



THE ASSOCIATION OF ONTARIO LAND SURVEYORS

COUNCIL MEETING MINUTES

April 25, 2023 – Zoom Conference Call

Present

David Kovacs, President
Amar Loai, Vice-President
Saša Krcmar, Senior Councillor
Sophie Côté, Intermediate Councillor
Natalie Vibert, Intermediate Councillor
Daniel Gautron, Junior Councillor
Martha George, Lay Councillor
James Hunt, Lay Councillor
Peter Meerveld, Lay Councillor
Bruce Clark, Surveyor General

Staff

Al Jeraj, Executive Director
Penny Connors, Registrar
Dave Whitton, Recorder

Guest

Paul Wyman, Manager, SRD

Regrets

Andy Shelp, Past President
Ron Berg, Senior Councillor
Robin Fleguel, Junior Councillor

1: Call to Order; Reminder of Conflicts of Interest and Confidentiality

The meeting was called to order at 9:02 a.m.

D. Kovacs, President, provided a land acknowledgement prior to the start of the meeting.

Council was reminded to declare conflicts of interest and maintain the confidentiality of this meeting.

Council observed a moment of silence for the passing of Robin Fleguel's mother.

2: Approval of Agenda

The agenda was distributed prior to the Council meeting. A motion was called to approve the agenda.

Motion 22.90 MOVED: Daniel Gautron SECONDED: Sophie Côté

BE IT RESOLVED THAT Council approves the agenda as presented.

DATE: April 25, 2023 Chair: David Kovacs Carried: (Unanimous)

3: Consent Agenda

- Staff Reports
 - Executive Director
 - Registrar
- Approval of Previous Minutes
- Financial Reports

A Consent Agenda was circulated prior to the meeting.



Council discussed the search for an additional Deputy Registrar. AOLS has received two applications to date. A recruitment agency has been engaged. There is currently no timeline for a decision.

Council discussed an application for a C of A currently under consideration by the Registration Committee, as outlined under item (d) in the Registrar's Report. The applicant, unlicensed but affiliated with survey firms, might be misrepresenting themselves in their dealings with clients, which could be confusing to the public. There is also an increase in engineering and construction firms recruiting OLSs as subcontractors or agents, in violation of the Standards of Practice outlined in the *Surveyors Act* and regulations. A bulletin is being drafted to address this issue, and members will be made aware of it.

Policy changes to the Act that were mentioned in the Executive Director's report have yet to undergo consultation with committees. They will be brought forward at the next Council meeting.

Motion 22.91 MOVED: Bruce Clark SECONDED: Natalie Vibert

BE IT RESOLVED THAT Council approves the minutes from the meeting of March 14, 2023.

DATE: April 25, 2023 Chair: David Kovacs Carried: (Unanimous)

4: Review of Action Items Arising from Previous Minutes

A. Jeraj, Executive Director, updated Council.

B. Maloney put together an action plan to implement the I & IT strategy for further consideration by Council. This is in progress.

A membership database with 15 tables has been constructed, with three tables populated. Glacial Digital recommended that all tables be populated before being pushed to production so that linkages between the tables are not destroyed. This is a large project that is now underway. It can be removed from the action items list after the meeting.

A Limited Licence Task Force has been struck. This item can also be removed from action items.

AERC is considering generalizing experience requirements, gaps in EAKs, additional resources for articling surveyors, increased accountability for articling surveyors, and driving process efficiencies. All of these items can be removed from this list.

Saeid Sedaghat has been appointed to the CBEPS board. Yifan Zhang will be appointed to the UNB Geomatics Advisory Board once Council approves it.

D. Kovacs and S. Krcmar met last week to exchange duties as Chair of the Discipline Committee. N. Grozelle is retiring and has therefore resigned from the Committee; another member will take over her place on the Subcommittee.

