



Minutes

PROFESSIONAL STANDARDS COMMITTEE MEETING

Tuesday, September 15, 2015

PEO Offices

Members:

Andy Bowers, P. Eng. (Chair)

Denis Dixon, P. Eng.

Roger Jones, P. Eng.

Neil Kennedy, P. Eng.

Dale Kerr, P. Eng.

Les Mitelman, P. Eng.

Colin Moore, P. Eng.

Nicholas Pfeiffer, 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 10 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: H. Swan **Seconded by:** L. Mitelman **CARRIED**

1.2 Welcome New Members

The Committee members welcomed N. Kennedy and D. Kerr as new members of the Professional Standards Committee.

2. MINUTES OF PREVIOUS MEETING

2.1 Approval of Minutes of June 9, 2015 Meeting

A motion was made to approve the Minutes of the June 9, 2015 meeting as written.

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

The members suggested adding a new item on the next agenda for: "Issues Arising from the Minutes".

3. GUIDELINES

3.1 Guideline for Structural Engineering Design in Buildings

Staff advised that the subcommittee members will be meeting on October 6, 2015 to discuss the comments that were received from the Public Consultation.

Staff will address any comments related to the *Professional Engineers Act* and/or the *Code of Ethics*, and the subcommittee members will address the technical comments.

There was a discussion regarding the coordination between fabricators, suppliers and contractors. A member suggested that the current draft of the guideline addresses this coordination issue.

3.2 Forensic Engineering Guideline

Staff advised that the guideline has been sent to the PSC for their approval.

A motion was made to approve the Forensic Engineering Guideline.

Moved by: H. Swan **Seconded by:** L. Mitelman **CARRIED**

Action: Staff to prepare a Briefing Note and send the guideline to the next Council meeting for approval.

3.3 Condo Reserve Studies Guideline

Follow-Up: Staff added a note on engineering qualifications in the preface of the guideline.

Follow-Up: Staff edited the guideline and forwarded to D. Kerr for final edits prior to the public consultation.

Staff is aiming to complete the guideline early next year.

Action: Staff to send the Condo Reserve Studies Guideline to the PSC members for their feedback and comments.

3.4 Solid Waste Management Guideline

Follow-Up: H. Swan sent the SWANA presentation to the subcommittee members.

The subcommittee members have met for final edits. The final draft version of the guideline has been sent to the PSC for their feedback and comments.

Action: PSC members to send their feedback on the Solid Waste Management Guideline to PEO staff by no later than September 25, 2015.

Action: PSC Chair to send a letter to PEO staff on Solid Waste Management issues.

3.5 Guideline for Preparing As-Built and Record Documents

Staff advised the following:

- The subcommittee members met three times during the summer, and are still working on the draft guideline.
- The subcommittee members decided to change the title of the draft guideline from “Preparing Engineering Documents Reflecting As-Constructed Conditions” to “Preparing As-Built and Record Documents”, as the PSC members had a concern regarding using the term “Condition”.
- The subcommittee members are aiming to send the final version of the draft guideline to the PSC sometime late in the year.
- The subcommittee members agreed that the public consultation might include insurance companies, governing bodies and municipalities.

Action: Staff to propose to the subcommittee that stakeholders may need to be invited as guests after the draft guideline is completed.

Action: The subcommittee will provide a draft guideline to the PSC in late 2015.

3.6 Guideline for Structural Condition Assessments

Follow-Up: Staff sent written feedback from the designation survey to the PSC members.

Action: Staff to include the following items on the agenda of the next subcommittee meeting: (1) text from the Newfoundland Guideline; and (2) Roundtable Building Consultants Minutes.

There was a discussion regarding using the terms “safe” and “structurally sound” in the guideline, since the definition of the term “safe” is subjective. Furthermore, it could be difficult for members to assess the level of risk in an existing building.

3.7 Data Matrix Bulletin

Staff reported that they had prepared a first draft of the bulletin using similar wording from the Ontario Association of Architects’ Regulatory Practice Bulletin and the Ministry of Municipal Affairs and Housing’s Transit Supportive Land Use Planning Guide.

PEO staff has contacted the Ministry of Municipal Affairs and Housing and the Ontario Association of Architects to seek their permission to reference their respective documents.

Action: Staff to send an example of a data matrix to the PSC members.

3.8 Guideline for Temporary Structures for Events

Staff prepared and sent the Briefing Note to approve the guideline for Temporary Structures for Events to the next Council meeting.

3.9 Use of Seal

Staff previously advised that Engineers Canada has a model guide for Authentication of Engineering Documents.

