



**Alberta Land Surveyors' Association**

# **HANDBOOK**

**For Candidates Applying to Become  
Alberta Land Surveyors  
Under the Mutual Recognition Document  
Pursuant to TILMA  
(The Trade Investment Labour Mobility Agreement)**

*containing syllabus, rules, regulations and guidelines*

**PREPARED BY THE REGISTRATION COMMITTEE OF THE  
ALBERTA LAND SURVEYORS' ASSOCIATION**

**APPROVED BY COUNCIL - DATE**

*(with revisions by the Registration Committee to November 19, 2008)*

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## **General Information**

The governments of Alberta and British Columbia signed the Trade Investment Labour Mobility Agreement (TILMA) on April 28, 2006. It came into effect on April 1, 2007 and included a two-year transitional period for labour mobility measures. TILMA was to be fully implemented by April 1, 2009. The TILMA is a comprehensive agreement that will eliminate most barriers to trade, investment or labour mobility between the two provinces.

Any professional regulatory organization (PRO) whose practices are inconsistent with the terms of the agreement may maintain their practices if they can demonstrate that the scope of practice or occupational standard difference is necessary to achieve a legitimate objective such as the protection of health or the environment.

The Alberta Land Surveyors' Association (ALSA) and the Association of British Columbia Land Surveyors (ABCLS) signed a mutual recognition document pursuant to TILMA on April 26, 2008 and came into effect on January 1, 2009.

Under the mutual recognition document, land surveyors licensed in one jurisdiction that is party to the agreement must pass one jurisdictional examination lasting no longer than half-a-day in order to be eligible to be licensed in the other jurisdiction. The jurisdictional examination shall be available on demand.

## **Making Application**

A British Columbia Land Surveyor who wishes to be licensed as an Alberta Land Surveyor must complete the application form (attached) and arrange to have the Association of British Columbia Land Surveyors provide a “good standing letter” directly to the Alberta Land Surveyors' Association.

The British Columbia Land Surveyor may choose to become an affiliate member of the Alberta Land Surveyors' Association (see eligibility for affiliate membership) but this is not a requirement to write the jurisdictional examination. The advantage of becoming an affiliate member is that it ensures that you receive current information, such as *ALS News*, from the ALSA.

Once the Alberta Land Surveyors' Association has received the appropriate fees, the application form and the “good standing” letter from the ABCLS, you are eligible to write the jurisdictional examination. The Alberta Land Surveyors' Association will confirm the date, time and location to write the jurisdictional exam. The jurisdictional examination shall be offered within five business days of the Alberta Land Surveyors' Association receiving the application.

## **Writing the Jurisdictional Examination**

Candidates will be examined on their knowledge and comprehension of the Alberta legal systems and statute law as it applies to surveying in Alberta. The jurisdictional examination will include practical questions on survey requirements, legalities, problems, and possibilities likely to be encountered in surveys of land in Alberta including, but not limited to, wellsite and public land disposition surveys, wellsites in surveyed territory, condominium surveys, urban and rural subdivision surveys, pipeline and right-of-way surveys, real property reports. Particular emphasis will be placed on the evaluation of survey evidence as it relates to the practice of land surveying in Alberta.

The Jurisdictional Examination is a closed-book exam and shall last no longer than half-a-day.

The price to write the Jurisdictional Examination is \$100 plus GST.

## **Suggested Reading List**

### ***Partial List of Alberta Statutes***

1. Condominium Property Act and Regulations
2. Land Surveyors Act
  - (a) Code of Ethics Regulation
  - (b) Discipline Regulation
  - (c) Examination and Training Regulation
  - (d) Professional Practice Regulation
  - (e) Bylaws of the Alberta Land Surveyors' Association
3. Land Titles Act
  - (a) Metric Conversion Regulation
  - (b) Tariff of Fees Regulation
  - (c) Forms Regulation
4. Municipal Government Act
  - (a) Subdivision and Development Regulation
  - (b) Forms Regulation
5. Public Lands Act
6. Public Works Act
7. Surveys Act
8. Miscellaneous Regulations and Instructions
  - (a) ERCB Directive 56
  - (b) Bulletin #38
  - (c) LTO Procedures Manual

### ***Publications of the Alberta Land Surveyors' Association***

1. Commentary on the Code of Ethics
2. *ALS News*
3. *The Law and Practice of Land Surveying in Alberta*
3. Annual Reports
4. Manual of Standard Practice
5. Council Report
6. Reports on the ALSA Website
7. General Mailings

## **Jurisdictional Examination Results**

Candidates must receive a mark of 75% or higher in order to pass the Jurisdictional Examination.

