

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

<b>Chair:</b>	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
	Susan MacGregor,	Surveyor General	Peterborough	13
<b>Staff:</b>	Brian Maloney,	Executive Director	North Kawartha	
	Kevin Wahba,	Registrar	Vaughan	
	Penny Anderson,	Recorder	Mississauga	
<b>Absent:</b>	Miranda Paquette,	Lay Councillor	Ottawa	
<b>Guests:</b>	Izaak de Rijcke	Four Point Learning	Guelph	
	Anne Cole	Ann Cole Surv. Ltd.	Sudbury	

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

*The Meeting was called to order at 9am and Council was reminded of the confidentiality of this meeting and to declare any conflicts of interest that may arise.*

**2. Review Agenda**

*There were no additions or revisions to the agenda.*

**Motion 19.51    MOVED: Gavin Lawrence    SECONDED: Trevor McNeil**

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

**DATE: October 7, 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 and Action Items**

**Motion 19.52    MOVED: Trevor McNeil    SECONDED: Gavin Lawrence**

**BE IT RESOLVED THAT:** Council approves the Minutes from the meeting of September 9, 2019 as amended.

**DATE:** October 7, 2019

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

- Andy Shelp to provide a Technical Award criteria for the next meeting (*outstanding*)
- The Task Force for Field Notes will have a written draft policy by next meeting (*further work required*)
- Brian Maloney to write another letter to the Minister re: Lay Councillors (*Complete*)
- Kevin Wahba to send a letter to Member regarding potential discipline matter (*Complete*)
- Brian Maloney to write a letter to Complainant (*Complete*)
- Brian to address Cyber Insurance (*Complete*)
- Brian to forward Treatment/Actions flowing from the Risk Management exercise of Council to appropriate committees (*Complete*)
- Brian to bring forward a discussion paper on research inhibitors for the next Council meeting (*Complete and on Agenda*)
- Brian and Kevin to review Bulletin on Distribution of Old Survey Documents (*This was partially complete and will come back to the next meeting*)

## 5. Financial Information - Investments

*Investments and the financial report were reviewed.*

*Council discussed Discipline costs and a desire to recover 100% of the costs associated with disciplinary actions. It was noted that we could strive for this particularly in the case of joint submissions, but it was noted that case law does not support a complete recovery when contested. It was also noted that the cost recovery included HST instead of adding HST to the amount. As a result, the AOLS recovered less than anticipated. We need to clarify in the future that the cost is plus HST. There was also a question about how we track discipline. It was noted that we track each case individually, but that Council sees a consolidated number. We know the relationships between costs and recoveries on an individual case basis.*

## 6. President's Report

*The President's Report was posted for Council.*

*There was a discussion at the President's Forum table to draft an MOU to make the collaboration between provinces official. It is non binding but it just formalizes the intent to work together.*

*We want to tackle regulatory issues, such as CPD, Complaints, Discipline, and identify best practices and consolidate what we can do nationally.*

*We can sign this MOU at the AGM and it may be nice ceremonial event.*

*We had suggested a few minor changes, but we agreed to keep the original version.*

*The version that is provided with the agenda is the original one.*

**Motion 19.53    MOVED:** Dan Dzaldov    **SECONDED:** Andrew Mantha

**WHEREAS:** Presidents from survey associations across Canada have expressed a desire to cooperate more

**AND WHEREAS:** further cooperation across Canada aligns with our Strategic Plan

**BE IT RESOLVED THAT:** Council agrees that the President should sign the Professional Land Surveyors Partnership in Statutory Governance

**DATE:** October 7, 2019

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

*ABCLS (Association of British Columbia Land Surveyors) had sent out some samples of their motions regarding the P.Surv. designation. When they call motions on the floor, they provide: the history of the motion, the rationale, the intent, and benefits to the public. This makes sense when it comes to policy motions and we should consider this.*

*It is good for Transparency. This makes sense for the Motions at the AGM from the floor. We can try this going forward. At the North-Western Regional Group Meeting, we received good comments from new Members regarding AERC's suggested course materials for potential articling students. The new surveyors stated they would like more specific information on where they can take these courses. Currently, where a student finds a course as a replacement for a recommended course (normally closer to home) it is up to the student to seek approval from AERC for acceptance. This often can't happen in time. It was noted that it would be impossible for AERC to be aware of every course that exists that may have some equivalency in curriculum. Mike Chapman puts in a lot of effort in reviewing educational requirements. He knows all the students and he has the conversation with them.*

