The membership of the Alberta Land Surveyors’ Association met from April 19-21, 2018 in Jasper for its 109th annual general meeting.

For the sake of brevity and clarity, motions to amend, divide, table and withdraw are not included in this summary.

Bylaws – Recommendation #1

It was MOVED by Mr. Steven Van Berkel, seconded by Mr. Arlin Amundrud, that the bylaws of the Alberta Land Surveyors’ Association be amended as follows:
< See Below for the bylaws as amended. Bylaws do not come into effect until Council makes the bylaws at its next meeting. >
MOTION AS AMENDED CARRIED

President Appointment – Recommendation #2

It was MOVED by Mr. Steven Van Berkel, seconded by Mr. Greg Boggs, that the following revisions be made to the bylaws so that the president is an appointed position rather than an elected position.
MOTION CARRIED

Professional Surveyors Canada Funding Bylaw – Recommendation #3

It was MOVED by Mr. Bruce Drake, seconded by Mr. Rob Scott, that the following revision be made to the bylaws so that the expiry date of the Professional Surveyors Canada levy is extended to April 30, 2024.
MOTION CARRIED

Establishment of Monuments – Recommendation #4

It was MOVED by Mr. Nick Madarash, seconded by Mr. Steven Van Berkel, that Part C, Section 3.9 of the Manual of Standard Practice be amended as follows:

3.9 Establishment of Monuments Plan
1. If a statutory monument has been established but is not shown on a plan containing a Surveyor's affidavit or statutory declaration in the prescribed form and registered at the Land Titles Office, Alberta Environment and
Parks, or the Métis Settlements Land Registry, the Surveyor must register an Establishment of Monuments Plan at the Land Titles Office or the Métis Settlements Land Registry within two years of establishing the monument. Before registering an Establishment of Monuments Plan, the Surveyor shall make every effort to receive the client’s consent to the registration. This includes, but is not limited to, educating the client regarding the importance of registering the plan by providing appropriate notification letters and follow-up correspondence. The Surveyor’s corporation or partnership is responsible for registering the Plan of Survey or Establishment of Monuments Plan if the Surveyor who conducted the survey is no longer employed by the corporation or partnership.

2. These requirements do not negate the requirements of Sections 44 and 46 of the *Surveys Act* regarding the re-establishment of survey monuments established under Part 2 or Part 3 of the Act. If the statutory monument is a restoration, refer to Part C, Section 5.10 (Restoration of Monuments) on page 28.

3. If the client’s consent cannot be obtained, and the facility has been constructed, an Establishment of Monuments Plan depicting both the location of monuments and unregistered right of way can be registered at the Land Titles Office or the Métis Settlements Land Registry. The unregistered right of way boundaries must be shown as dashed lines and areas are not to be shown. The label shall include the word “Unregistered”, along with the width, purpose of the right of way, and the practitioner responsible for the survey. The monuments placed do not have governing status for the location of the unregistered right of way.

**MOTION AS AMENDED CARRIED**

**Integration – Recommendation #5**

*It was MOVED by Mr. Nick Madarash, seconded by Mr. Rob Cream, that Part C, Section 3, Part C, Section 7, Part D, Section 1 and Part E, Section 3 of the Manual of Standard Practice regarding integration be amended as follows:*

**PART C: General Standards and Procedures**

**Section 3: Boundaries and Monumentation**

3.12 **Alberta Survey Control Marker Condition Reports**

For every Alberta Survey Control Marker (ASCM) destroyed, found disturbed, not found, or incorrectly described on the ASCM ID card, the Surveyor shall prepare, certify, and submit to the Director of Surveys an ASCM Condition Report on a form provided by the Director of Surveys.

If the ASCM ID card has not been updated in at least two years it is recommended that the Surveyor prepare, certify, and submit to the Director of Surveys an ASCM Condition Report on a form provided by the Director of Surveys.
Section 7: Integrated Surveys

7.1 Requirements

1. Every survey for which a plan is to be registered under the Land Titles Act or the Métis Settlements Land Registry Regulation requires integration with survey control if two or more monuments found or placed by the survey are each within one kilometre of any two Alberta Survey Control Markers (ASCMs).

