

MINUTES
COUNCIL OF THE ASSOCIATION OF ONTARIO LAND SURVEYORS
Tuesday - Wednesday, July 23 - 24, 2019
 9:00 am to 5:00pm

Chair	Al Jeraj	President	Mississauga	1
	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
Staff:	Brian Maloney	Executive Director	North Kawartha	14
	Kevin Wahba	Registrar	Vaughan	15
	Penny Anderson	Recorder	Toronto	16
Guest:	James Dorland	Leg/Reg Review Task Force, Chair		1
	Julie Brough	LWM Investments	Toronto	2
Absent:	Miranda Paquette	Lay Councillor	Ottawa	

1. Meeting Called to Order; Reminder of Conflicts of Interest and Confidentiality
 The Meeting is called to order at 9:01 AM

2. Review Agenda

Some members of Council may not be able to attend some items on the Agenda.

Motion 19.37 MOVED: Patricia Meehan SECONDED: Sue MacGregor

BE IT RESOLVED THAT Council Approve the Agenda as provided.

DATE: July 23, 2019 Chair: Al Jeraj Carried: (Unanimous)

3. Reflection of Thanks

Council held a round table of sharing thankfulness.

4. Approval of Previous Minutes and Review of Action Items

Motion 19.38 MOVED: Dan Dzaldov SECONDED: Trevor McNeil

BE IT RESOLVED THAT Council approves the Minutes from the meeting of June 19th, 2019.

DATE: July 23, 2019

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

The minutes of the previous Council Meeting were approved
They are posted for logged-in Members only on the Website.

Review of Action Items

- Brian Maloney to set up a meeting with Ken Wilkinson – They had a meeting last Friday.
- Brian to craft a letter to the Minister regarding lay member appointments (Completed – see item 4b) – a copy of the letter is circulated to Council, and it has gone out.
- Anna Aksan to craft an example of where plans are purchased that were not needed due to insufficient information from the Registry Office (Complete – this was raised with Ken Wilkinson at the meeting).
- Risk Management Team to bring something to the summer meeting (Complete and is on the Agenda)
- Brian Maloney to arrange Administrative Law Training (Complete – set for September 12th)
- Brian to send PSRI-By-Law out for a vote (prepared; waiting for webinar) – it's all set up, a lot of it is printed. The Webinar set up for July 30th
- Brian Maloney to craft a letter for Al Jeraj for retired members over 90 (Complete – waiting for Al's signature)

5. Risk Management Exercise

The Risk Management Workshop was a near full day exercise – A results summary document is included.

Brian Maloney prepared a presentation introducing the workshop for the Risk Management exercise after meeting with a Risk Management consultant.

The consultant introduced a simpler approach that is more cost effective; it combines a bit of enterprise risk management with good policy development practices.

We will talk about what we will do from a policy perspective.

The purpose of the workshop was to set broad directions, test some of the processes and agree on next steps.

This workshop focused on a high level on a strategic view. It was about gaining comfort and getting an understanding on how we will apply it.

We want to minimize efforts on compliance actions with no significant public protection (red tape/burden reduction); address areas of potential public harm with compliance actions where possible (i.e. add compliance measures); and focus measures in place that are protecting the public (i.e. Improve measures).

Council discussed the issue around Construction surveys.

Day 2 – July 24, 2019

6. Draft Regulation Changes

James Dorland joined the meeting.

There was a brief introduction of the Task Force and their mandate.

The Task Force debated whether we need more or less rules (i.e. moving more towards an ethics-based approach).

The changes they have introduced are driven by the Task Force after receiving comments and suggestions from other committees and task forces.

They decided to deal with regulations themselves and not the Act since there is more urgency with some of the regulation changes and changes to the Act will take a lot longer.

In this iteration, there are no items that are too controversial.

There are few key areas, such as definition of the project, which were requested by discipline and standards committee.

After going through the process, they decided to try to introduce references to guidelines as a means of allowing the AOLS to respond more quickly to changing technology. This may not be accepted by legislative counsel.

There is some interest in modernizing the regulations in terms of communication (e.g. use of email for notifications).

They are suggesting the option to remove coordinates on plans.

They want to include timelines and scheduling into the code of ethics due to the many complaints related this topic.

They want to allow SRD (Survey Review Department) to inspect business practices, again given complaints related to these issues.

It was suggested for the Task Force to talk about increasing the minimum insurance liability coverage to 1M in accordance with our recent policy changes.

Rather than create more rules, let's enforce the rules we have now.

The Task Force also did a clean-up of the language in the regulations.

There was a significant discussion regarding the requirement for and misuse of coordinates.

