



# Minutes

## PROFESSIONAL STANDARDS COMMITTEE MEETING

Tuesday, November 14, 2017

PEO Offices

### Members:

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

### Council Liaison:

Michael Wesa, P. Eng.

### Staff:

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

## **1. OPENING OF MEETING**

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

### **1.1 Approval of Agenda**

The following two items were added to the agenda:

- 4.4 Election of Chair and Vice-Chair
- 4.5 Memo to Communications Department

A motion was made to approve the agenda, as modified.

**Moved by: F. Wong                      Seconded by: D. Kerr                      CARRIED**

### **1.2 Introduction (Council Liaison)**

An introduction was made to M. Wesa, Council Liaison for the Committee.

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

### **2.1 Approval of Minutes of October 17, 2017 Meeting**

A motion was made to approve the Minutes of the October 17, 2017 meeting, as modified.

**Moved by: R. Jones                      Seconded by: F. Wong                      CARRIED**

### **2.2 Action Items of October 17, 2017 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 subcommittee members met on November 8, 2017, and addressed most of the public consultation comments.

- The subcommittee members will meet on November 21, 2017 to complete addressing the public consultation comments.
- The goal is to provide the final version of the guideline to the PSC members in the January 2018 meeting agenda package, for review and comments.

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

- The subcommittee Chair advised that there is no update as the subcommittee is still waiting for changes/update regarding the Regulation on Performance Audits and Reserve Fund Studies, which may be available for public consultation in 2018.
- Staff proposed sending an information Briefing Note to Council to inform them of the delay in developing the guideline. The PSC members agreed to send the information Briefing Note to Council.

**Action:** Staff to send an information Briefing Note to Council to inform them that the subcommittee is holding off on the development of the guideline as the Ministry of Government and Consumer Services is currently updating their Regulation.

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

Staff advised that the guideline has been published, and is now available on the PEO website.

**Question:** Does Council approve the format of the guideline?

**Answer:** No, the Communications Department approves the format.

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

Staff reported that PEO staff met with Ministry of Municipal Affairs staff, who advised that they are strongly considering mandatory assessment for certain types of buildings. The subcommittee will work on the performance standard as soon as the Ministry of Municipal Affairs announces the regulatory changes.

Staff reported that the draft Regulation may be available by January 2018.

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

The subcommittee Chair reported the following:

- The PSC's comments on the guideline were received, and the subcommittee will meet sometime in November 2017 to address these comments.
- Only one meeting may be required to address all of the PSC comments.
- The goal is to send the final draft of the guideline to the PSC in early 2018.

### **3.6 Use of Seal Guideline**

The subcommittee Chair reported the following:

- The subcommittee met on November 7, 2017.
- Staff will prepare an Action Items Log to keep track of all pending action items.
- The subcommittee discussed whether Certificate of Authorization information should be displayed on drawings. Staff will check other jurisdictions to verify their requirements.
- Staff proposed a performance standard to the subcommittee for discussion.
- The final draft of the performance standard may be sent to the PSC in January 2018 for review and comments.

There was a discussion regarding an engineer signing and sealing non-engineering documents. A legal opinion may be required.

A PSC member commented that the seal could be applied on any document, i.e. legal documents.

The subcommittee Chair would welcome any comments from the PSC.

### **3.7 Guideline for Professional Engineers Providing Reports on Mineral Projects**

Staff reported that each subcommittee member has been assigned to complete a section in the guideline.

The goal is to have the draft guideline ready for January 2018 for review/comments.

Staff proposed that the subcommittee Chair may attend a future PSC meeting to answer any questions.

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

Staff reported that the new subcommittee members have been approved by the Registrar.

The subcommittee members will meet on December 11, 2017 to start revising the existing guideline.