5: President's Remarks

D. Kovacs, President, provided an overview of his recent activities. Last week he attended the Alberta Land Surveyors Association AGM in Lake Louise, which featured some interesting professional development seminars, including a presentation by Dr. Brian Ballantyne on court cases related to water



courses and parcels, a seminar on land titles, and a keynote speech by Graham Sherman on overcoming obstacles to success. Dr. Ballantyne also presented a report on the demand for and diversity among land surveyors, with 15 recommendations for the Association to consider, including hiring career practitioners to market surveying as a career and reforming the articling process. The top two recommendations were similar to initiatives already being pursued by AOLS in its proposed marketing strategy.

Council discussed the similarity of concerns shared by Canadian jurisdictions, and the need for a nationally coordinated marketing plan, and how this might be executed. Perhaps the provincial councils could meet, pool resources, and develop a unified marketing strategy. Possibly other stakeholders such as survey firms and educational institutions could be involved.

It was suggested that, before any such steps are taken, the AOLS website needs to be reorganized so that it is easier to find information, and that the pathways to licensure are clarified and simplified for potential recruits.

18: Surveyor General's Report

B. Clark, Surveyor General of Ontario, offered an update. Current lay councillor Peter Meerveld has been approved for another three-year term on Council. The Public Appointment Secretariat has yet to appoint two new lay councillors.

The Ontario Public Sector is working on a land surveyors development process, which would allow surveyors or articling students within the Ontario public service to get their articles done. However the only ministry that currently offers field experience is MTO.

OSG staff is working on digital submissions for Crown land applications. The old hard copy process through the through the regions. The ePlans process with the land titles office is also underway.

B. Clark, D. Kovacs, and A. Jeraj met with Minister's office about changes to the *Surveyors Act*. The Minister's office confirmed these changes would not be in the spring bill, but likely in the fall bill. Since mid-March, the OSG has been working with Ministry staff, policy personnel, and the legal services branch has considered the changes and suggested four that could be reasonably implemented. The policy team at MNRF met with A. Jeraj and P. Connors to discuss the process, such as scheduling and consultations; they will work together to develop recommendations for amendments. There will be regular ongoing meetings.

A. Jeraj commented that any proposed changes will have to align closely with government priorities such as the *More Homes Built Faster Act*. Any changes irrelevant to these priorities should be considered later.

6: Digital Stickers

P. Wyman, Manager, Survey Review Department, addressed Council. The proposed bylaw would replace the current bylaw, 2020-02, and address three issues related to the use of stickers on survey plans. The first change is to harmonize with the new land registry policy by eliminating the reference to physical stickers in the bylaw and allowing the use of a form on plans not entering the land registry office. The



second change is to authorize either the use of a simple statement or a physical/digital sticker image to provide the sticker number on plans. The third change is to phase out the use of physical stickers and provide sticker numbers electronically to survey firms for faster turnaround. AOLS has an 18-month supply of stickers, these will be available until they are gone or until December 31, 2024, whichever comes first. Digital stickers outsell physical by a two-to-one margin, so it is clear the profession is moving in this direction anyway.

Motion 22.92 MOVED: Sophie Côté SECONDED: Daniel Gautron

WHEREAS: Council directed the SRD to consider questions related to the use of stickers and provide recommendations to Council.

AND WHEREAS: the SRD has reviewed By-law 2020-02 and has made the recommendation that digital stickers be allowed on every original signed Surveyor's Real Property Report or Plan of Survey.

BE IT RESOLVED THAT: Council approves By-law 2023-01 as attached.

DATE: April 25, 2023 Chair: David Kovacs Carried: (Unanimous)

7: Committee Appointments

A. Jeraj presented a spreadsheet of committee appointments. There have been several changes since the committee appointments were last approved by Council. Several committees have been dissolved – because their tasks had been accomplished or their role was based on advocacy more than regulation – and their members placed on other committees. Member requests have also been accommodated.

Motion 22.93 MOVED: Saša Krcmar SECONDED: Bruce Clark

WHEREAS: Section 9 of the *Surveyors Act* provides authority for Council to establish and appoint to committees.

BE IT RESOLVED THAT: the Council appoint Gavin Lawrence to the Academic and Experience Requirements Committee.

AND BE IT RESOLVED THAT: the Council appoint Yifan Zhang to the University of New Brunswick Geomatics Engineering Advisory Board.

AND BE IT RESOLVED THAT: the Committee assignments as presented be approved by Council.

