



# **Alberta Land Surveyors' Association**

## **Pupil Handbook**

*containing rules, regulations, and guidelines  
including responsibilities of  
articles pupils and principals*

**PREPARED BY THE REGISTRATION COMMITTEE OF THE  
ALBERTA LAND SURVEYORS' ASSOCIATION FOR THE USE OF  
THE MEMBERS AND THEIR ARTICLING PUPILS.**

**APPROVED BY COUNCIL - JANUARY 1996**  
*(cosmetic revisions by Registration Committee – September 27, 2006)*

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## **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 principals and articling pupils in the process of entering this challenging profession.

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.

## **Bylaws**

According to the bylaws,

### ***Pupil***

- (a) Council shall confer membership in the Association as a Pupil to any individual whose articles have been approved by the Registration Committee pursuant to Section 3 of the Examination & Training Regulation under the Land Surveyors Act.
- (b) A Pupil is required to pay an annual fee in accordance with Council policy.
- (c) A Pupil may attend any Annual General Meeting or special meeting of the Association and is entitled to discuss, 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) A Pupil may sit as a member on any committee of the Association, except a statutory committee.
- (e) An Articled Student may use the designation "ALSA Pupil."
- (f) Membership may be cancelled upon the articles being terminated pursuant to the Examination and Training Regulation under the Land Surveyors Act.

## **Eligibility for Articles**

An individual must meet the following requirements in order to qualify to enter into articles with an Alberta land surveyor permitted to accept pupils:

- (a) holds a certificate of completion issued by the Canadian Board of Examiners for Professional Surveyors, and
- (b) has paid the required fees to the Association.

The Alberta land surveyor must:

- (a) have been previously engaged in the active practice of surveying for at least two years prior to articling a pupil,
- (b) ensure that the pupil will received adequate training and experience in the field or fields of surveying in which the surveyor is competent,
- (c) personally supervise the day to day activities of the pupil, and
- (d) assist the pupil in attaining well rounded training and experience, which may require the transfer of articles to another surveyor who engages in another field of surveying.

The articling pupil must:

- (a) be true and just while faithfully and diligently serving the surveyor,
- (b) continue with the surveyor during the period of articles,
- (c) conduct himself properly, with all due diligence, honesty and sobriety,
- (d) obey the lawful and reasonable commands of the surveyor,
- (e) not absent himself from service of the surveyor at any time during the articling period without the consent of the surveyor.

The Alberta land surveyor together with the articling pupil shall:

- (a) prepare and present to the Registration Committee for approval, a report outlining the program of training and experience to be undertaken during the proposed period of articles, and appear before the Registration Committee for an initial interview.
- (b) prepare and present an Annual Interview Summary and an Affidavit of Service (office and field times to be tallied separately; indicating the level of responsibility of articulated pupil) by January 15th of each year and appear before the Registration Committee for an annual interview. ***Failure to do so, shall result in termination of articles.***

### **Transfer of Articles**

A pupil may transfer articles from the service of one Alberta land surveyor to another by:

- (a) completing the form of Transfer of Articles prescribed in the General Bylaws, and
- (b) filing the transfer of articles with the Registrar and paying the required fee.
- (c) appearing with the new principal before the Registration Committee, and
- (d) obtaining the approval of the Registration Committee in accordance with the Land Surveyors Act and Regulations.

### **Application for Registration**

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

- (a) be at least 18 years of age,
- (b) satisfy the Registration Committee that he/she is of good character,
- (c) pay the prescribed fees,
- (d) provide the Registrar with a discharge of articles as prescribed in the Bylaws, and
- (e) file an affidavit of service for the current year in the form prescribed in the General By-laws.
- (f) 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.

### **Professional Practice Examinations**

In addition to completing the term of articles, the pupil 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 an oral examination and three project reports.

## **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 3G2

Phone: 780/429-8805 or 1-800-665-2572 Fax: 780/429-3374

E-mail: [info@alsa.ab.ca](mailto:info@alsa.ab.ca) Website: [www.alsa.ab.ca](http://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) pupils shall promptly notify the Association of any changes in their current mailing address.

## **Responsibilities of Articled Pupils and Principals**

### **Introduction**

The Regulations pursuant to the Land Surveyors Act and the Articles of Agreement set out the responsibilities of the Alberta land surveyor and pupil to one another.

