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# Minutes

## PROFESSIONAL STANDARDS COMMITTEE MEETING

Tuesday, March 7, 2017

PEO Offices

### **Members:**

Nicholas Pfeiffer, P. Eng. (Chair)  
Fanny Wong, P. Eng. (Vice-Chair)  
Jamie Catania, P. Eng.  
Denis Dixon, P. Eng.  
Neil Kennedy, P. Eng.  
Dale Kerr, P. Eng.  
Colin Moore, P. Eng.  
Heather Swan, P. Eng.

### **Staff:**

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

### **Regrets :**

Roger Jones, P. Eng.  
Brian Ross, P. Eng.

### **Guest:**

Peter Rusch, 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 modified, as a new item titled "Introduction and Questions" was added to the agenda.

**Moved by: F. Wong                      Seconded by: N. Kennedy                      CARRIED**

### 1.2 Introduction and Questions

P. Rusch from the Preparing As-Built and Record Documents Guideline subcommittee attended the meeting as a guest, and the PSC members introduced themselves.

## 2. MINUTES OF PREVIOUS MEETING

### 2.1 Approval of Minutes of February 7, 2017 Meeting

A motion was made to approve the Minutes of the February 7, 2017 meeting as written.

**Moved by: N. Kennedy                      Seconded by: C. Moore                      CARRIED**

### 2.2 Action Items of February 7, 2017 Meeting

Staff reported on the status of the Action Items.

**Follow-Up:** PSC Chair and staff wrote a memo to respond to Councillor M. Spink with regard to the comments that were submitted on the Structural Engineering Design Guideline.

**Follow-Up:** Staff verified if a Briefing Note was sent to Council to approve the Practitioner-Centred Research Project. Staff advised that the Practitioner-Centred Research Project was a part of the 2015 Strategic Plan on 2015, and that there was no Briefing Note.

**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.

### 3. GUIDELINES

#### 3.1 Guideline for Preparing As-Built and Record Documents

The Chair reported the following:

- The public consultation ended on October 31, 2016.
- The subcommittee Chair reviewed the public consultation comments.
- A meeting will be scheduled for late April/early May 2017 to start addressing the public consultation comments.

#### 3.2 Guideline for Performance Audits and Reserve Fund Studies for Condominiums

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 and staff wrote a memo to the Chair of the PSC advising that the Regulations to the *Condominium Act* are currently in the process of being updated. The subcommittee has concluded that, due to the inherent risk to public safety, engineers need to be consulted when a Reserve Fund Study is conducted for a building over six storeys in height, where the building has concrete balconies, or where the property has a parking garage structure, either underground or above ground.

The subcommittee is recommending that PEO take the position that the Regulations to the *Condominium Act* be amended to explicitly require engineering input for Reserve Fund Studies of these higher risk buildings.

There was a discussion regarding why specifically the concern for buildings over six storeys. The subcommittee Chair advised that this number is based on the assessing risk factors in the Report of the Building Safety Technical Advisory Panel dated January 27, 2016.

The following motion was made:

**The PSC agreed that engineering input to Reserve Fund Studies is required in higher-risk and safety-sensitive components as mentioned in the memo, but not limited to it.**

**Staff to send memo to higher level management for their input, which could entail communication with the Ministry of Consumer Services.**

**Moved by: D. Dixon**

**Seconded by: F. Wong**

**CARRIED**

### **3.3 Guideline for Solid Waste Management**

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

Question: How long does it take the Communications Department for the public release?

Answer: It could take three months, as the Communications Department is currently working on a new format and design for guidelines.

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

It was previously reported that 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 previously 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**

**Follow-Up:** Staff sent 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**

A meeting will be scheduled for sometime in April 2017 to continue working on developing the guideline.

**3.6 Use of Seal Guideline**

The subcommittee candidates selected were approved by the Registrar. A Briefing Note will be sent to Council for their information.

**3.7 Guideline for Professional Engineers Providing Reports on Mineral Properties**

PEO staff interviewed the candidates for this subcommittee. The candidates will be approved by Council and/or the Registrar.

