

MINUTES
COUNCIL OF THE ASSOCIATION OF ONTARIO LAND SURVEYORS
Monday, September 9, 2019
 9:00 am to 4:45 pm

Chair:	Al Jeraj,	President	Mississauga	1
	Andrew Mantha,	Vice President	Windsor	2
	Dan Dzaldov,	Past-President	Thornhill	3
	Trevor McNeil,	Senior Councillor	Stratford	4
	Gavin Lawrence,	Senior Councillor	Newmarket	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
	Patricia Meehan,	Lay Councillor	Sudbury	11
	Peter Meerveld,	Lay Councillor	Kitchener	12
	Miranda Paquette,	Lay Councillor	Ottawa	13
	Susan MacGregor,	Surveyor General	Peterborough	14
	Guest:	Dave Roberts, Glacier Digital	(Website Developers)	Burlington
Staff:	Brian Maloney,	Executive Director	North Kawartha	16
	Kevin Wahba,	Registrar	Vaughan	17
	Penny Anderson,	Recorder	Toronto	18

1. **Call to Order, Reminder of Conflicts of Interest and Confidentiality**
 Meeting called to order at 9:05am

2. **Review Agenda**
 No additions/revisions to the Agenda

Motion 19.44 MOVED: Andy Mantha SECONDED: Trevor McNeil

BE IT RESOLVED THAT: Council Approve the Agenda as provided.

DATE: September 9, 2019 Chair: Al Jeraj Carried: (Unanimous)

3. **Reflection of Thanks**
 Council held a roundtable of gratitude and shared what they were thankful for.

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

Motion 19.45 MOVED: Gavin Lawrence SECONDED: Patricia Meehan

BE IT RESOLVED THAT: Council approves the Minutes from the meeting of July 22/23, 2019 as amended.

DATE: September 9, 2019 Chair: Al Jeraj Carried: (1 Abstain)

- Brian to investigate the proposal from our academic requirements evaluator regarding work related to success rates of foreign trained students and bring it back to Council for discussion (complete; on this agenda)
This item is complete and was discussed as part of the Agenda
- Andy Shelp agreed to draft considerations for a technical award and bring them back to Council.
This item was discussed as part of the Agenda; Andy will bring back a final proposal for the next meeting.
- Al to put Saskatchewan Survey Museum Curator in touch with our Archives Committee to discuss loaning equipment. (complete)
This item is complete
- Brian will ask the AOLS IT Service provider for an assessment of our IT risks prior to moving forward with acquiring Cyber Insurance (complete and on this agenda)
This item is complete and was discussed as part of the Agenda
- The Task Force for Field Notes will have a written draft policy by next meeting.
The Fair Fees for Field Notes task force has gone out to a group of members to understand their costs. The work is still in progress and they will come back to the next meeting.
Council also discussed the challenges we face for records ending up with engineering firms or where someone retires and the records are not placed with a practicing surveyor. At the moment, the Leg/Reg Review Task Force is currently dealing with regulations, and not the Surveys Act, which would require amendment to address this.
It was suggested that the Association could offer to store the files for field notes and records as an option as opposed to losing them.
It was suggested to have this as an Action Item for a Task Force or a small group from Council.
It was agreed to wait until the Fair Fees for Field Notes Task Force complete their current work and address this issue following that.

5. Strategic Plan Review

We did have a couple of minor changes since the update was circulated.

On the education side, we are a bit delayed but relatively on track.

We have 52 Students in the Survey Law 1 course offered by 4PL, with about half from Ontario. Recommendations for Updates on Regulations are pretty much complete. The Committee is still doing some minor fine-tuning. They are expecting to get out to Regional Groups to present them this fall. There was some concern on how we vote on the Regulation changes and it may be appropriate to break the vote up if possible.

Under increased awareness, a draft letter was prepared to go out to municipalities. We received some comments back from some municipal surveyors and are waiting for final feedback from the Municipal Surveyors Committee.

The Website redevelopment is a bit behind schedule. We have someone to present the current state at this Council Meeting. We are still moving forward with the website and hope to have it operational late this fall. We recognize that it will continually need improvement and will not be perfect product at launch.

Under outreach, there is a meeting scheduled between the MPAC CEO and the ED (Executive Director).

Risk Management progress is reasonably on track. We are hoping to have a Keynote Speaker at the AGM who specializes in risk managed regulation.

Council discussed the fact that we may not be making sufficient progress with setting up a national online program. Without that we have no back up strategy if the York program were to cease. They did discuss a potential program being considered by Seneca. Further work needs to be done on the education action plan.

