



FAIRNESS COMMISSIONER

COMMISSAIRE À L'ÉQUITÉ

OFFICE OF THE FAIRNESS COMMISSIONER

595 Bay Street, Suite 1201, Toronto ON M7A 2B4

Fair Registration Practices Report 2020

The Fair Registration Practices Report was created as required in the:

- Fair Access to Regulated Professions and Compulsory Trades Act, 2006 (FARPACTA) s.20 and 23(1), for the regulated professions named in Schedule 1 of FARPACTA
- Health Professions Procedural Code set out in Schedule 2 of the Health Professions Act, 1991 (RHPA) s. 22.7(1) and 22.9(1), for health colleges

Guidelines for this report are available to download as a .pdf on the OFC website.

<https://www.fairnesscommissioner.com/en/Publications/Pages/Guidelines.aspx>

Organization: Association of Ontario Land Surveyors

Name of the regulated profession: Land Surveying

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Qualitative Information

The following qualitative information is collected for the purpose of highlighting a regulator's enhancements to improve fair access year over year, including actions that result from recommendations made in the OFC's Assessment of Registration Practices.

For each of the categories below, where applicable, please describe any improvements/changes implemented in the last year by your organization or a third-party for the purpose of changing fair access.

Please also describe the impact of these improvements/changes on applicants. If you have been working on improvements/changes over the last year that have not yet been implemented, describe your progress and the expected impact the improvements/changes will have on applicants and your organization.

Provide as much detail as possible. This can include the rationale for the improvements/changes, relevant findings from preliminary work leading up to the improvements/changes, methodology, relevant dates and anything else you think is important.

Include as much supporting material as possible to support your description (e.g., relevant reports, policies, protocols, websites, other documents and anything else you think is important). This material can be provided in the form of hyperlinks to electronic sources.

a. Requirements for registration, including acceptable alternatives

- i) Describe any improvements / changes implemented in the last year
 - a. Implemented a plan check exam which is close to a real-life work experience as a component to the professional exam
- ii) Describe the impact of the improvements / changes on applicants
 - a. Applicants are now able to provide proof that they are able to check survey plans in accordance with legislative standards
- iii) Describe the impact of the improvements / changes on your organization
 - a. Statistical information relating to plan check competency is further gathered

b. Assessment of qualifications

- i) Describe any improvements/changes implemented in the last year



- a. In response to COVID-19, the AOLS allowed for fully electronic submissions of proof of qualifications such as transcripts, course descriptions, etc.
- ii) Describe the impact of the improvements/changes on applicants
 - a. This allowed for easier access and delivery of the required documentation by the applicants
- iii) Describe the impact of the improvements/changes on your organization
 - a. This has allowed us to receive all documentation without delay caused by physical delivery

c. Provision of timely decisions, responses, and reasons

- i) Describe any improvements/changes implemented in the last year
 - a. All decisions and responses were delivered digitally
- ii) Describe the impact of the improvements/changes on applicants
 - a. This allowed for easier access and delivery of the required documentation to the applicants
- iii) Describe the impact of the improvements/changes on your organization
 - a. More timely receipt and delivery of documents

d. Fees

- i) Describe any improvements/changes implemented in the last year
 - a. None.
- ii) Describe the impact of the improvements/changes on applicants
 - N/A
- iii) Describe the impact of the improvements/changes on your organization
 - N/A

e. Timelines

- i) Describe any improvements/changes implemented in the last year
 - Extensions were offered to students whose articles were to expire in accordance with the effects of the Emergency Order
- ii) Describe the impact of the improvements/changes on applicants
 - Students were provided more opportunity to complete their articles
- iii) Describe the impact of the improvements/changes on your organization
 - None. No students required the extension



f. Policies, procedures and/or processes, including by-laws

- i) Describe any improvements/changes implemented in the last year
Policies were implemented to: review and update the AERC policy manual yearly, setting standards for credential assessors, requiring that the AERC, staff and assessors undergo a bias training session every 5 years, updating the grading process for professional exams
- ii) Describe the impact of the improvements/changes on applicants
Candidates will be assessed with consideration of potential bias and avoidance of bias. Assessors will now only be chosen if they are qualified in accordance with the new policy
- iii) Describe the impact of the improvements/changes on your organization
The organization now has a guide on updating the policy manual and the selection of assessors

g. Resource for applicants

- i) Describe any improvements/changes implemented in the last year
The AOLS launched a new website with more clarification on the application process for local and international applicants
- ii) Describe the impact of the improvements/changes on applicants
Applicants can now review the requirements and have access to the necessary application documents through the new website
- iii) Describe the impact of the improvements/changes on your organization
The AOLS has set a more clear description to potential applicants which has made the process of receiving applications more efficient

h. Review or appeal processes

- i) Describe any improvements/changes implemented in the last year
None
- ii) Describe the impact of the improvements/changes on applicants
- iii) N/A
- iv) Describe the impact of the improvements/changes on your organization
- v) N/A

i. Access to applicants' records

- i) Describe any improvement/changes implemented in the last year
All applicants' records are now stored digitally and physically
- ii) Describe the impact of the improvements/changes on applicants
Applicants can now receive and deliver their records digitally
- iii) Describe the impact of the improvements/changes on your organization