*Although we provide clear instructions, perhaps it would be a good idea to add another paragraph about how to address potentially equivalent courses. They should be checking with AERC at the outset to determine if a course is equivalent. We keep track of the other courses as we see them. It was noted it was most often the Municipal Planning course. BCIT is the only one who offers Hydrography. We should be making it as easy as possible for applicants to understand the course requirements. As CBEPS evolves, this may provide assistance.*

**ACTION ITEM: Kevin Wahba should ask the AERC to consider requiring an assignment on the Business Practice.**

*There was a comment about potentially recording Education Sessions at the AGM and making them available on GeoEd. Although there may be some benefit to this there was a concern that this may significantly drive down attendance at the AGM. The group felt that there were significant benefits beyond the formal training in having members attend the AGM and opted not to record them at this time.*

*Quebec approached the vice-President and noted that there were QLSs that may have an interest in becoming OLSs. They would like to take the examinations in French. After discussion it was agreed that the AOLS is not able to do this since it would also mean that all our communications, continuing education, etc. would also have to be made available in French to ensure continuing competency. We do not have lexicons in place to address translation and do not have internal capacity. This could be considered in the future if numbers warrant.*

## **7. Online Land Registry Office Searching Text**

*Izaak de Rijcke and Anne Cole joined the meeting as guests online to present their proposal.*

*Izaak provided a project proposal.*

*The presentation provided a thumbnail of work that began many years ago. Council contracted Anne Cole to lead a project in updating "Land Registry Office Title Searching for the Land Surveyor" March 1988 2nd Edition prepared by Izaak de Rijcke. The update material has also been contributed to and expanded by Michael Marlatt and Anne Cole, as well as MGCS at Service Ontario and MNR. Significant amounts of content and raw materials have been put together but there is a challenge on how to make it useful. It contains over 500 pages of narrative description in an electronic format. It is still rough and needs to be groomed, cleaned up and organized.*

*Hopefully it can be searchable for use in conducting research and upscaling and enabling land surveyors, support staff, and title searchers. We basically created all the raw materials and need to make it user-friendly.*

*There are currently barriers in terms of the Intellectual Property (IP) that exists. We want to obtain access, permission, with anyone that has an IP interest and further the IP management role such that this is something that belongs to AOLS.*

*There was some discussion about this potentially being a national resource but it is obviously Ontario centric.*

*From a learning perspective, we want to focus on how this raw material will be enabled to be learning outcomes and used as research. We need to create a deeper robust understanding to build further learning opportunities.*

*The proposal was to host the organized material on the Four Point Learning site to provide training opportunities. It would be available to all members.*

*There was discussion on how the seminars would be done and how to make this proposal revenue neutral. It is recognized that this is a continuous growing document that will continue to change. There was strong agreement that members need to do proper research and be properly informed on how to do so.*

**Motion 19.54    MOVED: Andrew Mantha    SECONDED: Susan MacGregor**

**WHEREAS** a substantial amount of land registry office searching material has been amassed;

**AND WHEREAS** Council desires to have this material made available to the membership through direct access and through courses

**BE IT RESOLVED THAT:** Council accepts the proposal from Izaak de Rijcke and Anne Cole to reorganize the content, host it in a fashion suitable to meet the AOLS needs and provide overview training material.

**DATE: October 7, 2019                      Chair: Al Jeraj    TABLED UNTIL NEXT MEETING**

*Council discussed the proposal. There was a hope to have this available for the Annual General Meeting and it was noted that reserves exist for continuing education. There were several questions:*

- *What kind of tools do we need and what should they look like?*
- *How far is this material from being useable and completed?*
- *Should we charge for access to this and how do we address cost recovery?*
- *Should we consider looking for other proposals?*
- *What support is there from the Professional Standards Committee and the Continuing Education Committee?*

**ACTION:** *Brian was asked to go back to the Professional Standards Committee and determine their support for moving forward. He was also asked to discuss appropriate access directions with the Continuing Education Committee and report back to the next Council meeting with a recommendation.*

*The Motion was Tabled until the next meeting.*

## 8. Staff Reports

### a. Executive Director's Report

*Brian had provided a written report. He met with the CEO of MPAC and it was a positive meeting. They are pleased to be working with us. They discussed our regulatory role and the need for good research. There were no actions that came out of the meeting.*

