



Minutes

PROFESSIONAL STANDARDS COMMITTEE MEETING

Tuesday, March 5, 2019

PEO Offices

Members:

Neil Kennedy, P. Eng. (Vice-Chair) [Acting Chair]

Jamie Catania, P. Eng.

Roger Jones, P. Eng.

Dale Kerr, P. Eng.

James Lowe, P. Eng.

Nicholas Pfeiffer, P. Eng.

Brian Ross, P. Eng.

Council Liaison:

Lisa MacCumber, P. Eng.

Staff:

Sherin Khalil, P. Eng.

José Vera, P. Eng.

Regrets:

Fanny Wong, P. Eng. (Chair)

1. OPENING OF MEETING

The Vice-Chair called the meeting to order at 6:00 p.m., with 7 members of the Committee in attendance. Consequently, quorum was attained.

1.1 Approval of Agenda

The following additional item was added to the agenda:

- Item 1.2 - General Observer Policy

A motion was made to approve the agenda as modified.

Moved by: N. Pfeiffer

Seconded by: B. Ross

CARRIED

1.2 General Observer Policy

There was a discussion regarding the request of a PEO Councillor to attend the PSC meeting as an observer, and further discussion ensued regarding the protocol of observers attending PSC meetings.

A PSC member advised that the request and purpose of attending should be provided prior to the meeting and, furthermore, approval/permission by the PSC Chair should be provided.

A PSC member advised that the Access to Information Accessibility Policy allows persons to attend PSC meetings as observers.

A PSC member advised that Discipline Committee and Enforcement Committee meetings are confidential and a request, along with the purpose of attending the meeting should be provided in advance of the meeting.

Action: Staff to verify what the protocol and/or policy is regarding Councillors attending PSC meetings as observers.

Action: Staff to determine whether PSC meetings are open to the public.

2. MINUTES OF PREVIOUS MEETING

2.1 Approval of Minutes of February 5, 2019 Meeting

A motion was made to approve the Minutes of the February 5, 2019 meeting as written.

Moved by: J. Catania

Seconded by: L. MacCumber

CARRIED

2.2 Action Items of February 5, 2019 Meeting

Staff reported on the status of the Action Items.

3. GUIDELINES

3.1 Guideline for Environmental Site Assessment, Remediation and Management

The subcommittee met on February 14, 2019 to address the PSC's comments and will next meet on March 27, 2019 to continue addressing these comments.

3.2 Guideline for Performance Audits and Reserve Fund Studies for Condominiums

It was previously reported that it may take a long time for the Ministry of Government and Consumer Services to update their Regulation on Performance Audits and Reserve Fund Studies. Consequently, the subcommittee will continue working on the guideline, rather than waiting for the Ministry, since there is no indication when the Regulation will be updated.

The subcommittee Chair is currently reviewing all past Minutes, previous subcommittee discussions, all comments received from the public consultation. The subcommittee Chair will write a letter to the subcommittee members indicating next steps and how the subcommittee should proceed to avoid any duplication of work.

A meeting of the subcommittee will be scheduled for mid-April 2019 to continue work on the draft guideline.

A question arose regarding whether the Terms of Reference for this guideline are still relevant since the Terms of Reference were written seven years ago, and there may have been changes to the industry since that time.

The subcommittee Chair would like to extend the scope of this guideline. The subcommittee can write a letter to the Ministry to explain how reserve funds should be done.

The subcommittee Chair advised that the industry had several concerns regarding the existing Regulation on Performance Audits and Reserve Fund Studies, and that the PEO guideline could help to influence the industry in a positive manner.

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

There was nothing new to report.

It was previously reported that the Ministry of Municipal Affairs developed a white paper on “Potential Changes to Ontario’s Building Code Parking Structures”. The subcommittee will start working on the performance standard as soon as the Ministry of Municipal Affairs updates their Regulation.

There was a discussion regarding removing this item from future PSC meeting agendas since PEO is not aware when the Ministry will have an update.

Action: Staff to remove this item from future PSC meeting agendas.

3.4 Guideline for Design Evaluation of Demountable Event Structures

There was a discussion regarding manual intervention to mitigate environmental loads, such as storms on a temporary event structure; for example, physical action or emergency procedure.

Staff advised that the Technical Advisory Panel at Ministry of Municipal Affairs recommended not having manual intervention, which has raised an issue with the public consultation if the industry recommends using manual intervention.