The Association shall attempt to provide the results of the Jurisdictional Examination within ten business days of the exam being written.

If the candidate passes the Jurisdictional Examination, then the candidate is eligible to be registered as an Alberta Land Surveyor.

If the candidate does not pass the Jurisdictional Examination, the candidate may appeal his mark in writing to the Registration Committee. An appeal fee will apply; as of January 2009, the appeal fee is \$74 plus GST.

If a candidate does not achieve a pass mark in the Jurisdictional Examination, the Alberta Land Surveyors' Association may require the candidate to wait a period of time before attempting the written jurisdictional examination again. The waiting period shall not exceed 30 calendar days. The candidate may also request an interview with the Registration Committee in order to assist him with the Jurisdictional Examination.

## **Registration as an Alberta Land Surveyor**

Pursuant to the requirements of the Land Surveyors Act, Regulations and Bylaws pursuant thereto, an individual applying for registration as an Alberta land surveyor must:

- (a) be at least 18 years of age,
- (b) satisfy the Registration Committee that the individual is of good character,
- (c) pay the prescribed fees,
- (d) take and subscribe before a Judge of the Court of Appeal or the Court of Queen's Bench:
  - (i) the oath of allegiance prescribed in Form A of the Oath of Office Act, and
  - (ii) an oath of office in the form set out in the regulations.
- (e) provide proof of professional liability insurance coverage.

## **Eligibility for Affiliate Membership**

- (a) The Registration Committee, on behalf of Council, shall, upon application, confer membership in the Association as an Affiliate Member to any individual who holds a license in good standing as a land surveyor in another province or as a Canada Lands Surveyor and is applying for a license as an Alberta Land Surveyor.
- (b) An Affiliate Member is required to pay an annual fee in accordance with Council policy.
- (c) An Affiliate Member may attend any Annual General Meeting or special meeting of the Association and is entitled to discuss any motion, but may not propose any motion or resolution before the meeting and may vote on all matters except professional legislation and standards of practice.
- (d) An Affiliate Member may sit as a member on any non-statutory committee of the Association.
- (e) An affiliate member may use the designation "Alberta Land Surveyors' Association Affiliate Member." (ALSA Affiliate Member)
- (f) Membership may be cancelled by Council.

In order to apply for affiliate membership, a person must hold a license that is not encumbered or restricted in any way within a home association.

The candidate must complete the affiliate membership application form and submit the fees required by the bylaws (currently \$100 plus GST).

Affiliate member fees must be paid by April 30 of each year the candidate is an affiliate member. Fees will not be pro-rated.

## **Correspondence**

All inquiries with respect to the procedures relating to the admission of candidates to articles, examinations, and other information should be made to:

Registration Committee  
Alberta Land Surveyors' Association  
1000 Phipps-McKinnon Building  
10020 – 101A Avenue  
Edmonton, AB T5J 2G3  
Phone: 780/429-8805 or 1-800-665-2572 Fax: 780/429-3374  
E-mail: info@alsa.ab.ca Website: www.alsa.ab.ca

*Mutual Recognition Document  
for Land Surveyors  
under the Trade Investment & Labour Mobility Agreement  
between  
The Alberta Land Surveyors' Association and  
The Association of British Columbia Land Surveyors*

**1.0 Purpose**

We, the undersigned, enter into this Mutual Recognition Document (MRD) in order to comply with our obligations under the Trade Investment & Labour Mobility Agreement. The purpose of this MRD is to establish the conditions under which a land surveyor who is licensed in Alberta or British Columbia becomes eligible for registration in the other jurisdiction

**2.0 Definitions**

**Academic Qualifications** – The academic requirements or recognized equivalents required by the home association prior to sitting a jurisdictional examination.

