



**Alberta Land Surveyors' Association**

# **Affiliate Member Handbook**

*containing rules, regulations and guidelines  
including responsibilities of  
Affiliate Members*

**PREPARED BY THE REGISTRATION COMMITTEE OF THE  
ALBERTA LAND SURVEYORS' ASSOCIATION FOR THE USE OF  
AFFILIATE MEMBERS**

**APPROVED BY COUNCIL - OCTOBER 25, 2001**  
*(with revisions by the Registration Committee to July 2004)*

## TABLE OF CONTENTS

General Information .....	2
Eligibility for Affiliate Membership.....	2
Professional Practice Examinations.....	3
Registration as an Alberta Land Surveyor .....	3
Registration Committee .....	4
Correspondence .....	4
Suggested Reading List and Seminars.....	6
Partial List of Areas of Study .....	7
The Mutual Recognition Agreement .....	8
(including Schedules A and B)	
Affiliate Member Form .....	15

## **General Information**

The Alberta Land Surveyors' Association as a self-governing body, desires to promote and increase the knowledge, skill and proficiency of surveyors in all things relating to their profession. The Alberta Land Surveyors' Association is responsible for the examination, licensing, and registration of cadastral surveyors in Alberta.

Growth and changing technology demand high standards of academic and professional skills in the profession of land surveying. In order to ensure that the public of Alberta receives quality service, the Registration Committee has prepared this information package to assist affiliate members.

At the present time, the most direct route to becoming a commissioned Alberta land surveyor requires a degree in Geomatics Engineering or Survey Science (four year program) from a Canadian university, followed by a minimum two year term of articles and successful completion of a set of professional practice examinations.

On June 16, 2001, the Alberta Land Surveyors' Association, along with nine other Canadian self-governing survey associations (except the Association of Prince Edward Island Land Surveyors), signed a Mutual Recognition Agreement. The purpose of the Mutual Recognition Agreement is to establish the conditions under which a land surveyor, who is licensed in one Canadian jurisdiction, will have his/her qualifications recognized in all other Canadian jurisdictions that are signatory to this agreement.

### **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.

### **Professional Practice Examinations**

Affiliate members must pass the professional practice examinations prescribed by the ALSA Registration Committee on legislation, practical surveying, professional ethics and any other matters considered necessary, whether oral or written. The ALSA Registration Committee also requires that three project reports be completed prior to sitting the qualifying 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,
- (e) 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.

### Registration Committee

The Registration Committee is constituted under the Land Surveyors Act to consider applications for the registration of applicants, in accordance with the Land Surveyors Act, the Regulations and Bylaws and may:

- (a) approve the registration,
- (b) refuse the registration, or
- (c) defer the approval of registration until it is satisfied that the applicant has complied with the requirements of the Land Surveyors Act, Regulations, and Bylaws.

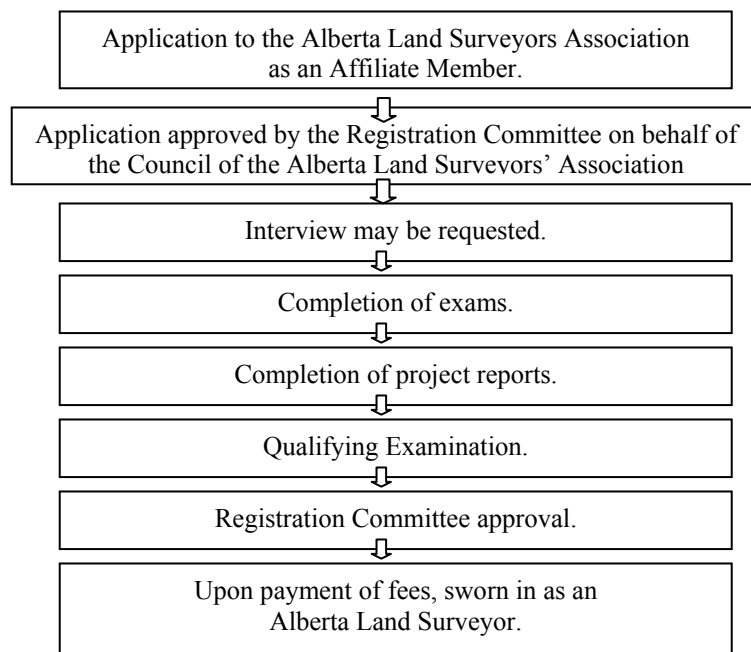
### Correspondence

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

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

- (a) fees shall be remitted to the Alberta Land Surveyors' Association.
- (b) the Association will accept no responsibility or obligation arising from the non-delivery of mail or other matter intended to be delivered to it,
- (c) candidates shall promptly notify the Association of any changes in their current mailing address.



