

Association of Ontario Land Surveyors' By-laws

BY-LAW 88-4

PROCEDURES FOR MAKING, AMENDING OR REVOKING BY-LAWS

1. All by-laws involving financial matters shall be sent to the membership for a vote by secret mailed ballot.
2. All ballots mailed to the membership shall allow thirty (30) days for the same to be returned to the Association offices.
3. Council shall appoint scrutineers from time to time to open and count ballots regarding the making, amending or revoking of by-laws.
4. In the case of a vote conducted by mail, ballots shall be mailed by regular mail to the members at their address of record and shall be accompanied by a copy of the By-law to be confirmed, amended or revoked.

BY-LAW 88-5

SURVEY RECORDS INDEX

1. Holders of Certificates of Authorization in an area may petition Council to designate a defined area as a Survey Records Index Area.
2. Signed petitions shall be forwarded to the Registrar together with a description of the geographic area.
3. Providing the petitions in favour of a Records Index are from seventy-five (75) percent of the Holders of Certificates of Authorization in an area, Council shall by resolution designate the area a Survey Records Index Area (hereinafter called the "Area").
4. Firms holding a Certificate of Authorization that perform surveys in an Area shall submit a record of those surveys on a monthly basis and in a manner as may be prescribed, from time to time by Council.
5. Firms holding Certificates of Authorization that perform surveys in a designated Area shall submit the fee as set out by Council from time to time.

BY-LAW 88-6

Section A

MEMBERS IN OTHER ASSOCIATIONS

The Association of Ontario Land Surveyors shall be a member of the Canadian Council of Land Surveyors and shall submit yearly to that body, the annual assessment. Representatives at meetings of the Canadian Council of Land Surveyors shall be set by resolution of Council.

Section B

RESEARCH AND DEVELOPMENT

The Association shall maintain a fund in order that grants can be made that would tend to advance the knowledge of professional land surveying, education, or maintain and approve the standards of the practice or support and educate and encourage public information and interest. All grants shall be by resolution of Council.

BY-LAW 88-8

MISCELLANEOUS FEES

1. Fees for the following shall be fixed from time to time by resolution of Council:
 - a) junior and retired associates;
 - b) registration of articles of apprenticeship and transfer of articles;
 - c) examinations; and,
 - d) survey records index.

2. By-law 77-2 of the Association shall be rescinded and the same is hereby repealed.

BY-LAW 93-1

COMPENSATION FUND

WHEREAS the Compensation Fund of the Association was established by By-law 88-6, Section C, and;

WHEREAS the licensed members of the Association have contributed a yearly fee to the Fund, and;

WHEREAS the Fund has attained a balance of approximately \$147,000.00,

Be it hereby enacted that:

- 1) The Compensation Fund of the Association be maintained at a normal balance of at least \$125,000.00.;

- 2) The Council of the Association, by resolution, shall assess a yearly fee to all members, excepting honorary members, retired associates and junior associates, in order to maintain the Fund.;

- 3) There may be a yearly administration fee charged to the Fund of up to \$2,000.00.;
- 4) By-law 88-6, Section C, of the Association, amended November 20, 1989, is hereby repealed and, effective January 1, 1993, is replaced with this By-law.

BY-LAW 94-1

MISCELLANEOUS FEES

Effective July 1, 1994, the fee for processing an initial application for a Certificate of Authorization shall be \$300.00 in addition to the annual fee for the cost of the Certificate of Authorization.

and

Effective July 1, 1994, the fee for processing a change to a Certificate of Authorization shall be \$75.00 beyond the annual fee for the Certificate of Authorization.

BY-LAW 94-2

MISCELLANEOUS FEES

Effective July 1, 1994, all charges plus expenses for individual education as a result of a referral to the Registrar will be payable at professional OLS rates for time expended by OLS staff or consultants.

BY-LAW 94-3

MISCELLANEOUS FEES

Effective July 1, 1994, a fee of \$500.00 to recover costs will be charged to a firm when returns requested by the Survey Review Department are not received within the date specified in the request or by a date mutually agreed upon by the member responsible for the firm and the Survey Review Department.

BY-LAW 94-4

SURVEY REVIEW DEPARTMENT FEES

Be it hereby enacted that, effective March 1, 1995:

1. A Plan Submission Form that is to be purchased from the Survey Review Department of the Association of Ontario Land Surveyors is to be placed on one print of every deposited or registered plan (as per Section 3.2 of Regulation 997 as amended by O.Reg. 178/91).
2. A Transparent Plan Submission Form (see Fig. 1) that is to be purchased from the Survey Review Department of the Association of Ontario Land Surveyors is to be affixed to every original plan of a Surveyor's Real Property Report and/or Plan of Survey.

3. One print of every deposited or registered plan shall be submitted to the Survey Review Department through the MCCR Land Registry Office procedures (as outlined in 1. above).
4. The fee for either Submission Form shall be \$10.00 per sticker, plus Goods & Services Tax (GST) [effective September 13, 2001 by Bylaw 2001-1].
5. Any increase in the Submission Form fee shall require approval by ratification of a by-law.

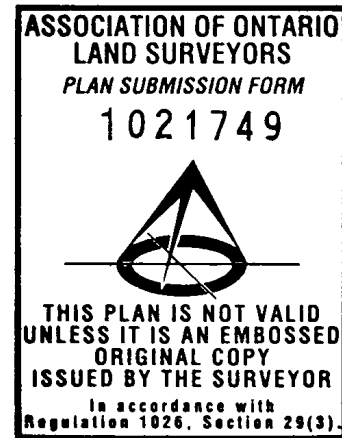


Fig. 1

BY-LAW 99-1

ENABLING BY-LAW FOR AN IMPROVED CONTINUING EDUCATION PROGRAM

1. (1) Effective July 1, 1999, each member of the Association of Ontario land Surveyors will be required to pay an annual continuing education fee of \$150 for the years of 1999, 2000 and 2001.
- (2) The fee referred to in paragraph (1), will be used exclusively for continuing education purposes and a full financial statement will be provided to the membership on an annual basis.

