

# Minutes

## **PROFESSIONAL STANDARDS COMMITTEE MEETING**

Tuesday, June 14, 2016

PEO Offices

### **Members:**

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

### **Staff:**

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

### **Regrets:**

Jamie Catania, P. Eng.  
Colin Moore, 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. Kennedy      **Seconded by:** H. Swan      **CARRIED**

## **2. MINUTES OF PREVIOUS MEETING**

### **2.1 Approval of Minutes of May 10, 2016 Meeting**

A motion was made to approve the Minutes of the May 10, 2016, meeting as written.

**Moved by:** R. Jones      **Seconded by:** B. Ross      **CARRIED**

### **2.2 Action Items of April 12, 2016 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 public consultation began on May 16, 2016 and will close on July 15, 2016.
- There were some comments received by the PSC members. These comments will be addressed after the public consultation, along with other comments.

### **3.2 Guideline for Structural Engineering Design in Buildings**

Staff reported the following:

- A Briefing Note was sent to the June 2016 Council meeting for final approval of the Structural Engineering Design in Buildings Guideline.
- After final approval, the Communications Department will perform an editorial revision and grammar check on the guideline prior to final release.

### **3.3 Condo Reserve Studies Guideline**

Originally, the public consultation commenced on May 2, 2016 and was set to close on June 30, 2016. However, Consulting Engineers Ontario (CEO) requested to have the consultation extended until September 30, 2016. The Professional Standards Committee accepted the request to extend the consultation until the end of September 2016.

It was previously suggested that the draft guideline could be sent to core stakeholders, such as law firms, to provide feedback during the public consultation stage.

Previously, there was a discussion regarding the proposed changes in the *Condominium Act, 1998*, Ontario Regulation 48/01.

**Action:** Staff to follow up with the Ministry of Government and Consumer Services with regard to the proposed changes in the *Condominium Act, 1998*, Ontario Regulation 48/01.

### **3.4 Solid Waste Management Guideline**

**Follow-Up:** Staff scheduled a meeting for June 21, 2016 to address the public consultation comments.

Staff reported that the public consultation ended on March 15, 2016. The subcommittee members will meet on June 21, 2016 to address the public consultation comments.

The subcommittee Chair advised that a meeting or two will be required to address the public consultation comments.

### **3.5 Guideline for Structural Condition Assessments**

**Follow-Up:** Staff scheduled a meeting for June 15, 2016 to address the public consultation comments.

**Follow-Up:** Staff provided access to the Chair of the subcommittee to the SharePoint folder prior to the meeting.

Staff reported that the public consultation ended on April 29, 2016. However, Consulting Engineers Ontario (CEO) requested to submit their comments on the guideline sometime in June 2016.

Staff previously advised that the size of the attachments that include the public consultation comments was too large to send via the e-mail. Consequently, a folder will be created on SharePoint to include all relevant documents.

All subcommittee members were given access to the SharePoint folder.

### **3.6 Data Matrix Bulletin**

**Follow-Up:** PSC members had no comments on the draft Data Matrix Bulletin.

PEO staff reported that the draft Data Matrix Bulletin has been reviewed by the subject matter experts, and that there were no major comments on the draft bulletin.

A final version of the bulletin was sent to the PSC members for their comments and suggestions; however, the PSC members had no further comments on the bulletin.

The PSC Chair suggested having AutoCAD and PDF versions of the Data Matrix template since it would benefit engineers.

**A motion was made to approve the draft Data Matrix Bulletin.**

**Moved by: D. Dixon      Seconded by: N. Kennedy      CARRIED**

**Action:** Staff to send the Data Matrix Bulletin to the Communications Department for final edits.

**Action:** Staff to create Autocad, PDF and Word versions of the Data Matrix template, which can be modified by engineers.

### **3.7 Guideline for Design Evaluation of Demountable Event Structures**

Staff reported that the first meeting of the subcommittee was held on May 26, 2016.

The subcommittee Chair and staff provided a welcome presentation at the first meeting to explain the following:

- Introductions for every member;
- Welcome presentation;
- Review the Terms of Reference;
- Review the guideline template;
- Discussion of approach to editing, and proposed change version control;
- Discussion of meeting frequency and preferred days;
- Questions and housekeeping, expenses, etc.; and
- Adjournment.

It was previously reported that staff requested access to the reports of the Ottawa Bluesfest collapse to glean information as part of an evidence-based approach.

### **3.8 Use of Seal Guideline**

Staff previously received comments from the PSC members, and comments have been addressed in the Terms of Reference.

There was a discussion regarding the coordinating engineer and his/her responsibilities for other engineers' work.