**Notes:**

1. An applicant may, within 30 days, appeal the refusal of the Registration Committee for registration
2. Written examinations are held in April of each year (a second sitting of examinations is being contemplated).
3. Upon approval of affiliate membership, the individual may attempt written professional examinations at the next scheduled sitting.
4. All written professional practice examinations and three project reports must be completed before sitting for the oral portion of the qualifying examination.
5. An applicant shall complete the professional practice examinations and three project reports within 5 years of the application for Affiliate Membership being approved.
6. All written professional examinations and project reports are outlined in detail in the Professional Examination Syllabus.

**Suggested Reading List and Seminars**

***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) AEUB Guide 56
  - (b) Bulletin #38
  - (c) LTO Procedures Manual
9. Occupational Health and Safety Act
10. Expropriation Act

***Partial List of Federal Statutes***

10. Canada Evidence Act
12. Navigable Waters Protection Act
13. Criminal Code
14. Competition Act

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

1. Commentary on the Code of Ethics
2. ALS News
3. Annual Reports
4. Manual of Standard Practice
5. Council Report
6. Reports on the ALSA Website
7. General Mailings

### **Partial List of Areas of Study**

1. *Descriptions*—write and interpret metes and bounds descriptions and prepare descriptive plans.
2. *Adverse Possession*—familiarity with the concept of adverse possession
3. *Roads*—closing of roads, status of roads, and the procedure for closing of roads.
4. *Evidence*—the hierarchy rules of evidence and their application.
5. *Solving Boundary Problems*—the various avenues open to the client to solve a boundary problem; boundary adjudication, adverse possession, court cases, etc.
6. *Estimating*—communication with the client - before the articles are completed, direct client contact is important as well as practice in estimating survey jobs.
7. *Professional Ethics*—an understanding of the Alberta Code of Ethics.
8. *Differences with a previous survey*—how a surveyor handles this situation in various circumstances.
9. *Applicable legislation*—Land Surveyors Act, Surveys Act, Municipal Government Act, etc.
10. *Contract*—what constitutes a contract with a client and the difference between estimates and firm prices.
11. *Project research*—Land Titles Office, Resource Data Division of Environmental Protection, Public Works and Government Services Canada, Energy and Utilities Board, Geomatics Canada, other survey firms, resource companies, and township plans and field notes.

**Mutual Recognition Agreement**  
***Agreement on Labour Mobility***  
***for Land Surveyors in Canada***

*Between*

The Association of Newfoundland Land Surveyors,  
The Association of Nova Scotia Land Surveyors,  
The Association of New Brunswick Land Surveyors,  
L'Ordre des arpenteurs-geometres du Quebec,  
The Association of Ontario Land Surveyors,  
The Association of Manitoba Land Surveyors,  
The Saskatchewan Land Surveyors' Association,  
The Alberta Land Surveyors' Association,  
The Corporation of Land Surveyors of the Province of British Columbia, and  
The Association of Canada Lands Surveyors.

**1.0 Purpose**

We, the undersigned, enter into this Mutual Recognition Agreement (MRA) in order to comply with our obligations under the Agreement on Internal Trade (AIT), Chapter 7 (Labour Mobility). The purpose of this MRA is to establish the conditions under which a Land Surveyor who is licensed in one Canadian jurisdiction will have his/her qualifications recognized in all other Canadian jurisdictions that are signatory to this Agreement.

**2.0 Definitions**

Terms which are defined in this section are in bold italics where they appear in the text of the document, its schedules, or within other definitions.

***Academic Qualifications*** - The academic requirements or recognized equivalents required by the home association prior to sitting professional examinations. Academic qualifications can be documented.

***Applicant*** - A land surveyor currently licensed in one or more associations applying for a license in another 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 agreement;

***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 licence.

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

***Land Surveyor*** - Any person licensed by an association or, in the case of the Association of Canada Lands Surveyors, licensed to practice land surveying.

