



Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

Policy Manual

2022

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INTRODUCTION

This manual is a compilation, updating and codification of both the legislation and the policies established by the Academic and Experience Requirements Committee relating to AOLS membership requirements. Some policies were established by committee motions many years ago and no longer apply and there has been no single resource containing all of the policies and other reference materials related to the membership process.

'Hyperlinks' have been added to aid navigating through this document. By positioning the cursor over any text that is [underlined and coloured blue](#) and clicking on that text while holding down the Control key, you will be transported to display that selected location. This Manual is intended to be a 'Living Document' in that revisions may be made from time to time. While some sections of this Manual are contained within this document, other sections provide website links to Government websites and relevant portions of the AOLS website.

All terms used have the same meaning as defined in the Articling Student Handbook.



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Section 1 – Academic Requirements

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Academic and Experience Requirements Committee

Policy 1.1

Name:	Cadastral Academic Requirements		
Type:	Academic		
Status:		Version #: 1	
Date Approved:		AERC Motion	
Date Revised:	September 10, 2012 April 9, 2013 January 24, 2017 April 9, 2019	AERC Motion	<u>12.49</u> (Council Motion on Hydrography) <u>13-52</u> (Remove Geology) <u>17-47</u> (Municipal Planning) <u>19-86</u>

Background

The general academic requirements for membership are contained in Sections 23.(3) (a), (b) and (c) of Regulation 1026. The specific requirements and equivalents must be approved by the Academic and Experience Requirements Committee. The Committee has prepared a table describing the individual academic subjects and indicating the Ryerson and York University or other approved courses that satisfy these subjects. The CBEPS syllabus items are also provided where appropriate.

Policy

The Academic and Experience Requirements Committee will prepare a table showing the current AOLS academic subjects that are required for a cadastral licence and the corresponding Ryerson University, York University and CBEPS courses or credits for these subjects. The table will be posted on the AOLS website and made available to applicants who do not have Internet access.

The Academic Requirements table will be reviewed by the AERC at least once each year and updated as required.

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Academic and Experience Requirements Committee

Policy 1.2

Name:	Geographic Information Management (GIM) Academic Requirements Table		
Type:	Academic		
Status:		Version #: 1	
Date Approved:	July 9, 2015	AERC Motion	15-116
Date Revised:	April 9, 2019	AERC Motion	19-86

Background

The general academic requirements for membership are contained in Sections 23.(3) (a), (b) and (c) of Regulation 1026. The specific requirements and equivalents must be approved by the Academic and Experience Requirements Committee. The AERC has prepared a table describing the individual academic subjects and indicating the Ryerson and York University or other courses that satisfy these subjects. The CBEPS syllabus items are also provided where appropriate.

Policy

The Academic and Experience Requirements Committee will prepare a table showing the current AOLS academic subjects that are required for membership in the GIM branch and the corresponding York University courses or credits for these subjects. **The table will be posted** on the AOLS website and made available to applicants who do not have Internet access.

The Academic Requirements table will be reviewed by the AERC at least once each year and updated as required.

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Academic and Experience Requirements Committee Policy 1.3

Name:	Geodetic Academic Requirements		
Type:	Academic		
Status:		Version #: 1	
Date Approved:		AERC Motion	
Date Revised:	January 7, 2014 January 13, 2015 October 20, 2015 January 16, 2019 April 9, 2019	AERC Motion	<u>14-43</u> <u>15-36</u> <u>15-154 (Partially superseded by 19-49)</u> <u>19-49</u> <u>19-86</u>

Background

The academic requirements for Geodetic applicants are essentially the same as those for cadastral applicants, with the exceptions that the Municipal Planning course and Survey Law II are not required and an additional higher-level course in Geodesy is added.

Policy

Using the table created under Policy 1.1, the AERC will prepare a table showing the current AOLS academic subjects that are required for a Certificate of Registration in the Geodetic branch, which will remove the requirement for Municipal Planning and add the requirements for courses in Geodesy and Hydrography. The table will be posted on the AOLS website and made available to applicants who do not have Internet access.

The Academic Requirements table will be reviewed by the AERC at least once each year and updated as required.

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Academic and Experience Requirements Committee Policy 1.4

Name:	Photogrammetric Requirements		
Type:	Academic		
Status:		Version #: 1	
Date Approved:		AERC Motion	
Date Revised:	January 16, 2019 April 9, 2019	AERC Motion	<u>19-48</u> <u>19-86</u>

Background

The academic requirements for Photogrammetric applicants are essentially the same as those for cadastral applicants, with the exception that **Survey Law II is not required** and an additional higher level course in Photogrammetry is added.

Policy

Using the table created under Policy 1.1, the AERC will prepare a table showing the current AOLS academic subjects that are required for a Certificate of Registration in the Photogrammetric branch, which add the requirement for courses in Photogrammetry and Hydrography. The table will be posted on the AOLS website and made available to applicants who do not have Internet access.

The Academic Requirements table will be reviewed by the AERC at least once each year and updated as required.



Academic and Experience Requirements Committee Policy 1.5

Name:	Hydrographic Requirements		
Type:	Academic		
Status:		Version #: 1	
Date Approved:		AERC Motion	
Date Revised:	April 9, 2019	AERC Motion	<u>19-86</u>

Background

The academic requirements for Hydrographic applicants are essentially the same as those for cadastral applicants, with the exception **that** Survey Law II is not required and an additional higher-level course in Hydrography is added.

Policy

Using the table created under Policy 1.1, the AERC will prepare a table showing the current AOLS academic subjects that are required for a Certificate of Registration in the Hydrographic branch, which will remove the requirement for Survey Law II and add the requirement for an additional higher-level course in Hydrography. The table will be posted on the AOLS website and made available to applicants who do not have Internet access.

The Academic Requirements table will be reviewed by the AERC at least once each year and updated as required.



Academic and Experience Requirements Committee Policy 1.6

Name:	Introduction to Canadian Common Law (ICCL)		
Type:	Academic		
Status:		Version #: 1	
Date Approved:		AERC Motion	
Date Revised:		AERC Motion	

Background

The ICCL course was developed by Izaak de Rijcke during the initial Pathways project as a supplement to the Survey Law courses, generally for students who were educated in other countries and were not familiar with the Canadian Common Law system. It was soon determined that students who had taken this course, including non-foreign trained students, were much better prepared to handle the Survey Law courses.

Policy

The academic evaluations for all students who are required to take the Cadastral Studies and Survey Law courses will include a statement that the Introduction to Canadian Common Law course is recommended but not mandatory prior to taking these courses.

In cases where an applicant's background demonstrates no prior knowledge of Canadian Common Law principles the AERC may make this a mandatory requirement as a prerequisite to enrolling in the Survey Law courses.

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2.3	Academic Evaluators' Qualification Requirements

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Academic and Experience Requirements Committee Policy 2.1

Name:	Academic Evaluation Requirements		
Category:	Academic		
Status:		Version #: 1	
Date Approved:		AERC Motion(s)	
Date Revised:		AERC Motion	

Background

All applicants for membership other than those applying under the Memorandum of Understanding of the Agreement on Internal Trade must apply to the Academic and Experience Requirements Committee for an evaluation of their academic credentials. Academic evaluations are conducted by an assessor approved by the AERC and evaluations are reviewed and approved by the AERC. Each candidate is assessed on an individual basis by comparing the content of their completed courses with the content of the AOLS required subjects, and a list of approved courses required to complete the AOLS requirements is provided to the candidate.

Policy

For an evaluation to be performed, the following information will be required:

- payment of the current fee;
- a cover letter;
- Completed Academic Evaluation Application Form;
- a detailed résumé;
- an official transcript forwarded **directly** from each educational institution (If this is not possible the candidate may bring original documents to the AOLS office to be copied); and,
- a detailed course descriptions, in English.

Applicants from outside of Ontario may submit evaluation requests from their home country or province.

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Academic and Experience Requirements Committee Policy 2.2

Name:	Course Substitutions		
Type:	Academic		
Status:		Version #: 1	
Date Approved:		AERC Motion	
Date Revised:	January 18, 2022	AERC Motion	22-39

Background

Courses that may be considered as equivalent to the Ryerson or York courses specified in the Academic Requirements Table are available at other universities and colleges. Many courses are available through some form of distance learning, which better accommodates applicants from outside the GTA.

Policy

Students who propose to substitute another course for an approved course will submit the proposed course and a detailed course description to the Registrar for approval before registering for that course. Approval will be based on whether the proposed course contains substantially the same material and at an academic level substantially the same as the approved course.

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Academic and Experience Requirements Committee Policy 2.3

Name:	Academic Evaluators' Qualification Requirements		
Type:	Academic		
Status:		Version #: 1	
Date Approved:	July 18, 2019	AERC Motion	19-131
Date Revised:		AERC Motion	

Background

The AERC wished to confirm the minimum qualification requirements for its academic evaluators in response to a recommendation from the Fairness Commissioner.

Policy

All academic evaluators must be:

- Active or inactive University professors;
- Knowledgeable of the academic requirements of all branches of Professional Land Surveying listed under the Surveyors Act;
- Knowledgeable in the field of Geomatics and Land Surveying

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Section 3 – Articles

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Academic and Experience Requirements Committee Policy 3.1

Name:	Articling Application Requirements		
Category:	Articles		
Status:		Version #: 1	
Date Approved:		AERC Motion	
Date Revised:		AERC Motion	

Background

The requirements for entering into and completing articles are defined in [Section 23 of Regulation 1026](#) under the *Surveyors Act*. Applications for articles are considered at each quarterly meeting of the Academic and Experience Requirements Committee. The procedures and forms required for articling applications are available on the AOLS website, or by contacting the AOLS directly.

Policy

Detailed procedures, including application timelines, procedures and documents will be posted on the AOLS website. Applicants who do not have Internet access may contact the Association to obtain printed copies of these materials.

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Academic and Experience Requirements Committee Policy 3.1.1

Name:	Articling Applications		
Category:	Articles		
Status:		Version #: 1	
Date Approved:		AERC Motion	
Date Revised:	September 23, 1987		87-91
	July 14, 2002		97-75 (Rescinded)
	October 22, 2019	AERC Motion	02-63
	October 12, 2021		19-164 ; 19-165
	January 18, 2022		21-178
			22-37

Background

The process and documentation for articling applications is available on the AOLS website or by contacting the AOLS directly.

Policy

Articling applications will be considered by the Academic and Experience Requirements Committee at each quarterly meeting. The application process begins with an initial submission consisting of a completed Student Information Sheet, an Undertaking Form (if the applicant is employed by a corporation), documentation regarding the terms as set out in the Good Character Policy (Motion 21-178), the names and contact information of two character references, and payment of the current fees.

The deadline for submission of initial applications to be considered at the next available meeting will be sent by email to all AOLS members and evaluated students, and will be posted in the Articling Application Notices section of the AOLS website.

Applicants and their articling surveyors are required to attend an articling information session prior to their submission of the remainder of the articling documents. This session will be offered in person



and online and will take place approximately 10 days after the initial submission deadline. New articling students and articling surveyors who have not attended the articling information session at least five years preceding their undertaking of a newly confirmed articling agreement are required to attend the information articling session in person unless otherwise authorized by the Registrar. Details of this session will be sent to all applicants and their surveyors. The presentation used for this session will be posted in the Application Documents section of the AOLS website.

Following the articling Information Session applicants will complete the remaining application documents and submit the Articling Contract, individual Requirements form Schedule A, and, if appropriate, their Application for Reduction in Articles documentation.

Any student whose articles have been accepted by the AERC, after the student's articles were cancelled for the purposes of the AERC, be considered as having completed all time, EAKs and exams the student has completed prior to the student's cancellation, unless otherwise determined by the AERC.



Academic and Experience Requirements Committee Policy 3.2

Name:	Articling Requirements		
Category:	Articles		
Status:		Version #: 1	
Date Approved:		AERC Motion	
Date Revised:		AERC Motion	

Background

The statutory requirements for articles are specified in Section 23 of Regulation 1026 of the Surveyors Act. The term of articles is specified in Section 23(4) and may be modified as allowed by Sections 23(5) and 23(15). Section 23(7) allows the Academic and Experience Requirements Committee to impose additional assignments and examinations by policy, as approved by AOLS Council.

In 2014 the Academic and Experience Requirements Committee created a new system for the articling process. The new system removed the requirement to complete quarterly Work Reports and submit them to a monitor for review and created a new requirement to attain competency in 14 Essential Areas of Knowledge (EAKs) that the Academic and Experience Requirements Committee feels are critical for all OLSs to know.

Attainment of an EAK may be achieved through either the student's working experience or completion of the corresponding EAK assignment, or both. In any case, mastery of each EAK must be certified by the student's articling surveyor and confirmed in the student's Progress Report on the Learning Management System 30 days before the professional Examination is attempted.

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Academic and Experience Requirements Committee Policy 3.2.1

Name:	Term of Articles		
Category:	Articles		
Status:		Version #: 1	
Date Approved:		AERC Motion	
Date Revised:		AERC Motion	

Background

The statutory requirements for the term of articles are specified in Section 23(4) of Regulation 1026 of the Surveyors Act. Section 23(7) allows the Academic and Experience Requirements Committee to impose additional assignments and examinations by policy. Sections 23(5) and 23(15) allow the AERC to change the term of articles.

Policy

The term of articles will be as specified in Section 23(4) of Regulation 1026, subject to any changes or reductions as allowed by Sections 23(5) or 23(15) of the said Regulation. The standard term of articles consists of:

- (a) at least 225 working days of practical experience in the student's chosen branch of professional surveying in Ontario of which period at least 150 working days is field experience at the Party Chief level or higher in cadastral surveying, or its equivalent in another branch; and,
- (b) at least 113 working days experience in the management and administration of professional surveying, completed to the satisfaction of the Academic and Experience Requirements Committee.

The following policy applies to the definition of a "day" of experience:

A normal working day is considered to be eight hours unless ten-hour days are used to fit a compressed workweek; in which case the AERC would have to decide on the appropriate number of days. In the past, the AERC has considered four/ten-hour days to be numerically equal to five/eight hour days. Working on weekends is allowed.

Working experience will include but not be limited to the areas described in Section E:1 of the Cadastral Articling Student Handbook or in Sections B:1, C:1, D:1 or F:1 of the Articling Student Handbook for the other branches, as appropriate.

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Academic and Experience Requirements Committee Policy 3.2.2

Name:	Essential Areas of Knowledge		
Category:	Articles		
Status:		Version #: 1	
Date Approved:		AERC Motion	14-45
Date Revised:		AERC Motion	

Background

Section 23(7) of Regulation 1026 of the *Surveyors Act* allows the Academic and Experience Requirements Committee to impose additional assignments and examinations by policy. In 2014 the AERC approved a new system of articles that required students to master 14 Essential Areas of Knowledge (EAKs) and eliminated the requirement to submit quarterly work reports to their monitor.

Policy

Articling students will attain competency in the 14 EAK as approved by the Academic and Experience Requirements Committee in [Motion 14-45](#) and duplicated below. Attainment of an EAK may be achieved through either the student's working experience or completion of the corresponding EAK assignment, or both. In any case, mastery of each EAK must be certified by the student's articling surveyor and confirmed in the student's Progress Report on the Learning Management System.

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Academic and Experience Requirements Committee Policy 3.2.3

Name:	Subject Matter Experts		
Category:	Articles		
Status:		Version #: 1	
Date Approved:		AERC Motion	14-73
Date Revised:		AERC Motion	

Background

Subject Matter Experts (SME) are experts in one or more of the EAK's and are defined in Section A:11:2 of the Articling Student Handbook. The SME are volunteers, and have agreed to be a resource for Articling Students where specific knowledge is not being obtained through the regular course of work experience. The SME all have unique skill sets and knowledge that will prove valuable to students during their training period. Ideally each EAK will have more than one SME. It is assumed and encouraged that the SMEs will collaborate to ensure there is a consistent course of action, and thought process. In addition, SMEs will be responsible for providing information about a subject matter (in print, or links) that will give a clear understanding of the topic, and be able to field questions. the student may have about the subject.

Policy

The Subject Matter Experts (SMEs) are as defined in AERC [Motion 14-73](#).

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Academic and Experience Requirements Committee Policy 3.3

Name:	Monitors		
Category:	Articles		
Status:		Version #: 1	
Date Approved:		AERC Motion	13-99
Date Revised:		AERC Motion	

Background

Section 23(12) of Regulation 1026 of the Surveyors Act requires that each student be monitored by a member of or assistant to the Academic and Experience Requirements Committee. The role of the monitor changed under the new articling system.

Policy

Each articling student will be monitored by a member of the Academic and Experience Requirements Committee. The AERC will assign monitors at the time the articles are approved, ensuring that there are no existing conflicts of interest with the student or employer.

The duties of the monitor are as stated in AERC [Motion 13-99](#).

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Academic and Experience Requirements Committee Policy 3.4

Name:	Reduction Application Requirements		
Category:	Articles		
Status:		Version #: 1	
Date Approved:	January 14, 2014	AERC Motion	14-44
Date Revised:		AERC Motion	

Background

The minimum requirements for articling experience are prescribed in Section 23(4) of Regulation 1026. Section 23(5) allows for the Academic and Experience Requirements Committee to reduce these requirements by a maximum of 6 months.

Policy

Details of the requirements for applying for a reduction in the term of articles will be included in the Articling Student Handbook, which is posted on the AOLS website. Applications must be submitted with the students' completed Articling Contract and Schedule A.

Applications will include a completed Candidate Assessment Form and a completed Application for Reduction in Term of Articles Form and should include details in support of the reductions being claimed. The reduction in articles, if any, will be based on the supporting materials supplied by the applicant.

Applications will be referred to a member of the Academic and Experience Requirements Committee and the member will prepare a written report with recommendations that will be presented to the AERC at their next scheduled meeting.

The AERC will review the reports and recommendations and pass a Motion stating the approved days of reduction, if any, in each of the experience categories.

The Registrar will enter the approved reduction days into the Progress Report section on the Learning Management System and Schedule A to the Articling Contract for each student and advise the student of the approved reduction.

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Academic and Experience Requirements Committee Policy 3.4.1

Name:	Assessing Reduction in Articling Experience Applications		
Category:	Articles		
Status:		Version #: 1	
Date Approved:		AERC Motion	
Date Revised:		AERC Motion	

Background

The minimum requirements for articling experience are prescribed in Section 23(4) of Regulation 1026. Section 23(5) allows for the Academic and Experience Requirements Committee to reduce these requirements by a maximum of 6 months. Reduction applications are assessed by different Academic and Experience Requirements Committee members and in order to be consistent, common assessment criteria must be used.

Policy

Reduction applications will be assessed by an Academic and Experience Requirements Committee member according to the following guideline:

Application for Reduction in Articling Time

AERC Assessment Guidelines

Section 23(5) of Regulation 1026 of the *Surveyors Act* states as follows:

(5) Where an articling student has received working experience in professional surveying prior to the commencement of his or her term of articles that is comparable to the working experience required under subsection (4), the Academic and Experience Requirements Committee may reduce the time of the required working experience by the lesser of the period of prior experience and six months.

Except in unusual circumstances, the committee will not accept experience prior to graduation from an approved course in professional Land Surveying or its equivalent as experience at a professional level for the purposes of considering a reduction in the term of articles. Summer experience obtained during



attendance at University or at another Academic Institution will not be considered as grounds for a reduction in the term of articles.

Note that applicants who have completed a Master's degree in geomatics will be granted a 6-month reduction in their period of articles, however an application for reduction must still be submitted. Reduction applications must include the following:

1. A completed Candidate Assessment Form;
2. A completed "Summary of Information for Application for Reduction in Term of Articles" form (Appendix E in the Student Handbook) signed by both the student and the articling surveyor or supervising surveyor;
3. A detailed résumé outlining the applicant's previous employment experience; and,
4. Additional details regarding the applicant's experience, such as letters from previous employers, copies of field notes, plans, reports, etc. that the applicant prepared or was involved in. **Note that permission must be obtained from the owner(s) of such information.**

In evaluating the application, the AERC member should assess the evidence provided by the applicant against each of the three categories, that is, Party Chief, non-Party Chief, and Management and Administration, as follows, keeping in mind that the total reduction cannot exceed 113 working days:

Party Chief (Statutory requirement is 225 days, of which 75 days may be non-Party Chief.
Maximum reduction is 113 days)

Evidence should confirm that the applicant was acting in the capacity of a Party Chief, directing the activities of other crew members, preparing field notes, interpreting evidence, etc.

Non-Party Chief (Maximum of 75 days allowed. Maximum reduction is 75 days)

Non Party Chief activities may include:

- field work at an instrument person level
- calculation of field returns
- registry office searching
- plan preparation
- indexing of completed projects

Management & Administration (Statutory requirement is 113 days. Maximum reduction is 113 days)

This category includes:

- dealing with clients
- preparing job specifications and estimates
- planning projects
- researching projects
- scheduling projects and staff
- reviewing of reports and plans of survey
- preparation of reports and invoices



- delivering of final returns

If the evidence provided does not support all or some of the claim for one category it may, if appropriate, be applied to another category. For example, Party Chief days that are not supported by the materials provide may still be applicable to the Non-Party Chief category.

The evaluator should prepare a summary report to the AERC stating the number of days of credit being recommended in each category and the reasons for the recommendations. The report should explain any variances in the days being claimed and the evaluator's recommendations. This report will be reviewed by the Academic and Experience Requirements Committee at its next available meeting.

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Section 4 – Learning Management System

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4.1.1	Roles
4.1.2	Subject Matter Experts
4.2	Progress Reporting

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Academic and Experience Requirements Committee Policy 4.1

Name:	Learning Management System Overview		
Category:	Learning Management System		
Status:		Version #: 1	
Date Approved:	July 17, 2013	AERC Motion	13-101
Date Revised:		AERC Motion	

Background

In 2014 the Academic and Experience Requirements Committee undertook major changes to the articling process for cadastral applicants. The new articling process eliminated the requirement for student Work Reports, and individual monitors and instituted a requirement for students to become proficient in 14 Essential Areas of Knowledge (EAKs) under the direction of and certified by their articling surveyor. To facilitate this new process, a web-based Learning Management System (LMS) was designed. This LMS allows students to access resources related to each of the EAK's, provides assignments that students may complete and submit to their articling surveyor for grading, allows students to communicate with other students and SME's, provides an on-line Progress Reporting system where articling surveyors can enter their student's days of experience and completed EAK's and provides an on-line Statutes examination that can be attempted remotely.