Overall, we are a bit behind on a couple of items of the strategy but are relatively on track. We need to discuss the next 120 days at the next Council meeting.

6. Financial Review – Investments

We are up approximately 7% YTD on our investments.

SRD is a bit behind with sticker sales, but costs are also down. The Manager has taken on additional work that has saved us some money. Even though they are running at a slight loss they are ahead of the budgeted loss.

Some costs are up such as those due to overlaps in salaries and a slight loss on the Annual General Meeting. Membership Fees are higher than budgeted. Overall we are in reasonable shape.

7. President's Report

There is an MOU, provided by the ALSA President, to work on the common mission among jurisdictions.

The ED had some minor questions and concerns about the MOU. It will come to the next Council meeting in October.

President Al Jeraj will be leaving for Manitoba tomorrow, so perhaps the Presidents' forum will have discussions on this.

We have an E.D. meeting coming up in October.

The EDs have a discussion planned about reducing the number of meetings attended by out of province Presidents to save costs. This will likely also be discussed in Manitoba.

Council discussed the challenges of surveyors being able to practice over different jurisdictions, and how to encourage mobility.

8. Staff Reports

- Executive Director

The tear down of the Chimney is complete, although there are a few bricks that still need to be replaced and repointed. It took a bit more time than expected but fortunately we had a fixed price contract.

Our phone has a new call-in-waiting system in place. There is an automated customized message for calls on hold. The messages have information about the AOLS and can be customized.

We had a good all-day meeting of the SRD Committee. They are active and have committed to a presentation at the AGM considering some changes.

We are in a reasonable shape for the AGM.

We have two primary presenters for the Wednesday afternoon that will talk about Interferometric Synthetic Aperture Radar technology.

We have two presenters lined up for technical sessions.

The AGM is at Deerhurst for 2020 and the committee has visited the site already to make room selections.

The AOLS staff directory has been taken off the website for security reasons.

- Registrar

AERC is looking for volunteers and particularly some recent surveyors. They sent out an online survey to articling and recently commissioned surveyors to get feedback on articling issues. Graham Bowden has declared that this will be his last year participating in Lecture course. We are looking for a replacement.

- Manager, Survey Review Department
Tom Packowski has made good progress on closing files and bringing down review times.

9. Commission Reports

A notice was circulated to everyone in the Commissions to submit their Budgets. The SRD Committee is looking at changes to include reviewing Registered members. We do not have a chair for next year's Annual General Meeting. A Reminder was to be sent to the SWRG's Chair to find someone. Outreach and Professional Education, Chair, Andy Shelp, reported that his commission had not met yet. There was a motion from the University & Colleges Liaison Committee (UCSLC) for an addition to the committee.

Motion 19.46 MOVED: Colin Bogue SECONDED: Trevor McNeil

BE IT RESOLVED THAT: Council appoints Chris Fox to the University and College Liaison Committee

DATE: September 9, 2019 Chair: Al Jeraj Carried: (Unanimous)

Quite a few of the committees have work plans and they track their progress. We need to do a better job of connecting the Committees; some have shared information that is needed by others but not all. We need to start formalizing the relationships in the Terms of Reference. The Task Force for CPD Audit will have a meeting on September 18, and they will discuss mandate, sample size, and methodology.

10. Surveyor General's Report

LGIC appointments are moving ahead slowly. They have advertised for vacant positions. It's unclear what the status of new appointments is. There has been no response to the letter to the Minister regarding appointments. The ED was asked to write the Minister again. There were no respondents to the Crown Surveyor position. Approval has been given to replace the Coordinator position and it will be advertised shortly.

11. Discipline Matters

This section, including motions, is intentionally not included.

12. New Website

Guest, Dave Roberts, from Glacier Digital joined the meeting. Dave and his team at Glacier Digital are redeveloping the AOLS website. The website is not in its final stages yet. Glacier Digital has developed an enterprise platform that has been configured to meet the needs of the AOLS website. The new website will adjust/augment to different device displays, unlike the current website.

The new website will be AODA (Accessibility for Ontarians with Disabilities Act) compliant by complying with WCAG (Web Content Accessibility Guidelines). There were questions about audits of this, but we are not willing to pay the extra cost and will rely on the work and testing of Glacier Digital.

They have a staging environment and live environment.