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

***Local Knowledge*** - Specific topics of survey knowledge that are jurisdictionally unique. (see Schedule A)

***Professional Examination*** - An examination or a series of examinations designed to test the level of local knowledge and competence in the practical application of local knowledge. (see Schedule B)

***Professional Survey Project*** - An assignment or series of assignments designed to test the level of local knowledge and competence in the practical application of local knowledge. (see Schedule B)

### **3.0 Terms and Conditions**

3.1 WHEREAS the associations support the objectives of the Labour Mobility Chapter of the Agreement on Internal Trade, 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 occupation throughout Canada;

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 agreement 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 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;
- 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 examinations;
  - successful completion of an articling process, except for the Association of Canada Lands Surveyors which requires an Affidavit of Experience and Practical Training;

3.6 WHEREAS it is recognized that local 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 licence;

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 any association shall be deemed to have met the academic qualifications of any other association;

4.2 FURTHER, we agree that in the case of the home association being the Association of Canada Lands Surveyors, the applicant's Affidavit of Experience and Practical Training shall be deemed to be equivalent to the other associations' articles for the purposes of this agreement;

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

- pays applicable fees;
- proves membership in good standing in the home association;
- demonstrates they meet any language requirement in place in a jurisdiction in which they are applying;
- demonstrates competence in and practical application of local knowledge by successfully completing a professional examination and/or a professional survey project;
- complies with any other administrative requirements normally associated with the granting of a licence within the host association and not related to academic or experience requirements;

A host association may exempt an applicant from any of the above requirements.

4.4 FURTHER, we agree that all associations will continue to work towards the harmonization of academic qualifications.

## **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. This shall be done in the manner specified in Annex 708, Part 11 of the Agreement on Internal Trade.

5.3 Each association agrees that this agreement is a dynamic and evolving instrument that may be amended with the consent of all associations. The associations agree to initiate periodic reviews of this agreement every year after July 1, 2001 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. Some governments may require prior consultation or prior approval.

5.5 Any entity that has been delegated authority to regulate land surveying by their government may accede to this agreement on such terms as are agreed to by all associations.

5.6 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.

## **6.0 Signatures of Regulatory Bodies**

Regulatory bodies that exercise authority delegated by law for land surveying in Canada.

**Schedule A**  
***of the Mutual Recognition Agreement for Land Surveyors in Canada***  
***Local Knowledge in the Land Surveying Profession in Canada***

This schedule lists specific topics of survey knowledge that are jurisdictionally unique and may be the subject of a professional examination or professional survey project.

**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 good 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 good 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, and which may include,

- the authority for self-regulation;
- association structure including the mandate, structure and operation of legislated and non-legislated positions, committees and programs;
- standards of ethics and professionalism.

**Schedule B**  
***of the Mutual Recognition Agreement for Land Surveyors in Canada***  
***Professional Examination and Professional Survey Project***

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

**Criteria:**

The professional examination and professional survey project must relate to local knowledge as defined in Schedule A of the MRA;

- must not result in unnecessary delays in the recognition of the applicant by the host association;
- will have requirements that are transparent and consistently applied.

**Concept Statements:**

The associations recognize the following concepts with respect to the assigning of a professional survey project to an applicant:

- That articles are a training tool designed for initial licensing of an individual and a professional survey project is a testing tool designed for applicants under the MRA;
- That the associations have agreed not to require or provide additional training of applicants;
- That the associations have agreed to test local knowledge.

**Description:**

A professional survey project required by a host association may include,

- pre-approval of a project outline;
- research and reporting on subject area within Schedule A;
- survey research, field work and product preparation;
- oral and/or written presentation predicated on project work;
- may consist of several distinct parts, for instance, to cover different distinct areas of local knowledge;
- may be required to be under the supervision of a member in good standing of the host association. In the event that an applicant cannot independently find a supervisor satisfactory to the host association, the host association agrees to ensure supervision as required, the actual cost of which may be passed on to the applicant;
- shall be designed not to exceed a total of 100 hours of work in the estimation of the host association;
  - will require a level of involvement of the applicant in project work consistent with the level of involvement of a land surveyor in practice in the host association 's jurisdiction.

A professional examination

- may include written and/or oral formats;
- shall be offered twice a year where available and at least as often as entry-level exams are held. The associations agree to work towards holding professional examinations at least twice a year where demand warrants. Exam schedules must be published by the associations.

Cost to sit regularly scheduled exams will not be greater than for entry-level candidates.

The duration of the professional examination shall not be longer than that of entry-level examinations.

**Evaluation Mechanisms:**

A pass for a professional examination or a professional survey project is as defined within the host association for initial licensing examinations.

If the host association determines that an applicant does not have the required level of local 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.

**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))*

*This form is to be completed by applicants who wish to become Alberta Land Surveyors under the terms of the Mutual Recognition Agreement for labour mobility.*

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:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**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  
2501 CN Tower  
10004 - 104 Avenue  
Edmonton, Alberta T5J 0K1**