

MINUTES
COUNCIL OF THE ASSOCIATION OF ONTARIO LAND SURVEYORS
Thursday, September 9, 2021
9:30 AM – 3:00 PM
Donald Gordon Conference Centre, Kingston, ON

Chair: Gavin Lawrence, Andy Shelp, Andrew Mantha, Trevor McNeil, David Kovacs, Amar Loai, Simon Kasprzak Saša Krcmar, Ron Berg, Martha George, (Absent) Peter Meerveld, (Absent) Andrew Dowie, John General, James Hunt, Bruce Clark,	President Vice President Past-President Senior Councillor Senior Councillor Intermediate Councillor Intermediate Councillor Junior Councillor Junior Councillor Lay Councillor Lay Councillor Lay Councillor Lay Councillor Lay Councillor Surveyor General	Newmarket Ottawa Windsor Stratford Thunder Bay Toronto Barry's Bay Toronto St. Catharines Kitchener Kitchener Tecumseh London Port Hope Peterborough
Staff: Brian Maloney, Kevin Wahba, (Absent) Penny Anderson,	Executive Director Registrar Recorder	North Kawartha Vaughan Mississauga

There were some challenges with the technology for the In-Person/virtual Council Meeting but it was managed and the meeting was conducted eventually.

1. Call to Order, Reminder of Conflicts of Interest and Confidentiality

The meeting was called to order at 10:41 AM. Council was reminded to declare conflicts of interest and maintain the confidentiality of this meeting.

2. Review Agenda

*The Agenda was reviewed by Council.
The Motion to pass the Agenda was called.*

Motion 21.46 MOVED: A. Mantha SECONDED: T. McNeil

BE IT RESOLVED THAT Council approves the agenda as provided.

DATE: September 9, 2021 Chair: Gavin Lawrence Carried: (Unanimous)

3. Approval of Previous Minutes/Review of Action Items

B. Clark provided a few spelling and grammar corrections to the previous minutes to P. Anderson

Motion 21.47 MOVED: D. Kovacs SECONDED: T. McNeil

BE IT RESOLVED THAT Council approves the Minutes from the meeting of July 13th, 2021 as amended.

DATE: September 9, 2021 Chair: Gavin Lawrence Carried: (Unanimous)

Action Items:

The I&IT Strategy is well in Progress and nearing completion. We should be able to see some results by year end.

Tracking of implementation of Discipline Committee recommendations is still ongoing

“Brian to work with the Professional Standards Committee and Municipal Surveyors Committee to develop a cautionary note for use on plans that will go to municipalities.” This is in progress. A draft was created, and a covering note was prepared that will be reviewed by Committees.

Brian drafted a letter to the new Minister. This is complete. He and Gavin met with Staff from the Minister's Office.

Brian posted the revised Manual of Procedures for the Fees Mediation Committee to the website.

The contract was awarded to Steinecke Maciura LeBlanc Barristers & Solicitors for the external review.

The Membership was notified of the revised bulletin on sketches (2021-01) and updates were made on the website.

An Electronic vote was conducted on By-Law 2021-01 and the results were circulated to the Membership last Friday.

The “Yates database” was posted on the Member Portal but it needs a bit more work. There is a series of scanned images that need to be scaled down. The Archives and Historical Committee will provide B. Maloney some feedback.

4. President's Remarks

There are two AGMS coming up and of them one will be conducted virtually. We are waiting to see how the other will be conducted.

5. Staff Reports

Executive Director, and Registrar Reports were circulated to members of Council.

We finally have the HST Audit behind us. We have paid all the bills. We did receive a fine of just over \$1100 for late filing, which was a result of the fiscal year change that we had not been made aware of. Brian elected not to fight this given the amount and the energy required.

The SRD E-Plans is new to the department and an item addressing this is on the agenda for later in the meeting. As noted above B. Maloney and our President met with a couple of Directors from the Minister's office. It was a positive meeting. We highlighted the important role surveyors play. We raised concerns about our ability to attract sufficient technical and professional staff and the potential closure of the Geomatics Engineering Program at York University. We also let them know that we were in the process of considering potential changes to modernize the Surveyors Act. They asked us to follow up with a written note.

6. Surveyor General's Report

The Surveyor General is still struggling to maintain a viable office with sufficient staff. Rob Martin has retired and Carla Jordan, Mapping Coordinator, will be retiring after 35 years.

The big subject in the office is the return to the workplace. There is a plan in place to have all staff return to the workplace within the next month.

They also identified the need for organizational review.

There is currently a big push by the Provincial Government to become more digital to improve efficiency.

As an example, everything in Alberta is digital. We would like to move away from hand-signing plans and move to digital submissions.