Content updates will be on a schedule and will typically be loaded unto the staging website first and then promoted to the live site on a scheduled basis. This allows us to ensure our content is displaying properly and organized appropriately. Although we can manipulate the live website if the need arises, this is not the expected practice and would require additional work on the staging server to ensure data is not over-written.

The staging server also provides a back-up system if the live site server fails.

There will be a single sign-on and a single repository of authentication for the services.

The website has a WCAG check for edited content which will identify violations.

Content is organized in a hierarchy that represents pages on the website.

The page's attributes are inheritable when creating a new page.

Content authentication can be applied to different components of a page, a node, or a part of a page.

We need to be mindful of the fact that we have content managers and editors for the workflow process in place and will have to consider these roles as we role this out.

Dave gave a demonstration of the Members Portal.

Any files that are added within a folder in a group inherits the security settings from its parent folder, but this can be changed.

The display aggregates all the files and the latest information based on the group they belong to and the authentication they have.

There is an option for Members to receive notifications by email from groups they belong to.

It takes a bit longer to get the content onto the website.

Towards the end of the month the staging development will occur and then content will be ported over.

The content is all there on the public facing website but needs verification and updates.

There is content that we will have to develop.

A team from the AOLS staff will be at the Developer's office to work with the GD team to fine-tune this.

There is also a search tool that enables searching of files on the Members portal based on keywords and the user's authentication level.

There should be training for how users name their documents.

It was recommended that we have broader User Acceptance testing using focus groups of various individuals (e.g. students) and develop the scripts for the testing.

There is an ability to create and post content live on an immediate basis.

It is also suggested to address the issue we are having with getting the name authentications on Service Ontario along with the website authentication so we can fulfill the Service Ontario requirement.

13. Budget Process

The Executive Director has not heard back from CRA about approval to change the fiscal year.

We will assume we are still in the same schedule year as last year.

Even if we received a response tomorrow, it would be a little too late to apply the changes.

CRA must give us the authority to move before we can change.

The Executive Director will send a note again to the Committee Chairs to send their budget requirements and will attach last year's budget to help them.

We will make a couple of fine-tuning changes to the budget structure. Cynthia, our Accountant, will review that.

The aim is to have the budget before Council before the Meeting of November 27th.

14. Record Retention Schedule Policy

The first tab of the spreadsheet is about bringing some filing organization to our office. This is an internal organization piece. A lot of the structure is by Committee, and further breakdown of Agendas, Minutes, etc.

We did not get very deep into the file-naming conventions.

We have an organization in the network drive that will have to be altered over time to conform with the new structure.

The real document for consideration is the second tab of the spreadsheet provided.

The second sheet contains the record schedule which contains who can access particular files, the type of storage, whether it is digital or paper files, triggers for disposal of records and how long we keep them for.

This is being provided for comment only at this time as we are not quite done.

It is a bit more complicated and the staff has not gone through with this yet.

We may have to bring some changes to the Legislation and Regulations Task Force about how long we keep files since some of our actions don't line up.

The Executive Director is looking to get feedback from Council.

It was suggested to have some reference of what is driving the retention period and therefore we should add a logic field.

We investigated offsite storage and decided it was not warranted (other than backup).

PDF or even PDF/A was recommended as a file format for storage to ensure long term availability.

There was a suggestion that we needed a category for Committee decisions.

The Executive Director will bring this agenda item back at the next meeting.

15. Evaluation Fees and Proposal

At the last Council Meeting the evaluation fees and charges were brought up since they have not changed for many years.

The Executive Director provided a chart with comparable, existing fees and proposed fees.

The chart illustrates the amount the Evaluator charges us and what AOLS charges, and what CBEPS is charging.

The biggest discrepancy is in the foreign trained application fee. CBEPS charges far more for those.

Mike's fees have not changed since he started nearly 20 years ago.

The proposal was to increase fees for the Foreign Trained applications only.

Council discussed the numbers of how many applications were within the foreign trained group compared to others.

There was a concern this proposal would be seen as a barrier from FARPA's perspective.

Council discussed this concern and where the charges should be and if we may be violating fair access.

The challenge of having only have one Evaluator was discussed.

There was also an option to not raise fees discussed.

There was a motion to increase the fees overall by \$50.

Motion 19.50 MOVED: Colin Bogue SECONDED: George Wortman

WHEREAS: The Evaluator (name withheld intentionally) has been providing academic evaluations to the AOLS for many years with no increase in fees

BE IT RESOLVED: The fees for an academic evaluation provided to the Evaluator be increased from \$100.00 per evaluation to \$150.00 per evaluation

BE IT FURTHER RESOLVED: The AOLS fees charged for an academic evaluation be increased from \$250 per evaluation to \$300 per evaluation.

