

EABO

c/o Professional Engineers Ontario
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MINUTES OF MEETING HELD ON AUGUST 3, 2017

Held at PEO Offices

40 Sheppard Avenue West, Toronto, Ontario

Attendees:

David Craddock, OAA (Chair)
Mark Bendix, PEO
Kyle Bentley, LMCBO
David Dengler, PEO
Walter Derhak, OAA
Chris Roney, PEO
Ezio Savini, LMCBO
Michael Seiling, OBOA [*via teleconference*]
David Tipler, CEO

PEO Staff:

José Vera
Sherin Khalil

Observer:

Mohamed El Semelawy (MMA)

Regrets:

Gerry Conway, OAA
John Dorris, OBOA
Chuck Greenberg, OAA

A Joint Committee of:

Professional Engineers Ontario; Consulting Engineers Ontario;
Ontario Association of Architects; Ontario Building Officials Association;
Large Municipalities Chief Building Officials; and Toronto Area Chief Building Officials Committee

1.0 OPENING OF MEETING/APPROVAL OF AGENDA/INTRODUCTIONS

The meeting opened at 1:00 p.m., with 9 members of the Committee in attendance.

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

2.0 INTRODUCTIONS

An introduction was made to the EABO members and the observer from the Ministry of Municipal Affairs.

3.0 MINUTES/NOTES FROM PREVIOUS MEETING

A motion was made to approve the Minutes of the May 11, 2017 meeting, as written.

Moved by: K. Bentley

Seconded by: E. Savini

CARRIED

3.0 REVIEW PROPOSED TERMS OF REFERENCE

Follow-Up: D. Dengler, D. Cradock, M. Seiling and W. Derhak collaborated to revise the EABO Terms of Reference.

Follow-Up: PEO staff invited an observer from the Ministry of Municipal Affairs.

Action: PEO staff to change the layout of the agenda.

Action: PEO staff to send Robert's Rules of Order to the EABO members.

The Chair reported the following:

- Some members have been on EABO for more than 15 years, and it was pointed out that the Committee does not have any formal Terms of Reference.
- The EABO member should be aware of the Committee objectives and what is appropriate in terms of membership.
- It was previously reported that EABO will establish a small working group made up of members from PEO, OAA and Building Officials to develop formal Terms of Reference.
- The Working Group proposed draft Terms of Reference, which were discussed at the meeting.

The EABO members reviewed the proposed Terms of Reference, and it was agreed that the EABO members send their feedback and comments prior to the next meeting. It was also agreed that the Terms of Reference should be finalized by Fall 2017.

Action: EABO members to review the proposed Terms of Reference and provide their feedback to PEO staff prior to the next meeting.

Question: What is Robert's Rules of Order?

Answer: Robert's Rules of Order is a guide for conducting meetings and making decisions as a group.

An EABO member commented that the Terms of Reference should include the observers.

An EABO member suggested adding a statement on "Conflict of Interest" in the draft Terms of Reference.

An EABO member suggested adding a statement in the draft Terms of Reference to limit EABO members' liability when providing recommendations.

Action: Working Group to add a statement on "Conflict of Interest" in the draft Terms of Reference.

Action: Working Group to add a statement in the draft Terms of Reference to limit EABO members' liability when providing recommendations.

4.0 REVIEW PROPOSED AGENDA TEMPLATES

The Working Group proposed two agenda templates. The intent of the new proposed agenda template is to prioritize agenda items and ensuing actions. The proposed template would include an "Active" item list, listing items which would be discussed at the meeting, and an "Inactive" item list, listing inactive topics which would be dropped if these items were not discussed after three meetings.

Some items would be placed on the agenda as for information only.

An EABO member commented that, normally, any agenda items or topics are being raised for a reason. Therefore, it was suggested to keep a record of previous discussions and relevant documents.

An EABO member suggested creating a webpage for EABO members to access previous discussions and relevant documents.

It was reported that the Chair would make the final decision regarding what should be included on the agenda. Further, when the agenda is sent out to the EABO members, they should immediately advise of any items which need to be discussed at the meeting.

An OAA member advised that OAA members have access to their committee and subcommittee documents.

It was suggested that all decisions be recorded in the Minutes.

Action: EABO members to review the proposed agenda templates and provide feedback.

5.0 NEW BUSINESS

5.1 Potential Building Code Changes

There was a discussion regarding the Building Code changes. The observer from the Ministry of Municipal Affairs reported that the second phase will seek input on the specific proposed energy efficiency enhancement requirements in the Building Code to support implementation of the government's Climate Change Action Plan. Industrial and residential buildings represent 22 percent of Ontario's emissions, and the sector will require innovative solutions to effectively reduce emissions.

Question: Do the proposed changes include or mention the Coordinating Licensed Professional?

Answer: No.

5.2 New PEO Guidelines Available on PEO Website

PEO staff reported that the two following guidelines relating to structural assessments and design were published this year, which are available on the PEO website:

- Structural Engineering Design Services for Buildings Guideline
- Structural Condition Assessments of Existing Buildings and Designated Structures

5.3 Ontario Sign Association

An EABO member provided some background information on this issue.

The letter from the Ontario Sign Association relied on a legal opinion that did not note that the practice of professional engineering and the requirements to seal engineering documents are contained in the *Professional Engineers Act* and O. Reg. 941.

The case was dropped and, as a result, engineers are required to design signs.

It was suggested that PEO write a follow-up letter in collaboration with subject matter experts.

Action: PEO staff to follow up with J. Zuccon, PEO's Deputy Registrar, Tribunals and Regulatory Affairs, regarding PEO's position on this matter.

6.0 ADJOURNMENT AND DATE OF NEXT MEETING

The meeting adjourned at 2:30 p.m.

The EABO members requested that PEO staff schedule the next 5-6 meetings. The next meeting should be scheduled in October 2017, with subsequent meetings scheduled every two months.

Action: Staff to schedule the next meeting for sometime in October 2017.

Action: Staff to arrange for a cold lunch to be set up in the meeting room.