BY-LAW 2001-1

PLAN SUBMISSION FORM FEES

WHEREAS By-law 94-4 requires plan submission forms to be applied to various products;

AND WHEREAS By-law 94-4 had previously prescribed a fee to be paid for the purchase of a plan submission form by members;

NOW THEREFORE be it hereby enacted that:

1. By-law 94-4 is and shall be amended so as to change the fee referred to in clause 94-4(4) to \$10.00 per sticker, plus Goods & Services Tax ("G.S.T."); and,
2. The effective date for this by-law shall be the date that this by-law is confirmed by the members of the Association in accordance with Section 8(3) of the *Surveyors Act*.

BY-LAW 2001-2

ESTABLISHMENT OF FEES PAYABLE TO THE ASSOCIATION OF ONTARIO LAND SURVEYORS

WHEREAS Council for the Association of Ontario Land Surveyors has previously passed by-laws from time to time establishing fees payable to members, applicants, and individuals to the Association of Ontario Land Surveyors for matters prescribed in the *Surveyors Act* and for generally the operation and funding of the affairs of the Association;

AND WHEREAS Section 8 (1)(22) authorizes Council for the Association of Ontario Land Surveyors to pass by-laws prescribing the amounts of and requiring the payment of various fees to the Association of Ontario Land Surveyors;

NOW THEREFORE Council for the Association of Ontario Land Surveyors hereby enacts as follows:

1. Effective January 1, 2002, the annual fee for a voting member shall be \$300.00 due and payable on the first day of January, 2002;
2. Effective January 1, 2002, the annual fee for a licence shall be \$700.00 due and payable on the first day of January, 2002;
3. Effective January 1, 2002, the annual fee for a certificate of registration shall be \$50.00 due and payable on the first day of January, 2002;
4. Effective January 1, 2002, the annual fee for a certificate of authorization shall be \$500.00 for the first member plus \$250.00 for each additional licensed member, due and payable on the first day of January, 2002;
5. Effective January 1, 2002, the annual fee for an articling student member shall be \$130.00 due and payable on the first day of July, 2002;
6. Effective January 1, 2002, the annual fee for an associate member shall be \$50.00 due and payable on the first day of July, 2002;
7. Effective January 1, 2002, the annual fee for a retired member shall be \$60.00 due and payable on the first day of July, 2002;
8. Where any annual fee remains unpaid thirty days after the due date, the defaulter shall pay the Association a levy of 2% per month of any annual fee from the due date, in addition to the fees that are owing; and,
9. By-law 92-1 of the Association of Ontario Land Surveyors and any other by-laws, resolutions, or portions thereof, which may be inconsistent with the foregoing sections, are hereby amended and superseded by the foregoing enactment, and are replaced with the stipulations set out in this by-law effective January 1, 2002.

BY-LAW 2002-1

ENABLING BY-LAW FOR AN IMPROVED CONTINUING EDUCATION PROGRAM

1. Effective July 1, 2002, each member of the Association of Ontario Land Surveyors will be required to pay an annual continuing education fee of \$150 for the periods 2002-2003, 2003-2004 and 2004-2005.
2. The fee referred to in paragraph one, will be used exclusively for continuing education purposes and a full financial statement will be provided to the membership on an annual basis.
3. Any funds remaining at the conclusion of the 2002-2005 Enabling By-Law must be used for continuing education.
4. Courses provided through the Continuing Education Program to be matched to the Attitude Skills and Knowledge categories and reported accumulatively over the three-year period of the By-Law.

BY-LAW 2004-1

Section A

DEEDS, TRANSFERS AND OTHER INSTRUMENTS

Documents requiring the signature of the Association of Ontario Land Surveyors, may be signed by the President, the Vice-President or by the Treasurer or by a person designated by Council, and the seal of the Association shall be affixed to such instruments as require the same. Two signatures shall be required on all documents.

The Council may at any time and from time to time, direct the manner in which any particular documents of the Association or any class thereof, may or shall be signed and the corporate seal shall be affixed to such instruments as require the same.

Section B

BANKING AND FINANCE

1. The Council shall approve or authorize or provide for the application of the funds of the Association in payment of all expenses properly incurred in the conduct of the affairs of the Association including without limiting the generality of the foregoing:
 - a) Payment of all expenses incurred in connection with duties imposed on the Association under the Act.
 - b) Payment of remuneration of officials and employees of the Association and payment of all other expenses, including the cost of maintenance of the premises, incurred in the operation of the headquarters of the Association.
 - c) Payment of expenses incurred in the provision of such incidental services to encourage and assist members in the development of professional competence and conduct and in carrying on the practice of professional land surveying, and as

are consistent with the service and protection of the public interest in accordance with the objects of the Association.

