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# Minutes

## PROFESSIONAL STANDARDS COMMITTEE MEETING

Tuesday, September 11, 2018

PEO Offices

### **Members:**

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

### **Staff:**

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

### **Regrets:**

Nicholas Pfeiffer, P. Eng.

### **Guest:**

Andrew Tapp, Policy Analyst

## 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 written.

**Moved by: J. Lowe                      Seconded by: N. Kennedy                      CARRIED**

### 1.2 Practice Advisory Review Project

Andrew Tapp, Policy Analyst, PEO, provided a presentation on the Practice Advisory Review project, as follows:

The project's goal is "to determine ways to improve the effectiveness of Practice Advisory services and tools among the 5,600 engineering firms holding a PEO-issued Certificate of Authorization to offer professional engineering services to the public". As PEO recognizes the importance of company values, procedures, policies and practices on how engineers practice professional engineering in a Certificate of Authorization-holding firm, it is focusing on these influences.

The project is based on ethnographic research (deep observation and insight into practice needs and challenges). The ethnographic research will explore why, when and how engineering firms access or use PEO's Practice Advisory services and tools (i.e. advisors, guidelines, standards, webinars, bulletins, presentations, etc.), and their value to the firm and practitioners in their daily engineering consulting practice. This information will then be used to develop additional or improved prototyped services and tools relevant to Certificate of Authorization holding employers.

PEO has engaged Overlap Associates Inc. to conduct the ethnographic research and to assist it with prototype solution development.

The participation of the PSC and PSC subcommittee members in a two-day Iteration and Prototyping Workshop was requested to:

- Generate ideas and rapidly prototype new solutions for tools and services.
- Use the foundation findings from the ethnographic research phase to ensure that the perspectives of users from across PEO's networks continue to be involved.

- Activities will leverage human-centred design tools, such as empathy maps, feedback grids and journey maps to explore and build around the needs of PEO's stakeholders.

The PSC members questioned if the volunteers participating in the workshop should only be PSC members or other engineers as well, and were advised that PSC presence was definitely required. A. Tapp advised that between 10-20 volunteers were required to participate.

The deliverables which the Policy Group are looking for are a series of prototype tools, such as e-learning, new ways of presenting of guidelines rather than textbooks, etc. The goal is to make PEO tools more active, useful and relevant.

The Practice Advisory Review project targets Certificate of Authorization holders. A PSC member commented that the project should also target employee engineers who work at Certificate of Authorization-holding firms. As well, as PEO protects the public, this project should also target the clients of engineers.

The PSC members were advised by A. Tapp that the Policy Group would require the information by the end of September 2018.

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

### **2.1 Approval of Minutes of June 12, 2018 Meeting**

A motion was made to approve the Minutes of the June 12, 2018 meeting as written.

**Moved by: N. Kennedy      Seconded by: J. Lowe      CARRIED**

### **2.2 Action Items of June 12, 2018 Meeting**

Staff reported on the status of the action items.

There was a concern regarding the Nipigon Bridge failure, and the PSC members would like to follow up on this matter. Staff advised that the PSC could request follow-up information once a new Council Liaison was appointed to the Committee.

**Action:**      Once the new PSC Council Liaison is appointed, the PSC will request that he/she follows up with Council regarding an update on the Nipigon Bridge failure.

### 3. GUIDELINES

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

There was nothing new to report as the Ministry of Government and Consumer Services is currently updating their Regulation on Performance Audits and Reserve Fund Studies.

#### 3.2 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 members will start working on the performance standard as soon as the Ministry of Municipal Affairs updates their Regulation.

Staff has contacted the Ministry of Municipal Affairs to follow up regarding the update of their Regulation; however, no response has been received as yet.

#### 3.3 Guideline for Design Evaluation of Demountable Event Structures

The guideline was sent out for public consultation, and the subcommittee members will meet to address the comments that were received from this consultation.

There was concern regarding comments received on an “Operations Management Plan” that describes actions to be taken under certain weather conditions, particularly with respect to wind loads.

The subcommittee Chair asked the PSC members for their opinion regarding public comments on the guideline, and position that prohibits strategies that require actions by the event crew to limit the wind load in the structure.

**Action:** Staff to share the public consultation comments with the PSC members.

#### 3.4 Use of Seal Guideline

PEO’s Interim Registrar approved a legal review of the Use of the Seal performance standard and practice guideline, and a lawyer has now been retained to provide this legal review.

The subcommittee will be meeting on September 17, 2018, and the lawyer will be attending this kick-off meeting.

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

Staff reported that the PSC has reviewed the proposed guideline and sent their comments to the subcommittee.

The subcommittee members will be meeting on September 20, 2018 to address the PSC's comments.

### **3.6 Guideline for Preparing As-Built and Record Documents**

The PSC reviewed the draft guideline and sent their comments to the subcommittee.

PEO's Interim Registrar has approved a legal review of the guideline, and staff is currently in the process of obtaining quotes from law firms.

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

Staff reported that the subcommittee members met a couple of times during the summer, and will next be meeting on September 19, 2018 to complete reviewing the draft guideline.

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

The subcommittee Chair reported that Ministry of the Environment, Conservation and Parks (MECP; formerly, MOECC) staff reviewed the draft guideline and provided detailed comments, such as the inconsistency in the guidance between the Air and Noise sections. The subcommittee members advised MECP staff that the reason for the inconsistency was due to the amount of guidance available between the Air and Noise sections being significantly different. The subcommittee members requested MECP staff to revise their comments. The subcommittee will meet to address these comments, and the next step would be the legal review.

### **3.9 Coordinating Licensed Professional Joint Subcommittee**

The subcommittee members received comments from the Ontario Association of Architects. The Ontario Association of Architects proposed a revised version of the draft guideline.

The subcommittee members met on August 16, 2018 to discuss the definition of Coordinating Licensed Professional and the role of the Coordinating Licensed Professional. The subcommittee will next meet on September 13, 2018 to finalize the role of the Coordinating Licensed Professional, and not specify the qualifications.

### **3.10 Pre-Start Health and Safety Reviews**

Staff provided the response from Ministry of Labour staff to the PSC.

Ken Slack, Manager, Complaints & Investigations, PEO, may attend the next PSC meeting in October 2018 to explain the relevant complaint cases.

There was a concern from Ministry of Labour staff regarding engineers not complying with the existing Pre-Start Health and Safety Reviews guideline. The PSC commented that, even if they updated the guideline, engineers may still choose to comply or not comply with the guideline.

## **4. OTHER BUSINESS**

### **4.1 Council Update on PSC Related Issues**

Currently, no Council Liaison has been assigned to the PSC.

### **4.2 Proposal to Develop Practice Bulletin for OHS Act Section 54(1)(k)**

It was previously reported that a request was received from the Interim Registrar to consider a practice bulletin regarding the requirements in the *Occupational Health and Safety Act* for engineers to provide a sealed report stating that equipment is not likely to endanger a worker.

Staff contacted the Ministry of Labour to get a better understanding of when Section 54(1)(k) is used and more information on the purpose of this section.

The Ministry of Labour provided a response to the PSC's questions regarding Section 54(1)(k) of the *Occupational Health and Safety Act*.

There was a discussion on whether Ministry of Labour inspectors limit the use of Section 54(1)(k) to request Pre-Start Health and Safety Reviews, and if this section could be used to request maintenance of machinery, equipment, etc.

**5. ADJOURNMENT AND NEXT MEETING**

The next meeting is scheduled for October 16, 2018.

The meeting adjourned at 7:30 p.m.