7. Financial Reports

Good news is that we continue to be positive on the investment side. We have near a 14% increase for this year. The Financial Statements were circulated to members of Council. We are predicting a healthy surplus. There will be items on today's meeting that will have impact to the budget, however, they will still allow us to be in a positive position.

8. Risk Summary/Strategy Update/Dashboard Review

*Dashboard was circulated to Members of Council.
We updated the Salary from the recent salary survey.
Committees continue to move forward and are meeting regularly.
The Risk Summary was updated. We will have to add items following our Strategic Planning session.*

9. AERC Recommendations of new CBEPS Curriculum

*Partial minutes from the AERC were shared with Council.
As part of the Toward an OnLine Degree project, the CBEPS' syllabus is being updated.
A small committee consisting of two professors and one surveyor drafted each component of the syllabus. The final product was reviewed by a broader committee. Bob Halliday represented the AOLS on that group.
AERC has some preliminary comments that were provided in the package sent to Council.
Mike Chapman provided more detailed comments.
They are looking for feedback from Council.
There was concern about gaps in Law, Tenure, Boundaries, Cadastres And Planning component.
B. Maloney prepared a motion.
The motion was read.*

Motion 21.48 MOVED: A. Mantha SECONDED: T. McNeil

WHEREAS: the Toward an OnLine Degree project has been updating the Canadian Board of Examiners of Professional Surveyors (CBEPS) Syllabus.

AND WHEREAS: The Academic and Experience Requirements Committee has reviewed the proposed draft Syllabus and while accepting it in principle had some suggested changes.

BE IT RESOLVED THAT: That Council agrees with the suggested comments and directs the Executive Director to respond with those comments to Marie Robidoux on behalf of the Association of Ontario Land Surveyors.

DATE: September 9, 2021 Chair: Gavin Lawrence Carried: (Unanimous)

Action: B. Maloney to convey AERC comments on the proposed CBEPS syllabus to Marie Robidoux

10. AERC Fees Schedule Approval

*This is just an update on the Fees schedule.
It was noted that it is Council's prerogative to establish the fees.
The Motion was called.*

DATE: September 9, 2021 Chair: Gavin Lawrence Carried: (S. Krcmar, and D. Kovacs abstain)

Action: B. Maloney to have the Land Acknowledgement Policy implemented (Posted on the AOLS website, included in In Sight, and brought to the attention of Committee/Task Force Chairs)

12. Revised Name and Terms of Reference for the Harassment and Discrimination Committee

The Committee made a recommendation to change their committee name to Inclusivity and Diversity Committee. The former name sounded negative. It also requested some minor edits to their Terms of Reference.

Motion 21.51 MOVED: B. Clark SECONDED: A. Loai

WHEREAS: The Harassment and Discrimination Prevention Committee would like a more positive name.

AND WHEREAS: Minor changes are suggested to their Terms of Reference.

BE IT RESOLVED THAT: The Harassment and Discrimination Prevention Committee is renamed to the Inclusivity and Diversity Committee.

AND BE IT FURTHER RESOLVED: Council approves the revisions to their Terms of Reference as provided.

DATE: September 9, 2021 Chair: Gavin Lawrence Carried: (Unanimous)

13. Moving SRD to digital plan storage

S. Krcmar declared a Conflict of Interest and left the room.

AOLS Staff were behind in filing plans (both eplans and physical plans).

Until recently, they received paper plans from various LROs and would file them by firm and surveyor in filing cabinets in the office basement.

They are now also receiving eplans and using a similar approach, except in a digital form. They are expecting around 3K E-Plans over the next year.

Consideration was given to either hiring additional temporary staff or looking at alternatives.

B. Maloney approached iLookAbout and PYB (Protect Your Boundaries Inc.) for quotes for indexing and filing a plans digitally.

They are filing about 10K plans a year.

They file about 27 plans per hour.

They did a sample of e-plans and filed about 30 plans an hour.

If we outsource only ePlans, we get small savings.

The MGCS (Ministry of Government and Consumer Services) was contacted, and they are willing to provide all plans electronically.

By outsourcing and filing all plans electronically we can save just over \$7000/year.

There are series of ancillary benefits.

MGCS was willing to change their regulations to allow a statement noting the plan submission number on the plan thereby eliminating the requirement for surveyors to print additional copies.

We also save environmentally by not printing and destroying around 7000 plan/year.

This may also help move surveyors over to virtual stickers that will save additional expenditures.

It was questioned why we receive the plans at all and not just request plans from the originating surveyor after requesting a list of registered/deposited plans to choose from. This would eliminate all plan filing. It was noted that this would increase administration in the AOLS office and would increase involvement from surveyors.