2. All money received by or on behalf of the Association shall be deposited in the name of the Association in one or more financial institutions designated by the Council. All payments from the funds of the Association shall be made by cheque, signed by the Treasurer or such other person, as may be authorized for such purpose by the Council.
3. Funds of the Association, not immediately required, may be invested and reinvested from time to time.
4. All shares and securities owned by the Association shall be registered in the name of the Association and shall be lodged with a chartered bank or trust company or in a safety deposit box, subject to access only by such persons as authorized by Council.
5. Without in any way derogating from the powers otherwise conferred upon the Council, the Council is expressly empowered from time to time to purchase, lease or otherwise acquire, sell, exchange or otherwise dispose of shares, stocks, rights, warrants, options and other securities, lands, building and other property, moveable or immovable, real or personal, or any interest therein owned by the Association for such consideration and upon such terms and conditions as the Council may deem advisable.
6. The Executive Director, the Treasurer, the Registrar and other employees and signing officers shall be bonded under fidelity bonds of guarantee companies and in such amounts as may be approved or determined by the Council. The cost of all such bonds shall be paid by the Association.
7. The Council may, from time to time:
 - a) Borrow money upon the credit of the Association in such amounts and on such terms as may be deemed expedient by obtaining loans or advances or by way of overdraft or otherwise,
 - b) Issue debentures or other securities of the Association,
 - c) Sell or pledge any securities owned by the Association including bonds, debentures or debenture stock for such sums on such terms and at such prices as they may deem expedient,
 - d) Assign, transfer, convey, hypothecate, mortgage, pledge, charge or give security in any manner upon all or any of the real or personal movable or immovable property, rights, powers or other assets, present or future, in the Association, to secure any such securities or other securities of the Association or any money borrowed or to be borrowed or any obligations or liabilities as aforesaid or otherwise, of the Association heretofore now, or hereafter made or incurred, directly or indirectly or otherwise.
8. Any or all of the powers set forth in section 7 may, from time to time, be delegated by the Council to any two or more of the Councillors, officers, or officials of the Association.

Section C

FINANCIAL STATEMENTS AND THE MAKING OF AN AUDIT

1. The Council shall lay before each annual meeting of the members, a financial statement of the previous fiscal year of the Association made up of a balance sheet as at the end of such fiscal year and statements of revenue and expenditure and members' equity for such fiscal year together with the report of the Association's auditor on the financial statement. The financial statement with a summary of the auditor's report shall be published in the annual report of the Association after its approval by the Council.
2. The financial year of the Association shall be the calendar year.
3. There shall be appointed by Council an auditor who shall audit the books of the Association at least once during the financial year, and if an appointment is not so made, the auditor in office shall continue in office until a successor is appointed.

Section D

REMUNERATION

1. The Council may authorize or provide for:
 - a) payment of reasonable travelling and other expenses properly incurred by members of the Council,
 - b) payment of reasonable travelling and other expenses and remuneration properly incurred by the members of Committees, Association staff or members of the Association when undertaking work for the Association.

Section E

MEETINGS AND DUTIES OF COUNCIL

1. The affairs of the Association shall be managed by its Council.
2. Meetings of the Council may be called by the President or any three members of Council.
3. Notice of each meeting of the Council shall be given by the Executive Director to each member of Council at least five days before the date of the meeting. Such notice may be waived by all members of Council for special meetings.
4. When present, the President of the Association shall preside at all meetings of Council. In his absence, the Vice-President shall chair the meeting.
5. A resolution signed by all members of the Council shall be as valid and effectual as if it had been passed at a meeting of the Council duly called and held.
6. Except by invitation of, or consent of the Council, no persons other than Association Members as observers, members of the Council or officers of the Association shall be present at meetings of the Council. Council may hold any meeting or any portion of a meeting in-camera thereby excluding anyone it deems appropriate.
7. The transactions of the Council are valid notwithstanding disqualification of any member thereof through any defect or irregularity in his election or appointment. No error or omission in giving notice of a meeting of Council shall invalidate such meeting and any

member of the Council may, at any time, waive notice of any such meeting and ratify and approve of any or all of the proceedings taken or had thereat.

8. a) Council shall appoint areas of responsibility to elected Councilors within 10 days of installation in office. Councilors shall advise Council by reports at regular meetings of their areas of responsibility.
- b) Council shall designate by resolution, the standing committees from time to time and assign the same.

Section F

MEETINGS OF THE MEMBERSHIP

1. There shall be an Annual General Meeting of the Association held each year.
2. Upon the written request of any thirty-five (35) members of the Association in good standing, or by resolution of Council, the President or, in his absence, the Registrar, shall call a Special General Meeting to be held at a time not more than sixty (60) days after the receipt of such a request or the passing of such a resolution.
3. At least thirty (30) days before the Annual General Meeting or any Special General Meeting, the Registrar shall mail to each member of the Association, at his or her address or record, a notice setting out the time and place of the meeting.
4. Fifteen (15) members shall form a quorum at any general meeting of the Association for the transaction of business.
5. The President or his appointee shall preside at all meetings of the Association.
6. a) The following shall be included in the business at the Annual General Meeting.
 - 1) Approval of the minutes of the previous General Meeting or Special General Meeting
 - 2) Reports and Papers
 - 3) Open Forum
 - 4) New Business
- b) All motions shall be in writing and shall contain the names of the mover and seconder, and shall be read from the chair before being discussed.
- c) No member shall speak on any subject more than once, save the introducer of the subject, who shall be entitled to reply. Each member, however, shall have the right to explain his or her views subject to the discretion of the chairman.
- d) Voting at any general meeting may be by a show of hands.
- e) The procedure at all meetings of the Association shall be according to Sturgis' Standard Code of Parliamentary Procedure.

Section G
SEALS AND OFFICIAL CRESTS

1. The Corporate seal of the Association shall be in the form indicated in Figure 1, below.
2. The official crest of the Association shall be in the form indicated in Figure 2, below. Members may use the crest on letterhead, business cards or signs, provided that the word "member" appears in legible form, immediately below.
3. The seal of the members of the Association shall be in the form indicated in Figure 3, below.



Fig. 1



Fig. 2



Fig. 3

Section H
OFFICERS OF THE ASSOCIATION

1. Council shall appoint from time to time an Executive Director, a Registrar, and such other professional staff as may be required to carry out the duties of the Association.
2. Council shall appoint from time to time a Treasurer.
3. Remuneration of all full-time professional staff shall be approved by motion of Council.