Policy

Following approval of their articles, articling students and their surveyors must create accounts on the AOLS LMS). The Registrar will then enroll the students and surveyors, enter any reduction of articles days into the system and enable the surveyors to update their student's days of experience and the completion of their Essential Areas of Knowledge (EAKs).

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Academic and Experience Requirements Committee Policy 4.1.1

Name:	LMS Roles		
Category:	Learning Management System		
Status:		Version #: 1	
Date Approved:	July 17, 2013	AERC Motion	14-71
Date Revised:		AERC Motion	

Background

The Learning Management System (LMS) provides for several different roles, each having different permissions within the system. Students may only access resources and assignments, while articling surveyors can also update their student's progress report.

Policy

The LMS roles are as defined in AERC [Motion 14-71](#). Roles will be assigned by the Registrar or delegate when each student or articling surveyor is enrolled in the system.

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Academic and Experience Requirements Committee Policy 4.1.2

Name:	Subject Matter Experts		
Category:	Learning Management System		
Status:		Version #: 1	
Date Approved:	July 17, 2013	AERC Motion	14-73
Date Revised:		AERC Motion	

Background

Subject Matter Experts (SME) are self-declared experts in one or more of the EAK's. The SME are volunteers, and have agreed to be a resource for Articling Surveyors, if required, regarding their specific area of expertise. The Subject Matter Experts all have unique skill sets and knowledge that will supplement the articling surveyors' knowledge in fields in which they do not normally practice. Ideally each EAK will have more than one subject matter expert. It is assumed and encouraged that the experts will collaborate to ensure there is a consistent course of action, and thought process. In addition, all will be responsible for providing subject matter (in print, or links) that will give a clear understanding of the topic, and be able to field questions, etc. the student or surveyor may have about the subject.

Policy

The Subject Matter Experts (SMEs) are as defined in AERC [Motion 14-73](#).

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Academic and Experience Requirements Committee Policy 4.2

Name:	Progress Reporting		
Category:	Learning Management System		
Status:		Version #: 1	
Date Approved:	July 17, 2013	AERC Motion	
Date Revised:		AERC Motion	

Background

The progress of each articling student is monitored on a high-level basis by a member of the Academic and Experience Requirements Committee. Monitoring generally consists of a review of the student's Progress Report on the Learning Management System (LMS). Monitors may choose to contact a student or articling surveyor if the Progress Report indicates that there may be an issue with the student's progress. In order for this system to function properly, it is important for the articling surveyors to keep their student(s) Progress Reports up to date, and at least, current as of June 30 and December 31 each year.

Policy

Articling surveyors will update each of their student's Progress Report on the LMS at regular intervals and at least as of June 30 and December 31 each year.

Monitors will review the Progress Report for each student assigned to them and report any concerns to the Academic and Experience Requirements Committee.



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Section 5 – Examinations

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Academic and Experience Requirements Committee Policy 5.1

Name:	Examination Procedures and Conduct		
Category:	Examinations		
Status:		Version #: 1	
Date Approved:		AERC Motion(s)	
Date Revised:		AERC Motion	

Background

It is critical that the Association maintain high standards of security and fairness during the conducting of examinations. Both the candidates and the examiners or invigilators must be aware of the standards and the appropriate environment in which to complete their examinations.

Policy

Guidelines and instructions for the Statutes, Oral Professional and Written Professional examinations are attached to this manual as Addendum 8.4. These guidelines will be reviewed by the Academic and Experience Requirements Committee as required to ensure that they remain current.

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Academic and Experience Requirements Committee Policy 5.1.1

Name:	Dishonest Practices		
Category:	Examinations		
Status:		Version #: 1	
Date Approved:		AERC Motion(s)	
Date Revised:		AERC Motion	

Background

The primary object of our Association is the protection of the public. To that end, all members must abide by our Code of Ethics, ensuring that they conduct their professional and private affairs in such a manner as to maintain public confidence and trust in the profession. Cheating on an examination or assignment will be considered an indication that the student, upon becoming a professional member, may not conduct his or her affairs according to our Code of Ethics.

Policy

Articled students found performing any of the following or similar dishonest practices will be immediately dismissed from the examination, and the matter will be reported to the Registrar:

- Using any books, papers, or other materials other than those provided;
- Communicating with other articled students under any circumstances whatsoever during the examination period;
- Exposing written papers to the view of other articled students;
- Cheating on the examination;
- Impersonating another articled student, enabling an impersonation of another articling student or being party to the impersonation of an articled student;
- Threatening or belligerent behaviour to others; or,
- Copying, photographing, scanning or removing any portion of the examination from the room.

The following process will apply to students accused of dishonest practices during an examination:

- The invigilator will prepare a detailed written report of the incident, including the time of the occurrence, the name of the offending student and the names of any witnesses or other persons who were involved;
- The invigilator should obtain the names and contact information for any witnesses to the occurrence and ask them to provide to provide written reports as well;
- The invigilator's report and any witness reports will be provided to the Registrar within 48 hours of the event, who will forward them to the Academic and Experience Requirements Committee; and,
- The Registrar will add the occurrence as an item on the agenda for the next available AERC meeting.

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Academic and Experience Requirements Committee Policy 5.2

Name:	Statutes Examination		
Category:	Examinations		
Status:		Version #: 1	
Date Approved:	February 25, 2014	AERC Motion(s)	14-49 ,
Date Revised:	April 8, 2014 July 16, 2014	AERC Motion	14-69 , 14-136

Background

Part of the revisions to the Articling process in 2014 was the development of an on-line Statutes examination using an online system. The new examination format consists of 25 short answer questions, worth 4 marks each, chosen randomly by the system from a repository of questions. Eighteen of the questions relate to the Primary statutes, and 7 questions relate to the Secondary statutes as specified in the Articling Student Handbook. It is a “closed book” examination, with no aids allowed.

Policy

Students may not apply to write the Statutes examination until at least one month after they have commenced articles.

The Statutes examination will, except as allowed by the Registrar due to technical or other reasons, be written using the on-line system.

The Statutes examination will be available on demand.

Students will submit a completed Registration Form with payment at least one month before the scheduled examination date. Students wishing to attempt the Statutes examination on an alternate date or location must contact the Registrar for approval of the date, location and invigilator.

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Academic and Experience Requirements Committee Policy 5.2.1

Name:	Statutes Question Repository		
Category:	Examinations		
Status:		Version #: 1	
Date Approved:	July 17, 2013	AERC Motion(s)	13-103 , 13-104
Date Revised:		AERC Motion	

Background

Section E:2 of the Articling Student Handbook lists the Primary, Secondary and Tertiary statutes that surveyors may be expected to know. Students will be examined only on the primary and secondary statutes. A repository of questions to be used for the examination was developed by the Academic and Experience Requirements Committee members and assistants. The examination is generated automatically by the LMS by choosing 18 of the 25 questions from the primary statutes and 7 questions from the secondary statutes.

Policy

The Statutes Examination Repository of questions will be posted on the AOLS website and made available to all articling students. The repository will be reviewed by the AERC annually to ensure that it remains up-to-date and accurately reflects current legislation and regulations. Changes or additional questions will be reported to the site managers for the AOLS website and the Learning Management website to ensure that these sites are current.

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Academic and Experience Requirements Committee Policy 5.3

Name:	Professional Examination		
Category:	Examinations		
Status:		Version #: 1	
Date Approved:		AERC Motion(s)	14-70 , 15-114
Date Revised:		AERC Motion	

Background

The professional examination consists of an oral, written and plan check examination. Each examination may be taken separately, however they must be successfully completed before membership is granted.

Policy

The Professional Examinations (Plan Check, Written and Oral) will be offered during or about the last week of May and the last week of November of each year at a time and location to be determined by the Registrar.

An Examination Notice and Registration form will be emailed to all articling students and their surveyors and posted on the AOLS website approximately two months before the examination date.

Registration forms and payments must be submitted at least one month before the date of the examination.

Before the professional examination may be attempted, students must:

- a) Provide proof that they have successfully completed all academic requirements (Motion 14-70);
- b) Have attended the Professional Lecture course, which is given by the AOLS each September;
- c) Have completed all of their experience requirements and EAKs, as evidenced by the completion by their articling surveyor of their Progress Report on the Learning Management System; and,
- d) Provide a Certificate of Completion of Articles form signed by their articling surveyor.

Students who are unsuccessful in their attempt at one of the plan check, oral or written part of the professional examination may attempt that part again at the next sitting. The Professional examination must be attempted no later than one year following completion of articles. As per Regulation 1026, only two additional attempts will be allowed. Students who do not successfully complete the professional examination must wait one year before re-applying to article again.



Academic and Experience Requirements Committee Policy 5.3.1

Name:	Professional Examination Question Repository		
Category:	Examinations		
Status:		Version #: 1	
Date Approved:		AERC Motion(s)	
Date Revised:		AERC Motion	

Background

The Academic and Experience Requirements Committee creates a new Professional written examination for each sitting. It may be prepared using questions from the existing repository of questions as well as some new questions.

Policy

The Academic and Experience Requirements Committee has established a repository of professional examination questions to assist in setting the written professional examination. This repository will be maintained by the Registrar, who will update it with any new questions as they are provided by the AERC. Following each exam sitting the Registrar will update the statistics in the repository for each question used on that examination, including the average mark obtained, the range of marks and the number of students who wrote the exam.

The repository will be reviewed by the AERC at least every two years and updated as appropriate.

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Academic and Experience Requirements Committee Policy 5.3.2

Name:	Setting the Professional Examinations		
Category:	Examinations		
Status:		Version #: 1	
Date Approved:		AERC Motion(s)	
Date Revised:	January 18, 2022	AERC Motion	22-40

Background

Each sitting of the professional examinations require the preparation of a new examination. The examination must be prepared by members of the AERC.

Policy

The written professional examination paper will be prepared by two members of the Academic and Experience Requirements Committee, to be chosen at the meeting immediately preceding the May and November examinations. The draft examination will be prepared using questions selected from the Professional Written Examination Repository of Questions as well as a maximum of two new questions prepared by the members setting the examination.

The examination will consist of 9 questions, having a total value of approximately 85 to 100 marks.

The examination will test the student's knowledge regarding:

- 1) The statutes and bylaws by which the Association is governed;
- 2) Questions of General Boundary Retracement, Research, Descriptions, Easements, Roads and the Planning Act. Survey Law; and,
- 3) Other matters under the purview of a surveyor in Ontario.

The draft examination will be reviewed by the Registrar and the Chair of the AERC to ensure that it maintains fairness and equity in content and level of difficulty.

The Oral exam will consist of questions chosen by members of the oral exam panels. The panels will consist of at least one member of the AERC and up to two additional AERC members or assistants.

The oral exam will consist of three questions totaling thirty marks each and ten marks for overall delivery, and will consist of questions related to Essential Areas of Knowledge including business practices, ethics and professionalism, and AOLS operations.



The cadastral professional plan check exam will consist of a plan of survey and survey report which will total 65 and 35 marks respectively. The exam will consist of identifying errors and omissions present on the plan and a related survey report.



Academic and Experience Requirements Committee Policy 5.3.3

Name:	Oral Professional Examination		
Category:	Examinations		
Status:		Version #: 1	
Date Approved:		AERC Motion(s)	92-69 ,
Date Revised:	October 17, 2017	AERC Motion	17-199

Background

The professional examination consists of a written, plan check and an oral examination. These examinations are held on consecutive days and students may elect to attempt one or a group of examinations at the same exam sitting.

Policy

Oral examination panels will meet prior to the commencement of exams to discuss the day's approach.

The candidates will be required to sign in for identification, and certify that they will not discuss the exam outside the examination room.

Printed copies of each of the 3 questions to be posed to the student will be provided, with each student receiving one question from each of the following categories:

1. Professionalism;
2. Business; and,
3. AOLS Matters.

The candidates will be given ten minutes at the start of the exam to review the questions. The recommended examination period is between 45 and 60 minutes.

Each examiner will keep detailed notes of each student's answers.

Examination teams will decide on a pass or fail immediately after each exam by majority vote of examiners.

The Examination panel chairperson will prepare a detailed written report on each failure and forward to the Registrar.



It is recommended that oral exams be limited to a maximum of five sessions per day per team.

The examination room will be arranged in a "T" format with three examiners facing the student.

An examination panel will be composed of three A.O.L.S. members in good standing, two of which will have previous oral examiner experience. The panel chairperson may be a full member of the Academic and Experience Requirements Committee or a former AERC member who has had prior experience on an oral exam panel.

In cases where a student has previously passed the written portion of the professional examination and is attempting only the oral portion, the Registrar, upon being advised by the oral exam panel that the student has passed, may advise the student immediately.



Academic and Experience Requirements Committee Policy 5.3.4

Name:	Plan Check Professional Examination		
Category:	Examinations		
Status:		Version #: 1	
Date Approved:		AERC Motion(s)	
Date Revised:		AERC Motion	

Background

Each sitting of the plan check professional examination requires the preparation of a new examination. The examination must be prepared by members of the AERC.

Policy

The plan check professional examination paper will be prepared by two members of the Academic and Experience Requirements Committee, to be chosen at the meeting immediately preceding the May and November examinations.

The draft examination will be prepared on a case by case basis.

The examination will consist of a plan check exercise and a final report based on the plan, having a total value of approximately 100 marks.

The examination will test the student's knowledge regarding:

- 1) The statutes, regulations and bylaws by which the Association is governed;
- 2) Professional ethics and standards of practice
- 3) Survey Law; and,
- 4) Other matters under the purview of a surveyor in Ontario.

The draft examination will be reviewed by the Registrar and the Chair of the AERC to ensure that it maintains fairness and equity in content and level of difficulty.

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Academic and Experience Requirements Committee Policy 5.4

Name:	Examination Marking and Distribution		
Category:	Examinations		
Status:		Version #: 1	
Date Approved:	July 18, 2019	AERC Motion(s)	03-98 , 19-130
Date Revised:	October 22, 2019	AERC Motion	19-163
	January 15, 2020		20-39
	January 18, 2022		22-38

Background

In order to ensure that the marking of written examinations is done in a fair and equitable manner, all answers are marked independently by two markers, both being either members of, or assistants to, the Academic and Experience Requirements Committee.

Policy

- The Statutes Examination may be marked by two AERC assistants or Members;
- The Professional Plan Check and Written Examination will be marked by one AERC Member and one AERC Assistant or a second AERC Member;
- The Registrar will prepare a table showing the marks given by the two markers for each question;
- The resulting marks will be averaged; and,
- Where the marks for individual questions differ by more than 25% of the value of the question and where the student's re-mark could determine whether the student passes or fails, the marked answer(s) will be reviewed by a panel of two AERC members and the resulting mark substituted for the average mark for that question.

Students who pass a professional examination will be given their final overall percentage grade. Students who fail a professional examination will be given their individual mark for each question.

Students who fail a written examination may request a copy of their unmarked answers.



Academic and Experience Requirements Committee Policy 5.5

Name:	Examination Appeals		
Category:	Examinations		
Status:		Version #: 1	
Date Approved:	January 14, 2021 July 8, 2021	AERC Motion(s)	07-74 21-33 21-126
Date Revised:		AERC Motion	

Background

Students are advised that they have 30 days from the date of the letter advising them of their results to appeal the results of the Statutes or the written or oral Professional examinations.

Policy

Upon appeal of the professional written, statutes or plan check exam, the student's examination answers and assigned marks will be reviewed together by a team of two persons, both being Ontario Land Surveyors, one being the Chairperson of the Academic and Experience Requirements Committee or designate. Neither of these two persons will have been involved in the marking or evaluation process as set out in Motion 04-84. Upon appeal the oral exam will be reviewed by a panel of three persons, all being Ontario Land Surveyors, and one being the Chairperson of the Academic and Experience Requirements Committee.

The appeal results will be reported to the AERC for a final decision.

The student will be advised if the appeal was approved or denied. No marks will be distributed. The student will receive a copy of Motion [04-84](#) as well as a copy of Motion [07-74](#).

The fee for an appeal will be as stated in the current Academic and Experience Requirements Committee Fee Schedule.

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Section 6 – Agreement on Internal Trade (AIT)

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Section	Content
6.1	AIT Examination

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Academic and Experience Requirements Committee Policy 6.1

Name:	AIT Exam		
Category:	Examinations		
Status:		Version #: 1	
Date Approved:		AERC Motion	
Date Revised:		AERC Motion	

Background

The AOLS is a signatory to a Memorandum of Understanding (MOU) under the Canadian Agreement on Internal Trade (AIT). The agreement allows for applicants for licensure who are licensed in another province or who are Canada Lands Surveyors to become licensed Ontario Land Surveyors by successfully completing a jurisdictional examination. There are no further academic or experience requirements.

Policy

The AOLS will prepare a jurisdictional examination for qualified applicants who wish to become licensed Ontario Land Surveyors through applying under the AIT.

The jurisdictional examination may be completed online through the AOLS Exam Service Provider.

Additional information and application forms will be posted on the AOLS website at <https://www.aols.org/membership/become-an-ols/other-canadian-surveyors>

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Section 7 – Fees

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Section	Content
7.1	Schedule of AERC Fees

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Academic and Experience Requirements Committee Policy 7.1

Name:	Fee Schedule		
Category:	Fees		
Status:		Version #: 1	
Date Approved:	July 8, 2021	AERC Motion(s)	21-128
Date Revised:		AERC Motion	

Background

The Academic and Experience Requirements Committee establishes fees for the various activities involved in the registration process. These fees are based on recovering the cost of providing these activities. Proposed fees are presented to AOLS Council for approval.

Policy

The Academic and Experience Requirements Committee will establish fees at amounts appropriate to the recovery of the costs of the activities involved in the registration process and prepare a Schedule of Fees to be made available to applicants and posted on the AOLS website.

These activities include, but are not limited to academic evaluations and appeals, articling applications, annual articling fees, examination registrations and appeals, reduction in articles applications, and the annual professional lecture course.

The AERC will review the Fee Schedule annually, approve any changes by Motion and present the proposed changes to AOLS Council for approval. The Council approved schedule will be posted on the public side of the AOLS website.

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Section 8 – Appendices

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Section	Content
8.1	Legislation and Regulations
8.2	AERC Policy Motions
8.3	Student Handbook (Cadastral)
8.4	Regular Bias Training Sessions

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Academic and Experience Requirements Committee

Appendix 8.1

Name:	Legislation and Regulations		
Category:	Legislation		
Status:		Version #: 1	
Date Approved:		AERC Motion(s)	
Date Revised:		AERC Motion	

Surveyors Act

Issuance of licence

[12. \(1\)](#) The Registrar shall issue a licence to an individual who applies therefor in accordance with the regulations and,

- (a) is a citizen of Canada or has the status of a permanent resident of Canada;
- (b) is not less than eighteen years of age;
- (c) has complied with the academic requirements specified in the regulations for the issuance of the licence and has passed such examinations as the Council has set or approved in accordance with the regulations or is exempted therefrom by the Council;
- (d) has complied with the experience requirements specified in the regulations for the issuance of the licence; and
- (e) is of good character. R.S.O. 1990, c. S.29, s. 12 (1); 2009, c. 33, Sched. 22, s. 11 (15).

Grounds for refusal to issue licence

[\(2\)](#) The Registrar may refuse to issue a licence to an applicant where the Registrar is of the opinion, upon reasonable and probable grounds, that the past conduct of the applicant affords grounds for belief that the applicant will not engage in the practice of cadastral surveying in accordance with the law and with honesty and integrity. R.S.O. 1990, c. S.29, s. 12 (2).

Referral to Committee on Academic and Experience Requirements

[\(3\)](#) The Registrar, on his or her own initiative, may refer and on the request of an applicant shall refer the application of the applicant for the issuance of a licence to the Academic and Experience Requirements Committee for a determination as to whether or not the applicant has met the academic



requirements or the experience requirements or both prescribed by the regulations for the issuance of the licence. R.S.O. 1990, c. S.29, s. 12 (3).

Direction by Committee

(4) The Committee may direct the Registrar to issue a licence subject to such conditions in respect of completion by the applicant of such academic requirements or experience requirements as are specified by the Committee. R.S.O. 1990, c. S.29, s. 12 (4).

Determination by Committee

(5) A determination or direction by the Committee under subsection (3) or (4) is final and is binding on the Registrar and on the applicant. R.S.O. 1990, c. S.29, s. 12 (5).

Hearing

(6) The Committee shall receive written submissions from an applicant but is not required to hold or to afford to any person a hearing or an opportunity to make oral submissions before making a determination under subsection (3). R.S.O. 1990, c. S.29, s. 12 (6).

Notice of determination or direction

(7) The Registrar shall give notice to the applicant of a determination or direction by the Committee under subsection (3) or (4) and, if the applicant is rejected, the notice shall detail the specific requirements that the applicant must meet. R.S.O. 1990, c. S.29, s. 12 (7).

Regulation 1026

Branches of Professional Surveying

22.1 The following are prescribed as branches of professional surveying:

1. Cadastral surveying.
2. Geodetic surveying.
3. Hydrographic surveying.
4. Photogrammetric surveying.
5. Geographic information management. O. Reg. 218/10, s. 10; O. Reg. 327/12, s. 5 (2).

Academic and Experience Requirements for Licence or Certificate of Registration

23. (1) A person shall not be issued a licence or a certificate of registration unless he or she has successfully completed the term of articles prescribed by this section. R.R.O. 1990, Reg. 1026, s. 23 (1).

(1.1) Revoked: O. Reg. 509/99, s. 3 (2).