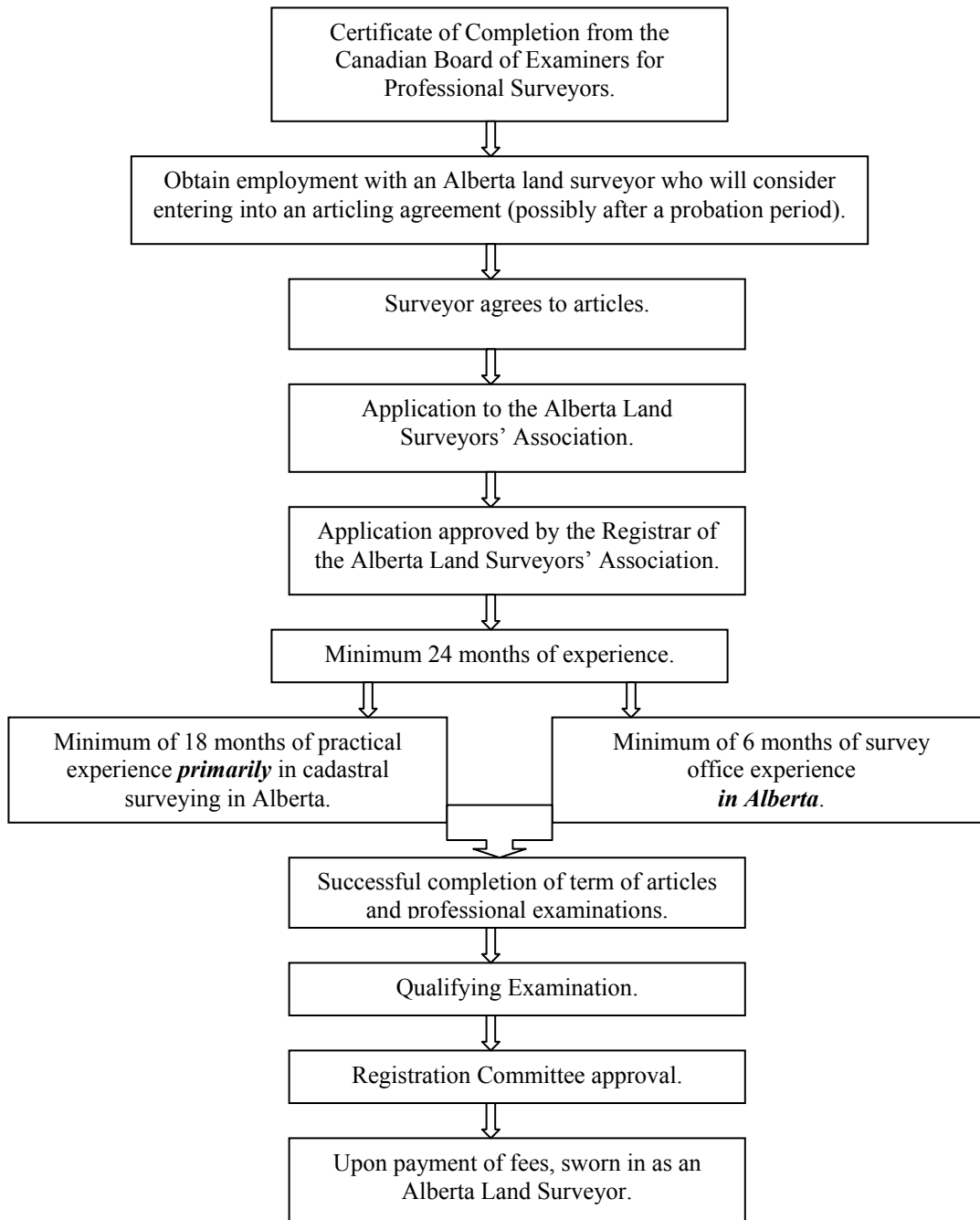
The surveyor must provide the pupil with sufficient practical training and experience. In addition, the surveyor will, by the best means within his power and to the utmost of his skill and knowledge, instruct the pupil under the provisions of the Land Surveyors Act, Regulations and Bylaws and generally in the art, practice, and profession of an Alberta land surveyor.

The pupil must be true, just, and readily obey the lawful and reasonable commands, and not absent himself from the surveyor during the period of articles. Furthermore, the pupil will indemnify the surveyor, his executors, administrators, and assigns against loss or damage through his neglect or improper conduct.

### **General Guidelines for Work Experience**

- (a) Of the two years of articled service, at least eighteen months of training shall be devoted to practical field training primarily in cadastral surveying in Alberta. At least twelve of these eighteen months shall be spent by the pupil in acquiring field experience at the party chief level or higher. The experience must be of a satisfactory type and variety. Six months shall be spent in the office on such duties as dealing with clients, preparing job specifications, planning projects, carrying out or supervising final computations, the preparation of plans of survey and processing of final returns.