*Brian had also met with the VP of Marketing Teranet. It was a positive meeting as well. They were glad to resume our relationship. They gave some ideas regarding working with Private Practice Surveyors and sharing information. Brian noted that it was not our role as regulators to address this but that he would seek feedback from some members.*

*Brian will meet with the other Executive Directors of survey associations from across Canada in Halifax, Nova Scotia on Thursday. The meeting will be a day with a full agenda. Brian will report back at the next meeting.*

*At the end of the month, Brian will attend a three-day Conference about what makes a good Regulator.*

*Brian will be bringing back take-aways from that meeting to the next Council meeting.*

*We are meeting with our website developers with three of the AOLS staff at their office to make content and application decisions.*

**Action Item: Add Website on the Agenda at the next meeting**

### b. Registrar's Report

*Kevin provided a written report. He noted that there was an appeal to AERC from a candidate regarding the professional exam. They ended up passing. He noted that in appeals there are two additional markers that look at the entire breadth of the examination results as opposed to a question by question basis.*

## 9. Commission Reports

*Andy Mantha had asked his Committees in Professional Standards Commission to provide input into the Budget. Marvin McNabb, Chair of the Survey Review Department, is retiring and expressed a desire to step down from the SRD Committee effective October 16. He suggested Andrea Tieman to be Chair.*

**Motion 19.55    MOVED: Andy Mantha    SECONDED: Gavin Lawrence**

**WHEREAS** Marvin McNabb indicated his intention to step down from the Survey Review Department Committee effective October 16th, 2019;

**BE IT RESOLVED THAT:** Effective October 31st, Council removes Marvin McNabb from the SRD Committee and appoints Andrea Tieman as Chair of the SRD Committee.

**DATE: October 7, 2019                      Chair: Al Jeraj    Carried: (Unanimous)**

*We received feedback from AERC requesting some additional funds in their budget due to the large numbers of Articling Students. The report is posted. We are going to have 3 exams now instead of 2. The plan marking exam will be a separate exam. It will be added to the same day that they will be writing the written professional exam.*

## 10. Surveyor General's Report

*MNRF has a new ADM, Amanda Holmes, who has a background in lands and is also a lawyer, so has a good understanding what the Office of the Surveyor General does.*

*The Mapping and Information Resources Branch won an Amethyst award for the largest acquisition of LIDAR data in Canada. The Amethyst award is the highest honour in the Ontario Public Service. The project delivered high-resolution elevation data for an area 6 times the area of PEI over three regions of Ontario. Data is being used in agriculture and smart farming, erosion risk mapping, infrastructure planning, forest management, land-use planning, and was recently highlighted in Globe and Mail for its importance to flood risk mapping. Users include; conservation authorities, municipal, provincial and federal governments, academia, private sector and public.*

## 11. Discipline Discussion (*Specific discussions related to an individual discipline case are intentionally omitted from this version*)

### a. Council Flowchart

*Brian Maloney shared a flow-chart to assist Council in how to work through a Discipline referral.*

*This helps give some consistency on how to arrive at a decision.*

*This flowchart is not binding. This document serves as a guide only.*

*Council amended the flowchart slightly.*

*We will have this chart available at our next Discipline discussion.*

## 12. Strategic Planning

*An updated strategic plan tracking document was provided.*

### **Education Strategy**

*Work continues on the national on-line learning initiative. We have identified online courses that represent over half of the curriculum and are searching for the remainder. Most academic institutions with geomatics program have agreed to participate. One of the challenges is that no institution will grant a degree with less than 50% of completed courses being from their institution. We will have to work towards some form of framework agreement.*

*CBEPS is looking to update their curriculum, which should help us reach alignment.*

*Brian Maloney and Deputy Registrar, Maureen Mountjoy, will meet with the Dean of Sir Sanford Fleming College about potentially starting a surveying program. Northern Lake College has an online course for Technical training. That information has been forwarded to the University and College Student Liaison Committee.*

### **Regulation Update**

*The Task Force has been presenting at Regional Group Meetings. They will be out to Hamilton for the Hamilton & District Meeting, and Kawartha-Haliburton in the middle of the month.*

*The Document was shared through In Sight.*

*We received good comments back from the North Eastern Group*

*This is on track. We will send out another e-blast on this.*

### **Increased Awareness**

*We haven't got feedback from the Municipal Surveyors yet but are expecting it soon. They are putting together a value chart for inclusion in the letter.*