Section I
REGIONAL GROUP BY-LAW

1. In this By-law:
 - a) "Surveyor" shall mean a member of the Association;
 - b) "Council" shall mean Council of the Association;
 - c) "AOLS Office" shall mean the head office of the Association of Ontario Land Surveyors;
 - d) "Executive Director" shall mean the Executive Director of the Association of Ontario Land Surveyors;
 - e) "Region" shall mean a geographical division of the Province of Ontario;
 - f) "Regional Group" shall consist of the surveyors within a region who are members of the group formed in that region in accordance with the provisions of this By-law;
 - g) "Regional Chair" shall mean the duly elected chair of any Regional Group;

- h) "Chapter" shall mean a sub-group within the framework of the Regional Group.
2. There shall be eight (8) Regional Groups, the boundaries of which shall be fixed by motion of Council. Any change in the boundaries shall be determined by resolution of Council, upon a joint application from the Regional Groups affected.
 3. Any surveyor who is resident in or practises in, or whose usual place of business or employment is in a region, shall be eligible for membership in that Regional Group.
 4. The Regional Groups shall be identified as follows:
 - a) Eastern Regional Group
 - b) Georgian Bay Regional Group
 - c) Hamilton & District Regional Group
 - d) Kawartha-Haliburton Regional Group
 - e) North Eastern Regional Group
 - f) North Western Regional Group
 - g) South Central Regional Group
 - h) South Western Regional Group
 5. Each Regional Group shall, at all times, operate within the framework of the Association of Ontario Land Surveyors, observing and conforming to all the statutes, by-laws and regulations made on its behalf, failing which, Council may, by resolution, withdraw its recognition of such group.
 6. Each Regional Group constitution and subsequent amendments thereto shall be approved by Council.
 7. The Executive Officers of a Regional Group shall consist of:
 - a) an elected Regional Chair;
 - b) an elected Regional Vice-Chair; and,
 - c) such additional executive officer or officers as set out in the Regional Group Constitution.
 8. The Executive Officers shall be responsible to Council for the conduct of the affairs of each Regional Group and shall submit an annual report to Council prior to the 10th day of December, which report shall cover the activities of the Regional Group for the preceding 12-month period.
 9. A Regional Group shall be operated by its executive and members on the highest ethical plane, countenancing no action in itself or any of the members liable to bring the profession, the Association, or any other Regional Group, into disrepute.
 10. A Regional Group shall undertake only such actions and pursue such policies between the Regional Group and the public as are approved by Council.
 11. The following areas of activity are among those deemed appropriate for Regional Groups:
 - a) Communication - as between individual members, members and their Regional Groups, Regional Groups and the Association, Regional Groups and other Regional Groups.
 - b) Professional Welfare - as regarding work availability and local problems.

- c) Professional Development - as regarding the development of administrative, managerial, and other non-technical and technical abilities of members which have bearing of professional status and, ultimately, the status of the profession as a whole.
- d) Public Relations and Community Service - as a means of providing a regional representation of the profession which is able, with the approval of Council, to act in both the public interest and in the interest of the profession.
- e) Technical Problems - as a means of discussing and advising fellow surveyors on technical and survey-related problems.
- f) Chapters - when requested by 60% of the surveyors affected, a Regional Group may, by by-law, designate any group of surveyors practising within its boundaries as a Chapter of the Regional Group and may define the geographical boundaries of the Chapter.
 - i. The Chapter shall, at all times, operate within the framework of the Regional Group, observing, at all times, any by-laws made on its behalf, failing which, the Regional Group may rescind the by-law recognizing the Chapter.
 - ii. A Chapter shall undertake only such actions and pursue such policies between the Chapter and the public as approved by the Regional Group and Council.

By-laws 88-1, 88-2 and 88-3 of the Association shall be rescinded and the same are hereby repealed.

BY-LAW 2004-2

PRIVACY AND ACCESS CODE

1. For the purpose of carrying out its objects, the Association has the authority to collect, use and disclose personal information. The Association shall not collect, use or disclose more personal information than is reasonably necessary to carry out its regulatory activities.
2. Personal information that the Association collects, uses or discloses shall be as accurate, complete, and up to date as is necessary for the purposes of the collection, use or disclosure, as the case may be.
3. The Association shall take reasonable steps to ensure that personal information in its custody or under its control is protected against unauthorized use or disclosure and to ensure that the records containing the information are protected against unauthorized copying, modification or destruction. What constitutes reasonable steps shall be determined in light of all the circumstances, including the sensitivity of the information, the amount of information and the format in which it is stored. These measures shall include the following:
 - a) Providing a copy of this Privacy and Access Code to staff of the Association upon its approval and upon the hiring or retaining of new staff.