**Applicant** – A land surveyor currently licensed in a home association applying for a license in a host association.

**Articles** – A period of practical, supervised, on-the-job training required for initial licensing in an association.

**Association** – Includes those regulatory bodies that are signatories to this mutual recognition document;

**Home Association** – The association or associations in which the applicant is currently licensed.

**Host Association** – The association to which the applicant is applying for a license.

**In good standing** – The status of a land surveyor whose license is not encumbered or restricted in any way within a home association.

**Jurisdictional Examination** – An examination designed to test the level of jurisdictional knowledge. (see Schedule B)

**Jurisdictional Knowledge** – Specific topics of survey knowledge that are unique to that province. (see Schedule A)

**Land Surveyor** – Any person licensed with either association who is authorized to practice land surveying.

**License/Licensed/Licensing** – Having the exclusive right to practice cadastral land surveying.

**Professional Survey Project** – An assignment or series of assignments designed to test the level of jurisdictional knowledge and competence in the practical application of jurisdictional knowledge.

**3.0 Terms and Conditions**

3.1 WHEREAS the associations support the objectives of the Trade Investment & Labour Mobility Agreement, and agree that it is in the interest of their members and of the general public that land surveyors have access to employment opportunities in their profession in Alberta and British Columbia;

3.2 WHEREAS it is further agreed and understood that threshold levels of competence in the practice of land surveying are established, maintained and upheld by the associations to protect the public, and that there are different paths for land surveyors to achieve those levels;

3.3 WHEREAS this mutual recognition document does not modify the authority of each association to set standards and requirements;

3.4 WHEREAS there is a recognition of the basic premise of mutual trust among the associations with respect to their licensing decisions;

3.5 WHEREAS the associations have determined that there is a high level of commonality with respect to,

- the threshold levels of competence for the practice of land surveying;
- professional standards and ethics;
- scope of practice among land surveyors;
- having complaints and disciplinary procedures in place;
- requirements for initial licensing, given that all associations currently require:
  - equivalent levels of academic qualification;
  - successful completion of similar examinations;
  - successful completion of an articling process,

3.6 WHEREAS it is recognized that jurisdictional knowledge is specific to each association's jurisdiction;

3.7 WHEREAS no association will maintain or adopt any requirement for residency in its jurisdiction as part of its requirements for a license;

3.8 WHEREAS each association shall ensure that any measure it adopts or maintains, relating to licensing of an applicant from any other association, is competency-based and readily accessible or published and does not result in unnecessary delay nor impose inequitable, burdensome fees. This does not prevent associations from passing on additional costs to the applicant;

3.9 WHEREAS it is recognized that land surveyors who became licensed under a previous regulatory process may not meet the current requirements for initial licensing in their home association, it is acknowledged that these individuals are qualified and are eligible to be applicants;

3.10 WHEREAS associations may maintain differing continuing education requirements of land surveyors in their jurisdictions, applicants for licensing will not be required to demonstrate compliance with the host association's continuing education requirements until licensed by it.

#### **4.0 Terms of Recognition for Licensing**

4.1 THEREFORE, based on the principles above, we the associations agree that an applicant from a home association shall be deemed to have met the academic qualifications of a host association;

4.2 FURTHER, we agree to license an applicant provided that the applicant:

- pays applicable fees;
- proves membership in good standing in the home association;
- demonstrates jurisdictional knowledge by successfully completing a jurisdictional examination;
- complies with any other administrative requirements normally associated with the granting of a license within the host association and not related to academic or experience requirements.

#### **5.0 Administration of the Agreement**

5.1 Each association agrees to identify a contact person(s) for each association to monitor and assess the implementation and application of the agreement within their association and to participate in a group made up of all association contact persons to address inquiries, disputes, or questions arising from the implementation or application of the agreement.

5.2 Each association agrees to give advance notice to other associations when proposing modification of occupational standards or licensing requirements that might affect the inter-provincial/territorial mobility of land surveyors.

5.3 Each association agrees that this agreement is a dynamic and evolving instrument that may be amended with the consent of the associations. The associations agree to initiate periodic reviews of this agreement after April 1, 2008 and to review the operation of the agreement when such a request is made by one of the associations.