- (b) Since a reasonable knowledge of business is vital to any surveyor entering into the practice of surveying, all pupils are expected to familiarize themselves with business practices, contractual arrangements, and office organization and procedure. Familiarity with this area of professional practice is vital.
- (c) Up to 25 percent of field service performed, at the party chief level, in Alberta prior to commencement of articles may, at the discretion of the Registration Committee, be recognized towards articling requirements provided it was served under an Alberta Land Surveyor, qualified to article pupils, and is certified by that Alberta Land Surveyor. Applications for prior field service credit will not be accepted after submission of the initial Affidavit of Service.



***Notes:***

1. A pupil who commences articles shall complete the required practical training, experience, and professional practice examinations within 5 years of commencement of articles.
2. An applicant may, within 30 days, appeal the refusal of the Registration Committee for registration
3. Written examinations are held in April and October of each year.
4. Written professional examinations may be attempted upon approval of articles.
5. Terms of articles must be completed before sitting for the oral portion of the qualifying examination.

**Commencement of Articles**

The articling pupil and principal should discuss the following items upon commencement of articles:

- (a) professional long term goals and short range goals, benefits, obstacles, skills, knowledge required, and plan of action,
- (b) the articling and training process,
- (c) the Pupil Handbook,
- (d) the proposed training program,
- (e) the importance of keeping a daily log to assist the pupil in the preparation of the Affidavit of Service,
- (f) the Affidavit of Service
- (g) Code of Ethics.

**Specific Guidelines for Work Experience**

A pupil's term of service should include the following items:

**Field Work**—field survey procedures, field survey records, efficiency, time estimates, computations, and quality assurance.

**Office Computation and Drafting**—field survey checks, plan preparation and examination, and quality assurance.

**Project Research**—historic plan searches, original field notes, Land Titles Office, Geomatics Canada, Public Works and Government Services Canada, Energy and Utilities Board, resource companies.

**Public Relations**—communication with clients, members of the public, members of the profession and employees.

**Economics and Finance**—finances and economics as they relate to the business of surveying. Job cost estimating, federal and provincial taxes, overhead, depreciation, work in progress, fixed assets, profit/loss margin, elements of professional fee.

**Office Management**—scheduling, insurance, office systems, worker's compensation, leasing.

**Documentation**—proposals, specifications, technical reports, document and letter writing.

### **Monitoring Training and Work Experience**

Throughout the term of articles, the principal plays a vital role in ensuring that the pupil receives adequate training and experience to function effectively as an Alberta land surveyor.

Daily logs provide a record of the training and experience that a pupil receives. The surveyor should review and monitor the training the pupil obtains and ensure that:

- (a) all matters are dealt with promptly and adequately,
- (b) there is open communication with the pupil so the pupil understands the training and discusses the problems encountered on the job,
- (c) the practical training received by the student is diverse and sufficient,
- (d) the nature of experience and training the pupil receives has an increasing level of responsibility during the term of articles,
- (e) the pupil exhibits the technical expertise expected in the period of training,
- (f) the pupil demonstrates the ability to make logical decisions in the field and office.
- (g) the pupil exhibits good leadership, character, and ethics.

### **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 and Regulations
10. Oil and Gas Conservation Act and Regulations
11. Expropriation Act

#### **Partial List of Federal Statutes**

1. Canada Evidence Act
2. Navigable Waters Protection Act
3. Criminal Code
4. 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

## **Other Publications**

1. Geomatica
2. Professional Surveyor
3. GPS World
4. Geo World
5. P.O.B.
6. ACSM Bulletin

## **Seminars**

*Articled students are encouraged to attend Association and related seminars through the course of their articles. Materials from past seminars may be available on the Association website.*

1. Land Surveying Legislation and Plan Examination Seminar (Getting It Right)
2. Office Procedures
3. Natural Boundaries and Aerial Photography
4. Exam Preparation Session
5. Underground Facility Location
6. GPS
7. Loss Control
8. Surveyor and the Law
9. Professionalism and Ethics
10. Financial Management
11. LRIS
12. Others as available

## **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 of 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 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.

A pupil has a maximum of five years after commencing articles to complete the practical training, experience, and professional practice examinations. The five year period may be extended by educational leave or by any other method approved by the Alberta land surveyor to whom the pupil is articulated, and the Registration Committee on behalf of Council of the Alberta Land Surveyors' Association.

The Registration Committee expects that when a pupil is admitted to membership in the Alberta Land Surveyors' Association, professional responsibilities will be carried out in a manner that the public will be well served and that the pupil will be a credit to (her)himself, clients, employers and the Association.