- b) Training staff in the confidentiality of personal information. Access is on a need-to-know basis.
 - c) Training staff in the methods of maintaining security of personal information.
 - d) Requiring staff to sign a confidentiality statement.
 - e) Requiring that personal information that is not in a secure area be locked or otherwise protected from unauthorized access.
 - f) Requiring personal information in paper form to be shredded or otherwise destroyed before it is disposed of.
 - g) Requiring the use of password protection and other recognized security measures for electronic information.
 - h) Requiring that electronic data be destroyed before the hardware holding the data is discarded.
4. The Association shall,
- a) make readily available to individuals information about its policies and practices relating to the collection, use and disclosure of personal information including providing a written copy upon request and posting a copy on the Association's website, and
 - b) designate an individual or individuals who will be accountable for the Association's policies and practices mentioned in clause (a).
5. The contact person shall receive and investigate complaints from individuals about the Association's alleged contravention of the requirements set out in this part of the by-law, including requests for access to or correction of personal information. The complaints process shall be as follows:
- a) The contact person shall investigate the complaint, prepare a written report of his or her findings and provide it to the person making the complaint and to the Council of the Association.
 - b) The report shall be provided within 30 days of the complaint. If the contact person is unable to complete the report within 30 days, the contact person shall advise both the person making the complaint and the Council of the delay and the anticipated date of completion of the report.
 - c) If the person making the complaint disagrees with the report, he or she can ask the Council of the Association to review and reconsider the report by filing a written request setting out the grounds for the request with the Association. The contact person shall have 30 days to provide to the Council and the person making the request a response to the request. The Council shall review the written submissions and shall make a decision on behalf of the Association. The decision of the Council is final.
 - d) If the report of the contact person recommends that certain action be taken by the Association or if there is a review and the Council directs that certain action be taken by the Association, the staff of the Association shall report to the

Council within 30 days, and at such other times as directed by the Council, as to whether the action has been taken.

6. Subject to section 7, the Association shall not retain a record of personal information after the purpose for which the Association collected the information has been fulfilled unless,
 - a) another law requires or authorizes the Association to retain the record,
 - b) the Association reasonably requires the record for purposes related to its regulatory activities, or
 - c) the record is transferred to its archive for the purposes of permanent preservation or historical research.
7. If the Association has used a record of personal information about an individual to make a decision about the individual, it shall retain the record long enough after making the decision to allow the individual a reasonable opportunity to request access to the information. This requirement does not apply if the individual has already been given access to the information prior to the making of the decision.
8. The Association may disclose personal information about an individual without the consent of the individual,
 - a) if done for purposes related to its regulatory activities,
 - b) if otherwise required or authorized by law to make the disclosure.
9. The Association shall permit an individual to obtain access to records of personal information about the individual that are in the custody or under the control of the Association, subject to those rules and limitations that may be necessary or appropriate to enable the Association to carry out its regulatory activities. For example, the Association may decline to provide access to personal information where granting access could reasonably be expected to interfere with the regulatory activities of the Association, including:
 - a) access may reasonably interfere with a regulatory process of the Association including an inquiry, investigation or hearing;
 - b) access may reasonably reveal a confidential source of information or otherwise breach a confidence that is reasonably necessary for the Association to protect;
 - c) access may reasonably reveal personal information about another person who has not consented to the access;
 - d) access may reasonably interfere with the regulatory or enforcement activities of another statutory regulatory body or a law enforcement agency;
 - e) access may reasonably place the health or safety of a person at risk;
 - f) access is reasonably available from another, more appropriate source;
 - g) access may reasonably reveal legally privileged information; or
 - h) access is prohibited by another Act.

10. Subject to section 11, the Association shall permit an individual who has access to personal information to have the Association correct statements of fact in records of the personal information about the individual that are in the custody or under the control of the Association and that are inaccurate or incomplete, subject to those rules and limitations that may be necessary or appropriate to enable the Association to carry out its regulatory activities.
 - a) For example, the Association may decline to correct personal information where correcting the personal information could reasonably be expected to interfere with the regulatory activities of the Association, including:
 - i. the person requesting the correction does not provide sufficient information to enable the Association to assess the request to make the correction;
 - ii. the fact that the statement was made, whether it is correct or not, is relevant to the regulatory activities of the Association;
 - iii. correction may reasonably interfere with a regulatory process of the Association including an inquiry, investigation or hearing;
 - iv. correction may reasonably interfere with the regulatory or enforcement activities of another statutory regulatory body or a law enforcement agency;
 - v. correction may alter an original document that belongs to someone else and will eventually be returned to that person; or
 - vi. correction is prohibited by another Act.
 - b) Where the Association agrees to correct a record of personal information, the correction shall be made so as not to obliterate the original entry.
 - c) Where the Association agrees to correct a record of personal information, the Association shall provide written notice to every person to whom the original record was provided within the previous 12 months unless to do so is impractical or would reasonably interfere with the regulatory activities of the Association.
 - d) Where the Association refuses a request to correct a record of personal information, it shall file any statement of disagreement provided by the individual to whom the information relates of less than 500 words with the record unless to do so is impractical or would reasonably interfere with the regulatory activities of the Association.
11. An individual or the individual's clients are not entitled to have the Association make a correction under section 10 if the Association determines that it does not have sufficient knowledge, expertise or authority to make the correction.
12. Where the consent of an individual or an action of an individual is required or authorized under this part of the by-law, and the individual is incapable of giving the consent or taking the action, the Association may accept the consent or action of a personal representative or other reasonable substitute for the individual.

AOLS Professional Development Reporting By-Law

WHEREAS at the 2001 Annual General Meeting, a motion was passed; "Whereas continuing education is a vital component of maintaining professional competency, be it resolved that Council consider and examine the implementation of a mandatory continuing education programme." And

WHEREAS the Code of Ethics of the Association requires that "every member shall ... follow a program of continuing education and maintain a level of proficiency that will meet the needs of the public"; Reg. 1026, s.33(2); and

WHEREAS by MOTION 04.29, Council approved the concept of the proposed by-law prepared by the Professional Development Committee for a mandatory reporting of professional development activities; and

WHEREAS the requirement for mandatory reporting can be enforced by existing regulation; "every member shall comply with any written or oral request received from the Association, the Registrar, the presiding officer of any committee of the Association within the time specified in the request and shall supply such information and copies of such material, other than material concerning a member's health or financial status, as may be requested"; Reg. 1026, s.34.(2)(g);

NOW THEREFORE be it hereby enacted that:

1) Definitions

"Professional Development Credits (PDCs)" means professional development activity credits accumulated by a member during a PDP as set out in Appendix A. "Professional Development Period (PDP)" means a period consisting of one calendar year beginning January 1st. The first PDP will begin January 1, 2005 and will end December 31, 2005.