Considerations were given to moving to one standard for the province and/or moving to a one metre rounding on plans. Ultimately, they accepted the Task Forces recommendation. The Task Force is recommending that showing coordinates on the plan be optional (some clients such as MTO will likely insist on having them). They did not recommend changes to the accuracy standards but recognize the interpretive guide needs updating.

The SG (Surveyor General) advised that we should be ready with evidence to prove the statement that coordinates are being misused.

The SRD Committee has been discussing Peer Review for Registered Members and there are no suggestions that this be removed in the regulation.

There is a major tune-up required for SRD into the future, but it is not included in this set of regulation changes since further thinking is still required.

There is a challenge around monumentation Intervals for general surveys as defined under section 4(3) of Regulation 525 which is undefined. The Surveyor General suggested that Michael Marlatt had done a jurisdictional scan that could inform this. The Task Force may wish to consider this.

The Legislation/Regulation Review Task Force is looking for approval in principle from Council and the approval is not meant to be definitive. This is more of a check-in with Council since there are still some minor items to be worked out. Those topics in blue require further discussion by the Task Force. The Task Force is prepared to visit Regional Groups in the fall and present their recommendations. No other objections were raised by Council.

14. Mediation Guidelines

Brian had written a draft of the Guidelines with input from a small group.

The guidelines were also sent to Richard Steinecke for review. He came back with recommended revisions. The group revised it considering those recommended revisions.

Council considered this document and suggested some wording changes and corrections.

Motion 19.41 MOVED: Gavin Lawrence SECONDED: Colin Bogue

BE IT RESOLVED THAT: Council approved the Mediation Guidelines as amended.

DATE: July 24, 2019 Chair: Al Jeraj Carried: (Unanimous)

Patricia Meehan exits the meeting.

8. Financial Information – Investments – Julie Brough Presentation – CRA Access

Julie Brough joined the meeting to present our investment goals and the potential outlook into the future.

It has been five years since LWM has been managing AOLS investments.

Julie provided an introduction of LWM and why they were chosen as managers for the AOLS investments portfolio.

In 2019, we are currently in a convoluted environment and we should expect some volatility in the near future. Factors exist that should limit that to some degree.

The economic growth is slow. We continue to experience impacts due to trade actions. We have interest rates that seem set to go down, but it is uncertainty as to how much.

The U.S. is likely to cut interest rates in the next week.

Canada is coming out with higher inflation numbers than the U.S.

The market is already pricing in the central bank moving interest rates lower.

We are cautiously defensive in our investments.

We are watching the valuation levels closely.

The gain for our investments is 5.9% this year until the end of June.

Overall, we're up 25% from when we first invested.

Financial statements were posted for Council to Review.

There are no substantial changes from the last meeting.

17. Discussion regarding the AOLS involvement in CBEPS

AERC questioned why the AOLS has joined CBEPS and what are we receiving in return for our payments.

This is to show collaborative intent, and in the long run provides a fallback for when our evaluator retires from evaluations.

They want to see how CBEPS align with AERC. The Committee wanted to confirm what the arrangement is with CBEPS.

There was a discussion about the compensation of our evaluator given that he has held the same rate for many years. It was suggested we raise the price of an evaluation since we are significantly less than ACLS, particularly for foreign trained student evaluations.

ACTION: Brian has received a proposal from our evaluator regarding work related to success rates of foreign trained students. He will investigate this and bring it back to Council in September.

18. Discussion on creation of technical award

Council discussed the potential of creating an award for technical non-member who have made contributions to advancement of the profession. There was agreement this was worth considering.

It is suggested to have buy-in from the Regional Group prior to Council considering an individual award. **ACTION:** Andy Shelp agreed to draft considerations for an award and bring them back to Council.

12. Commission Reports

The Professional Standards Committee is working with Insurance and Discipline Committees. SRD Committee is considering how to address registered members. Complaints Committee has asked for a new Member and Travis Hartwick has agreed to participate. Alister Sankey had offered to volunteer to chair the PSRI (Province-wide Survey Records Index) Task Force. PSRI Task Force will have one more meeting before we make any changes. Terry Dietz is now the Chair for Underground Utilities. Andy Mantha will ask Chairs of his Commission for their work plan to be ready for October 22nd. If we hear back positively on our proposed year-end change from CRA (Canada Revenue Agency), we will have to work on our budget in September.

16. Committee Appointments

We have yet to proceed with actions in terms of auditing our CPD (Continued Professional Development). We are looking at putting together a small task force to devise an auditing process. We should have someone from SRD participating. A new OLS Member has volunteered to participate on this task force. Tom Packowski and Julia Savitch as CEC (Continuing Education Committee) coordinator. need to be there to provide staff support. It was suggested to make the audit as part of the SRD process in the future.