DATE: April 25, 2023 Chair: David Kovacs Carried: (Unanimous)

8: Confidentiality and Conflict of Interest Declaration

A. Jeraj advised Council that they need to sign and return the Conflict of Interest and Confidentiality Declaration, which was distributed prior to the meeting. The declaration should be affirmed every year.

9: Update on OFC (meeting April 20)

A. Jeraj and P. Connors met with the Office of the Fairness Commission on April 20 regarding its requirement for an emergency registration practice and the limited licence under consideration by



Council. The OFC expressed concerns about the limited license and whether it meets the requirements laid out under FARPACTA. The Fairness Commissioner pointed out some positives but also mentioned risks. The OFC did not have any information about the exceptions to the Canadian equivalent that are being considered in the legislation. The Fairness Commissioner suggested that, as the exceptions are being drafted, MNRF contact the Ministry of Labour and impress on them that this limited license will positively contribute to the housing boom and that the limited licence be considered as an exception to Canadian experience.

AOLS is the first regulator to file an emergency registration plan with the OFC; the plan will not need to be approved.

PEO's approach of front-loading requirements was not commented upon. The ED and Registrar will attend PEO's annual general meeting to gather more information.

AOLS is continuing with the initiative but there is a risk that it may not work out. Plan B would be to take PEO's approach to licensing internationally trained professionals. Regardless, the limited licence project will move forward because it will potentially boost AOLS membership and help address the housing crisis. The ability to grant a limited licence will have to be made explicit in the Act, as it is not currently clear.

10: Update on Limited License TF and Registration Project

The Limited License Task Force met and drafted terms of reference that identified scope of work and a subset of core competencies developed for fully licensed surveyors. They determined an appropriate fee for a limited licence surveyor, worked with the Legislation Review Task Force to develop policies around changes to the Act, and recommended to the AERC some of the academic requirements for entry into the profession. Their presentation was sent to the AERC, which changed the scope. The revised scope restricts the limited licence surveyor to an area of practice that would not cause harm to the public; it is largely technical in nature.

The Task Force looked at academic evaluations and devised one pathway to a limited licence. AERC, however, identified three pathways. The Task Force and AERC need to decide on academic requirements, experience evaluation, exams, designation, and how a limited licence surveyor could move on to full licensure. This needs to be absolutely clear before presenting the plan to the Ministry.

The core competencies have been agreed upon; they have been circulated to AERC, the EAK Working Group, and AOLS members, and will come to Council for a motion. The core competencies would not include anything related to descriptions, roads, water boundaries, original township, possessory interest, or land resource and development. They would include ethics, communications, business practices, certain aspects of research, boundary retracements, certain aspects of easements, and all of spatial reference.

Although the Task Force identified core competencies limited licence geodetic, AERC felt it is not in a position to issue non-cadastral licences. Existing C of R members would be grandparented into the membership.



Council discussed issues around the Task Force's work. It was suggested that the provisions around plans of subdivision registered after 2010 would make a limited licence surveyor functionally useless in the GTA. It was asked why land development was left out of the core competencies; the reason is that it would be too onerous a requirement for someone playing a support role.

Motion 22.94 MOVED: Sophie Côté SECONDED: Peter Meerveld

WHEREAS Council is aware that AERC has undertaken a review of the existing EAK's (Essential Areas of Knowledge) within the resources available for entry into the profession;

AND WHEREAS Council is aware that the EAK's have now been renamed Core Competencies and that those core competencies set the expectation of what a licensed surveyor needs to meet;

AND WHEREAS Council is aware that a subset of the core competencies applies to those wishing to pursue a limited licence in cadastral surveying;

AND WHEREAS Council is aware that a subset of the core competencies applies to those wishing to pursue a limited licence in geodetic surveying;

AND WHEREAS that on April 18, 2023, AERC approved the full set of core competencies and the subset of core competencies for the cadastral limited licence;

BE IT RESOLVED THAT: the core competency documents for cadastral full licensure and cadastral limited licence as presented be approved by Council.