2) Requirements

Each member shall complete and submit a Professional Development Report, in the prescribed form attached here to as Appendix B, that accurately reflects their professional development activities during a PDP to the Association office by the 31st day of January immediately following each PDP.

3) Records

The maintenance of records to support the PDCs claimed is the responsibility of the individual member. Records required may include, but are not limited to the following:

- a) A log showing:
 - i. category claimed
 - ii. sponsoring organization
 - iii. dates
 - iv. location
 - v. duration
 - vi. instructor's or speaker's names and qualifications

- b) (b) Attendance verification records in the form of completion certificates or documents supporting evidence of attendance.

Records must be maintained for a period of five years; copies may be requested by the Association for verification purposes.

4) Confidentiality

Consistent with the AOLS privacy policy, this information will be kept confidential and will only be used by the Registrar to compile summary reports.

2004/11/15

AOLS Professional Development Reporting By-Law

Appendix A – Categories and Credits

Activities must be related to maintaining or enhancing professional competencies, which in turn protects the public interest

Category	Activities	Examples	Multiplier
1) Professional Practice	Professional practice is necessary to maintain and enhance professional skills; it is defined as work where education and training in geomatics is either a mandatory requirement or a major asset. Thus such activities as supervising geomatics departments, teaching geomatics, training in and sales of geomatics equipment might be credited for this category. Actual hours of professional practice are multiplied by the Multiplier to calculate the credits claimed.		.0667
2) Meetings	Well-attended meetings promote a strong professional organization. Meeting activities help maintain currency in practice, offer sole practitioners opportunity to bounce ideas/problems off peers, and promote professional networking. One full day of meeting/conference counts as 6 hours and a Regional Group Meeting as 3 hours. Hours claimed are multiplied by the Multiplier to calculate the credits claimed.	<ul style="list-style-type: none"> ♦ Attendance at AOLS AGM ♦ Attendance at non-social regional group meeting 	2
3) Formal Activity	Formalized instruction is the most recognized form of professional development for maintaining currency in professional and technical knowledge. As this is usually highly intensive, and tends to promote the association's own continuing education program, it is given a high weighting factor. If relevant to professional development, the activity need not be offered by AOLS. One full day counts for 6 hours. Hours claimed are multiplied by the Multiplier to calculate the credits claimed.	<ul style="list-style-type: none"> ♦ Attendance at AOLS Survey Law courses; ♦ Health & safety training; ♦ Field note seminar; ♦ Geodetic picnic; ♦ ESRI Internet course; ♦ University GIS program; 	3
4) Informal Activity	Professional reading and self-study provide valuable alternatives to "Formal Activities" and take into account difficulties some members may have attending formal activities or meetings because of distance, workload or scheduling problems. The number of hours of reading is claimed as credits.	<ul style="list-style-type: none"> ♦ Home review of water boundaries seminar material ♦ Read key articles in <i>The Ontario Land Surveyor</i> ♦ Monthly meeting of local OLS to discuss common boundary problems 	1
5) Professional Participation	Learning opportunities abound through committee participation; and developing or the participation of some members enhances the profession for all, and that some members seek growth via involvement within the profession. The number of hours at meetings is claimed as credits.	<ul style="list-style-type: none"> ♦ AOLS committee meeting ♦ Member of URISA, CSO or a geomatics advocacy group ♦ AERC monitor 	1
6) Presentation or Publication	Teaching a subject or preparing an article for publication requires thorough comprehension of the topic. Those who write articles or make presentations enhance the profession for all by sharing their expertise, even though they are a minority of the membership. Actual preparation and presentation time is claimed.	<ul style="list-style-type: none"> ♦ Does not include committee work 	1

A.O.L.S. Professional Development Report

Appendix B - Professional Development Report

Name : Year: page: of

Reg'n number :

Date	Activity	Hours						TOTAL	
		Professional Practise	Meetings	Formal Activity	Informal Activity	Professional Participation	Presentaton/P ublication		
Total Hours Carried Forward (from previous sheet - if applicable)									
Summary	Total hours accumulated								
	multiplier (weight factor)	0.067	2	3	1	1	1		
	Total Professional Development Credits								

BY-LAW 2005-2

Enabling By-law for an improved Continuing Education Program

1. Effective January 1, 2006, each member of the Association of Ontario Land Surveyors will be required to pay an annual continuing education fee of \$125 for the periods 2006, 2007 and 2008.
2. The fee referred to in paragraph one, will be used exclusively for continuing education purposes and a full financial statement will be provided to the membership on an annual basis.
3. Any funds remaining at the conclusion of the 2006-2008 Enabling By-Law must be used for continuing education.
4. Courses provided through the Continuing Education Program to be matched to the Attitude Skills and Knowledge categories and reported accumulatively over the three-year period of the By-Law.

BY-LAW 2006-1

WHEREAS By-Law 94-4 requires plan submission forms to be applied to various products;

AND WHEREAS By-Law 94-4 had previously prescribed a fee to be paid for the purchase of a plan submission form by members;

NOW THEREFORE BE IT HEREBY ENACTED THAT

1. By-Law 94-4 is and shall be amended so as to change the fee referred to in clause 94-4 (4) to \$12.50 per sticker, plus Goods and Services Tax (GST) and;
2. The effective date for this By-Law shall be the date that this By-Law is confirmed by the members of the Association in accordance with Section 8(3) of the Surveyors Act.
3. By-Law 2001-1 of the Association of Ontario Land Surveyors is hereby rescinded.