(2) An application for a term of articles shall be made to the Registrar. R.R.O. 1990, Reg. 1026, s. **23 (2).**



- (3) An applicant for a term of articles must provide proof of,
- (a) successful completion of a program at the baccalaureate level in professional surveying approved by the Academic and Experience Requirements Committee;
 - (b) successful completion of a program that, in the opinion of the Academic and Experience Requirements Committee, is equivalent in content and level of difficulty to a program approved under clause (a); or
 - (c) experience or knowledge or a combination thereof that, in the opinion of the Academic and Experience Requirements Committee, provides equivalent competencies to a program approved under clause (a). O. Reg. 327/12, s. 6 (1).
- (4) The term of articles shall include,
- (a) at least 225 working days of practical experience in the student's chosen branch of professional surveying in Ontario of which period at least 150 working days is field experience at the Party Chief level or higher in cadastral surveying, or its equivalent in another branch; and
 - (b) at least 113 working days experience in the management and administration of professional surveying, completed to the satisfaction of the Academic and Experience Requirements Committee.
- (5) Where an articling student has received working experience in professional surveying prior to the commencement of his or her term of articles that is comparable to the working experience required under subsection (4), the Academic and Experience Requirements Committee may reduce the time of the required working experience by the lesser of the period of prior experience and six months.
- (6) A term of articles shall be under the direction of,
- (a) if the applicant is applying for a licence, a member who became a licensed member at least three years before the beginning of the term; or
 - (b) if the applicant is applying for a certificate of registration, a member who has held a certificate of registration for at least three years before the beginning of the term or a person who in the opinion of the Academic and Experience Requirements Committee is competent to provide and direct the approved professional experience.
- (7) An articling student shall complete the assignments and examinations that are required by the policies of the Academic and Experience Requirements Committee as approved by the Council.
- (8) An articling student shall satisfy the requirements of subsections (4) and (7) within four years of the commencement of his or her term of articles or by the end of the period as extended by the Academic and Experience Requirements Committee under subsection (8.1) The Academic and Experience Requirements Committee may extend the period of four years for up to one year if the student has taken parental leave during the initial period and applies to the Committee for an extension before the end of the initial period.



(8.2) An articling student who fails to complete the requirements within the time period required under subsection (8) may, one year after the expiry of the original term of articles, reapply for articles, at which time the Academic and Experience Requirements Committee shall determine the term and conditions of articles in accordance with its policy.

(9) All assignments and examinations shall be marked on a percentage basis and a mark of 65 per cent shall be a passing mark. R.R.O. 1990, Reg. 1026, s. 23 (9).

(10) The Academic and Experience Requirements Committee shall advise the articling student of the results of each assignment or examination submitted by the student within 45 working days after it is submitted. R.R.O. 1990, Reg. 1026, s. 23 (10); O. Reg. 105/98, s. 5 (2).

(11) Articling students who do not successfully complete the required assignments and examinations may take two additional opportunities to complete each of them.

(12) Each student's term of articles shall be monitored by a member of the Association who is a member of or an assistant to the Academic and Experience Requirements Committee. (13) The Academic and Experience Requirements Committee shall prepare and make available to all applicants, articling students and members of the Association a student handbook setting out the academic and experience requirements, including examinations and assignments that an articling student shall complete before writing the professional entrance examination. (14) An articling student who has satisfied the requirements of subsections (4) and (7) may apply in accordance with subsection 24 (2) to take the next available professional entrance examination conducted by Council.

(15) The Academic and Experience Requirements Committee may waive or vary the requirements for articles, as set out in this section, for an applicant who,

(a) is a professional surveyor in good standing in another jurisdiction or holds an equivalent professional designation in another jurisdiction; or

(b) has met the requirements of subsection (3) and has recently worked, in Ontario or elsewhere, a minimum of five years in a position that, in the opinion of the Academic and Experience Requirements Committee, provides experience that is equivalent to the experience obtained working as a professional member in Ontario.

23.1 Revoked: O. Reg. 509/99, s. 4 (2).

24. (1) At least once each year, the Council shall conduct a professional entrance examination, consisting of both a written and oral examination. R.R.O. 1990, Reg. 1026, s. 24 (1).

(2) The application by an articling student to take the professional entrance examination shall be submitted in writing to the Registrar at least one month before the day the examination is to be held and shall include proof of successful completion of any assignments, examinations and working experience required during the term of articles. R.R.O. 1990, Reg. 1026, s. 24 (2).

(3) An articling student who fails to obtain a pass standing on the professional entrance examination or on the written or oral part of it may take two additional opportunities to pass the



examination or the oral or written part of it if the student does so within three years after the day of the original examination. R.R.O. 1990, Reg. 1026, s. 24 (3).

(4) The professional entrance examination shall be marked on a percentage basis and a mark of 65 per cent shall be a passing mark. R.R.O. 1990, Reg. 1026, s. 24 (4).

(5) The Academic and Experience Requirements Committee shall advise the applicant of the results of the professional entrance examination submitted by the applicant within forty-five working days after it is submitted. R.R.O. 1990, Reg. 1026, s. 24 (5).

(6) The Registrar shall appoint from among the members of the Academic and Experience

Requirements Committee and its assistants, examiners who shall mark all assignments and examinations required under section 23 and the professional entrance examination submitted by articling students. R.R.O. 1990, Reg. 1026, s. 24 (6).

25. (1) An applicant for a licence or for a certificate of registration shall file with the Registrar an application accompanied by,

- (a) payment of the annual fee for the current calendar year, pro-rated for the period from the first day of the month in which the application is filed until the end of December in that year;
- (b) payment of any other fee, levy or costs imposed under the Act, regulations or by-laws of the Association;
- (c) Revoked: O. Reg. 218/10, s. 12 (1).
- (d) proof of professional liability insurance coverage, an application for it or an application for an exemption from it;
- (e) two letters attesting to the applicant's good character; and
- (f) proof of successful completion of the term of articles and professional entrance examination under sections 23 and 24. R.R.O. 1990, Reg. 1026, s. 25 (1); O. Reg. 218/10, s. 12 (1).

(1.1) Revoked: O. Reg. 509/99, s. 5 (2).

(2) An applicant for a certificate of authorization shall file with the Registrar an application accompanied by,

- (a) payment of the annual fee for the current calendar year, pro-rated for the period from the first day of the month in which the application is filed until the end of December in that year;
- (b) proof of liability insurance coverage for the applicant and, where the applicant is not an individual, for each professional member of the Association associated with it; and
- (c) a statement of the names of its directors and officers, the professional member or professional members responsible for personally supervising the practice of professional surveying, the addresses and telephone numbers of all offices and the professional members responsible for each office.

R.R.O. 1990, Reg. 1026, s. 25 (2); O. Reg. 76/04, s. 3; O. Reg. 218/10, s. 12 (2, 3); O. Reg. 327/12, s. 7.

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Academic and Experience Requirements Committee

Appendix 8.2

Name:	AERC Policy Motions		
Category:			
Status:		Version #: 1	
Date Approved:		AERC Motion(s)	
Date Revised:		AERC Motion	

MOTION 87-91

BE IT RESOLVED THAT any student that has not successfully completed the Professional Exam within the prescribed time period be permitted to reapply for Articles after two years have elapsed. Conditions shall be set by the Board.

MOVED: J. Nicholson

SECONDED: D. Simmonds

MOTION 92-69

BE IT RESOLVED THAT the following be adopted as AERC Policy regarding the Professional Oral Examination.

1. Examination teams shall meet prior to the commencement of exams to discuss the day's approach.
2. a) *The candidates shall be required to sign in for identification, and certify that they will not discuss the exam outside the examination room.*
b) *The candidates shall be given five minutes at the start of the exam to review the questions, and that the recommended examination period be between 45 and 60 minutes.*
3. Initial questions will be asked as written, with each student receiving one or more questions from each category.
 1. *Professionalism*
 2. *Business*
 3. *AOLS Matters*



4. Each examiner shall keep detailed notes of each student's answers.
5. Examination teams will decide on a pass or fail immediately after each exam by majority vote of examiners.
6. Examination team leaders will prepare a detailed written report on each failure and forward to the Registrar.
7. It be recommended that oral exams be limited to a maximum of five sessions per day per team.
8. The examination room shall be arranged in a "T" format with three examiners facing the student.
9. An examination team will be composed of three A.O.L.S. members in good standing, two of which shall have previous oral examiner experience. The team leader shall be a full member of the AERC.

MOTION 97-75 (Commencement of Articles) (**Rescinded**)

WHEREAS the Erindale courses in survey law and planning required by the AERC for entry into articles may not be offered in the near future and it appears they must be taught during the articling period; and,

WHEREAS the AERC is of the opinion that further experience must be gained during the articling period after completion of the law and planning courses;

BE IT RESOLVED THAT students that have a university degree and are within three term courses of meeting the AOLS requirements to articles may apply to commence articles and that the remaining required courses be completed eight (8) months prior to attempting the professional exams,

MOTION 02-63

BE IT RESOLVED THAT any articling student who has

- a) Terminated his/her articles voluntarily, or



- b) Has his/her articles cancelled for the purposes of the Academic and Experience Requirements Committee; or
 - c) Not completed his/her articles within the four year period; or
 - d) Not successfully completed the Professional Exams within the prescribed period; or
 - e) Failed either the written or oral Professional Examination 3 times
- Shall not be permitted to re-apply for articles until one year has elapsed from the date of the above and at the said time, new conditions and terms will be set by the AERC.

MOTION 03-98

WHEREAS NOTICE OF Motion 03- 38 was presented at the April 2003 meeting, and;

WHEREAS the AERC wishes to confirm the process of marking and evaluating appeals to the Professional Written and Statutes Examinations; and,

WHEREAS the Academic and Experience Requirements Committee currently reviews the written examination results in detail as set out in Motion 01-88;

BE IT RESOLVED THAT:

- a) All examination answers and the assigned marks be reviewed together by a team of two persons selected by the AERC, one of whom is a member of the AERC, and
- b) The appeal results shall be reported to the AERC for a final decision.

MOVED: P. Miller

SECONDED: W.A. Harper

CARRIED

MOTION 04-84

WHEREAS NOTICE OF MOTION 04-75 was presented at the July 2004 meeting, and;

WHEREAS the AERC wishes to confirm the process of marking and evaluating the Professional Written and Statutes Examinations;

BE IT RESOLVED THAT:

- The Statutes Examination be marked by two AERC assistants or Committee Members;
- The Professional Written Examination will be marked by one Committee Member and one AERC Assistant or a second Committee Member;
- The resulting marks shall be averaged; and



- Upon review by the Registrar, where the marks for individual questions differ by more than 20% of the value of the question and where the student's re-mark could determine whether the student passes or fails, the marked answer(s) shall be reviewed by a panel of two, at least one being an AERC member and the resulting mark shall be substituted for the average mark for that question.

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Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 05-39

DATE: April 5, 2005

MOVED: _____ SECONDED: _____

WHEREAS NOTICE OF MOTION 05-26 was presented at the January 11, 2005 meeting, and;

WHEREAS Motion 95-29 states that any individual who completed a Masters Degree related to Geomatics will be granted a six month reduction in articles based on their studies and any individual who completes a Masters degree for in-depth studies in Geomatics or for a Doctorate, may apply to the AERC for a further reduction of up to 6 months in articles based on their studies; and,

WHEREAS the length of articles was subsequently reduced from two years to eighteen months; and,

WHEREAS the AERC wishes to confirm the policy regarding the reduction in articles granted to individuals who have completed a Masters or Doctorate Degree related to Geomatics;

BE IT RESOLVED THAT an individual who has completed a Master's Degree, or a Doctorate, related to Geomatics may make application to the Academic and Experience Requirements Committee for a reduction in his or her term of articles, and the committee will consider each application on its own merits.

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MOTION 07-74

WHEREAS the Academic and Experience Requirements committee (AERC) wishes to confirm the process of evaluating appeals to the Professional Written and Statutes examinations; and,

WHEREAS an appeal of a failing grade of a written examination may be submitted to the Registrar in writing, together with the prescribed fee, within 30 days of receiving notification of failure; and,

WHEREAS the AERC currently reviews the written examination results in detail as set out in Motion 04-84;

BE IT RESOLVED THAT:

Upon appeal, the student's examination answers and assigned marks be reviewed together by a team of two persons, both being Ontario Land Surveyors, one being the Chairperson of the Academic and Experience Requirements Committee or designate. Neither of these two persons shall have been involved in the marking or evaluation process as set out in Motion 04-84.

The appeal results shall be reported to the AERC for a final decision.

The student shall be advised if the appeal was successful or denied. No marks will be distributed. The student shall receive a copy of Motion 04-84 as well as a copy of this motion.

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MOTION 10-32

WHEREAS the present articling process has not been evaluated for a long period of time; and

WHEREAS a proposal recommending possible changes to the articling process has been submitted to the Academic and Experience Requirement Committee (AERC), and there appears to be support from the AERC to further explore the topic;

BE IT RESOLVED THAT the Council of the Association of Ontario Land Surveyors authorize the review of the articling process by the Academic and Experience Requirements Committee and report back to Council.

The areas to be explored should include, but not be limited to, the following:

- 1) The Statutes Exam could be offered online, with the majority of the questions being comprised of those Statutes and regulations that directly affect our professions.
- 2) The reporting system be revised to include less structured reporting on work projects and to include more assignments that will fill the gaps in experience.
- 3) A timetable of assignments be set up to ensure the articling students follow a more logical and regimented progression. The timetable should be structured to focus on areas that will coincide with the schedule for professional exams. The timetable should assist in motivating the students to complete the process in less time and more efficiently.
- 4) A recommended list of required knowledge should be forwarded to Council and the AERC. This will allow the assignments to be structured to deliver this required knowledge.
- 5) Recommendation of what assignments could be offered online and how we can ensure plagiarism can be minimized.

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Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 12-63

DATE: January 10, 2012

MOVED: Crystal Cranch

SECONDED: Paul Benedict

WHEREAS students without adequate English language skills have difficulty passing Survey Law courses; and,

WHEREAS APEO has determined that CLB Level 8 is a reasonable minimum language level;

BE IT RESOLVED THAT the Academic and Experience Requirements Committee will recommend to all students that they achieve CBL Level 8 before entering articles or taking any Survey Law courses.

DEFEATED

CARRIED

Robert Halliday
Chairman

X

Robert Halliday
Chairman

ABSTENSION(S): _____

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Motion 12.49 MOVED: Susan MacGregor SECONDED: Russ Hogan

WHEREAS: The Executive Director of the Association of Canada Lands Surveyors (ACLS) has made it known to the AOLS that they intend to apply for an exemption under the Agreement on Internal Trade requesting an additional 3 hour exam in Hydrography (for those members who don't meet the hydrography requirements of the Canadian Board of Examiners for Professional Surveying) in addition to the existing 4 hour jurisdictional exam for those Professional Survey candidates applying for a license from another province.

AND WHEREAS: As every other province has included Hydrography in their academic curriculum, it would have the effect of the additional exam only applying to candidates from Ontario, placing Ontario members at a competitive disadvantage.

BE IT RESOLVED: The commission chair for Outreach and Professional Education (OPE) task AERC with incorporating the competencies associated with Hydrography in the core curriculum for all disciplines.

DATE: September 10, 2012 Carried: Paul Benedict



Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 13-65

DATE: April 9, 2013

MOVED: Mark Tulloch

SECONDED: Crystal Cranch

WHEREAS a course in Geology is not considered a requirement for the practice of Professional Land Surveying;

BE IT RESOLVED THAT a course in Geology be discontinued as a required academic course.

DEFEATED

R. Halliday
Chairman

CARRIED

_____X_____
R. Halliday
Chairman

ABSTENSION(S): _____

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Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 13-99

DATE: July 17-19, 2013

MOVED: Crystal Cranch

SECONDED: Nancy Grozelle

WHEREAS the present articling system includes a defined role of the monitors, quarterly reports by the students and the completion of a field note assignment; and,

WHEREAS the Academic and Experience Requirements Committee (AERC) would like to revise the current system to better utilize technology and to develop a more efficient system for the articling student,

BE IT RESOLVED THAT the present system will be revised to:

- a. Revise the role of the monitors to monitoring the progress of the students and liaising between the articling surveyor and the articling student. This role will become a function of the Team Leaders who are members of the AERC.
- b. Incorporate a new Learning Contract between the articling surveyor and the student that will ultimately make the articling surveyor responsible for ensuring that the student gains the appropriate experience, supplemented by assignments, to bring him or her to a professional level.
- c. Task the articling surveyor with tracking and reporting on the progress of the articling student, as well as giving the articling surveyor the sole responsibility of signing the Certificate of Completion.
- d. Reduce the amount of reporting and revise the format of the reporting that is to be completed by the articling students.
- e. Incorporate a list of Essential Areas of Knowledge (EAK) that will form the basis for the articling requirements, and adding non-mandatory assignments covering each EAK. Individual assignments could become mandatory at the discretion of the articling surveyor.
- f. Assign Mentors for each EAK who will be available to all articling students to offer guidance and answer any questions related to that specific EAK.



Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 13- 100

DATE: July 17-19, 2013

MOVED: Crystal Cranch

SECONDED: Nancy Grozelle

WHEREAS the Academic and Experience Requirements Committee (AERC) has agreed to move forward with establishing a new articling process; and,

WHEREAS the new system will be based upon identified Essential Areas of Knowledge (EAK) (Cadastral),

BE IT RESOLVED THAT the Academic and Experience Requirements Committee has accepted the list of EAK's (Cadastral) as attached to this motion.

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Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 13-101

DATE: July 17-19, 2013

MOVED: Crystal Cranch

SECONDED: Nancy Grozelle

WHEREAS the Academic and Experience Requirements Committee has approved the creation of a revised articling process; and,

WHEREAS the new articling process will take advantage of the present state of technology;

BE IT RESOLVED THAT the AERC approves the modification of the Learning Management System that will incorporate the following items:

- a. An online Statutes Exam.
- b. A “Question and Answer” forum for students and mentors.
- c. A repository of assignments based on the Essential Areas of Knowledge. A second repository of response guidelines will be available for those marking the assignments.
- d. A forum for tracking the progress of the articling students.
- e. Relevant reference materials and links to sites.

BE IT FURTHER RESOLVED THAT an AERC member and the Registrar will be responsible for approving the content and details of the Learning Management System.

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Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 13-102

DATE: July 17-19, 2013

MOVED: Crystal Cranch

SECONDED: Nancy Grozelle

WHEREAS the Academic and Experience Requirement Committee (AERC) has determined that a Learning Management System is essential to the successful implementation of the new articling system; and,

WHEREAS the AERC feels that an independent system is preferred, to be owned and controlled by the Association of Ontario Land Surveyors; and,

WHEREAS Diane Villemure of e-Knowledge has set up similar Learning Management Systems and comes highly recommended; and,

WHEREAS, Ms. Villemure can complete the required development within the current budget for the Pathways project;

BE IT RESOLVED THAT the AERC would like to commission e-Knowledge to add functionality to the existing AOLS Learning Management System that will complement the new articling system.

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Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 13-103

DATE: July 17-19, 2013

MOVED: Crystal Cranch

SECONDED: Nancy Grozelle

WHEREAS: Nancy Grozelle has circulated a list of primary, secondary and tertiary statutes that affect the surveying industry dated April 12, 2013 and attached to this motion; and,

WHEREAS the articling process will continue to require the successful completion of a Statutes Exam;

BE IT RESOLVED THAT the AERC accepts this list of statutes as those affecting the industry; and,

BE IT FURTHER RESOLVED that the AERC agrees that the Statutes Exam will consist of 72% of the marks being related to those statutes listed in the list of primary acts and 28% of the marks being related to the list of secondary acts.

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Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 13-104

DATE: July 17-19, 2013

MOVED: Crystal Cranch

SECONDED: Nancy Grozelle

WHEREAS the Academic and Experience Requirements Committee (AERC) has agreed to maintain a Statutes Exam in the articling process; and,

WHEREAS the AERC wishes to decrease the restrictions placed on the writing of this exam and to offer quicker results back to the student; and,

WHEREAS the Statutes Exam will be offered online and be composed of short answer questions; and,

WHEREAS the AERC wishes to retain the policy of having two independent markers for each question;

BE IT RESOLVED THAT the AERC will use members of the AERC and assistants to the AERC as markers for the Statutes Exams. The present method of comparing marks for each question to ensure not more than 25% variance in markers can require a further review of those questions if the marks may affect the overall pass/fail of the student; and,

BE IT FURTHER RESOLVED THAT two AERC Board members and the Registrar can approve the final mark; and,

BE IT FURTHER RESOLVED THAT the AERC commits to returning the exam mark to the student within ten calendar days of writing the exam; and,

BE IT FURTHER RESOLVED that a student is eligible to appeal his or her mark on a Statutes Exam, but that the appeal will not be reviewed by the AERC until the next scheduled AERC meeting unless the appeal is filed within the month prior to the next scheduled AERC meeting, in which case the appeal will be reviewed at the second next scheduled AERC meeting; and,



BE IT FURTHER RESOLVED that this Motion supercedes that portion of Motion 04-84 as it pertains to the Statutes examination



Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 13-105

DATE: July 17-19, 2013

MOVED: Crystal Cranch

SECONDED: Nancy Grozelle

WHEREAS Regulation 1026 Section 23.(6) States:

A term of articles shall be under the direction of,

- (a) if the applicant is applying for a licence, a member who became a licensed member at least three years before the beginning of the term; or*
- (b) if the applicant is applying for a certificate of registration, a member who has held a certificate of registration for at least three years before the beginning of the term or a person who in the opinion of the Academic and Experience Requirements Committee is competent to provide and direct the approved professional experience. R.R.O. 1990, Reg. 1026, s. 23 (6); and,*

WHEREAS the Academic and Experience Requirements Committee (AERC) will be making the articling surveyor more responsible for ensuring the articling student meets a professional level prior to being offered a certificate of completion; and,

WHEREAS the articling student will require a high level of supervision and mentorship from the articling surveyor;

BE IT RESOLVED THAT the AERC will petition the Discipline committee to make a determination regarding any surveyor who is in front of the Discipline Committee, about their perceived ability to article students and to determine if that surveyor should be restricted from acting as an articling surveyor. Any restrictions imposed should be written into the decision of the Discipline Committee.

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Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 13-127

DATE: September 17, 2013

MOVED: Nancy Grozelle

SECONDED: Mark Tulloch

WHEREAS the Academic and Experience Requirements Committee has determined that including a Final Experience Report as part of the articling process is redundant; and,

WHEREAS a report will be included within the EAK for Business and Ethics;

BE IT RESOLVED THAT the Final Experience Report be removed from the Revised Articling Process.

DEFEATED

Robert Halliday
Chairman

CARRIED

X

Robert Halliday
Chairman

ABSTENSION(S): _____

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Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 13-129

DATE: September 17, 2013

MOVED: Nancy Grozelle

SECONDED: Crystal Cranch

BE IT RESOLVED THAT Articling Students will be eligible to write the Statutes Exam one month after starting articles.

DEFEATED

Robert Halliday
Chairman

CARRIED

X

Robert Halliday
Chairman

ABSTENSION(S): _____

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Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 13-130

DATE: September 17, 2013

MOVED: Andy Shelp

SECONDED: Dasha Page

WHEREAS previous documents regarding the Revised Articling Process refers to Mentors; and,

WHEREAS it is considered beneficial to clarify the anticipated roles of these individual;

BE IT RESOLVED THAT the role of “Mentor” be renamed to “Subject Matter Expert” and that all previous documents referencing Mentors be edited to replace this term.