DATE: September 9, 2019

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

Council discussed the Proposal from the Evaluator (name intentionally withheld): Pathways to Employment, Professional Registration, and Entrepreneurship.

The Evaluator is prepared to do the work for \$15K, and he will be doing most of the work himself.

This study was to determine barriers for success at becoming an OLS for Foreign Trained individuals, since they are not as successful as those that are domestically trained.

We still have gaps we need to fill with FARPA, although this does not directly address them.

The Pathways project has a tool that is available for self-evaluation. To date only 2 candidates have used it.

There was concern expressed that other regulators had already done this and that we should just review their findings instead of doing the work again. The proposal was not accepted.

16. Discussion on creation of technical award

Andy Shelp had proposed an award for technical staff who are not OLSs. He provided his preliminary thinking. He suggested a need for formal education, available within organizations with over 20 staff, requiring 30 years plus of service in the industry and that had an impact. It was suggested that requirements of a formal education may limit individuals who have learned by experience over many years.

Any nomination should be approved by a Regional Group.

It is suggested to change it to someone who made Regional or Provincial contribution to the Survey profession rather than specifically in a firm with 20+ people.

This is not for someone who is just good at their job, but someone who made an impact to the survey profession.

It is suggested to make the criteria for nomination clearly define that the awardee had made a contribution to the profession.

This will be brought back at the next Council Meeting.

17. PSRI Contingency Discussion

Many of the Government surveyors were displeased about the PSRI funding By-Law and the Executive Director received several emails opposed to the proposed By-Law.

There was also a petition circulated to not support the By-Law.

However, the 2019-1 By-Law did pass, although marginally.

We have yet to pass the Regulations changes making the PSRI mandatory.

We had a Survey Monkey on Functionality of the PSRI and we had very good support on moving forward in 2014.

Then in 2016, when we had a better sense of what it might cost, support dropped but a majority favoured proceeding. 3 financing models were proposed, and each received about the same amount of support (i.e. split vote).

We are now in the position of having to pay for the PSRI maintenance and operation since our one year of no cost service is up.

Council was advised to be prepared at the Regional Group Meetings and make notes on their feedback.

18. Cyber Insurance

The ED would like to get feedback from Council about the AOLS getting Cyber Insurance coverage.

The ED was hoping to receive another quote from the Insurance Broker but had not heard back as of the meeting.

Our IT Provider recommended we get Cyber Insurance.

He requested a meeting with our IT Provider to discuss this further and the meeting is scheduled to occur in two weeks.

We would be covered for cyber hostage taking, extortion, telephone hacking, phishing, funds transfer fraud and personal information breach.

We do have daily offsite back-ups.

It was recommended that the ED proceed within his available discretion once the other quote is available.

19. Risk Management Summary – next steps

This discussion was about determining where to start (which treatments to proceed with).

This is flowing from the Strategic Planning workshop held at the summer meeting.

The SRD Committee is starting to look at risk from an operational perspective.

Council reviewed the Treatments associated with Construction Errors and agreed to the following:

- *Professional Standards Committee to create generic best practices for field crews and office staff to follow (check list format) which includes a discussion on appropriate equipment by the AGM*
- *A presentation be delivered at the AGM arising from the Insurance Advisory Committee's finding and address lack of redundancy in observations*
- *SRD Committee move towards reviewing construction practices including use of equipment by April 2020*
- *Training be delivered at the AGM addressing the usage of GPS*
- *The Executive Director initiate an online survey for compensation of technical staff by December*
- *A seminar on business practices be delivered by the summer of 2020*

Council reviewed the Treatments related to Inappropriate Service to the Public and agreed to the following:

- *CEC and AERC look to strengthen business related training by September 2020*
- *Executive Director create a discussion paper for the next Council meeting regarding research inhibitors*
- *CEC initiate training on time management and techniques for meeting schedules by summer 2020*
- *CEC create a seminar on succession planning by summer 2020*
- *CEC and AERC increase training on contracting processes by September 2020 (included above)*
- *AERC consider the following: strengthening language provision, requiring a full report from articling surveyor for a Certificate of Completion, requesting semi-annual reporting from students on their experience, provision of monthly quizzes to assist students and to report back by January 2020*

Council did not review the Treatments associated with Boundaries but asked the ED and Registrar to review the Bulletin on Distribution of Old survey documents.

Meeting adjourned at 4:05 PM