**THE LAND SURVEYORS ACT  
(RSA 2000 c L-3)**

**ARTICLES OF PUPIL TO AN ALBERTA LAND SURVEYOR**

\_\_\_\_\_ These articles of agreement, made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,

BETWEEN \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_

in the Province of Alberta.

(hereinafter called "the Surveyor")

AND \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_

in the Province of Alberta.

(hereinafter called "the Pupil")

WITNESS AS FOLLOWS:

The pupil is hereby bound to the surveyor from the date hereof for a period of two years or such longer period as may be required under the provisions of The Land Surveyors Act and the regulations pursuant thereto;

And the pupil covenants with the surveyor that the pupil shall faithfully and diligently serve the surveyor as his pupil in the practice of an Alberta land surveyor and shall continue with the surveyor during the said period, and that if the surveyor shall suffer any loss or damage through the neglect or improper conduct of the pupil, the pupil will indemnify the surveyor, the surveyor's executors, administrators and assigns.

And further that the pupil shall at all times be true and just to the surveyor, and shall readily obey the lawful and reasonable commands of the surveyor, and shall not be absent from the service of the surveyor at any time during the said period without the surveyor's consent and shall at all times during the said period conduct themselves with all due diligence, honesty and sobriety.

In consideration whereof and of the sum of One Dollar of lawful money paid to the surveyor by the pupil at or before the sealing and delivery of these presents, (the receipt thereof is hereby acknowledged), the surveyor covenants with the pupil that the surveyor will accept the pupil as a pupil, and that the surveyor, will by the best ways and means within the surveyor's power, and with the utmost skill and knowledge, instruct the pupil, or cause the pupil to be instructed, in the course of study required under the provisions of The Land Surveyors Act, and regulations pursuant thereto, and generally in the art, practice and profession of an Alberta land surveyor; that the surveyor will provide the pupil with all necessary and reasonable expenses incurred in transacting the business of the surveyor; and at the end of the said period the surveyor will make the affidavit of service required by the Regulations provided the pupil shall have faithfully and diligently served the said intended pupilage.

And for the true performance of all and every, the covenants and agreements aforesaid, according to the true intent and meaning thereof, the surveyor and the pupil, each binds themselves, their heirs, executors and administrators unto the other, their heirs, executors, administrators and assigns, in the penal sum of one thousand dollars, firmly by these presents.

IN WITNESS WHEREOF, the parties aforesaid have hereunto set their hands and seals the day and year first above written.

SIGNED, SEALED and DELIVERED  
in the presence of

\_\_\_\_\_  
Witness

Seal \_\_\_\_\_  
(Surveyor)

\_\_\_\_\_  
Witness

Seal \_\_\_\_\_  
(Pupil)

Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Association

\_\_\_\_\_  
For the Registration Committee  
of the Alberta Land Surveyors'

**PLEASE RETURN THREE FORMS WITH \$50 ARTICLING FEE PLUS \$100 ANNUAL LEVY (plus GST)**

**THE LAND SURVEYORS ACT  
(SA 1981 c L-4.1)**

**TRANSFER OF ARTICLES OF A PUPIL  
FROM ONE ALBERTA LAND SURVEYOR TO ANOTHER**

THIS INDENTURE made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,  
BETWEEN \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the Province of  
Alberta. (hereinafter called "the first surveyor")  
AND \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the Province of  
Alberta (hereinafter called "the second surveyor")  
AND \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the Province of  
Alberta. (hereinafter called "the Pupil")

WHEREAS by articles of agreement dated the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, made between the first surveyor and the pupil, the pupil did bind himself pupil to the first surveyor to serve him as such from the date thereof during the period required by the provisions of The Land Surveyors Act.

AND WHEREAS the pupil has served the first surveyor from the date of the said articles of agreement until the day of \_\_\_\_\_, \_\_\_\_\_.

AND WHEREAS it has been agreed that the first surveyor shall assign to the second surveyor all benefit and advantage of him the first surveyor, under the said articles of agreement for all the residue now to come and unexpired of the said period of service as pupil, and it has been further agreed that the pupil shall bind himself pupil to the second surveyor from the date of these presents for the remainder of the said period;

NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement, the first surveyor at the request and with the consent of the pupil, testified by his being a party to these presents, hereby assigns, transfers and sets over to the second surveyor all benefit and advantage, interest, claim and demand whatsoever of the first surveyor under the aforesaid articles of agreement and the service of the pupil under the same;

AND THIS INDENTURE FURTHER WITNESSETH that the pupil of his own free will, testified as aforesaid, by these presents binds himself to the second surveyor to serve him from the date of these presents for and during the remainder of the said period of service.

