

**MINUTES**  
**COUNCIL OF THE ASSOCIATION OF ONTARIO LAND SURVEYORS**  
**Wednesday, June 19, 2019**  
 9:00 am to 3:00pm

<b>Chair</b>	<b>Al Jeraj</b>	<b>President</b>	<b>Mississauga</b>	<b>1</b>
	Dan Dzaldov	Past President	Thornhill	2
	Andrew Mantha	Vice-President	Windsor	3
	Gavin Lawrence	Senior Councillor	Newmarket	4
	Trevor McNeil	Senior Councillor	Stratford	5
	Andy Shelp	Intermediate Councillor	Ottawa	6
	Anna Aksan	Intermediate Councillor	Toronto	7
	Colin Bogue	Junior Councillor	Toronto	8
	David Kovacs	Junior Councillor	Thunder Bay	9
	George Wortman	Lay Councillor	Stouffville	10
	Peter Meerveld	Lay Councillor	Kitchener	11
	Patricia Meehan	Lay Councillor	Sudbury	12
	Susan MacGregor,	Surveyor General	Peterborough	13
<b>Staff:</b>	Brian Maloney	Executive Director	North Kawartha	14
	Kevin Wahba	Registrar	Vaughan	15
	Penny Anderson	Recorder	Toronto	16
<b>Absent:</b>	Miranda Paquette	Lay Councillor	Ottawa	

**1. Meeting Called to Order; Reminder of Conflicts of Interest and Confidentiality**

- *Meeting is called to order at 9:01 AM*

**2. Review Agenda**

**Motion 19.27    MOVED:                      SECONDED:**

**BE IT RESOLVED THAT** Council Approve the Agenda as provided

**DATE: June 19, 2019                      Chair: Al Jeraj    Carried: (Unanimous)**

**3. Reflection of Thanks**

**Council holds a round table of sharing thankfulness.**

**4. Approval of Previous Minutes and Review of Action Items**

**Motion 19.28    MOVED: Andy Shelp                      SECONDED: Gavin Lawrence**

**BE IT RESOLVED THAT** Council approves the Minutes from the meeting of May 14th, 2019.

**DATE: June 19, 2019                      Chair: Al Jeraj    Carried: (Unanimous)**

**The minutes of the previous Council Meeting are approved**

They are posted for logged-in Members only on the Website.

#### Review of Action Items

Ken Wilkinson, MGS (Ministry of Government Services), an agenda has been sent to Ken who will determine who else he should participate in the meeting between MGS and AOLS. A date is yet to be set for this meeting. This Action Item remains pending.

EDM Baselines – This is complete. The submissions from Ron Berg will be posted on the website. The Professional Standards Committee had met yesterday, and there was no recommendation to spend money on maintaining the EDM Baselines. MTO (Ministry of Transportation Ontario) agreed to act as a collector of crowd sourced data from surveyors to provide added value. Ron Berg wanted the Executive Director to have a conversation with the Surveyor General, Sue MacGregor, and Morgan Goadsby from MNR prior to moving forward. Sue will get Morgan and Ron to talk and determine who they wish to receive that data.

Mediators – Council will have a discussion on this topic at this meeting.

PSRI – The funding by-law is on today's agenda for discussion.

Administrative Law Course – This is also on the meeting agenda as well.

CRA request – The request to change our fiscal year was sent to the CRA. We still need their approval to proceed. We ran the letter by our Accountant before it was sent. The proposed PSRI Funding By-Law is tied around the new fiscal year but is not dependent on this.

Survey Bunk-house – The 4-year payment plan is acceptable to UoFT. The money will be provided over four years. We will execute that when we get the agreement.

#### **5. Commission Reports**

Andy Shelp – Outreach and Professional Education

Andy has submitted his report and it is posted for Council.

AERC (Academic and Experience Requirements Committee) had a meeting. The Committee will have a meeting in July. There were 8 students who went through the oral exam, and 6 took the written exam.

The CEC (Continuing Education Committee) is reviewing recommendations and suggestions from the Survey Monkey.

At GRLC (Geomatics Recruitment and Liaison Committee) The Chair was not present at the meeting and there is currently no report, but progress continues.

James Ferguson has submitted his Expanded Profession report. They have been working on defining EAKs for non-cadastral disciplines; it was suggested that they should focus on creating a white paper for a convincing argument for change to the licensed scope. We will have to convince government that change is required. The Task Force is to write that white paper and come up with actual examples of problems occurring as a result of the current circumstances. There was some discussion of an unlevelled playing field.