**3.8 Guideline for Environmental Site Assessment, Remediation and Management**

The Chair of the PSC and PEO staff interviewed the candidates for this subcommittee. The candidates will be approved by Council and/or the Registrar.

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

The PSC approved the applicants for the ESDM subcommittee via doodle poll. Furthermore, the Registrar approved the candidates selected. A Briefing Note will be sent to Council for their information.

**3.10 Coordinating Licensed Professional Joint Subcommittee**

The Chair of the PSC and PEO staff interviewed the candidates for this subcommittee. The candidates will be approved by Council and/or the Registrar.

**3.11 Assuming Responsibility and Supervising Guideline**

Staff is working on developing a practice guideline. The goal is to have a first draft ready this Summer.

## 4. OTHER BUSINESS

### 4.1 Status of PSC Projects

Staff provided the status of PSC projects.

The Chair of the PSC advised that no PSC members were interested in chairing the following subcommittees:

- Coordinating Licensed Professional Joint Subcommittee
- Environmental Site Assessment, Remediation and Management
- Reports on Mineral Projects

Staff suggested that perhaps a member of each of the above subcommittees could chair.

**Action:** Staff to provide a list of PSC members who are currently chairing subcommittees.

**Action:** Staff to add a new column on the Status of PSC Projects log to note the Chair of each subcommittee.

### 4.2 Council Update

It was previously reported that a new Council liaison for the PSC would be required.

The Solid Waste Management Guideline was approved by Council at their February 2017 meeting.

### 4.3 Improve Guideline Development and Maintenance Processes

Staff previously advised that an interview process would be conducted for potential 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 fewer 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”.

**Follow-Up:** Staff followed up with D. Kerr regarding the document that she is currently working on regarding chairing subcommittees.

D. Kerr sent the “Committee Chair Handbook” to staff. The PSC members thought that the handbook was an interesting document.

The PSC members suggested that an orientation session be developed for new members.

The PSC members suggested that perhaps two or three PSC members could prepare a brief document on chairing subcommittees.

The Chair of the PSC advised that writing this document is not the mandate of the PSC. Staff may need to follow up with the Volunteer Management team and, if there is no plan to develop this document, then the PSC members could work on it.

**Action:** Staff to send the “Committee Chair Handbook” to Volunteer Management staff for their consideration.

#### **4.4 PSC Term Limits**

The following motions were previously made:

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

**Follow-Up:** Staff modified “Appendix B - Proposed Term Limits Wording” based on the motion that was made at the February 2017 PSC meeting and sent it to the PSC members for final approval at the March 2017 meeting.

Staff provided the updated Terms of Reference based on the previous motion made at the February 2017 meeting.

A few edits to the updated Terms of Reference were made at the meeting.

The following motion was made:

**Staff to send the approved updated PSC Terms of Reference for Council approval.**

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

There was a discussion regarding quorum, in accordance with Wainberg’s Society Meetings, including Rules of Order.

**Action:** Staff to send the “Wainberg’s Society Meetings” to the PSC members for their consideration.

#### **4.5 New PSC Members**

**Follow-Up:** Staff invited 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.

P. Rusch attended the meeting as a guest.

#### **4.6 Quality Verification Engineers (QVE’s) - Auditor’s Report**

There was nothing new to report as staff is still waiting for a response from Ministry of Transportation staff.

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 Invitation - PEO Annual General Meeting Events**

Neither the Chair nor Vice-Chair of the PSC Chair are able to attend the PEO Annual General Meeting. The Chair of the PSC asked if any PSC member would be interested in attending on his behalf.

H. Swan and N. Kennedy are interested in attending.

**Action:** Staff to send the PEO Annual General Meeting invitation to H. Swan and N. Kennedy to attend on behalf of the Chair and Vice-Chair of the PSC.

### **5. ADJOURNMENT AND NEXT MEETING**

**Follow-Up:** Staff will include the next meeting date on all meeting agendas.

The meeting adjourned at 8:10 p.m.

Below are the meeting dates for 2017:

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