The AOLS now has access to students' records remotely

j. Training and resources for registration staff, Council, and committee members

- i) Describe any improvements/changes implemented in the last year
The new website enables information and files to be shared digitally to website members. The AERC and Council both received unconscious bias training in 2020.
- ii) Describe the impact of the improvements/changes on applicants
Members can now communicate through the website for more effective communication.
- iii) Describe the impact of the improvements/changes on your organization
Same as above and the bias training session made members aware of the effects of bias and how to avoid it.

k. Mutual recognition agreements

- i) Describe any improvements/changes implemented in the last year
The provinces in Canada amended their MRA to include a requirement that applicants must wait one year to attempt the entrance exam if they were unsuccessful in their previous three attempts
- ii) Describe the impact of the improvements/changes on applicants
This now coincides with policy related to the regular articling process in provinces within Canada
- iii) Describe the impact of the improvements/changes on your organization
Same as above

l. Describing any improvements/changes implemented in the last year

- i) Describe any improvements/changes implemented in the last year
None other than listed above
- ii) Describe the impact of the improvements/changes on applicants
- iii) N/A
- iv) Describe the impact of the improvements/changes on your organization
- v) N/A

m. Describe any registration-related improvements/changes to your enabling legislation and/or regulations in the last year

None



Provide any additional information: The AOLS has collaborated with other associations to assist in the implementation of a fully online, remote qualified degree for surveying. This has not been completed at this time.

Quantitative Information

The following quantitative information is collected for the purpose of observing statistical changes and trends related to application, licensure, appeals and staffing year over year.

a. Languages

Indicate the languages in which application materials and information about the application process are available.

Language	Yes/No
English	Yes
French	No

Other (please specify):

b. Gender applications

Indicate the number of applicants in each category as applicable

Gender	Number of applicants
Male	30
Female	3
None of the above	

Additional comments:

c. Gender of members

Indicate the number of members in each category as applicable. Select the option that best corresponds to the terminology used by your organization.

Gender	Number of members
Male	485



Female	40
None of the above	

Additional Comments:

For the following sections d,e & f, the OFC recognizes that the term initial education infers that applicants may receive their education in multiple jurisdictions.

For the purpose of these questions, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

d. Jurisdiction where applicants obtained their initial education

Indicate the number of applicants by the jurisdiction where they obtained their initial education in the profession or trade

Ontario	Other Canadian Provinces	USA	Other International (list countries and # of applicants)	Unknown	Total
23	2	0	8 Egypt, Iran (3), Spain, Australia, Romania, Sri Lanka	0	33

Additional comments:

e. Jurisdiction where applicants who became registered members obtained their initial education

Indicate the number of applicants who became registered members in the reporting year by the jurisdiction where they obtained their initial education in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International (list	Unknown	Total



			countries and # of applicants)		
4	1		1 - Iran		6

Additional comments:

f. Jurisdiction where members were initially trained

Indicate the total number of registered members by jurisdiction where they obtained their initial education in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International (list countries and # of applicants)	Unknown	Total

We do not currently keep records of this on an ongoing basis for the membership.

g. Application processed

Indicate the number of applications your organization processed in the reporting year. Enter the data by jurisdiction where applicants were initially trained in the profession, i.e. before they were granted use of the protected title or professional designation in Ontario.



January 1, 2020 to December 31, 2020	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	22	2	0	8	0	33
Applicant actively pursuing licensing. Those who had some contact with your organization in the reporting year	22	2	0	8	0	33
Inactive applicants. Those who had no contact with your organization in the reporting year.	0	0	0	0	0	0
Applicants who met all requirements and were authorized to become members <u>but did not</u> become members	0	0	0	0	0	0
Applicants who became <u>fully</u> registered members	4	1	0	1	0	6
Applicants who were authorized to receive an alternative licence <u>but were not</u> issued a licence	0	0	0	0	0	0
Applicants who were issued an alternative class of licence*	0	0	0	0	0	0

- An alternative class of licence enables it holder to practice with limitations, but additional requirements must be met in order for the member to be fully licensed.

Additional comments:

h. Classes of certificate/licence

Provide a description of the classes of certificate/license offered by your organization. You should have at least one class listed.



#	Certification	Description
1	Licence	Allows for exclusive right to provide cadastral survey services to the public
2	Certificate of Registration	A designation indicating expertise in the field of professional surveying (does not include right to provide cadastral services)
3		

Additional comments:

i. Reviews and appeals processed

State the number of reviews and appeals your organization processed in the reporting year. Enter the data by jurisdiction where applicants were initially trained in the profession, i.e. before they were granted use of the protected title or professional designation in Ontario.

January 1, 2020 to December 31, 2020	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Applicants that were subject to an internal review or that were referred to a statutory committee of your governing council, such as Registration Committee	2	0	0	0	0	2
Applicants who initiated an appeal of a registration decision	0	0	0	0	0	0
Appeals hear	0	0	0	0	0	0



Registration decisions changed following an appeal	0	0	0	0	0	0
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Additional comments:

j. Paid Staff

Provide the number of paid staff employed by your organization in the categories shown, as of December 31, 2020.

You may use decimals if you need to count half units. For example, on full-time employee plus one part-time employee will be equivalent to 1.5 employees.

Category	Number of staff
Total number of staff employed by the regulatory body	13
Number of staff involved in the appeals process	2
Number of staff involved in the registration process	2

Additional comments:

Submission

Name of individual with authority to sign on behalf of the organization:

Title: Kevin Wahba - Registrar

Date: February 8, 2021