A member suggested developing a separate practice guideline to cover the responsibilities for the coordinating engineer.

**A motion was made to approve the Terms of Reference to update the existing Use of the Professional Engineer's Seal Guideline.**

**Moved by: N. Kennedy      Seconded by: H. Swan      CARRIED**

**Action:** Staff to send a Briefing Note for Council approval at the September 2016 meeting.

### **3.9 Professional Engineers Providing Reports on Mineral Properties Guideline**

A motion was previously made, and carried, to approve updating the Professional Engineers Providing Reports on Mineral Properties Guideline.

Action: Staff to collaborate with M. Roscoe to write the Terms of Reference.

Question: When will the Terms of Reference be ready?

Answer: At the September 2016 PSC meeting.

## **4. STANDARDS**

### **4.1 MOECC - Performance Standard for the Environmental Site Dispersion Model (ESDM)**

Follow-Up: Staff modified the Terms of Reference and sent it to the PSC members for the approval.

**A motion was made to approve the Terms of Reference to develop a practice guideline for preparing Environmental Site Dispersion Model (ESDM) reports.**

**Moved by: H. Swan      Seconded by: D. Dixon      CARRIED**

Action: Staff to send a Briefing Note for Council approval at the September 2016 meeting.

### **4.2 Supervising and Delegating Standard**

The PSC members previously agreed on developing a guideline describing the best practices associated with the requirement for a professional engineer to assume responsibility as stipulated in Section 12(3) (b) of the *Professional Engineers Act*.

A motion was previously made, and carried, to approve sending the Briefing Note for Council approval at the June 2016 meeting to rescind the proposed performance standard and develop a practice guideline.

Staff reported that President G. Comrie preferred to defer this item to the September 2016 meeting, and requested to schedule a meeting with the PSC Chair for further discussion on this item.

**Action:** Staff to schedule a meeting between President G. Comrie and the PSC Chair.

#### **4.3 Projects without Permit**

There was nothing new to report. The goal is to contact EABO members to glean more information on this issue.

**Action:** Staff to forward the original problem definition to the EABO members to discuss this issue.

#### **4.4 Professional Design Coordination**

The PSC members previously advised that the proposed Terms of Reference should be reviewed by the Ontario Association of Architects and the Ministry of Municipal Affairs and Housing as the subcommittee will be a joint subcommittee between the Ontario Association of Architects and Professional Engineers Ontario.

**Follow-Up:** Staff sent the proposed Terms of Reference to the Ontario Association of Architects and the Ministry of Municipal Affairs and Housing for their feedback and comments.

There was a discussion regarding the coordinating engineer and the difficulties in taking responsibility for other engineering disciplines, i.e. electrical, mechanical, etc. A member advised that the sole role is the coordination between all pieces of work. Furthermore, the coordinating engineer is not required to seal other engineers' work.

### **5. OTHER BUSINESS**

#### **5.1 Status of PSC Projects**

**Action:** Staff to provide additional information on the proposed Guideline Interpreting PEA for Regulators.

#### **5.2 Elliot Lake Recommendations**

Staff provided a presentation on the Saunders and M.R. Wright Decision to determine if there is any reconsideration or changes to the Structural Engineering Assessment practice guideline and the performance standard based on that decision.

The PSC members advised that no changes are required based on the Decision.

There was a discussion regarding the Structural Specialist designation, and the members advised that the designation will not prevent engineers from repeating the same mistake.

**Action:** PSC members to send any comments regarding the Saunders and M.R. Wright Decision to PEO staff.

### **5.3 Site Remediation**

The PSC members previously requested staff to contact A. Jones and other subject matter experts to assist in writing the Terms of Reference.

**Action:** Staff to contact subject matter experts to assist in writing the Terms of Reference.

**Action:** Staff to contact F. Wong and H. Swan to assist in finding subject matter experts.

### **5.5 Council Update**

There was nothing relevant to PSC projects to be reported.

### **5.6 CPD Task Force (Focus Groups)**

Staff previously reported that the Continuing Professional Development (CPD) Task Force developed a program to implement an on-line assessment tool. Staff reported that a Focus Group will be required to assist in evaluating the process and answer some questions. The initial group will consist of PSC members and subcommittee members.

All PSC members agreed to participate in the Focus Group.

**Action:** Staff to send a doodle poll to schedule a teleconference or meeting for the Focus Group.

**Action:** Staff to contact the subcommittee members requesting their approval to participate in the Focus Group.

## **6. ADJOURNMENT AND NEXT MEETING**

The meeting adjourned at 8:00 p.m.

Below are the meeting dates for 2016:

- September 13, 2016
- October 18, 2016
- November 8, 2016
- December 13, 2016