DATE: April 25, 2023 Chair: David Kovacs Carried: (Unanimous)

11: Update on Marketing Plan from Humber College and Grant Lee (Apr 19)

A. Jeraj provided an update on the Humber College marketing students' presentation to the Association. There are no action items arising out of the Humber College marketing plan. A. Jeraj, M. Mountjoy, and C. Oyler met with the students, who did not initially know much about surveying but were able to gain expertise and recognize that the organization is like a family. In the wake of the pandemic, this sense of belonging is something that AOLS can offer to potential recruits. The students also looked at why people are not coming into the profession and found that the word "surveying" is not well-known and does not have the same prestige as other professions. They recommended that the organization consider changing the word surveying and hire a full-time employee to go to all high schools as one potential target audience. Another would be civil engineers looking for more job security. The Marketing and Recruitment Committee will review the recommendations in more detail and devise a marketing plan. The plan recommended by the students was tailored for the \$150,000 budget that Council previously set aside.

Per the last Council meeting, Grant Lee, who is a professional marketer and a valuable resource, submitted a proposal for his consulting services, primarily supporting the Marketing and Recruitment Committee. He would charge \$50 an hour, which is a reasonable rate.

Council discussed potential funding available through the Canadian or Ontario governments' economic development programs. It was suggested that Council reps mention to their respective committees that,



should there be a need, G. Lee would be available as a consultant for committees that require marketing and communication support. It was asked if there were benchmarks by which to measure the success of G. Lee's work and how to do it.

Motion 22.95 MOVED: Saša Krcmar SECONDED: Amar Loai

BE IT RESOLVED THAT: Grant Lee be appointed as a consultant to support committees that require marketing and communication support.

DATE: April 25, 2023 Chair: David Kovacs Carried: (Unanimous)

12: Summer Meeting

A. Jeraj advised Council that, because of a miscommunication with staff, a meeting room was booked for July 13 and 14 and an invitation sent to committee chairs for that date. However, the dates that Council had previously agreed upon were July 18 and 19. Council was asked about their ability to change their schedules.

It was proposed that Council liaise with the following committees:

- AERC, to confirm its direction on the limited licence project, its work plan, and its assessment process
- Complaints, for an update on statistics and trends
- Continuing Education, to learn about the content they are planning to present this year
- Legislation and Regulations, to learn about upcoming work reviewing regulations
- Marketing and Recruitment, for a presentation of its marketing strategy
- Monument Protection, for an update on its work on coordinate-based monuments
- Nominating Committee, which is meeting in advance to poll the membership to see who might be interested in running for Council
- Professional Standards, for a work plan update
- Registration, for an update about C of A issues and its reinstatement processes

Council considered a spreadsheet of this year's upcoming Council meeting dates.

It was agreed that, going forward, motions would not be required to change meeting dates. The motion was amended accordingly. It was also agreed that the next meeting's date would be reflected in the minutes if members wish to attend. Upcoming meeting dates should also be reflected in a calendar on the website and broadcast in the AOLS In Sight e-newsletter.

Motion 22.96 MOVED: Daniel Gautron SECONDED: Saša Krcmar

WHEREAS Council passed motion 22.87 to set Council meeting dates for the 2023-2024 term;

AND WHEREAS Council wishes to amend the meeting dates in July 2023.

BE IT RESOLVED THAT: the approved meeting dates in July 2023 being July 17th and 18th, be changed to July 13th and 14th



BE IT FURTHER RESOLVED that hereafter, dates for Council meetings require consensus but do not require motions to be approved and that the date for a Council meeting will be reflected in the minutes of the previous meeting.

DATE: April 25, 2023 Chair: David Kovacs Carried: (Unanimous)

13: PSRI

A. Jeraj reported that because members have complied with entering records into the PSRI, there is now a large repository. However, some records are not being accepted into PSRI, primarily through affiliated providers. Council had struck a deal with these providers to allow members to enter records into their systems and have them pushed over to PSRI without any additional effort. But any issues with these records, such as missing fields or changes in the header, would break the transfer of the record. Another issue was that some municipalities listed on the affiliated provider side did not exist on the official list, causing confusion and extra work for the system administrator. Members are asking why their records are not showing up in PSRI. Contracts with the affiliated providers will renew July 31, and there are no clauses in the contracts that address these issues. The renewed contracts should state that if any invalid records are identified by the system administrator as originating from the affiliating provider side, the affiliated provider has two weeks to fix the records. Any records coming in from the affiliating provider must have a valid municipality approved by MNR or AMO, contain a lot value, concession value, or plan value, and any changes by the affiliating provider that can affect the data being accepted by their side must be communicated and approved by our side before making the change. These conditions would make the process smoother for members and would not put too much burden on the affiliated providers.