5.4 Each association agrees to give written notice to its government and to other associations of its intent to withdraw from this agreement at least 12 months before the association withdraws or at the earliest possible opportunity. The withdrawal will take effect 12 months after the notification. The notice period is waived where the withdrawal is not within the association's control.

5.5 Each association agrees to seek the necessary legislative changes from their respective government if, in order to implement this agreement, there is a need for such changes. Each association also agrees to seek the necessary changes to their by-laws, and make the necessary changes to their policies or procedures in order to implement this agreement.

5.6 This agreement shall come into force January 1, 2009.

## **6.0 Signatures of Regulatory Bodies**

***Bob Wallace***

\_\_\_\_\_  
President, Alberta Land Surveyors' Association

***April 26, 2008***

\_\_\_\_\_  
Date

***Neil Bennett***

\_\_\_\_\_  
President, Association of British Columbia Land Surveyors

***April 26, 2008***

\_\_\_\_\_  
Date

***Schedule A***  
***Mutual Recognition Document***  
***for Land Surveyors***  
***under the Trade Investment & Labour Mobility Agreement***  
***between***  
**The Alberta Land Surveyors' Association and**  
**The Association of British Columbia Land Surveyors**

This schedule lists specific topics of survey knowledge that are jurisdictionally unique and may be the subject of a jurisdictional examination in order to meet the legitimate objectives of public order and consumer protection.

**Practice Issues:**

Issues related to the actual practice of land surveying within the jurisdiction.

Relevant association and jurisdictional statutes and related regulations, bylaws, instructions, standards, and policies and guidelines, including manuals of standard practice, that are related to the practice of surveying within the jurisdiction, and which may include,

- survey systems including historic and legal description aspects for private and Crown lands;
- standards and criteria for both general survey practice and specific survey products, as defined in legislation or association policy including, but not limited to, monumentation, accuracies, field procedures, certification and format;
- local sources of survey research information unique to the jurisdiction, such as government departments or offices, databases, libraries, publications;
- land planning and development policy, procedures and practices.

**Professional Issues:**

Issues related to membership in the host association.

Relevant association and jurisdictional statutes and related regulations, bylaws, policies, and manuals of standard practice, that are related to land surveyors' responsibilities to the public, to the profession and other professional bodies, and their application to participation in the profession.

***Schedule B***  
***Mutual Recognition Document***  
***for Land Surveyors***  
***under the Trade Investment & Labour Mobility Agreement***  
***between***  
**The Alberta Land Surveyors' Association and**  
**The Association of British Columbia Land Surveyors**

*This schedule contains the criteria, concept statements, descriptions and evaluation mechanisms for the jurisdictional examination which a host association may require of an applicant in order to determine competence in and practical application of jurisdictional knowledge.*

**Criteria:**

The jurisdictional examination must relate to jurisdictional knowledge as defined in Schedule A of the MRD and must not result in unnecessary delays in the recognition of the applicant by the host association. The jurisdictional examination will have requirements that are transparent and consistently applied.

**Description:**

An applicant will be required to pass one written jurisdictional examination testing the applicant's jurisdictional knowledge.

The written jurisdictional examination may not be longer than approximately half a day and shall be offered within 5 business days of the host association receiving an application.

A professional survey project shall not be required by a host association.

An oral professional examination shall not be required by a host association.

The cost to sit exams will not be greater than for entry-level candidates.

**Evaluation Mechanisms:**

A pass for a jurisdictional examination is as defined within the host association for initial licensing examinations and shall not be greater than for entry-level candidates.

If a candidate does not achieve a pass mark in the written jurisdictional examination, the host association may require the candidate to wait a period of time before attempting the written jurisdictional examination again. The waiting period shall not exceed 30 calendar days.

If the host association determines that an applicant does not have the required level of jurisdictional knowledge to successfully complete the requirements then experience may be the way to gain that knowledge. The onus is on the applicant to gain the required knowledge by whatever means he or she chooses. The onus is not on the host association to define a period or type of training although the host association may make recommendations.