### **3.9 MOECC - Professional Engineers Providing Engineering Reports under O. Reg. 1/17 (ESDM & AAR Reports)**

The subcommittee Chair reported the following:

- The subcommittee will meet on November 16, 2017 to continue working on the draft guideline.
- The first draft of the guideline will be sent to the PSC in January 2018 for review and comments. However, it should be noted that the Ministry of the Environment and Climate Change is in the middle of updating their Regulations and guidelines, which may delay the development of the practice guideline. For example, the Ministry of the Environment and Climate Change is currently updating their Regulation to mandate engineers to provide ESDM reports for Environmental Compliance Approval. Furthermore, the Ministry of the Environment and Climate Change is still working on a guidance for toxicologists.

Question: Would the Ministry of the Environment and Climate Change add Environmental Compliance Approval to the scope of the guideline?

Answer: No, the subcommittee will adhere to their Terms of Reference. Perhaps the requirements in the guideline could apply to reports submitted for Environmental Compliance Approval as well

A PSC member had a concern regarding the title of the guideline as many people are not aware of O. Reg. 1/17. The subcommittee Chair advised that engineers working in this field should be aware of O. Reg. 1/17.

### **3.10 Coordinating Licensed Professional Joint Subcommittee**

The subcommittee Chair reported that the subcommittee has not met since the last PSC meeting. The next meeting is scheduled for December 18, 2017.

### 3.11 Assuming Responsibility and Supervising Guideline

Staff provided the final version of the guideline to the PSC members.

Question: Can engineers be supervisors without their names being listed on Certificate of Authorization application or renewal forms?

Answer: Staff advised that whether or not the name of the supervisor is on the Certificate of Authorization application or renewal form, they are responsible since professional obligations are independent of these forms.

There was discussion on Section 4.2, "Professional Responsibility of the Supervising Engineer under a Certificate of Authorization", and some edits were made to this section to reflect the above comment.

A motion was made to approve the guideline, as amended.

**Moved by: F. Wong                      Seconded by: B. Ross                      CARRIED**

Action: Staff to send a Briefing Note to Council for final approval of the guideline.

Action: Staff to obtain the timeline from the Communications Department for publishing the guideline.

## 4. OTHER BUSINESS

### 4.1 Council Update

Council will meet on November 17, 2017. Consequently, there was nothing new to report.

### 4.2 New PSC Members

Staff reported that the PSC may receive a request to develop a guideline or practice bulletin on the Quality Verification Engineer. Most municipalities may rely on professionals, and it may be beneficial to consider appointing applicants who have regulatory experience.

Staff provided the gap analysis at the last PSC meeting.

The gap analysis was based on:

- Are you able to chair a subcommittee?
- Do you have regulatory experience?

**Action:** Staff to include the resumes of the three proposed applicants in the next PSC meeting agenda package, as well as the gap analysis.

It was suggested that the gap analysis should consider whether the existing PSC members have experience from government, consulting, or industry. It was agreed that staff send a survey to the PSC members to gather this information.

**Action:** Staff to add a column on the gap analysis for the “discipline” of the existing PSC members, and whether their experiences are from government, consulting, or industry.

**Action:** Staff to send a survey to obtain the above information from the PSC members.

#### **4.3 Response to Modernizing Building Approvals in Ontario**

Staff reported that the Centre for Urban Research and Land Development at Ryerson University prepared a report regarding “Modernizing Building Approvals in Ontario: Catching Up with Advanced Jurisdictions”.

This item was for information only. Some municipalities expressed interest in increased reliance on professions.

#### **4.4 Election of Chair and Vice-Chair**

The PSC Chair advised that the election of the Chair and Vice-Chair should be done annually, either in December or January. It was agreed that election would take place at the next PSC meeting on December 12, 2017.

There was a discussion on the Terms of Reference.

#### **4.5 Memo to Communications Department**

The PSC Chair reported that a memo regarding the PSC members’ concern regarding the new format and design of the guidelines will be sent to the Communications Department. The PSC Chair will circulate the memo to the PSC members for comment.

**Action:** PSC Chair to write a memo to the Communications Department, outlining the concerns that were raised by the PSC members regarding the new format and design of the guidelines.

**5. ADJOURNMENT AND NEXT MEETING**

The next meeting is scheduled for December 12, 2017. The PSC meeting will be held first, followed by a festive dinner.

The meeting adjourned at 7:20 p.m.