Council considered if the creator of the record, rather than the provider, should be held responsible. It also debated timelines for fixing the record. Council discussed the wording of the motion pertaining to legal descriptions of the record and made changes accordingly.

Motion 22.97 MOVED: Natalie Vibert SECONDED: Sophie Côté

WHEREAS Council is aware that the contracts with the affiliated providers to the PSRI are expiring on July 31, 2023;

AND WHEREAS Council wishes to renew the contracts with the affiliated providers;

BE IT RESOLVED THAT: the Council authorizes the Executive Director to renew the existing contracts and add the following clauses as amended:

Upon renewal of the contract, any new invalid records that are identified by the system administrator for the PSRI and are a result of invalid records originating from the affiliate provider's records, must be fixed by the affiliate provider no more than four weeks of receiving written notification from the system administrator.

All records provided by the affiliated provider to the PSRI must contain a valid municipality as per an official list provided by the AOLS in accordance with the Ministry of Natural Resources and Forestry or the Association of Municipalities of Ontario.



All records provided by the affiliated provider to the PSRI must contain a summary legal description including as a minimum, Lot value, Unit Value, an applicable Concession value and an applicable Plan value, etc.

Any changes made to the field identifiers within the affiliated provider's system that will impact the import of data into the PSRI, must be communicated and approved by the data administrator for the PSRI prior to the change being made by the affiliated provider.

DATE: April 25, 2023 Chair: David Kovacs Carried: (1 abstention)

14: Late Dues Policy

A. Jeraj offered some background to Council on the proposed new Late Dues Policy. There is some confusion around fees, and some members take advantage of the system by purposefully paying their dues late. The proposed policy is meant to clarify how fees are prorated for different classes of licensed members. The policy states that if a member decides to change their class of licence after December 31 of any given year, they will still be responsible for the full licence fees until they inform the organization in writing. The member is responsible for a prorated fee in their current class prior to providing written notice, as well as a prorated fee going forward for any new class they are in after providing written notice. Retired members' fees are due on July 1, and their fees will be prorated based on the time between the notice and the due date. The purpose of the policy is to bring clarity to member fees and help staff collect them more effectively.

Council inquired about current staff processes, discussed potential loopholes in the proposed policy, reviewed various scenarios such as parental leave, and considered changes to the regulation that would allow a simplified fees and invoicing system. A jurisdictional scan around this policy could be illuminating.

In light of Council's discussion, motion 22.98 was tabled and will be presented at the June meeting pending revisions to add parental leave provisions.

Motion 22.98 MOVED: n/a SECONDED: n/a

WHEREAS Council is aware that the following classes of membership exists:

Licensed Member

Registered Member

Articling Student

Associate Member

Retired Member

AND WHEREAS there is a need to clarify to the membership how fees are handled when a member changes their class of licence;



BE IT RESOLVED THAT: Council approve the Policy titled: “Membership Dues Change in Membership Class Policy” for distribution to the membership by Council bulletin.

DATE: April 25, 2023 Chair: David Kovacs Carried: (Tabled)

Action: A. Jeraj to present revised policy at next Council meeting.

15: AGM Review

A. Jeraj presented to Council the results of an online survey that staff had sent to members, requesting feedback on the 2023 Niagara Falls AOLS AGM.