***Schedule C***  
***Mutual Recognition Document***  
***for Land Surveyors***  
***under the Trade Investment & Labour Mobility Agreement***  
***between***  
**The Alberta Land Surveyors' Association and**  
**The Association of British Columbia Land Surveyors**

*This schedule contains a description of the current requirements for licensure by each association.*

If a person does not hold a license to practice land surveying in a Canadian jurisdiction, the Alberta Land Surveyors' Association and the Association of British Columbia Land Surveyors currently require that person to complete the following requirements in order to be licensed as a land surveyor:

1. Obtain a Certificate of Completion from the Canadian Board of Examiners for Professional Surveyors
2. Complete a period of articles under the supervision of a professional land surveyor;
3. Complete professional examinations testing the applicant on statutes and regulations pertinent to that jurisdiction;
4. Complete professional examinations testing the applicant on practical surveying and the surveying profession;
5. Complete field projects and field reports; and
6. Complete an oral examination or professional assessment interview.

If a person holds a license to practice land surveying in a Canadian jurisdiction that is not a signatory to this agreement, the Alberta Land Surveyors' Association and the Association of British Columbia Land Surveyors currently require that person to complete the following requirements in order to be licensed as a land surveyor:

1. Complete professional examinations testing the applicant on statutes and regulations pertinent to that jurisdiction;
2. Complete professional examinations testing the applicant on practical surveying and the surveying profession pertinent to that jurisdiction;
3. Complete field projects and field reports; and
4. Complete an oral examination or professional assessment interview.

These requirements are not applicable to applicants applying under this agreement.



**APPLICATION FOR AFFILIATE MEMBERSHIP**

*Under Section 51 of the By-Laws of the Alberta Land Surveyors' Association  
(pursuant to the Land Surveyors Act (SA 1981 c L-4.1))*

*British Columbia Land Surveyors who wish to become Alberta Land Surveyors under the  
terms of the TILMA Mutual Recognition Document may choose to become affiliate  
members but it is not mandatory to do so.*

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Phone: \_\_\_\_\_ (bus.) \_\_\_\_\_ (res.) E-Mail Address: \_\_\_\_\_

Address: \_\_\_\_\_

Birthplace: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Date of Entry to Canada: \_\_\_\_\_  
*(if applicable)*

**Other Professional Affiliations:**

*Please indicate the association or associations in which you are currently licensed. You must be a member in good standing in an association(s) that is a signatory to the Mutual Recognition Agreement.*

**Organization:**

**Membership Date:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT**

I hereby acknowledge that the above information is true and correct and that I am familiar with the provisions of the Land Surveyors Act (SA 1981 c L-4.1) and the regulations and bylaws pursuant thereto.

\_\_\_\_\_  
*(signature)* *(date)*

Please return this form with the required annual fee of \$100.00 (plus GST) and a letter of good standing from the the appropriate association in which you have current membership to:

**Alberta Land Surveyors' Association  
1000 Phipps-McKinnon Building  
10020 – 101A Avenue  
Edmonton, Alberta T5J 3G2**



**This form is online at [www.alsa.ab.ca](http://www.alsa.ab.ca)**

**Application for Jurisdictional Examination**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

- I hereby apply to attend the Jurisdictional Examination in:
- Calgary
  - Edmonton
  - Grande Prairie
  - ABCLS Office
  - Other

Preferred Examination Date: \_\_\_\_\_

Examination Fee: \$100 plus GST **Please Note: The examination fee is non-refundable.**  
***Please pay by cheque or credit card.***

Cheque enclosed for \$ \_\_\_\_\_ plus GST \$ \_\_\_\_\_ for a total of \$ \_\_\_\_\_ (GST #R106693690)

Cardholder Name \_\_\_\_\_

Card Type and Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Please return this form with the required fee of \$100.00 (plus GST) and a letter of good standing from the appropriate association in which you have current membership to:

**Please return to**  
**Alberta Land Surveyors' Association**  
**1000 Phipps-McKinnon Building**  
**10020 – 101A Avenue**  
**Edmonton, AB T5J 3G2**  
**Fax: (780) 429-3374 E-mail: [roberts-jewell@alsa.ab.ca](mailto:roberts-jewell@alsa.ab.ca)**

**FOR OFFICE USE ONLY**

**Jurisdictional Examination Date \_\_\_\_\_**