The Use of the Professional Engineer's Seal Guideline may need to be updated to cover the authentication.

Engineers Canada's model guide should be considered when the Use of the Professional Engineer's Seal Guideline is updated.

3.10 Professional Engineers Providing Reports on Mineral Properties

Staff previously advised that the PSC Chair sent a letter to PEO indicating that Marilyn Spinks is requesting an update on the Mining Guideline.

Follow-Up: Staff asked Marilyn Spinks to write an article for "*Engineering Dimensions*" on issues involving Mineral Properties.

Action: Staff to review the Mining Guideline and prepare an action plan for the next meeting.

4. STANDARDS

4.1 Tower Crane Review Standard

Staff advised that the Tower Crane Review Standard has been finalized, and the Ministry of the Attorney General recommended that the Regulation will make reference to the Tower Crane Review Standard, as appropriate.

Action: Staff to remove this item from next agenda.

4.2 Supervising and Delegating Standard

Staff advised that the Legislative Counsel did not agree with most of the Supervising and Delegating Standard that was submitted by the PSC. Essentially, the Act does not provide PEO with authority to create regulations regarding many of the items in the standard, nor mention anything regarding supervision, except in the context of supervising the services provided by a Certificate of Authorization.

Furthermore, the Act only requires a licence holder to assume responsibility for work done by persons without a licence.

As these are major issues that need to be resolved, it might be necessary to revisit the standard to verify if the proposed requirements are reasonable. Furthermore, staff is working to determine if the *Professional Engineers Act* needs to be changed before implementing this standard.

5. OTHER BUSINESS

5.1 Status of PSC Projects

There was a discussion regarding the status of the PSC projects.

Action: Staff to provide additional information on the proposed Guideline Interpreting PEA for Regulators.

5.2 Elliot Lake Recommendations

Prime Consultant

Staff prepared a seed document to outline the duties of the Prime Consultant. For example, the Prime Consultant should coordinate communication of information between the client, the contractor and the design professionals so that construction proceeds in a manner that complies with applicable codes and regulations, and meets their needs.

Action: PSC members to send their feedback and comments on the Prime Consultant seed document.

5.3 Industrial Subcommittee

Previously, a motion was made that the PSC members approve the report to be sent to Council, with actions for the Registrar.

Action: Staff to send a Briefing Note to PEO Council for their approval.

5.4 Climate Change and Engineering

Staff previously advised that the Engineers Canada model guide has changed to a national guideline, and is now available to the public.

A member advised that practitioners might need to have a Climate Change and Engineering Guideline in Ontario, and that PEO should consider this.

Follow-Up: Staff sent the Engineers Canada Climate Change National Guideline to the PSC members.

Action: Staff to investigate adding a link to the Engineers Canada National Guideline in the Guideline section on the PEO website.

5.5 Practice Review Pilot Voluntary Program

Staff advised that Siemens Canada is interested in the Voluntary Program.

Action: Staff to contact the Discipline Committee to find out if they will use the new Practice Review Guideline.

Action: Staff to contact Consulting Engineers Ontario for new volunteers.

Action: Staff to contact the Chair of the Complaints Committee to find out if the Practice Review Guideline could be used by the Committee.

Action: Staff to investigate if new Certificate of Authorization holders should get the Practice Review Guideline.

5.6 Dam Safety Review Guideline

Staff previously advised that the Ontario Ministry of Natural Resources has a Dam Safety Review Guideline. Furthermore, the Professional Engineers and Geoscientists of B.C. have Legislated Dam Safety Reviews.

The PSC members are requesting more information for the practice issues regarding dam reviews before taking further action.

Action: Staff to undertake an evidence study for dam review guideline practice issues in Ontario.

Action: Staff to communicate with the Ministry of Natural Resources to get more information regarding the dam review regulations.

5.7 Site Remediation

Engineers Canada has a model guide for “Professional Engineers Providing Services in Environmental Site Assessment, Remediation and Management”. When updating the Site Remediation Guideline, the Engineers Canada model guide should be considered.

Action: Staff to send PEO’s Site Remediation Guideline and Engineers Canada model guide to the PSC members to verify if the Site Remediation Guideline needs to be updated.

6. ADJOURNMENT AND NEXT MEETING

The meeting adjourned at 7:45 p.m.

Below are the meeting dates for the balance of 2015:

- October 20, 2015
- November 17, 2015
- December 8, 2015
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Action: Staff to review how many guidelines need to be updated due to the new Limited Licence regulations.

Action: Staff to add a new item to next agenda as “Council Update”.