The PAC (Public Awareness Committee) had participated in the OGRA (Ontario Good Roads Association) Conference, and an event in April for the ORCGA (Ontario Regional Common Ground Alliance). They also participated in the Science Rendezvous event in Ottawa and staffed a booth at the Realtor Quest in Toronto.

- Andy Mantha – Governance Commission

Terry Dietz – appointed as chair of the Underground Utilities Task Force.

The Complaints Committee are also asking for a new Member.

Julia had sent a list of unassigned volunteers that they can pick from. It was suggested to ask Kevin Thom, chair, to look at the list of volunteers. It was also suggested that he consider getting a Registered Member on the committee. SRD Committee's chair, Marvin McNabb has sent his proposed Terms of Reference for Councils approval, which is on this agenda. All their committees are functioning, everyone submitted their reports. Complaints Committee noted that we currently have only 1 Lay Council Member. That Lay Council Member's term is nearly expired and concern was expressed since a Lay member is required to have a quorum. We need more Lay Councillors.

**ACTION ITEM: Executive Director to craft a letter to Minister for Lay Councillor appointments**

The SG (the Surveyor General) encourages Council to seek volunteers from members of public to make an application for Lay Councillors.

Cost of Field Notes – Andy Mantha has submitted a report – they are still working on an initial report, and working with Committees, hoping to bring something back to the fall meeting.

There was a concern raised about having to pay for plans that we cannot view or know if they are applicable. This should be addressed in the meeting with Ken.

**ACTION ITEM: Anna Aksan to craft an example to include in the meeting with Ken Wilkinson about this concern.**

## 6. Strategic Plan Review

**Motion 19.29    MOVED: Trevor McNeil    SECONDED: Sue MacGregor**

**WHEREAS:** A Strategic planning session was held in Kingston on May 15<sup>th</sup> and 16<sup>th</sup> which included Council and selected leaders in the Association;

**AND WHEREAS:** A Strategic plan was developed and communicated to the Association membership;

**BE IT RESOLVED THAT:** Council adopts that Strategic Plan as communicated and agrees to work towards implementing it.

**DATE: June 19, 2019**

**Chair: Al Jeraj    Carried: (Unanimous)**

Overall all actions related to Strategic Planning are on track.

### Education Strategy Actions

Ensuring continuation of Survey Law Course – Brian had a conversation with Izaak deRijcke and JC Tetrault from ACLS about the Survey Law Course. UNB will not be offering the courses for the fall semester but ACLS is prepared to host the courses with the AOLS's support. We will not influence UNB to change their mind on this and we will go forward regardless of their short-term support. Our OLS candidates can still meet the requirements through the ACLS website.

Al Buckle is planning on issuing an on-line survey to past articling students.

Registrar, Kevin Wahba, is looking at academic requirements with CBEPS. He is having a more in-depth discussion with Mary Rabideau in mid-July.

Izaak deRijcke and Brian Maloney met with with York's Lassonde School of Engineering. Their meeting focused on a lot of issues but not as much on the opportunities.

Brian Maloney will be participating with York's Strategic Planning session, along with Joe Young, and Maureen Mountjoy.

### Regulation Update Strategy Actions

The Legislation/Regulation Review Task Force is on track. There are a couple of issues being discussed that have not reached agreement, but they will get those resolved. There is a meeting scheduled and they meet regularly. They are expected to have a draft ready for the summer Council meeting.

### Increasing Awareness Strategy Actions

The new website development seems to be on track. We are expecting to see something from the developers by the Summer Meeting.

Brian is still waiting to hear back from the CEO of MPAC for the meeting.

### Risk Management Strategy Actions

Brian met with Teranet's Risk Management advisor, who provided some excellent advice.

Brian Maloney will be attending an ORAC meeting –ORAC is an organization of self-regulators. Brian did request a meeting devoted to risk management but that did not receive support as of yet. Brian will raise the concern of Risk Management and seek information from this group.

A motion to form a Task Force for Risk Management is included in this meeting.

Brian has not succeeded in finding a risk management consultant at this time.

### Provincial Survey Records Index (PSRI)

The subject of PSRI will be covered in this meeting.

## **7. Risk Management Considerations**

A slide presentation was shared with Council.

Council is advised that this material is not for distribution since some of the material was based on the ISO 31000 Framework which is copyright protected.

This is a significant undertaking that could take years to be fully implemented.

We should investigate existing frameworks like COSO, ISO 31000, and the Ontario Government's framework for guidance but in any event, this has to be a customized approach.

Enterprise Risk Management is an integral part of an entire organization.

If we buy into this, we should adopt this like we adopted the Strategic Plan. There are some challenges. This is a culture change across the organization.