It was suggested that the new SRD Manager should be involved in this discussion.

A broader conversation ensued regarding reviews including construction products.

It was noted that every new Surveyor gets a systematic review in their first year.

Brian noted that there could be other benefits to this proposed approach that help with the comprehensive reviews.

The Motion was read.

Motion 21.52 MOVED: A. Loai SECONDED: T. McNeil

WHEREAS: The Survey Review Department (SRD) has been struggling to file plans coming from the Land Registry Offices for systematic reviews.

AND WHEREAS: Outsourcing options were considered that have a positive business case for the SRD.

AND WHEREAS: Moving to an outsourced electronic plan filing and storage solution will allow surveyors to dispense with providing the second copy of plans containing the plan submission form if the Ministry of Government and Consumer Services changes their regulations.

BE IT RESOLVED THAT: Council directs the Executive Director to enter into an appropriate agreement with iLookabout that is consistent with the proposal that they provided.

BE IT FURTHER RESOLVED THAT: Council directs the Executive Director to write the Manager of Survey Services requesting a move from paper to electronic plan transfer to the SRD and to make him aware that the AOLS supports changing Regulation 43/96 to require the Plan Submission number to be shown on the face of the plan and that second copies with plan submission forms be no longer required.

DATE: September 9, 2021 Chair: Gavin Lawrence TABLED – See Motion 21.59

Based on the amount of discussion, it was proposed to table the Motion to the next Council Meeting.

Motion 21.59 MOVED: B. Clark SECONDED: S. Kasprzak

WHEREAS: Further discussion is needed around Motion 21.52

BE IT FURTHER RESOLVED THAT: Motion 21.52 be tabled for the next Council Meeting.

DATE: September 9, 2021 Chair: Gavin Lawrence Carried: (D. Kovacs Abstain)

Action: Brian to discuss this with the new SRD manager and consider an option where no plans would be stored.

Council broke for Lunch at 12:00 Noon.

Council reconvened at 1:12 pm

14. Membership Database Expenditure

Our Membership Database consists of a series of Access Databases which does not effectively allow for multi-user access and does not support asynchronous updating. This has resulted in the database being corrupted on several occasions and backups having to be rebuilt. Additionally, the current approach requires data to be copied between files increasing the chance of error and increasing workloads. Our current website does not have an online register. Currently, it only shows Firms that offers public services. We are very exceptional in not having an online Register. Most, if not all, other regulators have their register available online.

The proposed solution supports the creation of an online register and would move all data into one relational database that is designed for multiple users through a browser interface. It will avoid having to move data between personal databases. It will also allow the generation of statistics that will help inform the office and Council (e.g. average time to resolve a complaint).

When we put together the entity model, we took a holistic approach covering all the regulatory activities of the AOLS. We have ensured sufficient security and user restrictions to prevent inappropriate access. We reviewed existing systems that could likely meet the needs of the AOLS in 2019. They also include a website component.

The preliminary costs for both were in the \$250K and \$300k range over a five year period. Since we had already committed to a new website, it was not cost effective to proceed. Costs to deal with the Survey Review Department would have been on top of these solutions, since they did not contain the detail we are looking for. It would be possible to issue an RFP for a new custom solution but this would be expected to be far more expensive than the options above or the recommended option.

The recommended option is purchasing enhancements from our current website provider, Glacier Digital. This ensures integration, allows us to keep our existing website and avoid the migration costs. We have a good relationship with the company.

They proposed \$79K to build the Database, and an ongoing monthly cost of \$415/m for the database server.

The Website Maintenance Committee is recommending that we move forward with the Glacier Digital proposal

We have a comprehensive specification prepared and do not expect any significant additions.

The motion was read.

Motion 21.53 MOVED: A. Mantha SECONDED: T. McNeil

WHEREAS: The Association of Ontario Land Surveyors (AOLS) is one of the few regulators in Ontario that has yet to move their Register online making it easily accessible to the public

AND WHEREAS: The AOLS member's database is antiquated, has significant duplication, and requires copying of information between tables and system, and is built on technology that does not support asynchronous updating, which is required to work in remote or hybrid environments.

AND WHEREAS: The current set of databases do not easily support the move to a data driven decision making organization

AND WHEREAS: The Website Maintenance Committee has endorsed a proposal from Glacier Digital to build and maintain a membership database that is integrated with the AOLS website

BE IT RESOLVED THAT: Council directs the Executive Director to enter into an agreement with Glacier Digital consistent with their proposal to build and maintain a membership database that is integrated with the AOLS website.

DATE: September 9, 2021 Chair: Gavin Lawrence Carried: (Unanimous)

15. PSRI Affiliated Provider - iLookabout (no material)

There was no supporting material.

