	Procedure Manual Section Committee Procedures	Document No.	
	Document Title Meeting information form	Version 1	Effective date : 17-10-19

Meeting: ACLS Ontario Regional Group Meeting

Date: October 19th, 2017
Time: 12h00 to 13h33 EDT
Place: GoToTraining
Purpose: **Routine Meeting**


Contents: (✓)
Distribution: (✓)
Agenda: (✓)
Minutes: (✓)

DISTRUBUTION

Participants	✓	Roles
Bob Halliday	✓	Chairperson
Jean-Claude Tétrault	✓	ACLS Executive Director
Anne Cole	✓	ACLS Past President
Cindy Kliaman	✓	Manager Ontario Regional Office
Julia Meldrum Smith	✓	Practice Review Manager
Representatives of ACLS committees	✓	Presenter of Committee Update
ACLS members	✓	

AGENDA

Time	#	Item	Who	Duration
12h00	1.	Opening Remarks and call for secretary	Bob	2 minutes
12h02	2.	Approval of the Agenda	Bob	2
12h04	3.	Approval of Minutes of May 11th, 2017 meeting	Bob	2
12h06	4.	Staff and office space changes at the ACLS	J.C.	10
12h16	5.	Ontario Regional Office/SGB Report	Cindy	10
12h26	6.	Practice Review	Julia	10
12h36	7.	Digital Signatures	J.C.	5
12h41	8.	Survey Cost	J.C.	5
12h46	9.	CHC-NSC 2018 (www.CHC- NSC2018.ca)	J.C.	5
12h51	10.	Foreign Credential Recognition Project	J.C.	2
12h53	11.	On-line exam project	J.C.	5
12h58	12.	Book idea	J.C.	5
13h03	13.	GeoEd and MCPD	J.C.	5
13h08	14.	FIG	J.C.	5
13h13	15.	PSC	J.C.	5
13h18	16.	Presentations from various committees	CLSs	10

	Procedure Manual Section Committee Procedures	Document No.	
	Document Title Meeting information form	Version 1	Effective date : 17-10-19

13h28	17.	New Business	Bob	2
13h30	18.	Next meeting	J.C.	2
13h32	19.	Adjournment	Bob	1

Attachments to Agenda
<ul style="list-style-type: none"> Minutes from last meeting – May 11th, 2017

MINUTES

Summary
<ol style="list-style-type: none"> Opening Remarks and call for secretary Bob Halliday welcomed everyone, and Bob Fligg volunteered to take minutes. Approval of the Agenda Agenda approved; moved by Cindy Kliaman; seconded by Kent Campbell Approval of Minutes of May 11th, 2017 meeting Minutes approved; moved by Cindy Kliaman; seconded by Martha Burchat Staff and office space changes at the space changes at the ACLS Martha Reeve left in April 2017 (on maternity leave). Matthew Desjardins replaced Martha until about 1 ½ weeks ago when Amanda Devaney took over. The ACLS will be adding a new office person, and since CIG (having a larger unit in the same building) did not renew their lease, the ACLS have taken over the CIG space and will start paying a one year lease in December. Ontario Regional Office/SGB Report Biggest change in the ORO is requesting digital plans instead of duplicate mylars for surveys that are deposited (such as reference plans) in the LRO. The LRO scan of the plan must be to scale and instructions are available on how to download a “to scale” tif plan from Teraview. Cindy Kliaman will then create a pdf/a of the tif, digitally sign the plan and send to the CLSR for recording. SGB’s general instructions (e.g., reference plans to be done for addition to reserves, Trent-Severn Waterway, Rideau Canal) will be amended to include a statement regarding this requirement as well as any of the regular survey instructions. Regarding digital signature; recently, haven’t had many people applying for digital signatures. Not sure why, possibly people are sending in plans using the mylar process. Regarding Section 29 plans; INAC has been approving plans using an on-line process and Parks Canada will also be approving plans this way. For Dominion Water Power plans, these are Section 31 type plans and now require a digital signature on the pdf of the plan for the Director or Water Power at Parks Canada. Regarding new work from the ORO; a RFP will soon be on the Government of Canada, Buy and Sell website for survey work at the Thousand Islands National Park. Practice Review This year practice review was being done for Ontario and has to be done by the end of the year, and practice review is winding-up for Quebec. An article will be sent out in an e-communique regarding independent checks, in particular when surveyors return to the site to place bars, practice review is not seeing enough independent checks. The article will suggest methods. This topic will also be discussed at the NSC. If you have comments

Prepared by : J.C. Tétreault	yyyy-mm-dd 2009-06-09	Approved by : ACLS Council	yyyy-mm-dd 2009-06-25	Page Page 2 of 4
---------------------------------	--------------------------	-------------------------------	--------------------------	---------------------

about this, send them to Julia's office.