BY-LAW 2006-2

Professional Liability Insurance: Miscellaneous Fees

Effective January 1st 2007, the following fees and interest charges to recover costs due to late reporting or late payment of premiums will apply.

- An application for renewal of policy received more than 30 days after the due date will be charged a processing fee of \$500.00.
- Premium payments received after the due date will be charged interest on the unpaid balance at a rate of 2% per month from the due date. Unpaid balances beyond 60 days from the due date may result in termination of coverage.
- Monies received under the terms of this By-Law are to be deposited to the Annual Insurance Reserve Fund.

BY-LAW 2012-1

FEES PAYABLE TO THE AOLS

BY-LAW 2012-1

ESTABLISHMENT OF FEES PAYABLE TO THE ASSOCIATION OF ONTARIO LAND SURVEYORS

WHEREAS Council for the Association of Ontario Land Surveyors has previously passed By-Laws from time to time establishing fees payable by members, applicants, and individuals to the Association of Ontario Land Surveyors for matters prescribed in the *Surveyors Act* and, generally, for the operation and funding of the affairs of the Association;

AND WHEREAS Section 8 (1)(22) authorizes Council for the Association of Ontario Land Surveyors to pass By-Laws prescribing the amounts of and requiring the payment of various fees to the Association of Ontario Land Surveyors;

NOW THEREFORE Council for the Association of Ontario Land Surveyors hereby enacts as follows:

1. Effective January 1, 2012, the annual fee for a licensed member shall be \$1,500.00 of which \$1000.00 is due and payable on the 1st day of January, 2012 and \$500.00 is due and payable on the 1st day of July, 2012;
2. Effective January 1, 2012, the annual fee for a registered member shall be \$500.00 of which \$350.00 is due and payable on the 1st day of January, 2012 and \$150.00 is due and payable on the 1st day of July, 2012;
3. Effective January 1, 2012, the annual fee for a certificate of authorization shall be \$750.00 for the first professional member of which \$500.00 is due and payable on the 1st day of January, 2012 and \$250.00 is due and payable on the 1st day of July, 2012;
 - plus \$375.00 for each additional professional member, of which \$250.00 is due and payable on the 1st day of January, 2012 and \$125.00 is due and payable on the 1st day of July, 2012;
4. Effective January 1, 2012, the annual fee for an associate member shall be \$150.00 due and payable on the 1st day of July, 2012;
5. Effective January 1, 2012, the annual fee for a retired member shall be \$90.00 due and payable on the 1st day of July, 2012;
6. Whereas the Council for the Association wishes to encourage participation as an associate member, Council may, by resolution, waive part or all of the prescribed fee for an associate member or group of associate members (e.g. students enrolled in a post-secondary school course in professional land surveying); and,
7. Whereas any annual fee remains unpaid thirty days after the due date, the defaulter shall pay the Association a levy of 2% per month of any annual fee from the due date, in addition to the fees that are owing;
8. By-Law 2001-2 of the Association of Ontario Land Surveyors and any other By-Laws, resolutions, or portions thereof, which may be inconsistent with the foregoing sections, are hereby amended and superseded by the foregoing enactment, and are replaced with the stipulations set out in this By-Law effective January 1, 2012.

BY-LAW 2012-2

BY-LAW 2012-2

ANNUAL INCREASE IN FEES PAYABLE TO THE AOLS

WHEREAS Section 8 (1) (22) authorizes Council for the Association of Ontario Land Surveyors to pass By-Laws prescribing the amounts of and requiring the payment of various fees to the Association of Ontario Land Surveyors;

AND WHEREAS Council for the Association of Ontario Land Surveyors passed By-Law 2012-1 to increase the annual membership, certificate of authorization and related fees and the members of the Association confirmed the By-Law by a majority vote;

AND WHEREAS Council for the Association of Ontario Land Surveyors seeks to provide for a further orderly, scheduled increase in such annual membership, certificate of authorization and related fees for each of the years 2013 to 2017 inclusive;

NOW THEREFORE Council for the Association of Ontario Land Surveyors hereby enacts as follows:

1. for each of the years 2013 to 2017 inclusive, By-Law 2012-1 shall be read, interpreted and applied in accordance with this By-Law: and
2. the annual fees for each of the years 2013 to 2017 inclusive, shall be in accordance with the fees set out in Table 1 forming part of this By-Law and are due and payable on the 1st day of January of each year.

Table 1: Annual fees for 2013 to 2017

	2013	2014	2015	2016	2017
Licensed Member	\$1,545.00	\$1,590.00	\$1,635.00	\$1,680.00	\$1,725.00
Registered Member	\$515.00	\$530.00	\$545.00	\$560.00	\$575.00
Certificate of Authorization (1 OLS)	\$775.00	\$800.00	\$825.00	\$850.00	\$875.00
Certificate of Authorization additional OLS	\$385.00	\$395.00	\$405.00	\$415.00	\$425.00
Associate Member	\$155.00	\$160.00	\$165.00	\$170.00	\$175.00
Retired Member	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00

BY-LAW 2012-3

SURVEY REVIEW DEPARTMENT FEES

BY-LAW 2012-03

PLAN SUBMISSION FORM FEES

WHEREAS By-Law 94-4 requires plan submission forms to be applied to various products;

AND WHEREAS By-Law 94-4 had previously prescribed a fee to be paid for the purchase of a plan submission form by members;

NOW THEREFORE BE IT HEREBY ENACTED THAT

1. By-Law 94-4 is and shall be amended so as to change the fee referred to in clause 94-4 (4) to \$16.00 per sticker, plus Harmonized Sales Tax (HST) and;
2. The effective date for this By-Law shall be the date that this By-Law is confirmed by the members of the Association in accordance with Section 8(3) of the Surveyors Act.
3. By-Law 2006-1 of the Association of Ontario Land Surveyors is hereby rescinded.

