideline.
- ComDev and CSA comments outlining the above concerns will be addressed.

Action: Staff to review the following for ideas on electronic seals: *Use of Software Tools* guideline; aviation approvals; and destroying old drawings when revised.

3.6 Guideline for Professional Engineers Providing Reports on Mineral Projects

The subcommittee will meet one more time before submitting the draft guideline for the PSC's first review.

3.7 Guideline for Environmental Site Assessment, Remediation and Management

The subcommittee will continue to work on the draft guideline.

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

- The subcommittee will be meeting on January 31, 2018, and the guideline is coming together.
- Staff is working on a letter to the Ministry of the Environment and Climate Change on assuming responsibility for toxicologists' work.

3.9 Coordinating Licensed Professional Joint Subcommittee

- The December 18, 2017 meeting, which was cancelled, has been rescheduled to January 24, 2018.
- Each subcommittee member is writing a section in the guideline.

4. OTHER BUSINESS

4.0 Pre-Start Health and Safety Reports

The guideline is out of date and is next in the queue for an update.

The memo from the Chair of the Enforcement Committee was reviewed.

Action: Staff and the PSC to look for Pre-Start Health and Safety Reports subject matter experts to review the existing guideline.

Action: Staff to draft a memo to the Chair of the Enforcement Committee for approval by the Chair of the PSC.

4.1 Council Update

Councillor M. Wesa sent a written report to Council on the PSC update.

4.2 New PSC Members

An in-camera discussion was held regarding the three new applicants.

A motion was made to nominate James Lowe as a new member of the PSC.

Moved by: N. Pfeiffer

Seconded by: R. Jones

CARRIED

Action: Staff to communicate with the three applicants.

4.3 PSC Gap Analysis

Some edits were made to the PSC Skills Gap Analysis table.

Action: Staff to revise the PSC Skills Gap Analysis table.

4.4 Requests for Proposals

- Proposals are different each time.
- A PEO standard would help save time; especially, a standard form for reporting on relevant work experience.

Action: Staff to work on a matrix to determine what level of guidance is required for proposals.

4.5 Status of PSC Projects

A Briefing Note for the *Assuming Responsibility and Supervising* guideline was submitted to Council.

5. ADJOURNMENT AND NEXT MEETING

The next meeting is scheduled for February 13, 2018.

The meeting adjourned at 8:00 p.m.