We need to make sure we have the resources and senior level support to move forward with this.

We need to ask who the senior champions should be, how aggressive do we want to be, and how best we involve the membership.

One of the first steps is to ensure the organization is properly organized to deliver on this.

Examples of this include:

- Ensuring that proper governance guides the complete organization (e.g. are our Commissions working for example)
- Ensuring the proper relationship and information flows between committees (e.g. are we getting the right feedback and collecting the right information).

We need to communicate our objectives and bring along our members in this journey.

We need to start looking for sources to help inform us, such as finding evidence, analytics, etc. to help guide us.

We need to find a sufficiently comprehensive set of risks while not overwhelming the organization.

We may not get this perfect, and we will have challenges and bumps along the way.

Ultimately, we will put together a Risk Management plan that will evolve.

It was suggested to go through an exercise with Council to better understand how big and difficult this could be. We could benefit from having a Consultant facilitate this.

Ideally, we should engage a consultant that may have been involved with Risk Management with some another regulator.

There is a motion to form the Task Force for Risk Management.

**ACTION ITEM: The Risk Management Task Force will have something at the Summer Meeting**

**Motion 19.30    MOVED: Trevor McNeil    SECONDED: Gavin Lawrence**

**WHEREAS:** At the Strategic Planning session held in Kingston on May 15<sup>th</sup> and 16<sup>th</sup> it was agreed that the Association should move towards becoming an evidence-based risk managed organization;

**BE IT RESOLVED THAT:** Council appoints the following:

- Brian Maloney
- Al Jeraj
- Andrew Mantha
- George Wortman

To form the Association's Risk Management Task Force

**AND BE IT FURTHER RESOLVED THAT:** The Risk Management Task Force devote its initial efforts to preparing a workshop for the summer Council meeting

**AND BE IT FURTHER RESOLVED THAT:** The Risk Management Task Force shall report to Council at every Council meeting.

**DATE: June 19, 2019                      Chair: Al Jeraj    Carried: (Unanimous)**

#### 8. Administrative Law Course

There was a substantial reduction in fee from the first provider bringing proposals much more closely in line.

In terms of Mr. Steinecke, we would be charged additionally for the use his technology. He was willing to use our technology, allow us to record it and make it available to our members for no additional fee. We will have a disclaimer that it is not legal advice and not share it outside of our Association members.

An idea of a combined collaboration between the two providers was discussed but rejected due to the increased cost.

There was discussion on whether there was a conflict of interest in having a lawyer that acts as a disciplinary prosecutor also deliver this course. Although it was acknowledged that there is a remote possibility of that perception, there was overall agreement that the risk of conflict of interest was very low given that the material being provided is factual in nature.

**Motion 19.31    MOVED: Sue MacGregor                      SECONDED: Gavin Lawrence**

**BE IT RESOLVED THAT:** Council accepts the proposal from Steinecke Maciura LeBlanc for the Administrative Law course and directs the Executive Director to arrange the training

**DATE: June 19, 2019                      Chair: Al Jeraj    Carried: (Unanimous)**

#### 9. Mediation Training

Our lawyer recommended that we have a Mediation Guideline in place prior to moving forward.



**11. President's Report**

The President has attached his report for Council to review.

The Presidents of surveyor associations across Canada are preparing a Memorandum of Understanding about working on national issues together.

SK (Saskatchewan) sees CBEPS requirements as barrier into entry to profession. SK wants to tailor it more towards issues based on First Nation's Lands.

Council discussed considering RG (Regional Group) representation for elections on Council. Other provinces have good representation in where each RG elects their member onto Council.

Our Act is prescriptive, and we cannot go further without changing the Act. It was also noted that we have been challenged to find sufficient candidates for an election and the Nominations Committee did try to consider geographic distribution.

At the Presidents forum we had discussions about how to collaborate nationally to address common issues such as CPD delivery, Discipline, and Standards.

**12. Staff Reports**

The reports are attached for Council to review.

We have work in front of us with the Office of the Farness Commissioner.

The Executive and Registrar are committed to working to meet the requirements.

We had a new Surveyor sworn-in on Monday

**13. Surveyor General's Report**

Cost saving initiatives within the Ontario government are driving down access to voice mail for many people. There is a notice going out in Insight explaining how you can continue to contact people within government to conduct business. In the same vein, government is undergoing a burden reduction initiative. The Surveys Act, the Surveyors Act, Regulations and Crown Survey Instructions were reviewed for opportunities to remove burdens to AOLS members. One change has been accepted to remove the requirement to purchase the Registry Office Copy of the deposited Crown Land Plan. This saves members money and will streamline processes to complete Crown Land transactions.

