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# Minutes

## PROFESSIONAL STANDARDS COMMITTEE MEETING

Tuesday, October 18, 2016

PEO Offices

### **Members:**

Nicholas Pfeiffer, P. Eng. (Chair)

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.

### **Staff:**

Sherin Khalil, P. Eng.

José Vera, P. Eng.

### **Regrets :**

Jamie Catania, P. Eng.

Fanny Wong, P. Eng. (Vice-Chair)

## 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: D. Kerr                      Seconded by: H. Swan                      CARRIED**

## 2. MINUTES OF PREVIOUS MEETING

### 2.1 Approval of Minutes of September 13, 2016 Meeting

A motion was made to approve the Minutes of the September 13, 2016 meeting as written.

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

### 2.2 Action Items of September 13, 2016 Meeting

Staff reported on the status of the Action Items.

Previously, there was a discussion regarding the Focus Group and the Continuing Professional Development (CPD) questions. The PSC members requested an update regarding their comments on these questions.

**Action:**                      PSC Chair to send a memo to respond to Councillor M. Spink with regard to the comments that were submitted on the Structural Engineering Design Guideline.

## 3. GUIDELINES

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

There was nothing new to report.

The public consultation has been extended to October 31, 2016 due to low response.

### 3.2 Condo Reserve Studies Guideline

Staff reported the following:

- The public consultation ended on September 30, 2016.
- Staff will review and organize all public consultation comments.
- Staff will create a folder on SharePoint to allow the subcommittee members to access these comments.
- Staff will schedule a meeting to start addressing the comments received from the public consultation.

There was a previous 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.

### 3.3 Solid Waste Management Guideline

The subcommittee Chair reported the following:

- The subcommittee members have completed addressing all comments that were received from the public consultation.
- Staff sent the final version of the guideline to the PSC members for their approval.

A PSC member commented that the guideline should consider Nano-Materials.

The subcommittee Chair advised that the guideline applies to non-hazardous waste and suggested changing the title of the guideline to Solid Non-Hazardous Waste Management.

**Action:** Staff to bring the Terms of Reference for the Solid Waste Management Guideline to next meeting.

### 3.4 Guideline for Structural Condition Assessments

Staff reported the following:

- The final version of the guideline is ready for final PSC approval.
- Staff prepared a memo in response to all public consultation comments to outline the significant changes in each section of the guideline.

Question: What is the timeframe for sending this memo to all participants?

Answer: After final Council approval of the guideline.

- A PSC member advised that the subcommittee members should respond to some of the comments on the guideline as some comments were non-professional. Staff advised to ignore non-professional comments and only reply to constructive comments.
- Staff reported that the Structural Engineering Assessments subcommittee had the following motion made at their last meeting:

Motion:

***The Structural Engineering Assessments subcommittee agreed that disclosure requirements could be added to the Performance Standard in lieu of a Structural Specialist Designation.***

Question: What are the next steps?

Answer: A Briefing Note will be submitted for Council approval to include disclosure requirements in the Performance Standard.

**A motion was made to approve the *Structural Engineering Assessments Guideline*.**

**Moved by: N. Kennedy      Seconded by: B. Ross      CARRIED**

**Action:** Staff to prepare a Briefing Note for Council for the November 2016 meeting to include disclosure requirements in the Performance Standard.

**Action:** Staff to prepare a Briefing Note for Council to approve the guideline at their November 2016 meeting.

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

The subcommittee met on September 15, 2016.

**Action:** Staff to send the updated version of the guideline to the subcommittee Chair.

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

Council approved forming a subcommittee to update the existing guideline.

Volunteer Management is currently seeking to appoint new members to the subcommittee.

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

**Follow-Up:** PSC members sent their comments on the proposed Terms of Reference.

**A motion was made to approve the Terms of Reference to form a subcommittee to update the existing guideline.**

**Moved by: C. Moore                      Seconded by: H. Swan                      CARRIED**

**Action:** Staff to send a Briefing Note for Council approval at the November 2016 meeting to approve forming a subcommittee to update the existing guideline.

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

**Action:** Staff to send a Briefing Note for Council approval at the November 2016 meeting to approve forming an Environmental Site Assessment subcommittee to update the existing guideline.

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

**Follow-Up:** Staff sent a Briefing Note for Council approval at the September 2016 meeting.

Council approved forming a subcommittee to develop a new guideline.

Volunteer Management is currently seeking to appoint new members to the subcommittee.

### 3.10 Coordinating Licensed Professional

**Follow-Up:** PSC members sent their comments on the Terms of Reference.

**A motion was made to approve the Terms of Reference to form a joint subcommittee to develop a practice guideline.**

**Moved by: C. Moore**

**Seconded by: H. Swan**

**CARRIED**

**Action:** Staff to send a Briefing Note for Council approval at the November 2016 meeting to approve forming a joint subcommittee to develop a practice guideline.

### 3.11 Supervising Guideline

**Follow-Up:** Staff scheduled a meeting between President G. Comrie and the Chair of the PSC.

At the meeting, it was agreed to change the title of the guideline to “Assuming Responsibility and Supervising Engineering Services”.

A practice guideline will be developed instead of a performance standard, describing best practices associated with the requirement for a professional engineer to assume responsibility, as stipulated in Section 12(3)(b), and requirement to supervise, as stipulated in Section 17(2), of the *Professional Engineers Act*.

President G. Comrie is looking to have the Terms of Reference ready for Council approval at their November 2016 meeting.

**Action:** Staff to send the Terms of Reference and Briefing Note for PSC approval via doodle poll.

**Action:** Staff to send a Briefing Note for Council approval at their November 2016 meeting to approve the Terms of Reference.

The PSC members previously agreed on developing a guideline.

## 4. OTHER BUSINESS

### 4.1 Status of PSC Projects

Staff provided the status of PSC projects.

## 4.2 Council Update

R. Jones reported the following:

- Council approved forming the Use of Seal subcommittee to update the existing guideline.
- Council approved forming a subcommittee to develop the Environmental Site Dispersion Model practice guideline.
- There was a discussion regarding the PSC term limits. Council has directed that staff advisors update the Terms of Reference to indicate the length of service and the maximum term limits.

**Action:** Staff to bring the PSC Terms of Reference to the November 2016 meeting.

## 4.3 Improve Guideline Development and Maintenance Processes

There was nothing new to report.

This item will be discussed at next meeting.

## 4.4 New PSC Members

A suggestion was made by staff to get new PSC members. It was also suggested getting new members with different engineering backgrounds.

It would be beneficial to interview new subcommittee members prior to forming the subcommittee.

The PSC members agreed with the above suggestions.

**Action:** Staff to prepare a gap analysis for PSC membership.

## 4.5 Volunteers for National Framework Task Force (NFTF)

There was a discussion regarding the National Framework Task Force as this Task Force is looking for new volunteers.

B. Ross expressed interest in becoming a member of this Task Force.

The PSC members had a concern regarding the mandate of the Task Force as it appears to favour the National Framework.

**6. ADJOURNMENT AND NEXT MEETING**

The meeting adjourned at 8:00 p.m.

Below are the meeting dates for the remainder of 2016:

- November 8, 2016
- December 13, 2016