

Office Supervision

Section B Sub-Section 8 of the Standards of Conduct which are part of the Code of Ethics of the Ontario Land Surveyors states as follows:

“Every office established for the practice of professional land surveying shall be staffed and supervised by a member”.

In order that the membership is clear as to Council’s interpretation and intention in this matter, the membership attention is brought to the following policy motions of Council:

POLICY MOTION 79-41

“WHEREAS an investigation by the Secretary of the Association has indicated that most survey offices being operated by members of the Association or by firms under Certificate of Authorization, are now being staffed on a full time basis by Members of the Association, THEREFORE be it confirmed as a policy of the Association that all survey offices shall be operated or supervised, on a full time basis, by a resident O.L.S. and that a Member cannot be listed as being in charge of more than one office, and furthermore be it noted that Zenith telephone numbers, post office box numbers and consultation offices shall not be considered a survey office.”

79-65

“BE IT RESOLVED that Council accept the following definition of a consultation office referred to in Motion 79-41: “For the purposes of resolution 79-41 a ‘consultation office’ is defined as office space

maintained for the sole purpose of client communication which is open to the public for specified hours and at which there is no full time or part time technical staff, but during which specified hours there is an Ontario Land Surveyor in attendance. It may be advertised as a consultation office provided only that the specific hours which it is open are included in the advertisement.”

In order that you are clear regarding the advertising of such offices we would point out that if your office has a main office in Toronto and a consultation office in Milton, which is open on Tuesday’s from 1 p.m. to 5 p.m. your advertising would be as follows:

John Jones, O.L.S.

Main Office: 32 Smith Street, Toronto
Consultation Office: (open Tuesdays
1 p.m. to 5 p.m.) 13 Main Street,
Milton.

We would also point out that a home phone number should not be listed as an office unless it is in fact a full office staffed by an O.L.S. There is no problem in listing a home phone number on a business card or an advertisement if it is listed as such. In other words you have your business phone number listed at your office and underneath simply put home telephone number. You will note from policy motion 79-41 that Zenith telephone numbers and post office box numbers are not considered survey offices and should not be listed as survey offices in your letterhead or your advertising. If there is any question regarding the above, please contact the Secretary at the Association offices.