DEFEATED

Robert Halliday
Chairman

CARRIED

X

Robert Halliday
Chairman

ABSTENSION(S): _____

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Association of Ontario Land Surveyors'

Academic and Experience Requirements Committee

MOTION 13-133

DATE: November 13, 2013

MOVED: Mark Tulloch

SECONDED: Crystal Cranch

WHEREAS Regulation 1026 of the Surveyors Act, Section 23(12) states that “Each student’s term of articles shall be monitored by a member of the Association who is a member of or an assistant to the Academic and Experience Requirements Committee.”

BE IT RESOLVED THAT:

- Every articling student will be assigned a Team Lead who is a member of the Academic and Experience Requirements Committee; and
 - o The Team Lead will monitor the progress of their assigned students and report on the progress every six months at a meeting of the AERC; and
 - o The Team Lead should be available to answer any questions from the articling surveyor or the articling student regarding the articling process.
 - o If the Team Lead has any concerns about the progress of a student or the level of supervision they are receiving, he/she has the authority to speak to the student and/or the articling surveyor in an attempt to resolve any issues regarding the term of articles, and
 - o Should the Team Lead be unable to come to an agreement with the articling surveyor or the articling student, he/she may recommend to AERC that further action be taken by the AERC.
 - o Should the Team Lead feel that the articling surveyor is not fulfilling their obligation set out in the Articling Contract, the Team Lead may refer the matter to the Registrar.

DEFEATED

CARRIED

Robert Halliday
Chairman

X

Robert Halliday
Chairman

ABSTENSION(S): _____

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Association of Ontario Land Surveyors'
Academic and Experience Requirements Committee

MOTION 13-135

DATE: November 13, 2013

MOVED: Mark Tulloch

SECONDED: Crystal Cranch

BE IT RESOLVED THAT the draft Articling Contract as presented at the November 13, 2013 meeting be approved.

DEFEATED

CARRIED

_____X_____

Robert Halliday

Robert Halliday

Chairman

Chairman

ABSTENSION(S): _____

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Association of Ontario Land Surveyors'

Academic and Experience Requirements Committee

MOTION 13-136

DATE: November 13, 2013

MOVED: Mark Tulloch

SECONDED: Crystal Cranch

BE IT RESOLVED THAT the draft Schedule A to the Articling Contract as presented at the November 13, 2013 meeting be approved, subject to the approval of the EAKs.

DEFEATED

Robert Halliday

Chairman

CARRIED

_____X_____

Robert Halliday

Chairman

ABSTENSION(S): _____

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Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 13-137

DATE: November 13, 2013

MOVED: Mark Tulloch

SECONDED: Crystal Cranch

BE IT RESOLVED THAT the draft Certificate of Completion as presented at the November 13, 2013 meeting be approved.

DEFEATED

Robert Halliday

Chairman

CARRIED

_____X_____

Robert Halliday

Chairman

ABSTENSION(S): _____

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Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 14-43

DATE: January 7, 2014

MOVED: Crystal Cranch

SECONDED: Dasha Page

WHEREAS Notice of Motion 12-62 was presented at the April 10, 2012 Academic and Experience Requirements Committee meeting;

BE IT RESOLVED THAT Notice of Motion 12-62 be confirmed and Survey Law I be removed from the list of academic requirements for the branch of Geodesy;

BE IT FURTHER RESOLVED that any students evaluated in Geodesy since the April 2012 Academic and Experience Requirements Committee meeting be advised that Survey Law 1 is no longer required.

DEFEATED

CARRIED

R. Halliday
Chairman

_____X_____
R. Halliday
Chairman

ABSTENSION(S): _____



Association of Ontario Land Surveyors
Academic and Experience Requirements Committee

MOTION 14-44

DATE: January 14, 2014

MOVED: Crystal Cranch

SECONDED: Nancy Grozelle

WHEREAS the Academic and Experience Requirements Committee (AERC) recognizes that candidates for articles come with varying degrees of prior experience in the industry; and,

WHEREAS the AERC wishes to recognize that candidates applying with a significant amount of prior experience may wish to apply for a reduction in their articling time; and,

WHEREAS the AERC would like to encourage all articling students and articling surveyors to use the form to help set up their format for the articling period.

BE IT RESOLVED THAT the Essential Areas of Knowledge (EAK) Candidate Assessment Form be used for the following purposes:

1. For all students seeking to apply for a reduction in articles under Section 23(5), O. Reg. 1026, the EAK Candidate Assessment Form must accompany the application for the reduction. In such cases, the candidate may be applying only for a reduction in time based on overall experience; or they may be applying for credit for particular EAK's for which they have received credit from the articling surveyor as well as a reduction in time based upon this prior experience.
2. For any articling student and articling surveyor who wish to use it as a tool to help format the Learning Plan for the articling period or assess when any particular requirement has been credited. In such a case the EAK Candidate Assessment Form is used on a voluntary basis and just as a tool between the articling student and the articling surveyor.

BE IT FURTHER RESOLVED THAT the EAK Candidate Assessment Form may also be used as a tool by the AERC to assess candidates applying to enter articles under Section 23 (1) (c), O. Reg. 1026 of the *Surveyors Act*. The exact format of this application has not yet been approved by the AERC, but the AERC recognizes that this EAK Candidate Assessment Form could be used to assess such candidates.



BE IT FURTHER RESOLVED that unless the candidate is applying for articles based on experience rather than education or is applying for a reduction in their term of articles, completing the EAK Assessment Form is NOT mandatory. If applying for a reduction in the term of articles under Section 23(5), O. Reg. 1026 or applying for entrance into articles under Section 23(1)(c), O. Reg. 1026, completion of the EAK Assessment Form IS mandatory.

Reference Text from O.Reg 1026:

23. 1.(c) experience or knowledge or a combination thereof that, in the opinion of the Academic and Experience Requirements Committee, provides equivalent competencies to a program approved under clause (a). O. Reg. 327/12, s. 6 (1).

23. (5) Where an articling student has received working experience in professional surveying prior to the commencement of his or her term of articles that is comparable to the working experience required under subsection (4), the Academic and Experience Requirements Committee may reduce the time of the required working experience by the lesser of the period of prior experience and six months. R.R.O. 1990, Reg. 1026, s. 23 (5); O. Reg. 218/10, s. 11 (1); O. Reg. 327/12, s. 6 (4)

DEFEATED

R. Halliday
Chairman

CARRIED

_____X_____
R. Halliday
Chairman

ABSTENSION(S): _____

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Association of Ontario Land Surveyors
Academic and Experience Requirements Committee

MOTION 14-45

DATE: January 14, 2014

MOVED: Crystal Cranch

SECONDED: Nancy Grozelle

BE IT RESOLVED THAT the Academic and Experience Requirements Committee has accepted the list of EAK's (Cadastral) as identified in the document dated December 30, 2013, as revised by the committee and attached to this motion.

DEFEATED

CARRIED

Robert Halliday
Chairman

X

Robert Halliday
Chairman

ABSTENSION(S): _____

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Articling Essential Areas of Knowledge – Cadastral Master List

ESSENTIAL AREAS OF KNOWLEDGE (COMPETENCY)

- **Ethics and Professionalism**
- **Business Practices**
- **Research**
- **General Boundary Retracement**
- **Descriptions**
- **Easements**
- **Roads**
- **Water Boundaries**
- **Original Township Retracement**
- **Adverse Possession**
- **Spatial Reference**
- **Mining Act**
- **Condominium Act**
- **Planning Act**

It is expected that competency will be achieved through work experience during the term of articles. The Articling Surveyor/Supervisor and Student may supplement work experience with assignments designed by the Articling Surveyor/Supervisor or obtained from the AOLS Learning Management System (LMS).



Ethics and Professionalism

Cadastral students must understand that protection of the public interest is the overarching purpose for acting ethically in the exercise of their profession.

Outcome	Comments/Resources
By the end of the articling term the student will understand: <ul style="list-style-type: none">• the duties of a Surveyor as a Member of the AOLS• the Complaints and Discipline processes of the AOLS• the role of the Surveyor as an Expert Witness	<i>Surveyors Act</i> <ul style="list-style-type: none">- R.S.O. 1990, CHAPTER S.29- O. Reg. 216/10- R.R.O. 1990, REGULATION 1026 –- Section 35: Professional Misconduct Case Law <ul style="list-style-type: none">- Bailey v. Barbour, 2013 ONSC 7397 (CanLII)

Business Practices

Cadastral students must be able to effectively communicate with clients, surveyors and other professionals. Cadastral students must also have functional knowledge of the basics of business practices.

Outcome	Comments/Resources
By the end of the articling term the student will be familiar with: <ul style="list-style-type: none">• Professional Writing – preparation of reports, submissions, client letters, etc.• Client Contact - effective client communications• Business Finance – invoicing, accounts receivable/payable, collection practices, business and professional liability insurance• Planning Projects/Project Management – scheduling project timelines and staff• Contracts – cost estimating and job specifications• General Office Organization & Procedures – filing systems, electronic record keeping, time sheets, business forms, etc.• Business Law	<ul style="list-style-type: none">- Surveyors Act, O. Reg. 216/10 – Sections 2-6

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Research

Cadastral surveyors must have functional knowledge of the historical and modern sources of documentary and field research required to offer a competent opinion on a boundary retracement.

Outcome	Comments/Resources
<p>By the end of the articling term the student will understand the role of research in boundary retracement including :</p> <ul style="list-style-type: none"> • Land Registry Office research • Field Notes – sources and interpretation • Original Township Plans, field notes and Crown Instructions • Recognize the existence of other resources such as Library and Archives Canada, Ontario Archives, and municipal and other archives • Recognizing original monumentation evidence • Verbal (oral and written) evidence from long standing owners and the use of a formal affidavit 	<ul style="list-style-type: none"> - Land Registry Office Locations - Library and Archives Canada - Archives of Ontario - Crown Land Patent Records - Crown Surveys in Ontario Booklet - Office of the Surveyor General - Canada Lands Survey System - Cadastral Data - Canada Lands Survey System - Survey Plan Search - Ontario Municipalities - Surveyors Act, O. Reg. 216/10 – Field Survey Standards - Land Titles Act, R.S.O. 1990, CHAPTER L.5 - Registry Act, R.S.O. 1990, CHAPTER R.20 - Registry Act, O. Reg. 43/96 - CanLII - Canadian Legal Information Institute - Research Revisited - Research vs. 'Survey This Deed'

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General Boundary Retracement

Cadastral students must have functional knowledge of the methodologies, legal principles and case law impacting boundary retracements.

Outcome	Comments/Resources
<p>By the end of the articling term the student will understand and be able to apply principles of boundary retracement statute and case law including:</p> <ul style="list-style-type: none"> • Hierarchy of evidence • Priority of registration – priority of severance • Appropriate use of proportioning <p>By the end of the articling term the student will be knowledgeable about:</p> <ul style="list-style-type: none"> • Use and effect of different types of surveys and plans <p>By the end of the articling term the student will be familiar with:</p> <ul style="list-style-type: none"> • Resolution of boundary problems and conflicting surveys • Boundaries Act Decisions • Intention of the original parties <ul style="list-style-type: none"> ○ Intrinsic and extrinsic evidence 	<ul style="list-style-type: none"> - Surveyors Act, O. Reg. 216/10 — Section 8 - Information for Surveyors - First Running of the Line - How Do You Know When You Are Done? <p>Case Law</p> <ul style="list-style-type: none"> - Forrester Estate v. Muzeen Estate, 2008 ONCA 640 (CanLII) - Petek v. Powell, 2011 ONSC 443 (CanLII) - - 3209292 Nova Scotia Ltd. v. MacDuff, 2011 NSSC 363 (CanLII) - Gall v. Rogers, 1993 CanLII 5446 (ON SC) - Doyle v. Macdonald, 1999 CanLII 7228 (PE SCTD) - Nicholson v. Halliday, 2005 CanLII 259 (ON CA) - Taylor v. City Sand & Gravel Ltd., 2010 NLCA 22 (CanLII)

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Descriptions

Cadastral students must be able to interpret the various forms of legal descriptions in terms of what evidence can be used to complete boundary surveys.

Outcome	Comments/Resources
<p>By the end of the articling term the student will understand the nature and role of descriptions including:</p> <ul style="list-style-type: none"> • Types of legal descriptions • Interpretation of descriptions • Land Titles Qualifiers • Conversion into Land Titles Plus <p>By the end of the articling term the student will be able to apply principles of statute and case law regarding descriptions including:</p> <ul style="list-style-type: none"> • Conventional Lines • Misdescriptions • O. Reg. 43/96 Surveys, Plans and Descriptions of Land 	<ul style="list-style-type: none"> - Service Ontario Land Registration Bulletins, Memo's and Guides - Registry Act, O. Reg. 43/96 <p>Case Law</p> <ul style="list-style-type: none"> - Grasett v. Carter, (1884) 10 S.C.R. 105 - Lewis v. Romita, [1980] O.J. No. 2806, 13 R.P.R. 188 - Lutz v. Kawa, 1979 CanLII 1021 (AB QB) <p>Still need electronic version of:</p> <ul style="list-style-type: none"> - Bea et al. v. Robinson et al., [1977] O.J. No. 2463, 18 O.R. (2d) 12 - AOLS Interpretive Guide to Regulation 216/10 - AOLS Bulletins

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Easements

Cadastral students must understand all the nuances of easements since even the simplest of easements can create large scale liabilities.

Outcome	Comments/Resources
<p>By the end of the articling term the student will:</p> <ul style="list-style-type: none">• know what constitutes a validly created easement• be able to explain the Land Titles conversion rules for easements• be able to identify steps required to assess and correct a title as it pertains to easements• display a basic knowledge of prescriptive easements	<ul style="list-style-type: none">- Bulletin No. 90002 – Easement Statute Law- Bulletin No. 2005-02 – Easement, Release of Easements- Bulletin No. 2005-03 – Easement Certificates- EM (External Memo) 2005-03 – Easements in Gross, Dominant Tenement- Bulletin No. 2007-02 – Registry Act Amendments- Bulletin No. 2008-05 – LTCQ Procedures- Bulletin No. 2009-03 – Condominium Corporations- Registry Act, R.S.O. 1990 Chapter R.20 – Subsections 112 and 113- Land Titles Act, R.S.O. 1990 Chapter L.5 – Subsections 39 and 158-162- Planning Act- Service Ontario Land Registration Bulletins, Memo's and Guides

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Roads

Cadastral students must be able to identify where roads originate, what their extents are, who owns them and how their ownership is transferred.

Outcome	Comments/Resources
<p>By the end of the articling term the student will:</p> <ul style="list-style-type: none">• understand the process for purchasing Road Allowances• understand and be able to communicate the complexities of surveying a Road Allowance• understand road access issues• be aware of Ministry of Transportation Ontario (MTO) Plan Types and their effect• understand forced road and colonization road differences• understand the various methods of creating a public highway	<ul style="list-style-type: none">- Public Transportation and Highway Improvement Act, R.S.O. 1990, CHAPTER P.50- Municipal Act, 2001- Real Property Limitations Act, RSO 1990, c L.15- Road Access Act, R.S.O. 1990, CHAPTER R.34- Expropriations Act, R.S.O. 1990, CHAPTER E.26- Russell on Roads, 2nd Edition- Legal Survey Manual: Volume 1 - Legal Plans, November 2010- MTO Research Library- The Road Less Travelled

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Water Boundaries

Cadastral students must be able apply the legal principles set out in case law in their process of arriving at an opinion on the location of different types of natural boundaries.

Outcome	Comments/Resources
<p>By the end of the articling term the student will be able to apply principles of statute and case law regarding water boundaries including:</p> <ul style="list-style-type: none"> • Flooded Lands <ul style="list-style-type: none"> ○ Methods of retracing the limit prior to flooding • Accretion and erosion <ul style="list-style-type: none"> ○ Recognizing the signs of accretion or erosion as opposed to flooding or reliction. ○ Ownership and distribution of accreted lands • Ownership of the Bed, navigability <ul style="list-style-type: none"> ○ The Beds of Navigable Waters Act ○ Demonstrate an understanding that an OLS does not have authority to make a conclusive determination of navigability ○ Ad medium filium • The ability to research and interpret the intent of a subdivider of a plan of subdivision, including the search for sources which are beyond the traditional scope of field notes and survey data. 	<ul style="list-style-type: none"> - <i>Legal Aspects of Surveying Water Boundaries</i>, Carswell, 1996 <p>Methods of Retracing Limit Prior to Flooding</p> <ul style="list-style-type: none"> - <i>Clarke v. City of Edmonton</i>, [1930] S.C.R. 137 - <i>Volcanic Oil and Gas Co. v. Chaplin</i>, [1912] O.J. No. 3, 27 O.L.R. 34; [1912] O.J. No. 60, 27 O.L.R. 484, 10 D.L.R. 200; [1914] O.J. No. 38, 31 O.L.R. 364, 19 D.L.R. 442 - <i>Ontario (Attorney General) v. Rowntree Beach Assn.</i>, 1994 CanLII 7228 (ON SC) - <i>Talisman Energy Inc. v. Hornick</i>, 2005 CanLII 369 (ON SC) - <i>Walker et al. and Attorney-General for Ontario</i>, [1970] O.J. No. 1634; [1971] 1 O.R. 151, 14 D.L.R. (3d) 643 <p>Accretion and Erosion</p> <ul style="list-style-type: none"> - <i>Paul v. Bates</i>, [1934] B.C.J. No. 95, 48 B.C.R. 473 - <i>Andriet v. County of Strathcona No. 20</i>, 2008 ABCA 27 (CanLII) - <i>Queen's County v. Cooper</i>, [1946] S.C.R. 584 <p>Ownership of the Bed, Navigability</p> <ul style="list-style-type: none"> - <i>Beds of Navigable Waters Act</i>, R.S.O. 1990, c. B.4 - <i>Coleman v. Ontario (Attorney General)</i>, [1983] O.J. No. 275, 143 D.L.R. (3d) 608 - <i>Canoe Ontario v. Reed</i>, [1989] O.J. No. 1293, 69 O.R. (2d) 494 - <i>Casselman v. Ontario (Ministry of Natural Resources)</i>, [1994] O.J. No. 2180 - <i>Simpson v. Ontario (Natural Resources)</i>, 2011 ONSC 1168 (CanLII) <p>Interpret the Intent on Registered Plans</p> <ul style="list-style-type: none"> - <i>Ellard v. Township of Tiny</i>, 2012 ONSC 280 (CanLII) - <i>Tiny (Township) v. Battaglia</i>, 2013 ONCA 274 (CanLII) - <i>Lackner v. Hall</i>, 2012 ONSC 3951 (CanLII) - <i>Lackner v. Hall</i>, 2013 ONCA 631 (CanLII) - <i>Oro-Medonte (Township) v. Warkentin</i>, 2013 ONSC 1416 (CanLII) <p><i>1146726 Ontario Inc. v. National Trust</i>, (2004) 48 M.P.L.R. (3d) 283 (Ont. S.C.)</p>

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Original Township Retracement

Cadastral students must have functional knowledge of the statutory methods of re-establishing lost lot corners, concession corners or township corners in original township Surveys as set out in the *Surveys Act*.

Outcome	Comments/Resources
By the end of the articling term the student will understand: <ul style="list-style-type: none"> • Original Township Systems • Original Township Boundary Retracement and Methods of Survey as identified in the <i>Surveys Act</i> 	<ul style="list-style-type: none"> - Crown Surveys in Ontario Booklet - <i>Surveys Act</i> - R.S.O. 1990, CHAPTER S.30 - R.R.O. 1990, REGULATION 1029

Adverse Possession

Cadastral students must be able to differentiate adverse possession from possessory evidence used to re-establish boundaries. Since adverse possession is a title issue, they must be able to distinguish their scope of expertise from that of a lawyer.

Outcome	Comments/Resources
By the end of the articling term the student will: <ul style="list-style-type: none"> • be able to identify adverse possession versus possession as evidence of a boundary • understand that adverse possession is a title issue that requires the expertise of a lawyer By the end of the articling term the student will be able to: <ul style="list-style-type: none"> • understand principles of statute and case law regarding adverse possession. By the end of the articling term the student will be able to : <ul style="list-style-type: none"> • describe the basic methods of perfecting a claim through adverse possession. 	<ul style="list-style-type: none"> - Keefer v. Arillotta, (1977) 13 O.R. (2d) 680 - Fletcher v. Storoschuk et al., (1982) 35 O.R. (2d) 722 - Masidon Investments Ltd. v. Ham, [1984] O.J. No. 3139, 45 O.R. (2d) 563, 2 O.A.C. 147 - Hamson v. Jones, [1988] O.J. No. 1306, 65 O.R. (2d) 304, 52 D.L.R. (4th) 143 - Teis v. Ancaster (Town of), 1997 CanLII 1688 (ON CA) - Laurier Homes (27) Ltd. v. Brett, 2005 CanLII 44817 (ON SC) - 1636539 Ontario Limited v. W. Bradfield Limited, 2007 CanLII 8013 (ON SC) - Marotta v. Creative Investments Limited, 2008 CanLII 15772 (ON SC) - Real Property Limitations Act - Land Titles Conversion Qualified (LTCQ) to Land Titles Absolute Plus (LT+)

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Spatial Reference

Cadastral students must have functional knowledge of the requirements and best practices for georeferencing, datums and projections.

Outcome	Comments/Resources
<p>By the end of the articling term the student will understand and be able to apply:</p> <ul style="list-style-type: none"> Integration Requirements of Reg. 216/10 	<ul style="list-style-type: none"> - Canadian Spatial Reference System - Height Reference System Modernization - Tools and Applications - Surveyors Act, O. Reg. 216/10 — Integration requirements specified in Sections 10, 12-14, 31-35

Condominium Act

Cadastral students must be familiar with the roles and responsibilities of the surveyor in the development of a condominium under the *Condominium Act*.

