

CPIO BOARD MEETING – November 30th, 2011

On November 30th, 2011 the meeting was called to order at 1:20 pm by Debra Macdonald, President.

IN ATTENDANCE:

Debra Macdonald, President
David Black, Past President
Brian Sartorelli, Membership Director
Peter Grace, Director Communications and Internet
Amber-Lynn Beers, Events, Board Meetings and Conferences
James Fralick, Secretary
Domenic Sturino, Vice President
Steve McCormick, Director Ethics & Special Committees
Martin Jaekel, CAPI Director
Silvina Stover, IT/Administrator
Lloyd Vaughan, Strategic Partnerships

NOT PRESENT:

Jeff Williams, Treasurer
Ali King, Assistant to Director of Memberships

1. Get addresses of all board members for the Corporation papers which need to be updated on Jan 1, 2011.
 - Silvana collected everyone's business cards.
2. Add vendor category for membership
 - The vendors must be vetted. When a new vendor applies for membership James Fralick will conduct the due diligence. Also, James Fralick will approach the Board members as part of this due diligence.
 - 1st Brian Sartorelli – 2nd Steve McCormick
3. Legal Counsel – Norm Groot
 - Norm Groot will be working volunteering his time to assist members on behalf of the CPIO.
 - There was discussion pertaining to appointing two Directors of Legal Counsel
 - 1st Domenic Sturino – 2nd James Fralick
4. Member Logo Usage & Guidelines

- Silvina Stover presented a tweaked logo that will include member numbers. CPIO members will be able to request a digital file (Jpeg) from Silvina and post the CPIO logo on their websites
5. Sponsor advertisements – as we need a press release for them – who can write it?
 - Amber-Lynn Beers and James Fralick
 6. The white paper as an educational piece for public awareness
 - Debra Macdonald is working on this with Ken Mair, 180 Degrees.
 7. The registrar and the role they will play for unethical investigators
 8. Review the by-laws
 - Martin Jaekel, Jeff Williams and Peter Grace will review these. Jan 1, 2012 is the deadline to have this completed.
 9. Insurance program for private investigators
 10. The committees where we need volunteers from our membership
 - Debra MacDonald left a form at the front for members to volunteer their time.
 11. CAPI update from Martin requested information list – will send out to be printed
 - CAPI bylaws are almost finished
 - Taras Hyrb is expected to step down
 - CAPI has similar issues to the CPIO with unlicensed PI's
 12. The Progress with Ontario Privacy Commissionaire
 13. Is there any new business to discuss-National Capital Security Partners , Grant Lecky
 - Debra MacDonald has met with Grant Lecky in Ottawa
 14. Meet adjourned at approximately 2:40 pm

MTO REPRESENTATIVES

- There are changes to the terms of access
- New computer based training has been introduced – ARIS users will see this the next time they log in
- Shared offices must ensure passwords and computers remain private and that all filing cabinets are locked
- When on the road all briefcases carrying MTO abstracts must have a lock and be locked

- MTO information kept in a vehicle must be kept in the trunk

AUDITS

- A written notice will come in the mail with 5 business days notice
- Audits will occur during business hours
- Any infractions must be rectified within 60 days

GUIDING PRINCIPLES

- MTO access is not a right but a privilege
- The Ministry of Transportation is the custodian of these records and are ultimately accountable for any breaches

	Oct 2011	Sept 2010	Change
NUMBER OF AUDITS	78	72	
HIGH RISK FINDINGS	87	102	-15
MED RISK FINDINGS	66	72	-6
LOW RISK FINDINGS	51	51	0
FULL COMPLIANCE	5	1	+4

SITE VISITS AND PRE-AUDITS

- Verify information contained in an application
- Purpose is not to reject applications but to ensure applicants meet MTO's physical & logistical security requirements, intended use aligns with MTO's business purposes and to educate applicants on contract requirements

MTO QUESTIONS/ANSWERS

- See MTO Committee for full details
- Investigators must have letter from a lawyer/insurance company to use database for litigation/insurance purposes
- MTO abstracts can be given to lawyers/insurance companies for affidavit exhibits
- Abstract retention period appears to be still up for debate

LISA KOOL - REGISTRAR

- Private licences are being changed to expire on the licensee birth date

- Compliance - CPIO is working with the Registrar re; non-licensed persons and rogue investigators via
 - complaints
 - compliance inspections
- Complaints to be handled by newly appointed mediators - these deal with code of conduct issues - has not started yet - RFPs are out now
- Compliance Inspections - half of agencies are fully compliant - half are non-compliant but many non-compliance is minor issues that are easily rectified
- Training Guides have been published - the pass rate for PIs increased from 54 to 73 percent / not much change for security - stayed around 88 percent
- Temporary Licences - requested by the security side - so far this is not being entertained
- National Standards - project run by organization called the Police Sector Council (PSC) - sponsored by provincial registrars - developing a national profile of the industry - collecting data - then use the data to develop national standards
- Individual Application Form - currently long and complicated - a new easy and short form is being developed
- Agency Application Form - currently a 6 to 9 month process - its being streamlined to a 1 to 3 month process
- Industry discussions hosted by registrar for industry events