AND the pupil hereby covenants with the second surveyor, that he, the pupil, shall and will, faithfully and diligently serve the second surveyor as his pupil in the practice and profession of an Alberta land surveyor from the date hereof for the remainder of the said period according to the terms and conditions of the said articles of agreement.

IN CONSIDERATION WHEREOF, the second surveyor, hereby covenants with the first surveyor and the pupil, that he, the second surveyor, will accept and take the pupil as his pupil and will observe and be bound by the terms and conditions of the said articles of agreement, so far as the same were binding upon the first surveyor.

IN WITNESS WHEREOF the said parties have hereunto set their hands and seals.

SIGNED, SEALED and DELIVERED  
in the presence of

_____	Seal _____	(first
(witness)		surveyor)
_____	Seal _____	(second
(witness)		surveyor)
_____	Seal _____	(pupil)
(witness)		

Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
For Council of the Alberta  
Land Surveyors' Association

**PLEASE RETURN 4 FORMS WITH \$50 TRANSFER FEE PLUS G.S.T.**

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

**ALBERTA LAND SURVEYORS' ASSOCIATION  
APPLICATION FOR PRIOR FIELD SERVICE CREDIT**

*Up to 25% of field service performed, at the Party Chief Level, in Alberta prior to commencement of articles may, at the discretion of the Registration Committee, be recognized towards articling requirements provided it was served under an Alberta Land Surveyor, qualified to article pupils, and is certified by that Alberta Land Surveyor.  
This form must be submitted before the first Affidavit of Service.*

I \_\_\_\_\_ Alberta Land Surveyor of the \_\_\_\_\_ of \_\_\_\_\_ in the Province of Alberta MAKE OATH AND SAY:

- (1) That \_\_\_\_\_ has regularly and faithfully served under my supervision for the period \_\_\_\_\_ to \_\_\_\_\_, and
- (2) has has been engaged in actual surveying operations in the field on the following surveys and for the periods of time set down opposite them, that is to say for the period \_\_\_\_\_ to \_\_\_\_\_.

Dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_

**SEE ATTACHED FORM FOR RECORDING DETAILS**

**Application for Prior Field Service Credit:** Field Time: \_\_\_\_\_ (months)

\_\_\_\_\_  
(signature of applicant)

**FOR REGISTRATION COMMITTEE USE ONLY:**

**Approval of Prior Field Service Credit:** Field Time: \_\_\_\_\_ (months)

Date: \_\_\_\_\_ Initial: \_\_\_\_\_

**Comments:**

**NOTE: Please identify level of responsibility at which field service was performed (i.e. Party Chief level).**

Month	Description of Project and Duties	Field Days	Office Days
	<b>Total</b>		



**NOTE:** Record all experience in the reporting period. Please identify any work done outside of Alberta. For Field Service, please identify level of responsibility (i.e supervision (s), party chief (PC), or field assistant (FA)). Please refer to the sample affidavit on the ALSA website at [www.alsa.ab.ca](http://www.alsa.ab.ca).

Month	Description of Project and Duties	Field Days	Position	Office Days
<b>Total</b>				

**THE LAND SURVEYORS ACT  
(SA 1981 c L-4.1)**

**DISCHARGE FROM ARTICLES  
AS PUPIL OF AN ALBERTA LAND SURVEYOR**

I, \_\_\_\_\_ Alberta land surveyor of the  
of \_\_\_\_\_ in the Province of Alberta MAKE OATH AND SAY:

THAT \_\_\_\_\_ has regularly and faithfully served under  
me from \_\_\_\_\_, to \_\_\_\_\_, inclusive as an articulated pupil under the provisions of the Land  
Surveyors Act, and in accordance with the articles of agreement dated \_\_\_\_\_, \_\_\_\_\_; that during the said  
period he has served for not less than \_\_\_\_\_ months in actual practice in the field and at least \_\_\_\_\_ months in actual practice in the  
office; that he has complied with all the requirements made of him under the articles of agreement and has served his period of articles  
well, faithfully and diligently and has shown himself to be a person of good character, and that he is now honourably discharged from  
the aforesaid articles.

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

SWORN before me at \_\_\_\_\_ )  
in the Province of Alberta this \_\_\_\_\_ )  
day of \_\_\_\_\_, \_\_\_\_\_ )  
(Alberta land surveyor)

\_\_\_\_\_  
Commissioner for Oaths in and for the Province of Alberta