The regulation allows Council to endorse a survey records system that members can enter records into instead of the PSRI.

iLookabout has entered into an agreement with the AOLS with similar provisions to those agreements signed by the other three approved system providers and already have an interface build to the PSRI.

The motion was read.

Motion 21.55 MOVED: B. Clark SECONDED: A. Loai

WHEREAS: O. Reg. 216/10 allows Council to endorse survey record systems that allow members to enter records into those endorsed systems instead of the Provincial Survey Records Index (PSRI),

AND WHEREAS: Council agreed that other systems will be considered for endorsement by Council as meeting the requirements for data entry into the PSRI providing that they meet similar terms and conditions to current endorsed systems which include:

- Granting non-exclusive, non-transferable license for their metadata to AOLS and their AOLS PSRI provider (currently MPAC) for usage solely in the PSRI, and
- Developing an acceptable Application Program Interface to provide the data in an automated fashion to the PSRI.

AND WHEREAS: The Association of Ontario Land Surveyors has signed an agreement with iLookabout with similar terms and conditions as the other endorsed systems and iLookabout already has an acceptable Application Program Interface with the PSRI.

BE IT RESOLVED THAT iLookabout is considered endorsed by Council as meeting the requirements for data entry into the PSRI.

DATE: September 9, 2021 Chair: Gavin Lawrence Carried: (D. Kovacs Abstain)

16. PSRI Exemption

Council received a request from Dearden Stanton Limited for an exemption to load their historical records. They are prepared to enter a practice record into the PSRI and continue to provide timely and reasonable responses to requests for survey records from other survey firms. They noted that they receive very few requests for survey records.

Motion 21.56 MOVED: A. Shelp SECONDED: S. Kasprzak

WHEREAS: Sub-Section 35.3(4) of Ontario Regulation 216/10 allows Council to exempt a firm from the requirement set out in subsection (2) (*loading all historical records*) upon receiving a written request from the holder of a certificate of authorization, if the following conditions are met:

1. The request is in respect of an area where there is limited searching activity by other firms.
2. The firm enters a record into the provincial Survey Records Index that describes its normal area of practice.
3. The firm agrees to provide timely and reasonable responses to research requests from other firms. O. Reg. 507/21, s. 10.

AND WHEREAS: Council is in receipt of a request for an exemption under sub-section 35.3(4) from Dearden and Stanton Limited, that meets the conditions for exemption.

BE IT RESOLVED that Council approves the exemption as requested from Dearden and Stanton Limited to load their historical records on the condition that they:

- enter a practice record into the Provincial Survey Record Index (PSRI),
- continue to provide timely and reasonable responses to other survey firms for requests for survey records,
- enter any historical survey records that are outside of their normal area of practice, and
- enter records for all surveys completed after June 24th, 2021.

DATE: September 9, 2021 Chair: Gavin Lawrence Carried: (S. Krcmar, and D. Kovacs Abstain)

17. Appointments (no material)

It was noted that some resignations have been received, as well as some requests for additional members.

Motion 21.57 MOVED: D. Kovacs SECONDED: T. McNeil

WHEREAS: Some committee resignations have been received and new volunteers have come forward

BE IT RESOLVED that Council approves the following changes to Committee/Task Force membership:

- Bob Jordan be removed from the Discipline Committee
- Roger Grose be removed from the Legislation and Regulations Task Force and Wayne Tremblay be appointed in his place
- Ian Smith be removed from the Continuing Education Committee and Paul Wyman be appointed to the Committee
- Stefan Bazar be appointed to the Continuing Education Committee.

DATE: September 9, 2021 Chair: Gavin Lawrence Carried: (A. Shelp Abstains)

Tim Hartley announced his intention to retire as consultant to the Survey Review Department. Tom Packowski is stepping down as SRD Manager and expressed a desire to continue as a consultant and was willing to take on Tim Harley's role.

Motion 21.58 MOVED: T. McNeil SECONDED: A. Loai

WHEREAS: Tim Hartley, a consultant to the Survey Review Department, has announced his intention to retire.

AND WHEREAS: Tom Packowski is stepping down as Manager of the Survey Review Department and has expressed a desire to take over Tim Hartley's consulting role.

BE IT RESOLVED that Tom Packowski be appointed as a consultant to the Survey Review Department upon his completion of employment with the Association of Ontario Land Surveyors.

DATE: September 9, 2021 Chair: Gavin Lawrence Carried: (Unanimous)

18. Other Topics

Fair Fees for Field Notes Committee are meeting regularly.

The Committee re-issued the same questionnaire from 5 years ago. They added an additional question, "are you happy with the current situation?". It will be interesting to see the results.

Meeting was adjourned at 2:50 PM