

Committee Descriptions - Quick Start

Name of Committee/Task Force	Purpose of Committee	Typical Number of Meetings Annually	Typical Hours Committee Annually	Travel Involved	Desirable Skills/Knowledge	Typical number of members	Restrictions
Council	The governing body and board of directors of the Association responsible to manage and administer the affairs of the Association	10	150 hours + time for additional committee assignments (Executive Committee members would have additional time)	Most meetings at the AOLS Office; 3 other meetings held at other venues in Ontario	Strategic planning, HR management, fiscal management, Strong Communications, policy development, governance, survey practices	9 members of the AOLS (exclude staff ex-officio members, Surveyor General and Lay Councillors	
Executive Committee	Addresses operational issues (e.g. personnel) and emergency issues if required and duties assigned by Council	8	16	None	See Council	5 members of Council	
Academic and Experience Requirements Committee	Oversees and administers processes and procedures addressing entry into the profession (e.g. sets requirements for articling, makes recommendations on educational requirements, arranges for and addresses applicant assessments, sets and administers examinations)	4 plus examinations	40	Generally meet at AOLS Office	Strong understanding of professional requirements, strong communications, strong knowledge of surveying and business practices, teaching/training experience is an asset	6 to 9 plus several assistants	
Fees Mediation Committee	This is a statutory committee that mediates and/or arbitrates complaints from the public regarding fees	2	8	not usually	Administrative Law, strong knowledge of business practices and estimating	3 beyond a Council member and LGA	Cannot be on Complaints or Discipline Committees
4 Government Relations	Facilitates discussion with government and senior officials regarding matters of importance to the AOLS.	1	4	Toronto area	Political acuity, strong communication skills, strategic planning, marketing, knowledge of legislative processes	2 beyond Executive members and Surveyor General	
5 Legislation and Regulations TF	Considers and drafts potential changes to the Surveyors Act and its regulations	8	35	travel to AOLS Office twice a year	Strong knowledge of the Surveyors Act and regulations, strong knowledge of surveying and business practices, experience in policy development,	8	
6 Nominating	This is a statutory committee (by regulation) required to attempt to nominate at least one member of the Association for each position to be filled by the Council elections each year	3	8	None	Well connected across the membership, assessment skills	Only 2, other than 3 past-presidents and a lay councillor	
Registration Committee	This is a statutory committee that holds hearings upon application where the Registrar has refused to issue or revoked, a license, certificate of registration or certificate of authorization or imposed conditions on these	2	8	Potentially to the AOLS Office	Administrative law, admittance standards	1 member of Council , 1 lay councillor, at least 3 other members	
Fair Fees for Field Notes Task Force	Task Force established to look into and make recommendations regarding fair fees for field notes/survey records	4	Ad hoc meetings		Understanding of business practices/costs; policy development skills	Currently 5 members from Council	
2 Complaints	This is a statutory committee that considers and investigates complaints filed	10	20 plus preparation time of approximately equivalent.	Meetings typically held at the AOLS Office	Requires a minimum of five-year experience as an OLS, Administrative law, broad knowledge of survey and business practices	1 member of Council, 1 LGA plus approximately 6 members	Cannot be on Fees Mediation or Discipline Committees
4 Discipline	Hears and determines allegations of professional misconduct or incompetence	1 plus panel (3 or 4 per	4 if not selected to be on a panel; if on a panel it could usually range from 8 to 24 hours	Meeting at the AGM with hearings typically held at the AOLS Office	Requires a minimum of five-year experience as an OLS (experienced in survey and business practices), Administrative Law, critical thinking skills	18	Cannot be on Fees Mediation or Complaints Committees
5 Monument Protection	This Task Force deals with the potential and real loss of survey monuments. There primary task has been completed.	2	4	None	Knowledge of construction practices, safety practices and monumentation standards	4 from the public sector and 3 from the private sector	
6 Professional Standards	This committee maintains and develop standards of practice and provides advise to the membership and Council regarding standards and guidelines.	10	20	None	Strong knowledge of survey and business practices; knowledge of new and emerging technology; policy development, critical thinking skills	8; there is also a support group	
7 Province Wide SRI TF	This Task Force will be moving towards committee status being responsible for the maintenance and enhancement of the PSRI and addressing members usage or non-usage.	4	12	None	Information management skills; knowledge of application development would be useful;	8	
9 Survey Review Department	This committee's prime responsibility is to review the practices/processes of the SRD and make recommendations for changes if necessary. They also perform post audit reviews which could feed into their considerations for change.	4	12	One face to face meeting annually at the AOLS Office	Knowledge of auditing procedures, policy development, management	7	

10 Underground Utilities Committee	This committee initiate and pursues strategic activities that would improve public safety and the efficiency and safety of cadastral survey activities related to underground utilities	4	12	None	Knowledge of TSSA role and procedures, knowledge of safety standards and practices, knowledge of sub-surface engineering practices	6	
2 Continuing Education	This committee develops the program of continuing education of members including assigning CPD hours.	4	12	None	Experience in survey and business practices, knowledge of curriculum development, experience in training, analytical skills	10	
3 Marketing and Recruitment	This committee develops and implements a marketing strategy to attract technical an professional staff and develops marketing material to promote the role of the AOLS.	10	20	Attending outreach sessions	Marketing, Communications, strategic planning	15	
4 Expanded Profession TF	This Task Force provides advice to Council regarding issues of registered members. It is working to develop a value proposition for holding a C of R which could include full licensure.	4	12	None	Knowledge of the expanded profession, strategic planning skills, analytical thinking skills, communication skills.	6	
8 Website Maintenance	This committee provides direction to the AOLS regarding the website. This includes policy and content.	4	12	None	Communication and marketing skills. Understanding of websites and associated technology.	8	
9 Municipal Surveyors	Provides advice to municipalities regarding surveying matters and advocates for best practices regarding municipal matters.	5	10	None	They are normally municipal employees managing surveying operations. Management, planning and communications skills.	12	
1 AGM Task Force	Plans and oversees the AGM. Normally participants of the Task Force have roles at the AGM (e.g. chair, overseeing the exhibitors, hospitality).	6	16	AGM Venue and AOLS Office for two meetings; remainder by GoTo meeting	Planning and budgeting and communication skills	3	
3 Archival and Historical	Catalogues, displays, maintains, repairs, accepts and/or purchases archival equipment, documents, photographs and survey artifacts. Prepares and collects historical information about the Association and its member. Researches related matters and answers relevant, public inquiries.	6	24	Generally meet at the AOLS Office	Love of History, writing and research skills	10	
4 Insurance Advisory	Reviews claims and advises adjusters about potential settlements and defense. Provides advice to Council regarding insurance matters including funding formulas, appointment of brokers and adjusters.	4	24	Generally meet at the AOLS Office	Significant experience in business and surveying operations, analytical abilities, communication skills	6	Although not statutory, should not be involved with complaints or discipline
Inclusivity and Diversity	Provides advice and direction to Council and other committees regarding actions related to diversity, equality and inclusivity.	8	12	Generally virtual meetings	Some knowledge of policy formation, passion for increasing diversity, equality and inclusivity in the AOLS organizations and activities	6	