BY-LAW 2012-04

WHEREAS Section 4 (1) of the Surveys Act requires “Every surveyor shall make and preserve exact and regular field notes of all his or her surveys and shall keep a proper record and index of all such field notes and shall exhibit or give copies of the same to any surveyor for a reasonable charge.”; and

WHEREAS Bulletin 2007-01 outlines the AOLS Policy Regarding the Exchange of Cadastral Survey Records; and

WHEREAS it is in the public interest to ensure proper research is conducted by all members prior to making a boundary determination;

BE IT RESOLVED that:

1. A member shall ensure that proper indices are maintained for all of the records in the member's possession or for which the member is responsible in order to facilitate prompt retrieval.
2. Survey Records are to be made available for pick up or delivery to another member requesting same within five working days of such a request.
3. Records may be made available in a number of ways – Personal viewing, internet, email, fax, mail or pick up.
4. The member supplying the survey records shall ensure that the necessary research is performed by a competent person.
5. The requesting member shall indicate the specific location for which information is required.
6. The member supplying records shall ensure that the information supplied is drawn from all of the member's records, however only records owned by the member shall be distributed unless an agreement to the contrary exists.
7. The information supplied shall be complete and reflect the final decisions made during the survey. Field notes shall be provided when requested. Plans and Reports should be made available.
8. All copies of survey records supplied shall be of good quality.
9. A reasonable charge based on a member's cost for storage, maintenance, searching, retrieval, reproductions and transmittal of information may be assessed. The policy for such charges shall be available and reciprocal agreements between firms may be negotiated.
10. The acquisition and consideration of existing survey records is an integral part of every survey and the costs of acquiring such information should be considered part of any project. In situations where a project was not completed and / or the contract was not paid for, the charge for those survey records should be negotiated between members.

BY-LAW 2015-1

FEES PAYABLE TO THE AOLS

BY-LAW 2015-1

ESTABLISHMENT OF FEES PAYABLE TO THE ASSOCIATION OF ONTARIO LAND SURVEYORS

WHEREAS Council for the Association of Ontario Land Surveyors has previously passed by-laws from time to time establishing fees payable by members, applicants, and individuals to the Association of Ontario Land Surveyors for matters prescribed in the *Surveyors Act* and, generally, for the operation and funding of the affairs of the Association;

AND WHEREAS Section 8(1)(22) of the Act authorizes Council to pass by-laws prescribing the amounts of and requiring the payment of various fees to the Association of Ontario Land Surveyors;

NOW THEREFORE Council for the Association of Ontario Land Surveyors hereby enacts as follows:

9. Effective January 1, 2016, the annual fee for a licensed member shall be \$2,000.00 payable on the 1st day of January, 2016;
10. Effective January 1, 2016, the annual fee for a registered member shall be \$750.00 payable on the 1st day of January, 2016;
11. Effective January 1, 2016, the annual fee for a certificate of authorization shall be \$1,000.00 for the first professional member payable on the 1st day of January, 2016; plus \$500.00 for each additional professional member, payable on the 1st day of January, 2016;
12. Effective January 1, 2016, the annual fee for an associate shall be \$200.00 due and payable on the 1st day of July, 2016;
13. Effective January 1, 2016, the annual fee for a retired member shall be \$90.00 due and payable on the 1st day of July, 2016;
14. Where the Council for the Association wishes to encourage participation as an associate, Council may, by resolution, wave part or all of the prescribed fee for an associate or group of associates (e.g. students enrolled in a post-secondary school course in professional land surveying); and,
15. Where the Council for the Association wishes to acknowledge the contributions of retired members and encourage ongoing participation as a retired member, Council may, by resolution, wave part or all of the prescribed fee for a retired member or group of retired members (e.g. retired members over a certain age); and
16. Where any annual fee remains unpaid thirty days after the due date, the defaulter shall pay the Association a levy of 2% per month of any annual fee from the due date, in addition to the fees that are owing;
17. By-laws 2012-1 and 2012-2 of the Association of Ontario Land Surveyors and any other by-laws, resolutions, or portions thereof, which may be inconsistent with the foregoing sections, are hereby amended and superseded by the foregoing enactment, and are replaced with the stipulations set out in this by-law effective January 1, 2016.

BY-LAW 2015-2

BY-LAW 2015-2

ANNUAL INCREASE IN FEES PAYABLE TO THE AOLS

WHEREAS Section 8(1)(22) of the *Surveyors Act* authorizes Council for the Association of Ontario Land Surveyors to pass by-laws prescribing the amounts of and requiring the payment of various fees to the Association of Ontario Land Surveyors;

AND WHEREAS Council passed By-Law 2015-1 to increase the annual membership, certificate of authorization and related fees and the members of the Association confirmed the by-law by a majority vote;

AND WHEREAS Council seeks to provide for a further orderly, scheduled increase in such annual membership, certificate of authorization and related fees for each of the years 2017 and 2018;

NOW THEREFORE Council hereby enacts as follows:

1. for each of the years 2017 and 2018, By-Law 2015-1 shall be read, interpreted and applied in accordance with this by-law; and,
2. the annual fees for each of the years 2017 and 2018, shall be in accordance with the fees set out in Table 1 forming part of this by-law and are due and payable on the 1st day of January or July as appropriate.

Table 1

Year	2017	2018
Licensed Member	\$2,060.00	\$2,120.00
Registered Member	\$775.00	\$800.00
Certificate of Authorization (1 OLS)	\$1,030.00	\$1,060.00
Certificate of Authorization additional OLS	\$515.00	\$530.00
Associate	\$210.00	\$220.00
Retired Member	\$90.00	\$90.00