The event was well-received, which could be due in part to the excitement of people to see each other after two years. The event's content was well thought out, planned, and executed, and the members appreciated it. There were 173 responses to the survey, which accounted for 78% of the membership. The hotel and services were rated very good, while the conference facilities were rated very good or excellent. Respondents did not enjoy the fish meal at the Convocation Lunch. The staff's efforts in the registration process were highly appreciated, and the attendees had enough time to visit the exhibits. The length of the sessions was appropriate, and the concurrent sessions were well-structured. The keynote speaker was dynamic and received a lot of positive feedback. The other speakers were also rated highly. The business session was successful, and everyone loved having the reports presented ahead of time. The vendor sessions went well, as did the Tuesday meet-and-greet event and the President's Dinner. The Welcoming Party was not especially well-attended but those who went rated it highly.

The AGM Planning Committee will consider format changes to the event, such as discontinuing the Accompanying Persons Program, combining certain events, and adjusting the timing and content of educational sessions. After next year's AGM, the event will be alternately held in only two cities; members were asked which cities they would prefer, and Ottawa and the GTA were the top responses.

Council discussed whether the educational portion of the AGM be removed to focus only on the business meeting. It was suggested that next year there should be more training for the Pheedloop app.

16: OLS Rings

P. Connors, Registrar, proposed the idea of creating a professional ring for surveyors, like an engineer's ring, inspired by a similar practice in Alberta that gives vests to new surveyors. The purpose of the ring is to serve as a token for members and remind them of their professional commitment. Council discussed other mementos, including a steel piece from a failed bridge. The group liked the idea of having such tokens, thinking it was a nice gesture to bring the community together. The Marketing and Recruitment Committee would be the right group to look into this.

Action: A. Jeraj to advise the MRC to consider this idea further.

17: Office Files – Cataloguing and Document Retention Policy

A. Jeraj requested Council's input on the project to digitize the Association's large repository of paper documents to populate the membership database. There are a significant amount of paper files in the



basement and in each office, including duplicate copies and unnecessary files. It will require someone with experience to go through the files and reduce the amount of paper by shredding duplicates and identifying what needs to be scanned. It was proposed that the AOLS hire former Registrar Bill Buck as a consultant who would work with the record retention schedule to identify what documents to shred and keep. B. Buck requested a computer in exchange for his work, but AOLS cannot legally provide this; appropriate remuneration would be discussed by the Executive Committee. Council was asked for its approval to hire the B. Buck to help with the large amount of paper files.

Motion 22.99 MOVED: Bruce Clark SECONDED: Daniel Gautron

WHEREAS Council is aware that there is a significant amount of paper records at the office that need to be scanned and indexed;

AND WHEREAS Council agrees that the records need to be properly organized and catalogued prior to being scanned;

BE IT RESOLVED THAT: Council authorize the Executive Director to hire Bill Buck as a consultant to help organize and catalogue the paper records and that remuneration for Bill Buck be negotiated and approved by the Executive Committee.

DATE: April 25, 2023 Chair: David Kovacs Carried: (Unanimous)

19: Complaints Committee Authority Policy

A Jeraj explained to Council that this policy derives from Richard Steinecke's report, which recommended that the Complaints Committee refer complaints regarding surveyors directly to the Discipline Committee or to a mediator, rather than involving Council in the process. The rationale is that councillors would not be as familiar with the context of the complaint, nor have the skills or training needed to properly evaluate the complaint. The Complaints Committee will also be given enhanced powers to impose remediation requirements to improve members' practice and education. This policy should be presented to the Committee before being put to a Council motion. Council is requested to approve the policy documents in principle, so that, after Committee consultation, they can be quickly approved by Council motion and sent to the Ministry.

Action: A. Jeraj to present policy to Complaints Committee and if approved, send an email motion to Council for approval.

20: Reinstatement of Retired Members Policy

The Reinstatement of Retired Members policy has not been reviewed by the committees yet. It will be presented to the Registration Committee next week. After that, it will be sent to Council for approval via email vote. The policy is aligned with the government's plan of building more houses, which will require more surveyors. As timelines are tight, this should be reviewed and approved before the June meeting.

Action: A. Jeraj to present policy to Registration Committee and if approved, send an email motion to Council for approval.



