



**Alberta Land Surveyors' Association**

# **HANDBOOK**

**For Candidates Applying to Become  
Alberta Land Surveyors  
Pursuant to the Labour Mobility Provisions  
Under the Agreement on Internal Trade**

*containing rules, regulations and guidelines*

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

**APPROVAL BY COUNCIL – July 8, 2011**

*(with revisions by the Registration Committee to May, 2009)*

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## **General Information**

Under direction of the Premiers, governments across Canada have been working with regulators to strengthen the labour mobility provisions of the Agreement on Internal Trade (AIT).

On December 5th, 2008, Trade Ministers met and approved the legal text of an amended Chapter 7 on Labour Mobility, as recommended by Labour Market Ministers. With the formal signing off, the amended text came into force on April 1, 2009.

Under the amended AIT, any worker certified for an occupation shall, upon application, be certified for that occupation by each other Party which regulates that occupation without any requirement for any *material* additional training, experience, examinations or assessments as part of that certification process.

The Alberta Land Surveyors' Association has determined that land surveyors who are licensed in a Canadian province and Canada Lands Surveyors who have held a license for more than five years will only be required to complete one jurisdictional examination.

## **Making Application**

A land surveyor licensed in a Canadian province (the candidate) who wishes to be licensed as an Alberta Land Surveyor must complete the application form (attached) and arrange to have the home association provide a "good standing letter" directly to the Alberta Land Surveyors' Association. The candidate must hold a license that is not encumbered or restricted in any way within the home association.

The candidate 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 the candidate receives 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 home association, the candidate is 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 unsurveyed 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.

## **Syllabus and Reading List**

Candidates will be expected to demonstrate a thorough knowledge of the surveying profession in Alberta which may include:

1. Scope of the surveying profession in Alberta;
2. Professional responsibilities of Alberta Land Surveyors;
3. Ethical basis of professional practice and an understanding of survey systems in Alberta; and
4. Current affairs of the Alberta Land Surveyors' Association.

Candidates will be examined on their knowledge and comprehension of the Canadian and Alberta legal systems and the statute law as it applies to surveying in Alberta. In particular, candidates are expected to have a complete understanding of all of the statutes contained in the current Alberta Land Surveyors' Manual including recent amendments (Condominium Property Act and Regulations, Land Surveyors Act and Regulations, Land Titles Act and Regulations, Municipal Government Act and Regulations, Public Lands Act, Public Works Act, Surveys Act and Regulation, Bulletin 38, Manual of Standard Practice).

Candidates will be questioned on survey requirements, legalities, problems, and possibilities of a practical nature likely to be encountered in surveys of land in Alberta. Emphasis will be placed on situations requiring some degree of discretion and professional judgment.

### ***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. *ALS News*
2. *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

## **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 \$75 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.

First Attempt:

- For the first attempt at the *jurisdictional examination* by an *applicant* the examination will be available within a maximum 30 calendar days of receiving the completed application.

Second Attempt:

- For the second attempt at the *jurisdictional examination* by an *applicant* the examination will be available within a maximum 30 calendar days after the appeal period for the first attempt expires, or if the right to appeal is waived by the *applicant* within a maximum 30 calendar days of receiving the notice of waiving the right to appeal.

Third and Subsequent Attempts:

- For the third and subsequent attempts at the *jurisdictional examination* by an *applicant* the examination will be available within a maximum 90 calendar days after the appeal period for the previous attempt expires, or if the right to appeal is waived by the *applicant* within a maximum 90 calendar days of receiving the notice of waiving the right to appeal.

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.

## **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.

The candidate must complete the affiliate membership application form and submit the fees required by the bylaws (currently \$200 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](mailto:info@alsa.ab.ca) Website: [www.alsa.ab.ca](http://www.alsa.ab.ca)

## *Schedule*

*This schedule contains a description of the current requirements for licensure by the Alberta Land Surveyors' Association.*

If a person does not hold a license to practice land surveying in a Canadian jurisdiction, the Alberta Land Surveyors' Association currently requires 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 an Alberta 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 has held a license in good standing to practice land surveying as a Canada Lands Surveyor between two to five years, the Alberta Land Surveyors' Association currently requires that person to complete the following requirements in order to be licensed as a land surveyor:

1. Complete the jurisdictional examination;
2. Complete an oral examination or professional assessment interview.

If a person has held a license in good standing to practice land surveying as a Canada Lands Surveyor for less than two years, the Alberta Land Surveyors' Association currently requires 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.

As of March 27, 2009, the Association of Canada Lands Surveyors is considering changes to its licensure requirements which will have the effect of requiring licensed Canada Lands Surveyors to pass the one jurisdictional examination in order to be licensed as an Alberta Land Surveyor.



**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))*

*A land surveyor licensed in a Canadian province may choose to become an affiliate member but is not obligated to do so in order to write the Jurisdictional Examination.*

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.*

**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 \$200.00 (plus GST) and a letter of good standing from 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
- 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: [armstrong@alsa.ab.ca](mailto:armstrong@alsa.ab.ca)**

**FOR OFFICE USE ONLY**

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