Outcome	Comments/Resources
<p>By the end of the articling term the student will:</p> <ul style="list-style-type: none"> know what's required in order to support a client's decision-making to fulfill the requirements for registering a project know what basic elements are to be included in a standard condominium description understand the purpose of , and OLS contribution to, each schedule that form part of the standard condominium declaration be able to complete a Schedule document (i.e. Schedule "C") be able to describe the various roles the professionals play in the preparation and registration of a Condominium briefly describe the various kinds of Condominiums that can be registered in Ontario 	<p><i>Condominium Act, 1998</i></p> <ul style="list-style-type: none"> - S.O. 1998, c. 19 - O. Reg. 48/01 - O. Reg. 49/01 <p>Land Registration Information</p> <ul style="list-style-type: none"> - Service Ontario Land Registration Bulletins, Memo's and Guides - 2001-1 Condominium Act, 1998 - 2004-02 Conversion of Registry Non-converts to LTCQ <p>Check Lists from the Ministry of Consumer and Business Services, Title and Survey Services Office, Registration Division</p> <ul style="list-style-type: none"> - Standard Condominiums - Leasehold Condominiums - Phased Condominiums - Amalgamated Condominiums - Vacant Land Condominiums - Common Elements Condominiums



Mining Act

Cadastral students must understand the types of rights that, depending on the claims' location, can append to mining claims and the unique survey requirements used to establish mining claims on the ground.

Outcome	Comments/Resources
<p>By the end of the articling term the student will:</p> <ul style="list-style-type: none"> • understand Staked Mining Claims, Mining Tenure and Mining and Perimeter Surveys • know how to determine: <ul style="list-style-type: none"> ○ where a claim is located and who the claim holder is ○ when the claim was staked and recorded ○ if there are any encumbrances 	<ul style="list-style-type: none"> - Service Ontario Land Registration Bulletins, Memo's and Guides - Beds of Navigable Waters Act - The Conveyancing and Law of Property Act - Land Titles Act, R.S.O. 1990, CHAPTER L.5 - Registry Act, R.S.O. 1990, CHAPTER R.20 - Registry Act, O. Reg. 43/96 - Surveys Act, R.S.O. 1990, CHAPTER S.30 - Public Lands Act, R.S.O. 1990, CHAPTER P.43 - Crown Land Management Policies - CLAIMaps <p><i>Mining Act</i></p> <ul style="list-style-type: none"> - R.S.O. 1990, CHAPTER M.14 - O. Reg. 43/11 - O. Reg. 263/02 - R.R.O. 1990, Reg. 768 <p>Ministry of Northern Development and Mines: Guides</p> <ul style="list-style-type: none"> - Georeferencing Standards for Unpatented Mining Claims - Claim Staking FAQ - Converting a Mining Claim Into A Lease

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Planning Act

Cadastral students must consider land use planning in light of the intended purpose(s) of the *Planning Act*, the provincial interests documented in the Provincial Policy Statement, as well as the restrictions imposed by the municipality's Official Plan and zoning by-laws.

Outcome	Comments/Resources
<p>By the end of the articling term the student will:</p> <ul style="list-style-type: none">• know the role in land development of the general intent of the Planning Act and other statements, plans and zoning by-law policies• understand the approval processes for the division of land under the Planning Act	<ul style="list-style-type: none">- <i>Planning Act</i>- <i>Provincial Policy Statement</i>, 2005- <i>Municipal Act</i>, 2001

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Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 14- 46

DATE: January 14, 2014

MOVED: Crystal Cranch

SECONDED: Grant Bennett

WHEREAS the AERC needs to be able to track the progress of each articling student; and,

WHEREAS the Learning Management System (LMS) will be set up to allow the articling surveyor access to the tracking portion of the LMS; and

BE IT RESOLVED THAT the articling surveyor is responsible for updating the tracking on the LMS as follows:

1. As the articling student is credited with fulfilling the requirements for each individual Essential Area of Knowledge (EAK), the articling surveyor will revise the status on the LMS to indicate that the student has fulfilled that EAK. This will be done with a simple YES/NO toggle on the LMS.
2. Within the last two weeks of June and December every year, the articling surveyor will update the tracking on the LMS to reflect the number of days of experience his/her student has been credited for within the previous six month period. It will be the student's responsibility to keep track of these days, however the articling surveyor will be responsible for approving the numbers and updating the LMS.

BE IT FURTHER RESOLVED that no other form of reporting by the articling surveyor will be required by the AERC unless the Monitor deems it necessary on a case by case basis.

DEFEATED

CARRIED

Robert Halliday
Chairman

_____X_____
Robert Halliday
Chairman

ABSTENSION(S): _____

Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 14-48

DATE: February 25, 2014

MOVED: Crystal Cranch

SECONDED: Grant Bennett

BE IT RESOLVED THAT the Academic and Experience Requirements Committee approves the attached Application for Reduction in Term of Articles form, to be submitted together with the Candidate Assessment Form.

DEFEATED

Robert Halliday
Chairman

CARRIED

X
Robert Halliday
Chairman

ABSTENSION(S): _____

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SUMMARY OF INFORMATION FOR APPLICATION FOR REDUCTION IN TERM OF ARTICLES

Name: _____ Date of Application: _____

Firm: _____ Articling Surveyor: _____

Commencement Date of Articles: _____ Monitor: _____

YOUR EXPERIENCE

Please complete the following summary table, listing your experience gained prior to your proposed articles:

Type of Experience	Months Of Experience			Details Place(s) of Employment, Level of Responsibility, Supervisor, Date(s)
	Mgt/ Admin	Field	Total	
Cadastral				
Engineering				
Construction				
Geodetic				
GIS				
Post Graduate Studies				
Other (specify)				
1.				
2.				
Totals				

continued on Page 2

APPLICATION FOR REDUCTION IN TERM OF ARTICLES

Student: _____ Date of Application: _____

Firm: _____ Articling Surveyor: _____

Commencement Date of Articles: _____ Monitor: _____

REDUCTION REQUESTED (Student to complete COLUMN 2 ONLY)

	(1) Required (Days)	(2) Requested Reduction (Days)	(3) AERC Mbr's Proposed Reduction	(4) AERC's Approved Reduction
1. Practical Cadastral Experience				
a) Party Chief	≥150			
b) Non-Party Chief	75			
TOTAL OF 1a) and b)	≥225			
2. Management and Administration of Professional Surveying	≥113			

Application Prepared By:

Reduction application reviewed by:

Student

AERC Member

Signature

Signature

Confirmed by:

Acknowledged by:

*Supervising Professional for Experience

Articling Surveyor

Signature

Signature

* This confirmation is required from the Professional who supervised the experience set out in this application, if different from the Articling Surveyor.



Association of Ontario Land Surveyors
Academic and Experience Requirements Committee

MOTION 14-49

DATE: February 25, 2014

MOVED: Crystal Cranch

SECONDED: Grant Bennett

WHEREAS: The Statutes exam is changing to an online format and clarification is required on some aspects of the exam; and,

WHEREAS: The AERC expects that students will prepare for the exam by studying the Statutes set out in Motion 13-103 and being knowledgeable about the application of the Statutes to the work of the profession; and,

WHEREAS: The purpose of the Statutes exam is to test that students have a basic familiarity with the content of the Statutes;

BE IT RESOLVED THAT:

Motion 13-128 approving a Closed book exam be rescinded; and.

The Statutes Exam be formatted as follows:

Open book – students can use the internet, books, papers, prepared notes etc. to answer the on-line exam questions.

The exam writing will be invigilated (using a policy to be approved)

The exam will be set to last a specific amount of time (3 hours)

**NOTE: THE OPEN BOOK PORTION OF THIS MOTION WAS RESCINDED BY
MOTION 14-136**

DEFEATED

CARRIED

_____X_____

Robert Halliday

Robert Halliday

Chairman

Chairman

ABSTENSION(S): _____



Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 14-68

DATE: April 8, 2014

MOVED: Kirsten Greenfield

SECONDED: Andrew Shelp

WHEREAS the process and timeline for approving applications to article has changed; and,

WHEREAS changes to the “Articling Workshop” and the submission of articling applications are necessary in order to accommodate these changes;

BE IT RESOLVED THAT:

1. The articling workshop will be offered twice yearly, in early May and early November.
2. The workshop will be open to all prospective articling students and surveyors.
3. The purpose of the workshop will be to explain the articling process, the required documentation and the Learning Management System.
4. The workshop will be offered in both a face to face format and if necessary by remote live on-line access using appropriate software, such as Go To Meeting or Skype.
5. The submission date for applications to article will be during the first week of June or the first week of December to allow time for review prior to the July and January meetings.
6. The articling workshop is mandatory for those articling surveyors who have not previously articulated someone under the current system.

DEFEATED

CARRIED

_____X_____

Robert Halliday

Robert Halliday

Chairman

Chairman

ABSTENSION(S): _____



Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 14-69

DATE: April 8, 2014

MOVED: Kirsten Greenfield

SECONDED: Andrew Shelp

BE IT RESOLVED THAT the Academic and Experience Requirements Committee approves the attached Invigilator Declaration and Instructions and the Instructions Regarding the Writing of the AOLS On-line Statutes Examination.

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DEFEATED

CARRIED

_____X_____

Robert Halliday

Robert Halliday

Chairman

Chairman

ABSTENSION(S): _____



Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 14-70

DATE: April 8, 2014

MOVED: Andrew Shelp

SECONDED: Kirsten Greenfield

BE IT RESOLVED THAT the current Academic and Experience Requirements Committee policy requiring that articling students complete all academic requirements at least six months prior to attempting their Professional examination is hereby rescinded; and,

BE IT FURTHER RESOLVED THAT all academic requirements must be completed prior to attempting the professional examination.

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DEFEATED

CARRIED

_____X_____

Robert Halliday

Robert Halliday

Chairman

Chairman

ABSTENSION(S): _____



Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 14-71

DATE: April 8, 2014

MOVED: Andrew Shelp

SECONDED: Kirsten Greenfield

BE IT RESOLVED THAT the Academic and Experience Requirements Committee approves the LMS roles as set out in the attached document by Diane Villemure dated April 1, 2014.

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DEFEATED

CARRIED

_____X_____

Robert Halliday

Robert Halliday

Chairman

Chairman

ABSTENSION(S): _____



Following is a listing of the AOLS Articling LMS “roles” as set out by Diane Villemure for AERC review and approval 2014 April 8. When a person is enrolled on the LMS their r

AOLS STAFF:

- can access everything in every area of the LMS
- enrolls all participants of the process
- AERC, STUDENT and SURVEYOR roles are enrolled from the Administration area into ALL EAKs
- connects the Surveyor to their student(s) in the Administration area
- SME and REVIEWER roles are enrolled in the relevant EAK
- adds the additional role of REPORTER to the SURVEYOR role in the "Overview" area to enable surveyors to report progress in terms of days and EAK completion status
- creates a group of the Surveyor and their student(s) in the "Overview" area so the REPORTER will only see their own student(s)
- has grading privilege
- controls student access to the statutes exam in the "Overview" area
- is the only role that can add or edit resources to the LMS

AERC

- can view all areas of the LMS except for the Administration one
- can view all resources (even hidden ones) and participants
- cannot submit assignments
- can only preview quizzes
- cannot grade but can view everyone's grades and export them

ARTICLING SURVEYOR

- can access all the EAKs
- can view activity reports, grades, and forum posts of THEIR student(s)
- cannot view hidden resources or participants
- cannot submit or grade assignments
- cannot submit quizzes but can preview them
- can post to "Ask a Question of the Subject Matter Expert" forum and submit "Suggestions / Feedback"

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REPORTER

- this role is added to the SURVEYOR role in the Overview area so that the Surveyor can report days and EAK completion of THEIR articling student(s)
- cannot view hidden resources or other participants

SUBJECT MATTER EXPERT

- can access only to their EAK area
- can view hidden resources
- can grade assignments
- can send and receive forum posts and messages

REVIEWER

- can access only to their EAK area
- can view hidden resources
- cannot submit or grade assignments
- cannot submit quizzes but can preview them
- cannot post to forums or submit "Suggestions / Feedback"
- cannot view grades or participants

STUDENT

- can access all the EAKs
- can submit assignments
- can submit quizzes
- can post to "Ask a Question" forum and submit "Suggestions / Feedback"

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Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 14-73

DATE: April 8, 2014

MOVED: Andrew Shelp

SECONDED: Kirsten Greenfield

BE IT RESOLVED THAT the attached document regarding the roles and functions of the Subject Matter Experts is approved; and,

BE IT FURTHER RESOLVED THAT this document (to be updated regarding liability insurance) be posted in the Articling section of the AOLS website and included as an addendum in the Articling Student Handbook;

DEFEATED

CARRIED

_____X_____

N. Grozelle

N. Grozelle

Chair

Chair

ABSTENSION(S): _____



Subject Matter Experts

The AERC has identified 14 Essential Areas of Knowledge (EAK) where practical experience should be gained during the articling period. It is critical that the student be exposed to these EAKs and gain a level of proficiency in each, prior to being approved to write the professional exams. It is incumbent on the articling surveyor to ensure the level of proficiency attained in each EAK, and they must “sign off” that the student has a solid understanding prior to the final exams. In areas where the articling firm (or surveyor) cannot provide the experience, the student can turn to the Learning Management System (LMS) and Subject Matter Experts (SMEs) to provide guidance and experience.

Essential Area of Knowledge (EAKs)

The EAKs are hosted on AOLS’ Learning Management System (LMS) website (learning.aols.org). Each EAK contains reference material, assignments and a platform for communication between the Subject Matter Expert and students. The assignment is intended to provide practical, real world experience for the student. Refer to the Essential Areas of Knowledge Master List for a complete description of each EAK. (<http://new2011.aols.org/join/articling>)

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Subject Matter Experts

Subject Matter Experts (SME) are self-declared experts in one or more of the EAK's. The SME are volunteers, and have agreed to be a resource for Articling Students where specific knowledge is not being obtained through the regular course of work experience. The Subject Matter Experts all have unique skill sets and knowledge that will prove valuable to students during their training period. Ideally each EAK will have more than one subject matter expert. It is assumed and encouraged that the experts will collaborate to ensure there is a consistent course of action, and thought process. In addition, all will be responsible for providing subject matter (in print, or links) that will give a clear understanding of the topic, and be able to field questions, etc. the student may have about the subject.

The AERC encourages you to contact the Subject Matter Experts and liaise with them during the articling process.

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AERC Guidelines/Policy on Subject Matter Experts

Subject Matter Expert Selection

The SME must submit to the AERC a letter of intent along with an information form and two references from their peers recognizing them as an expert in a particular EAK. The applications need not be Ontario Land Surveyors. Each applicant will be reviewed and discussed by the AERC prior to submission to council for approval as an associate member of the AERC.

Subject Matter Expert Time Commitment

Once up and running, the time commitment for each of the EAKs will vary with the number of students and the areas of work the individual firm does... For example, if the firm is in a rural area they may never do condos...conversely a downtown Toronto firm will likely never do a mining claim...a government surveyor may not get the business experience, etc. It also is dependent on the number of students...so time expectations are a little organic, and hard to predict. Each SME will serve a term of no longer than 5 years, at which point the AERC will petition for replacements.

Annual Update of Assignments and Resource Material

The AERC, with support from SME's, will undertake an annual update of assignments and resources material taking in to account feedback from articling students and surveyors, changing laws and practices. AERC members will be responsible for the annual review of specific EAK's and to present results and recommendations annually to the September meeting of the AERC. (Motion 14-76, April 8, 2014)

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Subject Matter Expert Liability

Although self-proclaimed experts approved by the AERC to provide guidance and assistance to Articling Students, the SME will have no direct liability for the answers provided in consult with the student. The AERC and the AOLS indemnify the SME from liability for answers given in response to student queries.

Queries of the SME

Each EAK has an “Ask a Question” forum where students can post questions to the SME. Questions and answers posted in this forum are viewable by everyone. If the student deems the question to be private, he has the option to send a private email message to the SME. Furthermore, students can anonymously submit suggestions or comments via the “Suggestions / Feedback” module.

Learning Management System (LMS)

The AERC has been working with “e-Knowledge” to provide a LMS to host the reference material, the assignments, and provide a platform for dialogue between the expert and the student. e-Knowledge are experts in both the technology of the LMS and in developing learning material. Contact info: diane@e-knowledge.ca

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Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 14-74

DATE: April 8, 2014

MOVED: Andrew Shelp

SECONDED: Kirsten Greenfield

BE IT RESOLVED THAT the following people are approved as Subject Matter Experts and Assistants to the AERC for the Essential Areas of Knowledge as noted:

EAK	SME(S)
Adverse Possession	Crystal Cranch
Business Practices	Dan Vollebekk
Condominium Act	Ian Watson
Descriptions	Ron Mak
Easements	Denis Blais
Ethics and professionalism	Mike Tulloch
Mining Act	Roger Grose
Planning Act	Rick Miller
Research	Ron Stewart
General Boundary Retracement	Ron Mak, John Stanton
Roads	Michael Matthews, Ange Jeffray, Nigel Day
Spatial Reference	Stephen Perkins
Original Township Retracement	John Goltz
Water/ Boundaries	Ron Stewart, Michael Marlatt

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Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 14-76

DATE: April 8, 2014

MOVED: Andrew Shelp

SECONDED: Kirsten Greenfield

BE IT RESOLVED THAT the following protocol be adopted for the revising and updating of the EAK assignments:

The AERC, with support from SME's, will undertake an annual update of assignments and resources material taking in to account feedback from articling students and surveyors, changing laws and practices. AERC members will be responsible for the annual review of specific EAK's and to present results and recommendations annually to the September meeting of the AERC.

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Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 14-136

DATE: July 16, 2014

MOVED: Al Buckle

SECONDED: Mark Tulloch

WHEREAS the AERC has reconsidered the format of the Statutes examination as set out in Motion 14-49;

BE IT RESOLVED THAT the Statutes examination will be on-line and closed book; and,

BE IT FURTHER RESOLVED THAT the students will be provided with all of the possible questions that may appear on the exam as well as typical sample responses for questions that will not be on the exam; and

BE IT FURTHER RESOLVED THAT that part of Motion 14-49 referring to an open book exam is hereby rescinded.

[\(Go to Main Index\)](#)



Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 15-36

DATE: January 13, 2015

MOVED: Peter Lamb

SECONDED: Al Buckle

BE IT RESOLVED THAT Municipal Planning and Surveying is not a requirement for Geodetic applicants.

[\(Go to Main Index\)](#)



Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 15-114

DATE: July 8, 2015

MOVED: Peter Lamb SECONDED: Kevin Smith

BE IT RESOLVED THAT the requirement to complete all academic courses 6 months prior to sitting the professional exams be replaced with a stipulation that proof of completion of all courses must be submitted prior to writing the professional exam.

DEFEATED

N. Grozelle
Chair

CARRIED

_____x_____
N. Grozelle
Chair

ABSTENSION(S):

[\(Go to Main Index\)](#)



Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 15-116

DATE: July 9, 2015

MOVED: Peter Lamb

SECONDED: Kevin Smith

BE IT RESOLVED THAT the GIM academic requirements as presented to the Academic and Experience Requirements Committee be approved as attached.

DEFEATED

N. Grozelle
Chair

CARRIED

_____x_____
N. Grozelle
Chair

ABSTENSION(S):

[\(Go to Main Index\)](#)



Association of Ontario Land Surveyors
Academic and Experience Requirements Committee

MOTION 15-154

DATE: October 20, 2015

MOVED: Grant Bennett

SECONDED: Kevin Smith

BE IT RESOLVED THAT the following courses be removed from the academic requirements for the Geodetic branch:

- Survey Law 1
- Hydrography
- Municipal Planning & Surveying

BE IT FURTHER RESOLVED THAT students who were evaluated in the Geodetic branch after October 20, 2012 be advised that these subjects are no longer required.



Association of Ontario Land Surveyors
Academic and Experience Requirements Committee

MOTION 17-47

DATE: January 24, 2017

MOVED: Jason Wilband

SECONDED: Andy Shelp

BE IT RESOLVED THAT applicants for academic evaluations who have graduated from the Geomatics programs at the University of New Brunswick or the University of Calgary be required to complete the course Municipal Planning and the Role of the Surveyor, available from Dr. Mike Chapman, or a course equivalent in content, to be approved in advance by the Registrar.

[\(Go to Main Index\)](#)



Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 17-199

DATE: October 17, 2017

MOVED: Jason Wilband

SECONDED: Andy Shelp

BE IT RESOLVED THAT current and former Academic and Experience Requirements Committee members who have experience on an oral examination panel are permitted to chair a panel.



Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 19-48

DATE: January 16, 2019

MOVED: Grant Bennett

SECONDED: Kevin Smith

BE IT RESOLVED THAT the following courses be added to the academic requirements for the Photogrammetric branch:

- Hydrography
- Survey Law 1

BE IT FURTHER RESOLVED THAT students who were evaluated in the Photogrammetric branch after January 16, 2019 be advised that these subjects are now required.



Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 19-49

DATE: January 16, 2019

MOVED: Grant Bennett

SECONDED: Kevin Smith

BE IT RESOLVED THAT the following courses be added to the academic requirements for the Geodetic branch:

- Hydrography
- Survey Law 1

BE IT FURTHER RESOLVED THAT students who were evaluated in the Geodetic branch after January 16, 2019 be advised that these subjects are now required.



Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 19-86

DATE: April 9, 2019

MOVED: Brian Campbell

SECONDED: Jason Wilband

BE IT RESOLVED THAT the following Lassonde School of Engineering courses be updated to the academic requirements for the Cadastral, Geodetic, Photogrammetry and Hydrography branches:

Fundamentals of Surveying

LE/ESSE 2620 Fundamentals of Surveying

LE/ESSE 3640 Geodetic Surveys

Least Squares Estimation and Data Analysis

LE/ESSE 2640 Adjustment Calculus

SC/MATH 2930 Introduction to Probability and Statistics

LE/ESSE 3630 Analysis of Overdetermined Systems

Geodesy

LE/ESSE 3670 Global Navigation Satellite Systems

LE/ESSE 4620 Physical and Space Geodesy

BE IT RESOLVED THAT students who were evaluated in the Cadastral, Geodetic, Photogrammetry and Hydrography branches after April 8, 2019 be advised that these subjects are now required.

***NOTE – LE/ESSE 2640 Adjustment Calculus is now called Measurements and Least Squares Estimation**



Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 19-130

DATE: July 18, 2019

MOVED: Peter Raikes

SECONDED: Ange Jeffray

WHEREAS Motion 04-84, dated September 28, 2004, confirms the process of marking and evaluating the Professional Written and Statutes Examinations; and

AND WHEREAS the AERC wishes to revise the process of marking and evaluating the Professional Written and Statutes Examinations;

BE IT RESOLVED THAT:

- Motion 04-84 is hereby rescinded and replaced by this Motion; and,
- The Statutes Examination be marked by two AERC assistants or Committee Members; and,
- The Professional Examination will be marked by one Committee Member and one AERC assistant or a second Committee Member; and,
- The resulting marks shall be averaged; and,
- Upon review by the Registrar, where the marks for individual questions differ by more than 25% of the value of the question, and where the student's re-mark could determine whether the student passes or fails, the marked answer(s) shall be reviewed by a panel of two, at least one being an AERC member and the resulting mark shall be substituted for the average mark for that question.



Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 19-131

DATE: July 18, 2019

MOVED: Peter Raikes

SECONDED: Ange Jeffray

WHEREAS the AERC wishes to confirm the minimum qualification requirements for its academic evaluators;

BE IT RESOLVED THAT the qualifications of academic evaluators acting as consultants for the AERC are as follows:

- Active or inactive University professors;
- Knowledgeable of the academic requirements of all branches of Professional Land Surveying listed under the *Surveyors Act*;
- Knowledgeable in the field of Geomatics and Land Surveying



Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 19-162

DATE: October 22, 2019

MOVED: Kevin Smith

SECONDED: Jason Wilband

WHEREAS the AERC wishes to implement a training regime for identifying and managing various forms of bias and conflicts of interest;

BE IT RESOLVED THAT the members of the AERC will be required to attend a seminar on bias and conflicts of interest every five years;

BE IT FURTHER RESOLVED THAT a discussion on managing conflicts of interest and bias will be incorporated into the agenda for every AERC meeting to commence from January of 2020 onwards.



Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 19-163

DATE: October 22, 2019

MOVED: Kevin Smith

SECONDED: Jason Wilband

WHEREAS the AERC wishes to confirm the appropriate process of distributing the results for professional oral exam reports to students;

BE IT RESOLVED THAT if the student is unsuccessful in their attempt at the professional oral exam, that the Registrar deliver to them a copy of the oral exam panel's failure report;

BE IT FURTHER RESOLVED THAT if the student is successful in their attempt at the professional oral exam, the student will not receive a copy of any report pertaining to the oral portion of the professional exam.



Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 19-164

DATE: October 22, 2019

MOVED: Kevin Smith

SECONDED: Jason Wilband

WHEREAS the AERC wishes to amend Policy 3.1.1 to include the process for articling applications received from students who have previously articulated and were cancelled for the purposes of the AERC;

BE IT RESOLVED THAT any student whose articles have been accepted by the AERC, after the student's articles were cancelled for the purposes of the AERC, be considered as having completed all time, EAKs and exams the student has completed prior to the student's cancellation, unless otherwise determined by the AERC.



Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 19-165

DATE: October 22, 2019

MOVED: Kevin Smith

SECONDED: Jason Wilband

WHEREAS the AERC wishes to amend Policy 3.1.1 of the AERC Policy Manual to require that new articling students and articling surveyors who have not attended the articling information session at least five years preceding their undertaking of a newly confirmed articling agreement;

BE IT RESOLVED THAT Policy 3.1.1 be amended to require that new articling students and articling surveyors who have not attended the articling information session at least five years preceding their undertaking of a newly confirmed articling agreement, be required to attend the information articling session in person; and

BE IT FURTHER RESOLVED THAT the Registrar may exempt any articling student or surveyor from attending at his or her discretion;



Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 19-166

DATE: October 22, 2019

MOVED: Kevin Smith

SECONDED: Jason Wilband

WHEREAS the AERC wishes to keep an up-to-date policy manual with respect to its process and procedures;

BE IT RESOLVED THAT the policy manual for AERC will be reviewed by the Committee at least one meeting per year, and if any amendments are made to the policy manual, that there be a new version with a new version number created accordingly.



Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 20-39

DATE: January 15, 2020

MOVED:

SECONDED:

WHEREAS Motion 19-130, dated July 18, 2019, confirms the process of marking and evaluating the Professional Written and Statutes Examinations; and

AND WHEREAS the AERC wishes to revise the process of marking and evaluating the Professional Written and Statutes Examinations;

BE IT RESOLVED THAT Upon review by the Registrar, where the total marks for the statutes exam, professional written exam or plan check exam differ by more than 25% between the two initial graders, and where the student's re-mark could determine whether the student passes or fails, the exam shall be reviewed by a panel of two, at least one being an AERC member and the resulting mark shall constitute the final grade of that exam, and;

BE IT FURTHER RESOLVED THAT this Motion be added to Policy 5.4 of the AERC Policy Manual.



Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 21-33

DATE: January 14, 2021

MOVED: Brian Campbell

SECONDED: Grant Bennett

WHEREAS the Academic and Experience Requirements Committee (AERC) wishes to confirm the process of evaluating appeals to the Professional Plan Check Examination; and,

WHEREAS an appeal of a failing grade of a Plan Check examination may be submitted to the Registrar in writing, together with the prescribed fee, within 30 days of receiving notification of failure; and,

WHEREAS the AERC currently reviews the plan check examination results in detail as set out in Motions 19-130 and 20-32;

BE IT RESOLVED THAT upon appeal, the student's examination answers and assigned marks be reviewed together by a team of two persons, both being Ontario Land Surveyors, one being the Chairperson of the Academic and Experience Requirements Committee or qualified designate. Neither of these two persons shall have been involved in the marking or evaluation process as set out in Motions 19-130 and 20-32.

The appeal results shall be reported to the AERC for a final decision.

The student shall be advised if the appeal was successful or denied. No marks will be distributed.



Association of Ontario Land Surveyors
Academic and Experience Requirements Committee

MOTION 21-126

DATE: July 8, 2021

MOVED: Grant Bennett

SECONDED: Mel Truchon

WHEREAS the Academic and Experience Requirements Committee (AERC) wishes to confirm the process of evaluating appeals to the Professional Oral Examination;,

BE IT RESOLVED THAT, commencing November 2021, one appeal of a failing grade of an oral examination may be submitted to the Registrar in writing, together with the prescribed fee within 30 days of receiving notification of failure; and,

BE IT FURTHER RESOLVED THAT upon appeal, a recording of the student's examination session be reviewed together by a team of three persons, all being Ontario Land Surveyors, one being the Chairperson of the Academic and Experience Requirements Committee or designate. None of these three persons shall have been involved in the oral exam being appealed;

The appeal results shall be reported to, and reviewed by, the AERC. The AERC's decision is final.

The student shall be advised if the appeal was successful or denied with reasons.

DEFEATED

CARRIED

Al Buckle
Chair

_____ X
Al Buckle
Chair

ABSTENSION(S):



Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 21-128

DATE: July 8, 2021

MOVED: Grant Bennett

SECONDED: Mel Truchon

BE IT RESOLVED THAT the Academic and Experience Requirements Committee recommends the fee guideline as presented at the July 8, 2021, Academic and Experience Requirements Committee meeting be considered by Council and adopted to cover the AERC Schedule of Fees.

Academic Evaluation	\$339.00	(300 + HST)
Additional Evaluation if done at the same time	\$169.50	(150 + HST)
Academic Evaluation Appeal	\$141.25	(125 + HST)
Application to Article	\$141.25	(125 + HST)
Application for Reduction in Articles	\$141.25	(125 + HST)
Assignment (Transfer) of Articles	\$141.25	(125 + HST)
Articling Fee (Annual)	\$141.25	(125 + HST)
Associate Membership Fee (Annual)	\$271.20	(240 + HST)
Statutes Examination	\$197.75	(175 + HST)
Lecture Course (3 days)	\$339.00	(300 + HST)

Professional Examinations:



• Oral	\$197.75	(175 + HST)
• Written	\$197.75	(175 + HST)
• Plan Check	\$197.75	(175 + HST)
Appeals of Statutes, Written Professional or Plan Check Examination Results	\$141.25	(125 + HST)
Appeals of Oral Examination Results	\$395.50	(350 + HST)
Copy of Student's Examination Responses <i>(Note: provided only if attempt was unsuccessful)</i>	\$28.25	(25 + HST)
AIT Exam	\$197.75	(175 + HST)

DEFEATED

Al Buckle
Chair

CARRIED

_____ X _____
Al Buckle
Chair

ABSTENSION(S):



Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 21-178

DATE: October 12, 2021

MOVED: Jason Wilband

SECONDED: Shawn Hodgson

WHEREAS the AERC wishes to develop a detailed description and policy to describe the Good Character requirement for applicants who wish to enter the profession;

BE IT RESOLVED THAT the AERC may consider, but is not limited to, and require that the applicant provide information and/or supporting documentation regarding the following factors:

Whether the applicant

- a. has been found guilty of, or convicted of, any criminal offence under the *Criminal Code of Canada*;
- b. is the subject of criminal proceedings;
- c. has a judgment against them in an action involving fraud;
- d. has contravened a Court Order requiring the applicant to do or abstain from doing any act;
- e. has been suspended, disqualified or otherwise disciplined as a member of any professional organization;
- f. has been disciplined due to an act of misconduct while attending a post-secondary institution;
- g. has any outstanding Civil judgements against them;
- h. has been disciplined by an employer or been a respondent to any proceedings in relation to a violation of any human rights legislation.



Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 22-37

DATE: January 18, 2022

MOVED: Jason Wilband

SECONDED: Grant Bennett

WHEREAS the AERC wishes to confirm the requirements for commencing articles;

BE IT RESOLVED THAT an articling application shall not be considered if the applicant is not within three courses of completing their academic requirements.

BE IT FURTHER RESOLVED THAT Motion 97-75 is rescinded.



Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 22-38

DATE: January 18, 2022

MOVED: Jason Wilband

SECONDED: Grant Bennett

WHEREAS the Academic and Experience Requirements Committee (AERC) wishes to confirm the process of grading the Professional Oral Examination;

BE IT RESOLVED THAT all members of an oral panel will submit an agreed upon scoring sheet included in the Panelists' Manual. The marking sheet shall indicate the examinee's total score out of one hundred points and will indicate individual categories assessed for each of the three questions delivered to the examinee.

BE IT FURTHER RESOLVED THAT the total grade of a successful oral examinee's exam be provided to the examinee and the grade for each individual question be provided to unsuccessful oral examinees.



Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 22-39

DATE: January 18, 2022

MOVED: Jason Wilband

SECONDED: Grant Bennett

WHEREAS the AERC wishes to confirm the process of completing courses required under an academic evaluation;

BE IT RESOLVED THAT evaluated students are required to complete all courses required by the AERC irrespective of the order the candidate completes their academic requirements, unless provided an exemption by the AERC or Registrar.



Association of Ontario Land Surveyors

Academic and Experience Requirements Committee

MOTION 22-40

DATE: January 18, 2022

MOVED: Jason Wilband

SECONDED: Grant Bennett

WHEREAS the AERC wishes to confirm the process to prepare the cadastral professional written, oral and plan check examinations;

BE IT RESOLVED THAT the cadastral professional written exam will consist of nine questions totaling eighty-five to one-hundred marks and consisting of nine separate Essential Areas of Knowledge (EAK) which must include questions of General Boundary Retracement, Research, Descriptions, Easements, Roads and the Planning Act.

BE IT FURTHER RESOLVED THAT the cadastral professional oral exam will consist of three questions totaling thirty marks each and ten marks for overall delivery, and will consist of questions related to Essential Areas of Knowledge including business practices, ethics and professionalism, and AOLS operations.

BE IT FURTHER RESOLVED THAT the cadastral professional plan check exam will consist of a plan of survey and survey report which will total 65 and 35 marks respectively. The exam will consist of identifying errors and omissions present on the plan and a related survey report.



Academic and Experience Requirements Committee Appendix 8.2.1

Name:	AERC Policy Manual		
Category:	Policy		
Status:		Version #: 1	
Date Approved:	October 22, 2019	AERC Motion(s)	19-166
Date Revised:		AERC Motion	

AERC POLICY MANUAL

Background

The AERC wishes to implement a procedure for keeping an up-to-date policy manual.

Policy

The policy manual for AERC will be reviewed by the Committee at least one meeting per year, and if any amendments are made to the policy manual, that there be a new version with a new version number created accordingly.



Academic and Experience Requirements Committee Appendix 8.3

Name:	Articling Student Handbook (Cadastral)		
Category:	Handbook		
Status:		Version #: 1	
Date Approved:		AERC Motion(s)	
Date Revised:		AERC Motion	

ARTICLING STUDENT HANDBOOK (Cadastral Only)

SECTION A - GENERAL

A:1 BACKGROUND

For over one hundred years, the Association of Ontario Land Surveyors (Association) has been responsible for the examination, commissioning, and registration of cadastral surveyors in this Province. Over this considerable time, the growth of the Province and the changing technology have required changes in the academic and professional skills of those who practice the profession.

In order to keep pace with these changes, the Association has over the years amended or changed the entrance requirements to the profession in order to ensure that the public of Ontario receives the quality of service necessary to ensure the enjoyment and security of quiet possession of land, based on an acceptable degree of certainty.

In 1989, the Association continued to license cadastral surveyors and began to issue Certificates of Registration to qualified applicants engaged in the practice of professional land surveying in one or more of the areas of geodesy, hydrography, and photogrammetry. In 1999, the Association expanded the Certificate of Registration Program to include those qualified applicants engaged in the Practice of Professional Land Surveying in the Discipline of Geographical Information Management.



This Handbook is prepared for the guidance of those persons who are entering a term of articles approved by the Academic and Experience Requirements Committee of the Association of Ontario Land Surveyors. Detailed information is available from the Association office for those considering the articling process or requiring evaluation of their previous academic achievements and experience in order to enter the challenging and ever widening field of professional land surveying.

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A:2 DEFINITIONS

A:2:1 **AERC** means the Academic and Experience Requirements Committee, also referred to as the Committee.

A:2:2 **Articling Contract** is an agreement that the articling student enters into with the AOLS to ensure that all of the Essential Areas of Knowledge are mastered during the term of articles before the articling student attempts the professional examinations.

A:2:3 **Articling Student** is a candidate pursuing a licence or certificate of registration as an Ontario Land Surveyor or an Ontario Land Information Professional and who has entered into a term of articles.

A:2:4 **Articling Surveyor** means the Ontario Land Surveyor, Ontario Land Information Professional, or other person approved by the Academic and Experience Requirements Committee, who is directly supervising the articling student under a term of articles. He or she must ensure that the articling student gains the appropriate work experience or equivalent assignment work in the Essential Areas of Knowledge for the branch for which they seek licensing or registration.

A:2:5 **Essential Areas of Knowledge (EAKs)** are the areas of knowledge in each particular branch that are fundamental to becoming a licensed or registered member of that respective branch. These areas of knowledge can be learned through practical applications through work experience provided by the articling surveyor or by completing assignments posted on the Learning Management System during the term of articles.

A.2:6 **Essential Areas of Knowledge Learning Plan**

The purpose of this document is to articulate the Articling Student's EAK learning needs for the Articling Surveyor/Supervisor and for tracking purposes. The Articling Student and his or her Articling Surveyor/Supervisor develop the Learning Plan jointly in order to ensure that, during the term of articles, the Articling Student learns each required EAK to be considered competent in his/her respective field of surveying.

A:2:7 **Learning Management System (LMS)** is a web-based tool used for tracking student progress, hosting the on-line Statutes examination, housing a repository of EAK assignments and reference materials and links to sites that would benefit the Articling Students.

A:2:8 **Monitor** means the member of the Academic and Experience Requirements Committee appointed by the Committee to monitor the progress of designated Articling Students and liaise between those Articling Students and their Articling Surveyors should issues arise.

A:2:9 **Subject Matter Expert** is the Ontario Land Surveyor or Ontario Land Information Professional who has practical experience in one or more Essential Areas of Knowledge and who has agreed to provide expertise in that particular area or areas.

A:2:10 **Supervising Professional** means the Ontario Land Surveyor, Ontario Land Information Professional, or other person approved by the Academic and Experience Requirements Committee, who is directly supervising the Articling Student and is responsible for the Articling Student gaining appropriate work experience. This may be the Articling Surveyor to whom the student is articulated or his or her designate.

A:2:11 **Team Leader** means the member of the Academic and Experience Requirements Committee appointed by the Committee to oversee a group of Articling Students.



For all other terms and expressions, the definitions set out in the *Surveyors Act* or the By-laws of the Association shall apply.

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A:3 THE ACADEMIC AND EXPERIENCE REQUIREMENTS COMMITTEE

A:3:1 The Academic and Experience Requirements Committee is established under the Surveyors Act and Ontario Regulation 1026, which states that the Committee shall be composed of:

- (a) an elected member of the Council appointed from time to time by the Council;
- (b) at least five persons, and no more than eight persons, appointed for a term of three years by the Council who are members of the Association but not members of the Council, at least one of whom holds a certificate of registration; and
- (c) one member of the Council appointed by the Lieutenant Governor in Council.

The functions and responsibilities of the Committee include the following:

- a) to evaluate prospective candidates for admission to the profession;
- b) to set standards for, and monitor, the articling and training process;
- c) to examine candidates in the prescribed subjects; and,
- d) to recommend the licensing or registration of successful candidates to the Registrar.

The Committee, with the approval of AOLS Council, appoints persons to assist the Committee, known as Assistants.

A:3:2 Address of the Association

All inquiries with respect to procedures relating to the admission of candidates to Articles, examinations and other information should be addressed to the following:

The Registrar
Association of Ontario Land Surveyors
1043 McNicoll Avenue
Scarborough, Ontario
M1W 3W6

Inquiries may be made during regular office hours at 1-800-268-0718 or 416-491-9020, by FAX (416) 491-2576, or by e-mail admin@aols.org

A:3:3 Correspondence

In corresponding with the Association, it should be noted that:

- a) general correspondence may be by fax, mail, or e-mail;
- b) documents of value should be sent by registered mail or by courier service;



- c) fees should be remitted in the form of a money order or cheque, payable to "The Association of Ontario Land Surveyors", or by Visa or MasterCard;
- d) the Association will accept no responsibility or obligation arising from the non-delivery of correspondence or documentation; and,
- e) Articling Students are required to promptly notify the Association and their respective Monitors, in writing, of any changes in their current mailing address.

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A:4 ACADEMIC AND EXPERIENCE REQUIREMENTS

A:4:1 As set out in ss. 23(3), of *Ontario Regulation 1026* under the *Surveyors Act* an applicant for a term of articles must provide proof of:

(a) successful completion of a program at the baccalaureate level in professional surveying approved by the Academic and Experience Requirements Committee;

(b) successful completion of a program that, in the opinion of the Academic and Experience Requirements Committee, is equivalent in content and level of difficulty to a program approved under clause (a); or

(c) experience or knowledge or a combination thereof that, in the opinion of the Academic and Experience Requirements Committee, provides equivalent competencies to a program approved under clause (a).

A:4:2 A detailed evaluation specifying any deficiencies in the Articling Student's academic and other qualifications will be made by the Committee.

A:4:3 Upon completion of an evaluation the committee will provide the student with a schedule of courses and/or experience that the student will be required to complete either prior to the commencement of articles or during the term of articles as stipulated by the Committee.

A:4:4 With the approval of the Committee, a person who is within three term courses or the approved equivalent of meeting the requirements to article may apply to commence articles and complete the remaining academic requirements during the term of articles.

A:4:5 A person who has successfully completed the CBEPS examination syllabus, and the additional AOLS required courses may be admitted to a term of articles.

A Candidate entering a term of articles should be clear as to the academic and experience requirements particular to their individual situation. If there are any questions or uncertainties in this area they should be discussed with the Articling Surveyor and the Monitor immediately.

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A:5 APPROVAL AND SIGNING OF A TERM OF ARTICLES

A:5:1 Applications for a term of articles are reviewed by the Committee twice annually. Details regarding the submission and scheduling are available from the Association office and on the AOLS website.

A:5:2 A member, when seeking approval to Article a Student and be classified as an Articling Surveyor within the meaning of this Handbook, is required to give an undertaking to the Committee that he or she is willing to provide, to the best of his/her ability, the scope of experience outlined in the Essential Areas of Knowledge document. The Articling Surveyor is expected to make known limitations on any aspects of the training that cannot fully be offered and to indicate measures proposed to ensure that the Articling Student receives outside experience or completes assignments covering the deficiencies.

A:5:3 The Candidate Assessment Form and the Reduction Application Form must be included with the application for a term of articles if a reduction in the term is being requested. These will be reviewed at a meeting of the Committee and if approved a Monitor will be assigned. The Articling Student and the Articling Surveyor will be notified of any deficiencies in the application or if the articles are not approved by the Committee.

A:5:4 There shall be a meeting arranged between a representative of the Committee, the Articling Student, and the Articling Surveyor and/or the Supervising Professional. At this meeting, the Committee representative shall make a presentation to the Articling Student and the Articling Surveyor and/or Supervising Professional on the following aspects of the Articling process:

- a) the Articling Contract;
- b) the guidelines for the use of the Learning Plan;
- c) the documentation of the work experience on the LMS;
- d) the Monitor's responsibilities;
- e) the Articling Surveyor's responsibilities;
- f) the Supervising Professional's responsibilities if applicable;
- g) the Articling Student's responsibilities;
- h) assignments and examinations during the Articling process;
- i) Certificate of Completion; and,

A:5:5 Following the meeting, the Articling Student and the Articling Surveyor and/or the Supervising Professional will have approximately three weeks in which to complete and submit the Articling Application.

A:5:6 Articling applications are considered at the July and January meetings of the Academic and Experience Requirements Committee. The name and contact information for the Monitor, and all pertinent documentation will be given to the parties immediately following the meeting.

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A:6 ASSIGNMENT OF ARTICLES

A:6:1 When an Articling Student changes employment during the term of Articles, an application must be made to have the term of articles assigned to another Articling Surveyor. This application must be submitted to the Registrar within three months of leaving the initial Articling Surveyor. An application for Assignment of Articles **must** contain the following:

- a) letters of explanation, from each of the Articling Student and the Articling Surveyor, indicating reasons for the assignment;
- b) a completed Assignment of Articles form; (Appendix B)
- c) the new Articling Contract and Schedule “A” completed by the new Articling Surveyor who is proposing to article the Articling Student; and,
- d) an “Undertaking Form” signed by the holder of a Certificate of Authorization or by the CAO of a firm employing a holder of a Certificate of Registration or an official acting on behalf of a government agency.
- e) payment of requisite fee

A:6:2 See the Membership Documents section of the Join AOLS page on the AOLS website for sample copies of the prescribed forms.

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A:7 REDUCTION IN TERM OF ARTICLES

A:7:1 A reduction of the term of articles may be granted by the AERC based on prior experience under S.23(5) of Ontario Regulation 1026. The onus is on the Articling Student to demonstrate that both the quality of the prior experience and the quality of the supervision is equal to that required for the term of articles.