7. Digital Signatures

J.C. noted the same as what Cindy Kliaman reported under No. 5 (ORO/SGB report) that not a lot of people are applying for their digital signature, and wondering why? Some reasons were discussed, e.g., surveyors used to doing things the traditional way, and also discussed was difficulty in getting the digital signature going, but once up and running, it speeds up the process. Martha Burchat suggested to contact Benson Agi in the Ottawa, SGB office. A common technical problem found lately is the adobe symbol is showing up on the signature, and if the plan comes in (to Ottawa) this way, it will be rejected. Cindy Kliaman responded to the question of why the signature needs to be renewed yearly? This has to do with a Federal Government license and a standard one year license issue; however, have agreed to extend the time on renewal and it may be 2 -3 years, not sure when this will start. Regarding a question on a deadline date to go digital signature? Not yet, the existing system is still in place and mylars will be accepted (indefinitely). It is hoped people will adopt digital signature as it is a lot more convenient.

8. Survey Cost

Julia reported (that her and Julia's husband Scott) have more work to do on the survey cost study. May have it done October 24th, definitely before the end of the year.

9. CHC-NSC 2018 (www.CHC-NSC2018.ca)

J.C. showed a power point about the NSC 2018 meeting being held March 26 – 29 in Victoria, B.C., a joint meeting with the Canadian Hydrographic Association. After going over the NSC agenda, J.C. thinks the attendance might be close to 400 people (160 land surveyors). Reminder the last ½ day is the Indigenous Seminar.

10. Foreign Credential Recognition Project

An application was made to ESDC in August for \$202k in funding for foreign-trained professional recognition. Waiting for an answer.

11. On-line exam project

Upgrading the templating engine to a modern model-view-controller framework that will allow both language versions. The project will take about 2 years that will eliminate the need for face-to-face examinations. Right now there is the labour mobility exam, but for people without a provincial commission (or standard candidates) when this is in place it will eliminate the need to write exams and instead everyone will do on-line exam. Also looking to separating the 4 hour labour mobility exam that covers all the subjects into 4 modules; and renewing study material with up-to-date material on GeoEd (in both English and French). Waiting for an NRCan contribution of \$100k to do all this.

12. Book idea

Sent a survey out to all members about committing to a contribution or company sponsorship of a land surveying book, similar to the AOLS book on Great Lengths. The poll was 51% yes, 49% no. Looking at hiring the same author/publisher as Great Lengths. A task force was set up and it will be discussed at the next face to face council meeting. Estimate the cost at about \$200k, and the survey showed only a \$30k sponsorship intent.

13. GeoEd and MCPD

130 courses presently on GeoEd, and looking at improving the portal so people will be able to find them easier. AOLS not yet using the GeoEd system for MCPD, were supposed to be using it January 2017, seems to be technical issues. SLSA has shown interest in using the GeoEd system, ACLS did a demo for them in May 2017, but haven't heard anything since.

14. FIG

ACLS applied for membership in FIG in 2009 but CIG opposed it (as only one member per country), however, recently ACLS was approached by CIG to replace them. ACLS council

believes PSC should take it on. PSC is interested if it gets support from the surveying associations across Canada. There is a substantial cost as you have to participate in conferences and workshops and this could amount to \$30K to \$40K per year.

15. PSC

ACLS is not all in anymore. Will collect dues from members who want to be members, but it is not a requirement to be a member.

16. Presentations from various committees

Martha Burchat – Re: Practice Review Committee; commended Julia for all her great work and the need for more volunteers.

Cindy Kliaman – Re: National Surveyors Conference committee; discussed where the next NSC's will be held at: 2019 Halifax, 2020 Mt Tremblant, 2021 Whitehorse.

Cindy Kliaman – Re: Public Awareness Committee; promoting the David Thompson award, new banner made up for displays, promoting centennial survey monuments and repair of those that need it. Worked on FAQ's and definitions to be on the ACLS website (soon); the "surveyor in a crate" is being mostly used in the Territories right now, while PAC is not actively involved in this program, they are looking for members interested in taking it to schools.

Julia Meldrum-Smith – on the Standards of Practice; updated the practice manual for the digital signature process; recommendation to council about the Practice Manual being in need of a big overhaul; discussed the independent check article, and looking for documentation on GPS accuracy, on where it is or not is appropriate to use.

17. New Business

Regarding the David Thompson award – cadastral and non-cadastral projects, nominations are due January 12th.

18. Next meeting

At the AOLS AGM, March 1st , 7:00 am.

19. Adjournment

Motion to adjourn by Marc Crooks