Motion 19.43 MOVED: Anna Aksan SECONDED: Andrew Mantha

WHEREAS: Council has expressed a need to audit the Continuing Professional Development Program

BE IT RESOLVED THAT: Council agrees to the formation of a Continuing Professional Development (CPD) Audit Task Force consisting of the following individuals:

- Colin Bogue (Council representative)
- Paul Francis
- Ron Querubin
- Leo Liu
- Kevin Wahba, Registrar
- Tom Packowski, SRD Manager
- Julia Savitch, staff support

BE IT FURTHER RESOLVED THAT: the CPD Audit Task Force choose a chair from amongst themselves and draft a terms of reference that will include:

- Developing a policy to guide the audit
- Determining the sample size and methodology for the audit
- Completing the Audit and
- Reporting their findings to Council

BE IT FURTHER RESOLVED THAT: Samples and findings shall omit members' names and that the purpose of this audit is to determine the relevance of material claimed as CPD hours

DATE: July 24, 2019

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

Motion 19.44 **MOVED:** Dan Dzaldov **SECONDED:** Trevor McNeil

BE IT RESOLVED THAT: Council appoints Travis Hartwick to the Complaints Committee

DATE: July 24, 2019

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

9. President's Report

The last AGM was in Regina, SK (Saskatchewan). The President has posted his report for Council. Saskatchewan has created and opened a surveying museum.

Perhaps it is a good idea to ship some of our archive materials to their museum. We could do such on a loan basis.

ACTION ITEM: Al to put their museum curator in touch with our Archives Committee.

The Presidents Forum talked about signing a memorandum of understanding to collaborate on similar matters regarding discipline & complaints.

Al will bring that document back to Council at the next meeting.

10. Staff Reports

The Executive Director posted his report.

He raised the issue of not having Cyber Insurance. Blain Martin had initiated a request to determine costs and Brian completed the application.

The cost is around \$2600/year for \$500,000 coverage.

We have a decent firewall and virus protection, and we have no admin accounts that are accessing the system directly from our workstations.

We have a fair bit of redundancy with our data with daily backups and could likely live for a couple of days without access pending recovery.

ACTION ITEM: Brian will ask this question to the AOLS IT Service provider to see what our risk is around current and new threats. We can have them to give us a risk assessment.

There are 3 students who are now eligible to be sworn in since our last Council meeting.

There are 13 new Assessments in AERC.

There are 8 eligible for Articles.

The AERC is getting the new planned exam questions in and will review the new questions by the September meeting.

11. Discipline Matters

Peter Meerveld left the meeting for the discipline discussions.

Discipline matters minutes and motions 19.39 and 19.40 are intentionally left out of this version.

(Dan left the Meeting)

7. Strategic Plan Review

Educations Strategy – we are relatively on track. CBEPS review is underway.

Regulation Update – we are relatively on track. The next step is to report this back to the Regional Groups in the fall and determine the kind of support we garner.

Increased Awareness – We have yet to receive something back from MPAC. We have work coming in terms of getting back to municipalities. The Municipal surveyors were asked to provide brainstorming ideas – Al Jeraj will provide that at the next meeting

Website – We were hoping to have something by the summer meeting, but the development team got hung-up on the Portal development; they have promised that they will have something for the first Week of September.

Risk Management – We have moved forward with our exercise. Brian Maloney will tune this up as we move forward and based on our workshop yesterday, we are on track.

13. Surveyor General's Report

The SG (Surveyor General) has nothing new to report.

However, the SG would like an update regarding Fees for Field Notes.

ACTION: The Task Force for Field Notes will have a written draft policy by next meeting.

15. IT Staff Policy

The Executive Director is looking for Council's approval or suggestions for improvement of the proposed Staff IT Policy which is posted for Council. The IT Staff Policy was also put forward to the Executive Committee at their last meeting and he made suggested revisions. These revisions are now in place and is ready for Council's review.

Motion 19.42 MOVED: Gavin Lawrence SECONDED: Andy Shelp

AND BE IT FURTHER THAT: Council approves the staff IT Policy as attached.

DATE: July 24, 2019 Chair: Al Jeraj Carried: (Unanimous)

We will have policies for record retention schedules, and Brian will bring that to the table at the next Council meeting.

19. Next Council Meeting

Summer Meeting is on Monday, September 9 at the AOLS Office 2nd Floor Boardroom.

Meeting adjourned at 2:40 PM