21: Company Recommendation Policy

A. Jeraj reminded Council of a policy that it had adopted at the January 31 meeting. At that time, they had forgotten to include one of the recommendations, which is to remove the extra layers of supervising surveyors and make the C of A holder the responsible party for each firm. This was an oversight. A motion will be brought back to Council to discuss this and get its approval before proceeding with changes. This is a policy that AOLS has flagged to the Ministry for Act and regulation changes.

Council discussed whether any councillors who are C of A holders should abstain from voting on the motion to avoid a perceived conflict of interest. It was agreed that there would be no conflict.

Motion 22.100 MOVED: Daniel Gautron SECONDED: Martha George

WHEREAS at the January 31, 2023, meeting of Council, the Company Recommendations Policy version 1 was presented;

AND WHEREAS at the January 31, 2023 meeting, Council passed motion 22.58 to approve the recommendations of the Policy;

AND WHEREAS the resolution omitted the recommendation of making the Certificate of Authorization holder responsible for each office of a firm and removing the notion of assigning professional members as being responsible for each office of a firm;

BE IT RESOLVED THAT: Council recommends that when the Surveyors Act and its regulations are revised, the Certificate of Authorization holder shall be responsible for each office of a firm and the notion of assigning professional members as being responsible for each office of a firm shall be removed;

DATE: April 25, 2023 Chair: David Kovacs Carried: (1 abstention)

22: Competing Priorities

A. Jeraj presented his priorities for the near future of AOLS, and sought comments from Council.

He explained that his focus is on staff and process efficiency, as the success of the Association relies heavily on a happy and well-equipped team. The Executive Director identified several priorities, including database entry. It is vital to have a robust and accurate database that can track everything from the journey of members to their fees payment and any complaints. There is also a need to consolidate records sitting in other databases, spreadsheets, and paper documents, and move them to the database. It is important to determine if the existing database framework is functioning correctly by populating it with data. If it doesn't function, staff might need to find another company that can design databases for regulatory bodies.



The office documents scanning project is another priority, as it involves digitizing records to make the Association more nimble and enable a move to another office if that is deemed necessary.

Strategic planning is a significant concern, as the AOLS's current strategic plan is coming to an end in 2024. The new plan should consider the Association's demographics, such as having 40% of members over 60 and how this could impact revenue. AOLS should also be looking toward new revenue streams, new strategic partnerships, and addressing existential crises, such as universities' impact on the profession.

Other priorities include revamping the website; the marketing and recruitment strategy; the upcoming renewal of the PSRI/MPAC contracts; changes to the benefits packages for employees; and addressing an urgent need for additional support staff.

There are concerns about the condition of the office building and its impact on staff health. The carpeting, blinds, and back door need to be replaced. It should also be considered whether it would be more practical to sell the building and move to a modern space that is more functional and better suited to the hybrid workplace model that AOLS is transitioning towards.

Software purchases are a significant concern. The current LMS system is not user-friendly and not being used to its full capacity. The system used for administering exams is also not effective and requires a change. The website needs to move to the cloud for better security and flexibility. Additionally, document sharing software is needed as multiple staff members are working on the same documents, and it's difficult to keep track of versions.

Document scanning, database entry, and software purchases would be the top three priorities from this list.

Council offered its feedback on these priorities and the importance of modernizing AOLS processes. Cybersecurity was seen as vital, as was the need for a good working environment. It was suggested that the list presented is for operational concerns into which Council has little insight, and so the ED's advice should be taken at its face.

New Business

The topic of minimum insurance for licensed surveyors was raised. Council discussed the current minimum amount of \$500,000 and suggested that it should consider increasing it to at least \$2 million to better protect the public. A. Jeraj agreed to approach M. Sampson at Gallagher insurance to find out what steps need to be taken to increase the minimum amount.

The prefix for motions was identified as being incorrect and that after each AGM, any new motions for that calendar year should be reflective in the motion. For example, all motions passed in the year 2023 after the AGM, should begin with the prefix 23. This error was noted and going forward, all motions shall begin with the correct numerical prefix.

Action: A. Jeraj to contact M. Sampson about raising mandatory minimum insurance.

Adjournment



The meeting was adjourned at 3:33 p.m.

The date of the next Council meeting is Tuesday, June 13, 2023.