A:7:2 The application for a reduction of the term of articles must include a completed Candidate Assessment Form (CAF) and a completed Reduction of Articles Form (Appendix E) and should be based on the candidate's experience as documented in the Essential Areas of Knowledge sections of the CAF. The Articling Surveyor is responsible for verifying and approving the candidate's claim for having acquired the key elements in each EAK. The Academic and Experience Requirements Committee reserves the right to request additional evidence in any area.

A:7:3 It is understood that experience outside of the candidate's specific Survey Discipline is important to the candidate as it is to the success of a business today. However, for the purposes of the Act and Regulations regarding accumulation of experience for a Cadastral Licence or a Certificate of Registration, only experience in the specific discipline under consideration will be credited, with the exception that when a registered or licensed member of the Association applies under an additional discipline they may have their required terms of articles reduced by six months and credited to the "other" category.

A:7:4 Except in unusual circumstances, the committee will not accept experience prior to graduation from an approved course in professional Land Surveying or its equivalent as experience at a professional level for the purposes of considering a reduction in the term of articles. Summer experience obtained during attendance at University or at another Academic Institution will not be considered as grounds for a reduction in the term of articles.

A:7:5 Any individual who has completed a Master's Degree, or Doctorate, related to Geomatics may apply to the AERC for a reduction in the term of articles based on his/her studies.

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A:8 MONITORING

A:8:1 Under *Ontario Regulation 1026* the Academic and Experience Requirements Committee shall assign a Monitor to each Articling Student.

A:8:2 The name and contact information for the Monitor will be supplied to the Articling Student and the Articling Surveyor and or the Supervising Professional. (See A:5:4, A:5:6)

A:8:3 Throughout the term of articles, the Articling Student's primary contact with the Committee will be through the Monitor. The Monitor, therefore, plays a vital role in ensuring that the Articling Student receives adequate experience so as to be able to function effectively as an Ontario Land Surveyor or an Ontario Land Information Professional after the training period has been completed. To ensure effective communication the Articling Surveyor and/or Supervising Professional shall be copied on all correspondence between the Monitor and the Articling Student.

A:8:6 If the Monitor believes, at any time, that further information about an Articling Student's training is required, a discussion will be held with the Articling Student and the Supervising Professional.

A:8:7 If a Monitor is doubtful about the suitability of the training being received by an Articling Student, the Committee will review the situation and take appropriate action.

A:8:8 The Monitors shall provide a report on the progress of each of their Articling Students at the January and July meetings of the AERC each year.

A:8:9 Upon receipt of the completed Certificate of Completion from the Articling Surveyor, the Articling Student shall be notified of the dates of the next Professional Examinations. (See Instructions Regarding the Writing of AOLS Examinations.)

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A:9 EXPERIENCE, ASSIGNMENTS, EXAMINATIONS, AND LICENSING OR REGISTRATION

A:9:1 Details of the experience requirements, assignments, and areas of study for examinations specific to each discipline are contained in Sections B, C, D, E and F of the Student Handbook. Specific questions for individual situations will be addressed by the Monitor.

A:9:2 By requiring that these guidelines be followed, the Committee expects that when Articling Students are admitted to Membership in the Association, they will carry out their professional responsibilities in such a manner that the public will be well served and that they will be a credit to themselves and to the Association.

A:9:3 Since a reasonable knowledge of business is vital to any person entering the practice of professional surveying, all Articling Students are expected to familiarize themselves with business practices, contractual arrangements, and office organizations and procedures. If, because of the nature of the Professional office, it is difficult to obtain this experience, the Articling Students must familiarize themselves with these matters through reading, extension courses, or other forms of study. All Articling Students will be required to demonstrate their familiarity with these vital areas of professional practice at the time of their Professional Examination.

A:9:4 The Professional Lecture Course

The Professional **Lecture Course** is presented annually, in September, by the Association. It is intended to be a review of selected topics and must be attended by the Articling Student prior to sitting the Professional Examinations. The course may be attended anytime during the term of articles but will be of most benefit to the Articling Student after some practical experience has been obtained.

A:9:5 The Statutes Examination

The **Statutes Examination** is a closed book, on-line written examination and is available to Articling Students after their first month of articles. A list of statutes for each discipline is included in Sections B, C, D, E and F. The Statutes Examination is three hours in duration and must be successfully completed prior to sitting the Professional Examinations.

A:9:6 The Professional Examination

The **Professional Examination** consists of a closed book written, plan check and oral examination and must be taken within a period of twelve months after receipt of the Certificate of Completion. The exams are generally held in late May and late November of each year. The oral examination is approximately one hour in duration. The written examination is three hours in duration. The plan check examination is three hours in duration. Candidates who do not present themselves at the required time prescribed by the Committee shall, at the discretion of the Committee, be deemed to have failed.



The Professional Examination will be concerned mainly with the Articling Student's knowledge regarding:

- a) the statutes, regulations and by-laws by which the Association is governed;
- b) professional ethics in relation to clients, other members of the Association, and the public;
- c) general business practices regarding the administration and functions of a Professional office, including business law;
- d) professional surveying knowledge and the application of appropriate principles of law to practical situations; and,
- e) other matters under the purview of an Ontario Land Information Professional.

Articling Students who fail the Professional Examination may sit another examination no sooner than six months and not later than twenty-four months after the said examination. Only that portion of the examination failed, i.e. the written, plan check or the oral portion, need to be repeated.

The Oral Examination is a testing of the Articling Student by two or three examiners. The method of testing is intended to simulate a professional / client dialogue. Three written questions are presented and the Articling Student has approximately ten minutes to gather his or her thoughts and to make notes. Students are evaluated on their ability to communicate clearly and support their points of view.

Examination questions are to be treated in confidence and not be repeated to other Articling Students.

If the Articling Student passes the oral, plan check and the written parts of the Professional Examination, the Committee will recommend the issuance of a Licence or Certificate of Registration.

Articling Students who do not successfully complete the required examinations may be given two additional opportunities to complete them. Examinations shall be marked on a percentage basis and a mark of 65% shall be a passing mark.

A:9:7 An appeal of a failing grade of an examination may be submitted to the Registrar in writing within thirty (30) days of receiving notification of the failure. The request must be accompanied by the prescribed fee.

A:9:8 Licensing or Registration

The Licensing/Registration Ceremony will normally be conducted twice annually. The Student will be required to pay all fees owing to the Association including the annual dues for that year. Licensed surveyors will be required to purchase a seal.

A:9:9 Any Articling Student who has failed a written exam may obtain a copy of his/her unmarked examination paper by contacting the Registrar and paying the prescribed fee.

A:9:10 Copies of previous Professional Written exams are posted on the AOLS website, as well as the entire repository of Statutes questions from which the examination will be composed.



A:10 ARTICLING SURVEYOR / SUPERVISING PROFESSIONAL

A:10:1 In accordance with ss. 23(6), of *Ontario Regulation 1026* under the *Surveyors Act*, R.S.O. 1990, Chapter S.29:

A term of articles shall be under the direction of,

- a) if the applicant is applying for licence, a member who became a licensed member at least three years before the beginning of the term; or
- b) if the applicant is applying for a certificate of registration, a member who has held a certificate of registration for at least three years before the beginning of the term or a person who in the opinion of the Academic and Experience Requirements Committee is competent to provide and direct the approved professional experience.

A:10:2 The terms Articling Surveyor and Supervising Professional are as defined in Section A:2 of this Handbook. Further, when the situation arises, as in large organizations or government ministries, that the person to whom the Articling Student is articulated will have little or no contact with the Articling Student for extended periods of time, the Articling Surveyor shall assign the day-to-day supervision of the Articling Student to another person approved by the Academic and Experience Requirements Committee as the Supervising Professional.

A:10:3 The Articling Surveyor and the Supervising Professional shall attend the meeting arranged between members of the Committee, the Articling Student, and the Monitor, as outlined in Sections A:5:4, A:5:6, and A:5:7 of this Handbook. The Articling Surveyor may be exempt from attending the meeting at the discretion of the Registrar.

A:10:4 In accordance with the terms of the executed Articling Contract the Articling Surveyor undertakes:

- a) to instruct the Articling Student in the practice of Professional Land Surveying to the best of the Articling Surveyor 's ability;
- b) to provide the articling experience that conforms to the requirements of the Committee and *Ontario Regulation 1026*, R.R.O. 1990; and
- c) to supply the Articling Student with the Certificate of Experience confirming the period of time served upon completion of his or her service.

Further, the terms of the executed Articling Contract are transferred to a new Articling Surveyor upon Assignment of Articles.

A:10:5 In accordance with the terms of the executed Cancellation of Articles the Articling Surveyor releases the Articling Student from the obligations contained in the Articling Contract.



A:10:6 Throughout the term of articles, the Articling Surveyor 's, and where applicable, the Supervising Professional 's, primary contact with the Committee will be through the Monitor. The secondary contact will be through the Registrar.

A:10:7 In accordance with the information provided in the Candidate Assessment Form, the Articling Surveyor should work with the Articling Student, and the Supervising Professional, if appropriate, to prepare schedules of experience activities and personal supervision. Also, if necessary, the Articling Surveyor and/or the Supervising Professional, should revise and implement schedule changes in response to experience concerns outlined by the Monitor.

A:10:8 The Articling Surveyor, or where applicable, the Supervising Professional, may update the status of the student in the Progress Report section of the Learning Management System at any time, but in any case the Progress Report shall be updated as of June 30 and December 31 of each year.

A:10:9 Upon the Articling Student's fulfillment of the experience requirements the Articling Surveyor shall complete and sign the Certificate of Experience (Appendix D), certifying:

- a) the time the Articling Student has served;
- b) that the experience set out in the EAK Learning Plan reviewed by the Articling Surveyor, or where applicable the Supervising Professional, was correctly stated; and
- c) that, in the Articling Surveyor 's opinion, with input from the Supervising Professional, when applicable, the Articling Student has reached a level of competence in Professional Land Surveying sufficient for membership in the Association of Ontario Land Surveyors.

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A:11 SUBJECT MATTER EXPERTS

A:11:1 The AERC has identified 14 Essential Areas of Knowledge (EAK), where practical experience should be gained during the term of articles. It is critical that the student be exposed to these EAKs and gain a level of proficiency in each, prior to being approved to write the professional exams. It is incumbent on the Articling Surveyor to ensure the level of proficiency is attained in each EAK, and they must “sign off” that the student has a solid understanding prior to the final exams. In areas where the articling firm (or Articling Surveyor) cannot provide the experience, the student can turn to the Subject Matter Experts (SMEs) to provide guidance and experience in the missing EAKs.

A:11:2 Subject Matter Experts

Subject Matter Experts (SME) are self-declared experts in one or more of the EAK's. The SMEs are volunteers, and have agreed to be a resource for Articling Students where specific knowledge is not being obtained through the regular course of employment. The Subject Matter Experts all have unique skill sets and knowledge that will prove valuable to Articling Students during their term of articles. Ideally each EAK will have more than one Subject Matter Expert. It is assumed and encouraged that the experts will collaborate to ensure there is a consistent course of action, and thought process. For example... each EAK will have an associated assignment...perhaps one of the experts prepares the assignment, and the others can work to improve and grade the assignment. In addition, all will be responsible for providing subject matter (in print, or links) that will give a clear understanding of the topic, and be able to field questions, etc. the Articling Student may have about the subject.

A list of people who have volunteered to be subject matter experts can be found on the LMS website.

A:11:3 Selection

Members who wish to apply for SME status must submit to the AERC a letter of intent along with an information form and two letters of reference from their peers recognizing them as an expert in a particular EAK. The applications will be reviewed and discussed by the AERC prior to submission to Council for approval as an assistant to the AERC.

A:11:4 Time Commitment

The time commitment for each of the EAKs will vary with the number of Articling Students and the areas of work the individual firm does. For example, if the firm is in a rural area they may never do condos...conversely a downtown Toronto firm will likely never do a mining claim...a government surveyor may not get the business experience, etc. It also is dependent on the number of Articling Students...so time expectations are a little organic, and hard to predict. Each SME will serve a term of no longer than 5 years, at which point the AERC will petition for replacements.



A:11:5 Liability

Although self-proclaimed experts approved by the AERC to provide guidance and assistance to Articling Students, the SME will have no direct liability for the answers provided in consult with the Articling Student. The AERC and the AOLS indemnify the SME from liability for answers given in response to Articling Student queries.

A:11:6 Queries Of The SME

Students shall have access to the SME through the Learning Management System (LMS). Questions are to be written and submitted with the appropriate material to the SME for his/her response. No questions will be answered unless in written format, with supporting documentation. Should the SME require clarification, or assistance in answering a particular a question, the SME shall contact the AERC with such query. The AERC will determine if the question has merit.

A:11:7 Learning Management System (LMS)

The AERC has been working with “e-knowledge” to provide a Learning Management System (LMS), which will host the reference material, the assignments, the on-line Statutes examination and provide a platform for dialogue between the Subject Matter Expert and the Articling Student. e-knowledge are experts in both the technology of the LMS and in developing learning material.

A:11:8 Essential Areas Of Knowledge (EAKs)

A description of each of the EAKs can be found on the LMS website including an outline of the knowledge expected to be gained during the term of articles. This is not conclusive, but rather a minimum the AERC feels should be obtained. Also, each EAK has at least one suggested assignment, which is available to students who are unable to gain the required knowledge through their normal working environment. The assignment should encompass the minimum requirements that were suggested in the synopsis of each EAK and provide practical, real world experience for the student.

The AERC encourages you to contact the Subject Matter Experts and liaise with them during the articling process.

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A:12 CANCELLATION OF ARTICLES

A:12:1 Where an Articling Student changes employment and does not apply for an Assignment of Articles within a period of three months, or when an Articling Student no longer wishes to continue with the term of articles, a form for Cancellation of Articles should be submitted to the Association. A sample form for Cancellation of Articles is included as Appendix C.

A:12:2 Where an Articling Student does not respond to Committee correspondence the Committee will cease to monitor the Articles or recognize the accumulation of the Articling Student's experience. The term of articles will be cancelled for the purposes of the Committee.

A:12:3 Any Articling Student who has

- (a) terminated his/her term of articles voluntarily, or
- (b) had his/her term of articles cancelled for the purpose of the Academic and Experience Requirements Committee; or
- (c) not completed his/her term of articles within the four year period; or
- (d) not successfully completed the Professional Exam within the prescribed period; or

failed the written, plan check or the Oral Professional Examination three times shall not be permitted to re-apply for articles until one year has elapsed from the date of the above circumstance and at said time, new conditions and terms will be set by the Academic and Experience Requirements Committee.

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SECTION E - CADASTRAL SURVEYING

E:1 ARTICLING PERIOD

E:1:1 Unless granted a reduction, the term of articles shall include the following, all completed to the satisfaction of the AERC:

- a) at least 225 working days (12 months) of practical experience in the practice of cadastral surveying in Ontario of which at least 150 working days (8 months) is field experience at the Party Chief level or higher. The 75 working days (4 months) of practical experience at a non party-chief level may include, without limiting the generality of the foregoing:
- field work at an instrument person level;
 - calculation of field returns;
 - analysis of evidence;
 - registry office searching;
 - plan preparation; and,
 - indexing of completed projects;

and,

- b) at least 113 working days (6 months) experience in the management and administration of professional land surveying, including without limiting the generality of the foregoing:
- dealing with clients;
 - preparing job specifications and estimates;
 - planning projects;
 - researching projects;
 - scheduling projects and staff;
 - reviewing of reports and plans of survey;
 - preparation of reports and invoices; and,
 - delivering of final returns.



E:2 SUGGESTED READING LIST FOR STATUTES EXAMINATION FOR CADASTRAL SURVEYING

The following Ontario Acts and the Regulations under them are considered as **Primary Acts** for purposes of the Statutes Examination: *(all are available at www.e-laws.gov.on.ca)*

TITLE

Boundaries Act
Condominium Act
Expropriations Act
Land Registration Reform Act
Land Titles Act
Municipal Act
Planning Act
Registry Act
Surveyors Act
Surveys Act

The following Ontario Acts will be considered as **Secondary Acts** for the purposes of the Statutes Examination:

Aggregate Resources Act
Beds of Navigable Waters Act
Conveyancing and Law of Property Act
Drainage Act
Mining Act
Ministry of Natural Resources Act
Occupational Health and Safety Act
Ontario Underground Infrastructure Notification Systems Act
Public Transportation and Highway Improvement Act
Real Property Limitations Act
Road Access Act
Statutory Powers Procedure Act
Territorial Division Act



The following Ontario Acts and the Regulations under them will be considered as **Tertiary Acts** for the purposes of the Statutes Examination:

Bridges Act
Business Corporations Act
Business Practices Act
Certification of Titles Act
Conservation Authorities Act
Construction Act
Discriminatory Business Practices Act
Employment Standards Act
Evidence Act
Fraudulent Conveyances Act
Freedom of Information and Protection of Privacy Act
Funeral, Burial and Cremation Services Act
Limitations Act
Line Fences Act
Municipal Freedom of Information and Protection of Privacy Act
Oil, Gas and Salt Resources Act
Partnerships Act
Public Inquiries Act
Public Lands Act
Professional Foresters Act
Professional Geoscientists Act
Vendors and Purchasers Act

E:3 Articling Students should also be familiar with the following Federal statutes as published in the *Revised Statutes of Canada, 1985* (available at <http://laws.justice.gc.ca/en/index.html>)

TITLE

Access to Information Act
Aeronautics Act
Canada Evidence Act
Canada Lands Surveys Act
Canada Transportation Act
Competition Act



Copyright Act

Criminal Code

Expropriation Act

International Boundary Commission Act

Navigable Waters Protection Act

Personal Information Protection and Electronic Documents Act

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E:4 ESSENTIAL AREAS OF KNOWLEDGE PERTAINING TO THE PROFESSIONAL EXAMINATIONS (Refer to EAK Master List and Candidate Assessment Form)

It is expected that competency in the Essential Areas of Knowledge (EAKs) will be achieved through work experience during the term of articles. The Articling Surveyor/Supervisor and Articling Student may supplement work experience with assignments designed by the Articling Surveyor/Supervisor or obtained from the AOLS Learning Management System and marked by the Subject Matter Experts for that designated EAK.

Following is a summary of the 14 Essential Areas of Knowledge. Additional information and references to resources are contained in the Master EAK List

Ethics and professionalism

- the duties of a Surveyor as a Member of the AOLS
- the Complaints and Discipline process of the AOLS
- the role of Surveyor as an Expert Witness

Business practices

- Professional Writing – preparation of reports, submissions, client letters, etc.
- Client Contact - effective client communications
- Business Finance – invoicing, accounts receivable/payable, collection practices, business and professional liability insurance
- Planning Projects/Project Management – scheduling project timelines and staff
- Contracts – cost estimating and job specifications
- General Office Organization & Procedures – filing systems, electronic record keeping, time sheets, business forms, etc.
- Business Law

Research

- Land Registry Office research
- Field Notes – sources and interpretation
- Original Township Plans, field notes and Crown Instructions
- Recognize the existence of other resources such as Library and Archives Canada, Ontario Archives, and municipal and other archives
- Recognizing original monumentation evidence
- Verbal (oral and written) evidence from long standing owners and the use of a formal affidavit

General Boundary Retracement

- Hierarchy of evidence
- Priority of registration – priority of severance
- Appropriate use of proportioning
- Use and effect of different types of surveys and plans



- Resolution of boundary problems and conflicting surveys
- Boundaries Act Decisions
- Intention of the original parties
 - Intrinsic and extrinsic evidence

Descriptions

- Types of legal descriptions
- Interpretation of descriptions
- Land Titles Qualifiers
- Conversion into Land Titles Plus
- Conventional Lines
- Misdescriptions
- O. Reg. 43/96 Surveys, Plans and Descriptions of Land

Easements

- know what constitutes a validly created easement
- be able to explain the Land Titles conversion rules for easements
- be able to identify steps required to assess and correct a title as it pertains to easements
- display a basic knowledge of prescriptive easements

Roads

- understand the process for purchasing Road Allowances
- understand and be able to communicate the complexities of surveying a Road Allowance
- understand road access issues
- be aware of Ministry of Transportation Ontario (MTO) Plan Types and their effect
- understand forced road and colonization road differences
- understand the various methods of creating a public highway

Water Boundaries

- Flooded Lands
 - Methods of retracing the limit prior to flooding
- Accretion and erosion
 - Recognizing the signs of accretion or erosion as opposed to flooding or reliction.
 - Ownership and distribution of accreted lands



- Ownership of the Bed, navigability
 - The Beds of Navigable Waters Act
 - Demonstrate an understanding that an OLS does not have authority to make a conclusive determination of navigability
 - Ad medium filum
- Interpret the intent on Registered Plans

Original Township Retracement

- Original Township Systems
- Original Township Boundary Retracement and Methods of Survey as identified in the Surveys Act

Adverse Possession

- be able to identify adverse possession versus possession as evidence of a boundary
- understand that adverse possession is a title issue that requires the expertise of a lawyer
- understand principles of statute and case law regarding adverse possession.
- describe the basic methods of perfecting a claim through adverse possession.

Spatial Reference

- Integration requirements of Reg. 216/10

Mining Act

- understand Staked Mining Claims, Mining Tenure and Mining and Perimeter Surveys
- know how to determine:
 - where a claim is located and who the claim holder is
 - when the claim was staked and recorded
 - if there are any encumbrances

Condominium Act

- know what's required in order to support a client's decision-making to fulfill the requirements for registering a project
- know what basic elements are to be included in a standard condominium description
- understand the purpose of , and OLS contribution to, each schedule that form part of the standard condominium declaration
- be able to complete a Schedule document (i.e. Schedule "C")
- be able to describe the various roles the professionals play in the preparation and registration of a Condominium
- briefly describe the various kinds of Condominiums that can be registered in Ontario



Planning Act

- know the role in land development of the general intent of the Planning Act and other statements, plans and zoning by-law policies
- understand the approval processes for the division of land under the Planning Act

E:5 ADDITIONAL SOURCES OF STUDY MATERIAL

E:5:1 This is a partial list of additional study material sources.