The subcommittee Chair suggested asking the Ministry of Municipal Affairs and the Ministry of Labour regarding their policy for manual intervention. The Ministry of Labour has the “Temporary Performance/Event Structures Safety Guideline for the Live Performance Industry in Ontario. Also, manual intervention is allowed in ANSI and other jurisdictions.

There is a concern that temporary stages without mitigation measures cannot be used in Ontario.

3.5 Use of Seal Guideline

It was reported that the subcommittee received the legal review on the proposed performance standard. The subcommittee members provided their comments on this legal review and, as a result, the lawyers revised their report to address these comments.

The lawyers provided their legal opinion in a separate document, which staff will incorporate into the draft performance standard.

Action: Staff to incorporate the legal opinion into the draft performance standard and send the compiled version to the subcommittee members.

3.6 Guideline for Professional Engineers Providing Reports on Mineral Projects

The subcommittee have addressed the PSC's comments.

A motion was made to approve sending the draft guideline out for public consultation after addressing the PSC's comments.

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

3.7 Guideline for Preparing As-Built and Record Documents

There was nothing new to report as the draft guideline is currently under legal review.

Action: Staff to send a reminder to the lawyers to provide their legal review on the draft guideline.

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

The subcommittee will next meet on March 6, 2019 to address the comments received from the Ministry of the Environment, Conservation and Parks.

3.9 Coordinating Licensed Professional Joint Subcommittee

There was nothing new to report.

The draft guideline is under review by the subcommittee Chair. Once the subcommittee Chair provides feedback on the draft guideline, staff will send the draft guideline to the members of the Review Network.

3.10 Guideline for Pre-Start Health and Safety Reviews

Staff provided a copy of all evaluation steps that have been taken to determine whether the existing guideline should be updated or not.

A motion was made for staff to write the Terms of Reference to form a subcommittee to update the guideline.

Moved by: N. Pfeiffer Seconded by: J. Catania CARRIED

Action: Staff to write the Terms of Reference to form a subcommittee to update the guideline.

There was a discussion regarding whether the subcommittee would be limited to subject matter experts or if the volunteer positions would be posted. The PSC will make a decision on this at the next meeting.

4. OTHER BUSINESS

4.1 Council Update on PSC Related Issues

It was reported that the Government of Ontario mandates that volunteers are to receive occupational health and safety and accessibility training. The intent of the training is to educate PEO volunteers on their rights and responsibilities as volunteers, as well as their duties when working in a volunteer capacity, so that they may perform their work safely and in compliance with the law.

PEO volunteers are required to complete the following training courses by December 31, 2019:

- AODA Customer Service (condensed).
- Understanding Human Rights (AODA edition).
- Workplace Violence and Harassment Training for Employees (Ontario - Bills 168 and 132).

4.2 PSC Membership

There was a discussion regarding the composition of the PSC in that it is currently comprised of 9 members, whereas the Terms of Reference state that the PSC should be comprised of 10 to 12 members.

It was agreed that composition of the PSC should be maintained as 10 members, as a minimum.

Furthermore, it was noted that the PSC did not have any mining engineers as members, and that there was a gap in diversity.

The mandate in the PSC Terms of Reference is to promote members from existing subcommittees. There was a discussion regarding interested subcommittee members who have attended previous PSC meetings as guests.

Staff previously provided a copy of the PSC Skills Gap Analysis table to the PSC members. It was agreed to update this analysis table and for staff to provide the updated table at the next PSC meeting to determine the skills gap.

Action: Staff to provide the resumes of Peter Rüsç (Preparing As-Built and Record Documents subcommittee) and Donna Serrati (Solid Waste Management subcommittee) to the PSC members.

Action: Staff to provide the PSC Skills Gap Analysis table at the next PSC meeting on April 9, 2019.

4.3 Public Consultations - Input from Clients of Engineering Services

Staff reported that the Demountable Event Structures subcommittee received comments on the draft guideline from clients who hire engineers. It would be beneficial to add a requirement in the "Guideline Development and Maintenance Processes" document to request input from clients of engineers during the public consultation phase.

5. ADJOURNMENT AND NEXT MEETING

The next meeting is scheduled for April 9, 2019.

The meeting adjourned at 8:00 p.m.