We are also considering the requirement for a licensed or registered member to supply lidar or photogrammetric data when that data is to be relied on for cadastral boundaries. The Crown Surveyor competition recently posted returned no qualified candidates. The government has been reviewing all Agencies, Boards and Commissions to ensure they are meeting their mandate. Self-regulating bodies are part of that review.

**14. Financial Information – Investments**

Our investments are up YTD (Year-to-Date) 4.8% at the time of the report (end of May) down from April. A review prior to the meeting showed they had bounced back to near 6%.

The ED put in a column to show yearly gains for the past several years.

Our Investment manager has advised us that we are likely to be relatively flat for the remainder of this year.

The operating statement and cheque lists were provided for all to review.

**15. This is Impact**

Lassonde School of Engineering has a summer research mentoring program for young women and we have supported this program the last two years. This year they are broadening it out slightly to include other disadvantage people. It is still primarily focused at women. This year they are expecting to bring on 30 young women, 2 of which are expected to be involved directly in geomatics projects. We will be given 2 hours to present to them and provide examples of geomatics work (e.g.

lab tour). The cost is \$7000. Although from a pure access perspective this seems very expensive, consideration has to be given to our relationship with York University.  
It is recommended that we continue to support this program for this year and reconsider this next year.

**Motion 19.33**    **MOVED:** Dan Dzaldov    **SECONDED:** Sue MacGregor

**WHEREAS:** Council has supported York University's summer research and mentoring program: "This is Impact" for the past two years;

**AND WHEREAS:** Council believes that this could have a positive impact on encouraging new members, particularly women;

**AND WHEREAS:** Council is continuing to develop a positive relationship with York University and believes that funding this initiative will help foster this relationship;

**BE IT RESOLVED THAT:** Council agrees to continuing their support for the "This is Impact" program for one more year with an investment of \$7000.00 from their discretionary fund and directs the Executive Director to proceed with this.

**DATE:** June 19, 2019    **Chair:** Al Jeraj    **Carried:** (Unanimous)

#### 16. National Geomatics Completion

This Competition is being held in Waterloo this year. We have supported this to lower amounts in the past when it has been held in other provinces. The University and College Student Liaison Committee agreed to support a Gold sponsorship (\$2500), which provides us a table at the event and allows us to participate in judging. We are expecting a larger audience and good publicity for the AOLS.

#### 17. Free Retired Membership

We have 4 Retired Members over 90.  
The President agreed to send them letters.

**Action Item: Craft a letter for the 4 Retired Members over 90 for Free Retired Membership**

**Motion 19.34**    **MOVED:** Dan Dzaldov    **SECONDED:** Trevor McNeil

**WHEREAS:** Council recently agreed to waive the retired membership fees for a retired member that turned 90 years of age;

**AND WHEREAS:** that action was well received by the member, his family and colleagues;

**BE IT RESOLVED THAT:** Council agrees to waive the retired membership fees for any retired member 90 years of age or older and directs the president to send a letter to the member(s) notifying them of this.

**DATE:** June 19, 2019    **Chair:** Al Jeraj    **Carried:** (Unanimous)

#### 18. Committee Appointments

**Motion 19.35**    **MOVED:** Dan Dzaldov    **SECONDED:** Trevor McNeil

**BE IT RESOLVED THAT:** Council approves the following changes to Committee appointments:



- Peter Lamb is appointed to the Underground Utilities Committee,
- Wally Kowalenko, Benjamin Kihara, Bob Pearson and Gord McGuire are removed from the Underground Utilities Committee,
- Shajieeshane Rajakulendran is appointed to the Public Awareness Committee,
- Kerry Ferguson is removed from the Municipal Surveys Committee and replaced with Dan Quinlan, and
- Nancy Grozelle and Kevin Wahba are appointed as representatives of the AOLS on the Canadian Board of Examiners of Professional Surveyors (CBEPS)

**DATE: June 19, 2019**

**Chair: Al Jeraj Carried: (Unanimous)**

**Motion 19.36**

**MOVED: Dan Dzaldov**

**SECONDED: Trevor McNeil**

**BE IT RESOLVED THAT:** Council accepts the Terms of Reference for the Survey Review Department Committee, the Underground Utilities Committee and the Digital Plans Task Force as provided.

**DATE: June 19, 2019**

**Chair: Al Jeraj Carried: (Unanimous)**

#### 19. Next Council Meeting

Summer Meeting is in Nottawasaga – July 23<sup>rd</sup> and 24<sup>th</sup>

Meeting adjourned at 3:20