- Statutes (see E:2 and E:3)
- Regulations
- AOLS By-Laws / Bulletins / Interpretive Guides
- AOLS Practice Manual
- Periodicals / Journals (current and past issues)
 - e.g. Ontario Land Surveyor/Ontario Professional Surveyor
 - Geomatica (CIG)
 - AOLS Annual Report (current and past issues)
 - Survey Law in Canada
 - (by Canadian Institute of Surveying & Mapping/CCLS)
 - Legal Aspects of Surveying Water Boundaries
 - (by David W. Lambden and Izaak de Rijcke)
- Law for Professional Engineers
 - (by: D.L. Marston, B.Sc., P. Eng., LL.B. : McGraw-Hill Ryerson Ltd.)
- Contracting Surveying Services (CCLS)
- AOLS Publications and past seminar material
- Previous Examinations

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Association of Ontario Land Surveyors

Articling Contract

The parties to this Articling Contract are:

THE ARTICLING STUDENT

Last Name: _____ First Name(s): _____

Home Address:

Phone Number: _____

Email Address: _____

THE ARTICLING SURVEYOR

Name:

Address:

Phone Number: _____

Email Address: _____

THE SUPERVISOR (If different from Articling Surveyor)

Name:

Address:

Phone Number: _____

Email Address: _____

THE ASSOCIATION OF ONTARIO LAND SURVEYORS (AOLS)

Name

Title

1043 McNicoll Avenue, Toronto, ON, M1W 3W6

Address

1. This Articling Contract governs the approved training to be provided to the Articling Student by the Articling Surveyor or Supervisor for the purpose of equipping the Articling Student with the technical knowledge, work experience, professional skills and attitudes necessary for AOLS membership.
2. This Articling Contract begins on _____ and will continue until the Articling Student has completed all requirements of this Contract to the Articling Surveyor's satisfaction, and to the satisfaction of the Academic and Experience Requirements Committee (AERC). In accordance with O. Reg. 1026, Sec. 23(8), this contract will expire 4 years after the signing date unless further extended in accordance with Sec. 23 (8.1) of said Regulation 1026. If any terms of this contract are not fulfilled within 4 years, or by the end of the period as extended under subsection 8.1, this contract is null and void.
3. The Articling Surveyor/Supervisor agrees to provide the Articling Student with professional training throughout the duration of the Articling Contract, while the Articling Student is under the supervision of the Articling Surveyor or Supervisor. Furthermore, the Articling Surveyor/Supervisor agrees to:
 - (a) instruct the Articling Student in the practice of Professional Land Surveying to the best of his/her ability and to monitor the Articling Student's progress in his/her efforts to complete the requirements as set out in the Articling Individual Requirements document attached hereto as Schedule "A" and which forms a part of this contract;
 - (b) provide articling experience that conforms to the requirements of the Academic and Experience Requirements Committee (AERC) of the Association of Ontario Land Surveyors (AOLS) and of R.R.O. 1990, Regulation 1026; and,
 - (c) provide the Articling Student with a signed Certificate of Completion form attached hereto as Schedule "B" confirming that the student has fulfilled the terms of the articling contract.
 - (d) update the status of the Articling Student's progress using the AOLS online Learning Management System (LMS) and to provide an update to the AERC monitor every 6 months, or as otherwise required by the AERC.
4. The Articling Student agrees to:
 - (a) fulfil all lawful and reasonable instructions
 - (b) conduct him/herself honestly, diligently and in accordance with the Code of Ethics and Standards of Practice prescribed by R.R.O. 1990, Regulation 1026; and,
 - (c) successfully complete the Statutes examination
 - (d) demonstrate competency in all Essential Areas of Knowledge (EAKs) to the satisfaction of the Articling Surveyor/Supervisor, either through recognition of prior learning, training and experience through the Articling Surveyor/Supervisor, or through assignments provided by the AERC, as directed by the Articling Surveyor/Supervisor
 - (e) successfully complete the Oral Professional examination

- (f) fulfil all experience requirements at the party chief level, non-party chief level, and managerial level, as prescribed by AERC
 - (g) successfully complete the Written Professional examination
 - (h) indemnify the Articling Surveyor/Supervisor and reimburse her/him for any damages that the Articling Surveyor/Supervisor may suffer through wilful or negligent breach of this agreement by the Articling Student.
5. For the avoidance of doubt, this Articling Contract is not a Contract of Employment between the Articling Student and the Articling Surveyor/Supervisor.

Online training file and six monthly reviews

- 6. The Articling Student's progress will be reviewed by the AERC every six months and will be summarized by the Articling Surveyor/Supervisor in a documented report posted to the AOLS on-line LMS.
- 7. An online training file will be maintained on the LMS for each Articling Student. It is the Articling Surveyor's/Supervisor's responsibility to update the online training file on a regular basis and ensure the file is ready for review by AERC when requested.

Study and assessment performance

- 8. The AOLS will inform the Articling Surveyor and the Articling Student of upcoming exam timetables for the Statutes, oral and written Professional Exams. The Articling Student may attempt the Statutes exam at any time, beginning no sooner than one month following the signing of this articling contract, and after the approval of an invigilator by the AOLS.
- 9. The Articling Student will be allowed 3 attempts at the Statutes Examination. (O. Reg. 1026, s. 23(11))
- 10. The Articling Student will be allowed 3 attempts at the Professional Written Examination. (O. Reg. 1026, s. 23(11))
- 11. The Articling Student will be allowed 3 attempts at the Professional Oral Examination. (O. Reg. 1026, s. 23(11))
- 12. Should the Articling Student be unsuccessful in his or her third attempt at any of the above examinations he or she shall be required to wait one year from the date of said third attempt before being eligible to re-apply for articles. (O. Reg. 1026, s. 23(8.2))

Registering for Examinations

- 13. The Articling Student is responsible for registering for all examinations before the closing dates given by the AOLS.
- 14. Should failure to submit the exam registration before the closing date result in the payment of additional fees, the Articling Student will be liable for these fees.

Termination

- 15. This Articling Contract may be terminated:
 - (a) by mutual agreement between all parties; or
 - (b) during the first 4 weeks of this Contract, by any of the parties, for any reason, by giving not less than 7 days' notice in writing to the other parties; or
 - (c) by the Articling Surveyor/Supervisor giving 4 weeks' notice to the Articling Student in writing, if it believes the Articling Student lacks the capability to progress to AOLS membership
 - (d) by either party giving to the other a period of notice equal to the period of notice required by the Articling Surveyor/Supervisor to terminate any Contract of Employment between the Articling Student and the Surveyor/Supervisor.
- 16. This Articling Contract shall automatically terminate:

- (a) upon termination of a Articling Student's employment with the Articling Surveyor/Supervisor; or
- (b) when the Articling Surveyor ceases to be a member of the AOLS
- (c) When the Articling Student has fulfilled all obligations of this Articling Contract

17. This Articling Contract may not be altered or amended except with approval of the AOLS

Conflict Resolution

- 18. In the event of a conflict between the Articling Surveyor/Supervisor and the Articling Student concerning this Articling Contract, the conflict should be resolved according to the Articling Surveyor's/Supervisor's internal procedures. If the conflict cannot be resolved the matter can be referred by either party to the AERC.
- 19. If there is any conflict between the terms of this Articling Contract and the terms of any Contract of Employment between the Articling Student and the Articling Surveyor, the terms of the Contract of Employment shall prevail.

This contract has been executed on

Date: _____

Signed: *Articling Student*

Articling Student's name: (IN CAPITALS)

Signed: *Articling Surveyor*

Name of Articling Surveyor

Signed: *Articling Supervisor*

Name of Articling Supervisor:

Signed: (On behalf of AOLS)

Name:

Title:

Date

[\(Go to Main Index\)](#)

THE SURVEYORS ACT

ASSIGNMENT OF ARTICLES

THIS ASSIGNMENT made this _____ day of _____ 20__

BETWEEN: _____, Ontario Land Surveyor
(Name of Current Articling Surveyor)

of the _____ in the _____
(Municipality) (County/District/Regional Municipality)

called the "Party of the First Part",

AND _____
(Name of Articling Student)

of the _____ in the _____
(Municipality) (County/District/Regional Municipality)

called the "Party of the Second Part",

AND _____, Ontario Land Surveyor
(Name of New Articling Surveyor)

of the _____ in the _____
(Municipality) (County/District/Regional Municipality)

called the "Party of the Third Part",

WHEREAS by Articles dated the _____ day of _____ 20__ and registered with the Registrar of the Association of Ontario Land Surveyors, the Party of the Second Part is currently articulated as a Student to the Party of the First Part; and,

WHEREAS the Party of the Second Part has served _____ years _____ months and _____ days of the term of articles, and is now desirous of serving the remainder of the term with the Party of the Third Part as a Student, and the Party of the Third Part is ready and willing to accept the Student.

Appendix B

NOW THIS AGREEMENT WITNESSES that the party of the First Part, in consideration of the above, hereby transfers, assigns and sets over to the Party of the Third Part the Articles between the Party of the Second Part as and from the date hereof, and also hereby gives consent to the Party of the Second Part becoming a Student of the Party of the Third Part for the remainder of the term mentioned in the Articles; and,.

The Party of the Third Part hereby accepts such assignment and transfer, and from this date accepts the Party of the Second Part as a Student in the practice or profession of Ontario Land Surveyor, and agrees with the Party of the Second Part to perform the covenants and stipulations contained in the Articles which are binding on the Party of the First Part according to the true intent and meaning thereof; and,.

The Party of the Second Part hereby covenants and agrees with the Party of the Third Part to abide by and perform all the covenants and stipulations mentioned in the Articles to be observed or performed by the Student, the Party of the Second Part, during the remainder of the term of the said Articles and the Party of the Second Part consents to such assignment and transfer to the said Articles to the Party of the Third Part from the date hereof.

IN WITNESS WHEREOF the parties aforesaid have hereunto set their hands the day and year first above written.

SIGNED AND DELIVERED IN THE PRESENCE OF:

(Current Articling Surveyor)

(Articling Student)

(New Articling Surveyor)

Approved by Academic & Experience Requirements Committee

on the _____ day of _____ 20____

Registrar

[\(Go to Main Index\)](#)

THE SURVEYORS ACT
CANCELLATION OF ARTICLES

BETWEEN: _____ of the _____
(Name) (Municipality)

in the _____ hereinafter called the Student,
(County, District, Regional Municipality)

AND _____ of the _____
(Name) (Municipality)

in the _____ hereinafter called the Articling Surveyor,
(County, District, Regional Municipality)

WHEREAS by Articles dated the ____ day of _____, 20____ and registered with the Registrar, the Student was bound unto the Articling Surveyor to receive instruction in the practice or profession of an Ontario Land Surveyor for the term of the said Articles; and;

WHEREAS the Student and the Articling Surveyor have agreed to the cancellation of the aforesaid Articles;

THIS AGREEMENT WITNESSES that in consideration of the premises, covenants and agreements herein contained, the Articling Surveyor and the Student hereto covenant and agree as follows:

1. **THAT** the Articling Surveyor hereby releases the Student from the obligations contained in the said Articles.
2. **THAT** the Student hereby releases the Articling Surveyor from the obligations contained in the said Articles.
3. **THAT** the Student declares that there are no monies due or owing to him by the Articling Surveyor in connection with the said Articles.
4. **THAT** the said Articles shall be cancelled and terminated on the ____ day of _____ 20____

Articling Surveyor

Student

Approved by Academic & Experience Requirements Committee on the ____ day of _____ 20__

Registrar

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**ACADEMIC AND EXPERIENCE REQUIREMENTS COMMITTEE
OF THE
ASSOCIATION OF ONTARIO LAND SURVEYORS**

**ARTICLING SURVEYOR'S
CERTIFICATE OF COMPLETION OF ARTICLES**

I, _____ an Ontario Land Surveyor, certify that _____ has served regularly and faithfully with me for _____ years and _____ months, being from the _____ day of _____ 20____ to the _____ day of _____ 20____, during which time the required learning in the Essential Areas of Knowledge and the required term of articling experience both as set out in Schedule A of this Certificate was received.

I further certify to the Academic and Experience Requirements Committee that, in my opinion, (with input by the Supervising Professional _____ if applicable) _____ has reached a level of competence in professional land surveying sufficient for membership in the Association of Ontario Land Surveyors.

DATED at _____, this _____ day of _____, 20____.

Signature and Seal of
Ontario Land Surveyor

[\(Go to Main Index\)](#)

Articling Essential Areas of Knowledge – Certificate of Completion (Schedule A)

Articling Student: _____ _____	Date: _____
Email Address: _____ _____	Contact Phone #: _____
Articling Surveyor/Supervisor: _____ _____	Firm/Agency: _____
Email Address: _____ _____	Contact Phone #: _____

Essential Area of Knowledge - Cadastral/ Competency <small>(What I'm going to learn)</small>	Work Project or Assignment <small>(How you learned it)</small>	Completion Date <small>(When you completed the work project or assignment)</small>	Evidence <small>(Only required if no assignment was submitted directly through the LMS)</small>
Ethics and Professionalism			
Business Practices			
Research			
General Boundary Retracement Descriptions			
Easements			
Roads			

Water Boundaries			
Original Township Retracement			
Adverse Possession			
Spatial Reference			
Mining Act			
Condominium Act			
Planning Act			

Articling Surveyor/Supervisor Signature: _____

Date: _____

Articling Student Signature: _____

Date: _____

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**SUMMARY OF INFORMATION FOR
APPLICATION FOR REDUCTION IN TERM OF ARTICLES**

Name: _____ Date of Application: _____

Firm: _____ Articling Surveyor: _____

Commencement Date of Articles: _____ Monitor: _____

YOUR EXPERIENCE

Please complete the following summary table, listing your experience gained prior to your proposed articles. Your application must include a completed Candidate Assessment Form.

Type of Experience	Months of Experience			Details Place(s) of Employment, Level of Responsibility, Supervisor, Date(s)
	Manag't & Admin	Field	Total	
Cadastral				
Engineering				
Construction				
Geodetic				
GIS				
Post Graduate Studies				
Other (specify)				
1.				
2.				
Totals				

continued on Page 2

APPLICATION FOR REDUCTION IN TERM OF ARTICLES

REDUCTION REQUESTED (Student to complete COLUMN 2 ONLY)

	(1) Required (Days)	(2) Requested Reduction (Days)	(3) AERC Reviewer's Proposed Reduction	(4) AERC's Approved Reduction
1. Practical Cadastral Experience				
a) Party Chief	≥150			
b) Non-Party Chief	75			
TOTAL OF 1a) and b)	≥225			
2. Management and Administration of Professional Surveying	≥113			

Application Prepared By:

Reduction application reviewed by:

Student

AERC Member

Signature

Signature

Confirmed by:

Acknowledged by:

*Supervising Professional for Experience

Articling Surveyor

Signature

Signature

* This confirmation is required from the Professional who supervised the experience set out in this application, if different from the Articling Surveyor.

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Academic and Experience Requirements Committee

Appendix 8.4

Name:	Examination instructions and Procedures		
Category:	Examinations		
Status:		Version #: 1	
Date Approved:		AERC Motion(s)	
Date Revised:		AERC Motion	

General Procedures

Each articulated student must arrive at the examination at least 15 minutes before the start of each exam. No students will be admitted after 30 minutes of the start of the exam. If the exam is held in person, before an articulated student takes their seat in the examination room, he or she must present a government issued photo ID and sign the attendance sheet. In signing the attendance sheet, articulated students agree to maintain the confidentiality of all questions contained in the examination paper. During the examination, the articulated students must place a copy of their ID in full view, on the table where they are seated. If the exam is taken online, students will make reference to instructions which are provided to the students after successfully registering for the exam.

For in-person exams, each articulated student will be issued 2 pens which must be used for answering the examination. The only materials permitted at the tables are those provided by the Invigilator. All other items (written/printed materials, any electronic device, coats/sweaters/hats and other apparel, food, snacks, beverages, etc.) are not permitted at the tables and are to be placed at the front or back of the examination room. Articled students may bring their own bottled water to the examination tables if the bottle is transparent and the label has been removed.

During the examination, the only material that may be consulted is the material provided with the examination paper. No other reference material is permitted.

- The examination consists of a specific number of pages. Articled students must ensure they have received a complete examination paper.
- Articled students must not bring with them any electronic device including calculators, pagers, cellular phones, watches and/or personal digital assistants (PDAs)
- All answers on the examination answer sheets must be completed within the time allotment. The examination is scored based on the answers on the examination answer sheets and examination sketches only.
- Articled students will not be permitted to ask questions of the invigilator except in cases of supposed errors in the papers
- Time will be called out when there is 1 hour, and when there are 15 minutes remaining in the examination period

Prohibited Behaviours

Articled students found performing any of the following or similar dishonest practices shall be immediately dismissed from the examination, and the matter shall be reported to the Registrar:

- Using any books, papers, or other materials other than those provided unless otherwise indicated
- Communicating with other articled students under any circumstances whatsoever during the examination period
- Exposing written papers to the view of other articled students
- Cheating on the examination
- Impersonating another articled student, enabling an impersonation of another articling student or being party to the impersonation of an articled student
- Threatening or belligerent behaviour to others
- Copying, photographing, scanning or removing any portion of the examination from the room

Sign-Out Procedure

- No articled student shall be permitted to leave during the first 30 minutes of the examination
- Articled students are not permitted to leave the examination room in the last 15 minutes of the examination. Articled students remaining during the last 15 minutes of the examination must remain seated until the end of the examination period and then proceed to sign-out
- Articled students must return all issued materials (the entire examination paper, and all examination answer sheets, whether used or unused) to the invigilator.
- Articled students must sign-out upon giving the examination materials to the invigilator and leave the room promptly

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Academic and Experience Requirements Committee

Appendix 8.4.1

Name:	Instructions to Invigilators		
Category:	Examinations		
Status:		Version #: 1	
Date Approved:		AERC Motion(s)	
Date Revised:		AERC Motion	

Your role is critical to ensuring we maintain a high standard of security during examinations. In your capacity as an authorized invigilator we expect you to ensure that these standards are met and that students have a fair and appropriate environment in which to complete their exam.

Words in the singular form are construed to include the plural form, and vice versa.

Invigilator Responsibilities:

- To ensure the processes and procedures are followed in order to maintain a high standard of exam integrity and security.
- To remain in the room with the students for the entire period of the exam.
- To inform the students of the elapsed time.
- To complete the invigilators report (attached).
- To return the completed exam(s) to the AOLS office use the provided courier slip. After you contact them, Purolator will come and pick up the package.

General information:

All exams are closed book. Students have been instructed that they are NOT permitted the use of a calculator or wireless technology.

Instructions:

Box Contents:

- A copy of the student exam procedures and exam information.
- Exam attendance record.
- Invigilator report sheet.
- Exam envelope(s) for the student(s).
- Note: Answer booklets, if required, are enclosed in each exam envelope.
- Courier shipping slip & return label.

Storage of Materials:

The exam envelopes are to remain sealed and kept in a secure area until opened by the student. After the exam, they are to be secured again and returned to AOLS office.

Room Set Up:

- The students should have a quiet and secure place to work.
- You must remain in the room with the students for the entire exam period.
- Arrive at least 30 minutes before the exam is due to start.
- Check all desks and tables in the room for planted information.
- Determine a place for students to place personal belongings, electronic devices, book bags and notebooks, etc.
-

Sign-in Procedure:

- Verify students identity and signature
 - Students to sign in.
 - Students to provide government issued photo identification.
 - Each student will be issued 2 pens which must be used for answering the examination
- Explain that the exams will be handed out 5 minutes before the start time.
- Encourage students to use the washroom prior to the exam start time. Washroom trips taken during the exam period will be noted and monitored.
- Record irregularities on the invigilators report.

Late Students:

- Students who arrive to write their exam within 30 minutes of the posted start time will be permitted to enter the exam room, but they will not have any extra time to complete the exam.
- Students who arrive to write their exam more than 30 minutes after the posted start time will not be permitted to enter the exam room.

These verbal instructions are to be given to the students after the exams have been handed out:

- In signing the attendance sheet, you have agreed to maintain the confidentiality of all questions contained in the examination paper.
- During the examination, you must place a copy of your ID in full view, on the table where you are seated.
- Do not open your exam until you are instructed to do so.
- Please put your unique identifying number, NOT your name, on the exam and used answer sheets.
- All personal belongings and electronic devices (including but not limited to written/printed materials, any electronic device, watches, coats/sweaters/hats and other apparel, food, snacks, beverages, etc.), are to be placed [identify central location]. All electronic devices are to be turned OFF.
- You are only permitted to use the materials and supplies provided.
- If you make a mistake, cross it out. No white out (correction fluid or tape) is allowed.

- No food is allowed.
- You may bring a bottle of water to the examination table if the bottle is transparent and the label has been removed.
- No talking, except quietly to the invigilator.
- If you encounter any problems with the exam, such as a misprint or an unclear question, please make a note on the exam. I cannot comment on any problems.
- If you open the exam envelope and then decide you do not want to write the exam, you will be given an automatic ZERO (0).
- If you become ill while writing the exam, please bring all your exam materials to me immediately. I will note the circumstances and return your exam and related materials to the ALSA office.
- Any form of cheating or other misconduct will not be tolerated.
- If found in breach to these instructions you will not be allowed to finish the exam, you will be instructed to leave immediately. A report will be submitted to the AOLS office.
- Once I instruct you to open your exam envelope:
 - Check to see that you have the correct exam inside.
 - Read all instructions and ensure you have the complete package with all the pages.
 - You will have __ hours/minutes to finish the exam according to __ clock.
 - You will not be permitted to leave the exam during the first 30 minutes of the exam.
- You will not be permitted to leave the examination room in the last 15 minutes of the examination. Anyone remaining during the last 15 minutes of the examination must remain seated until the end of the examination period and then proceed to sign-out.
- I will announce when there is one hour left and 15 minutes left.
- When you finish your exam:
 - Make sure you have recorded your unique identifying number on the exam and all used materials.
 - You must place all issued materials (the entire examination paper, and all examination answer sheets, whether used or unused) in the examination envelope and seal it.
 - Return the exam package to me and sign out before collecting your personal belongs.

Are there any questions?

Invigilator to wait until the official start time before announcing that the students can open up the exam package and begin.

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Academic and Experience Requirements Committee

Appendix 8.4

Name:	Regular Bias Training Sessions for the AERC		
Category:	AERC Members		
Status:		Version #: 1	
Date Approved:	October 22, 2019	AERC Motion(s)	19-162
Date Revised:		AERC Motion	

Background

At the recommendation of the Fairness Commissioner, the AERC has implemented a regular training session for its members to assist with identifying and dealing with various forms of Bias and Conflicts of Interest.

Policy

Members of the AERC will be required to attend a seminar on bias on conflicts every five years. A discussion on managing bias and conflicts of interest will be incorporated into all AERC meetings.

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