*It was discussed how we can enhance our relationship with the Provincial Government. The Government Relations Committee has not met yet. Brian noted that he will be meeting with the Deputy Minister and has several items to discuss including our need for lay councilors and attrition in the Office of the Surveyor General.*

### **Risk Management**

*This is on this agenda and work continues.*

## **13. P.Surv Designation**

*We received a letter from PSC (Professional Surveyors Canada) looking for comments on a potential licensing agreement that would allow the AOLS to sublicense to our members the right to use the P.Surv designation that they have licensed from the Association of Saskatchewan Land Surveyors. Everyone who is surveying in Canada could use P. Surv designation if this is approved across Canada and it is intended to create a national brand. It was noted that the AOLS does not have an all-in model of Membership for the PSC. There were concerns that this is an advocacy initiative that is likely outside of the AOLS domain and there were also concerns about our involvement in the sub-licensing arrangement. As such, Council did not believe it was appropriate for the AOLS to pursue this. We can present it to our Members at the Annual General Meeting and leave it up to individual Members if they want to sign up to this Agreement.*

**Action: Brian to respond to the letter from PSC**

## **14. Record Retention Schedule Policy**

*Brian presented a draft Record Retention Schedule Policy to Council. This outlines how long we keep certain materials for and how they will be stored.*

**Motion 19.56    MOVED: Peter Meerveld    SECONDED: Gavin Lawrence**

**WHEREAS:** policies regarding record storage and retention have been ad hoc and included in multiple documents

**BE IT RESOLVED:** The record retention schedule as amended be adopted.

**DATE: October 7, 2019**

**Chair: Al Jeraj    Carried: (Unanimous except for 1 abstention)**

## **15. Research Inhibitors**

*A document on Impediments to Research was presented to Council for comments.*

*We face some challenges on research. This document flows from the risk management approach.*

*As indicated, this recommends putting in place guidelines and training. It also notes some business training recommendations. The Professional Standards Committee is just finishing off a master checklist for projects. There could be a supplementary one that addresses good searching. It mentions fair fees which is one of the inhibitors.*

## 16. Discussion on Technical Award

*This item was tabled to the next Council Meeting.*

## 17. Fair Fees for Field Notes Task Force Updates

*Andy Mantha presented the revised document to Council. He noted that the numbers had been presented at the 2019 AGM. Anything in red in the document was added. It was noted that the entire Task Force had not discussed the final recommendations; as such, this did not necessarily reflect all their opinions. Andy reviewed the process which included the online survey, a review of bulletins, and more recent conversations with several companies. He noted that the online survey had quite a range in charges and they had used the mid-range. He noted that they had not considered what was included with a search request.*

*Council had a wide-ranging discussion. It was noted that a regulation would be required to formalize any charges and ensure they were adhered to.*

*It was recommended that a new Survey be put out every three years.*

*We should design the regulation so that we do not have to revise the regulation every three years to deal with rate changes (e.g. based on rate determined by survey).*

*Addendum 1 of the document didn't seem practical.*

*The Fee that is supposed to be charged is to break even, and to cover costs and ultimately must ensure public protection.*

*Council may set the reasonable fee amount and if members charge more than the set fees, they will have to justify it.*

*We should consider how we communicate this, perhaps in an article in the Ontario Professional Surveyor.*

*We can refer to other professional associations guidelines for fees if they have any.*

*Andy Mantha will go back to the Task Force and fine tune this report, and include a proposed Regulation, and bring this back to the Council for Approval.*

*The Task Force will need to revisit this.*

***ACTION ITEM: Andy Mantha to revise the final report, with the suggested fees, and come up with a draft of proposed Regulation.***

## 18. Risk Management Summary Next Steps

*We had not covered the Boundary differences issue from the last Council meeting.*

*This group that completed this work did not categorize the difficulty to implement and rate chances of success.*

*Brian took a first cut at this. Several treatments were identified that had already been actioned from previous risks. There was agreement to consider the following additional actions (beyond those identified at the September meeting) in response:*

- *Tuning up standards for field notes and providing training in that regard (no time was set)*
- *Completing the Fair Fees for Field notes work by the November meeting*
- *Work with colleges to create additional technical training opportunities over the next year*
- *Put on additional technical training (party chief courses) over the next year.*