2. “Integration with survey control” means obtaining sufficient measurements from ASCMs into the survey to permit the derivation of grid bearings and the computation of a closure starting at an ASCM and proceeding along the shortest path through the survey to another ASCM or following the requirements of Part C, Section 7.1.4 below. GNSS derived data need not be rotated to the published grid bearing between two ASCMs.

3. The error of closure when compared to the coordinates of the ASCMs, as confirmed and published by the Director of Surveys, shall not exceed the greater of:
   - the product of 0.00014 and the direct distance between the two ASCMs used for the closure, or
   - 25 millimetres.

4. Surveys requiring integration in accordance with Part C, Section 7.1.1 above may instead be integrated by:

   Independently tying two points to NAD83 (CSRS) at:
   - 0.05m relative accuracy at 95% confidence level; and
   - 0.10m absolute accuracy at 95% confidence level through:
     - Natural Resources Canada Precise Point Positioning (NRCan PPP);
     - ASCM(s) with published NAD83 (CSRS) coordinates;
     - Provincially Integrated Active Reference Station(s) with NAD83 (CSRS) coordinates; and/or
     - Observed Reference Point(s) with NAD83 (CSRS) coordinates from registered integrated plan(s) prepared according to this section; or

   Independently tying two points to NAD83 (Original) at:
   - 0.05m relative accuracy at 95% confidence level; and
   - 0.10m absolute accuracy at 95% confidence level through:
• ASCMs with published NAD83 (Original) coordinates.

All plan requirements (see Part D, Section 1.2 – Datum or Origin for Bearings and Coordinates, page 37) other than a coordinate table remain but the closure computation described in Part C, Section 7.1.3 above is not applicable to this Section.

5.4 If a Surveyor performs a survey within the bounds of a survey that has been integrated in accordance with the above requirements, the requirements in Part C, Section 7.1.1 above are optional.

7.2 Plan of Survey
A plan of a survey performed pursuant to Part C, Section 7.1 (Requirements) above shall show, in addition to the requirements of any enactment, all ASCMs to which the survey is connected, together with inter-connections determined by the Surveyor during the course of the survey. The plan must include the unique identifier number and tablet markings for the ASCMs.

7.3 Field Measurements Connection to Survey Control
On every survey for which a plan is to be registered under the Land Titles Act or the Métis Settlements Land Registry Regulation other than surveys meeting the requirements of Part C, Section 7.1 (Requirements) above, the Surveyor shall make field measurements physical ties to survey control connecting the survey to all ASCMs situated within one kilometre of any monument found or placed by the survey unless the survey has been integrated under Part C, Section 7.1.4 above.

7.4 Non-Monumented Survey
1. A survey shall not be carried out under Section 47 of the Surveys Act unless the survey is related to a minimum of two Alberta Survey Control Markers (ASCMs).

2. The density of ASCMs or the reference control network markers shall be such that no property corner point established by the survey that is to be monumented is more than 200 – 500 – 600 metres from the nearest reference control marker, monument or ASCM. For more congested surveys such as urban subdivisions a surveyor should consider a denser reference control network. For urban subdivision surveys, the surveyor shall ensure a denser reference control network such that no property corner established by the survey that is to be monumented is more than 200 metres from the nearest reference control marker.

3. A survey under this part must follow the requirements of:
Part C, Section 7.1.4;
Part D, Section 1.2.2; and
Part D, Section 1.6 (Delayed Posting).

When computing the accuracy of the control ties to property corners and reference control markers, the accuracies shall be determined thus:
For survey control less than two kilometres to all property corners and reference control markers, the error of closure shall not exceed the greater of:

- the product of 0.00014 and the direct distance between the two ASCMs used for the closure, or
- 25 millimetres.

For survey control greater than two kilometres to all property corners and reference control markers, the method of least squares shall be used (see Part C, Section 1.2 – Method of Least Squares, page 12) with the minimum standard value shown below:

<table>
<thead>
<tr>
<th>Distance in Metres</th>
<th>b value in ppm</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; 2,000</td>
<td>12.5</td>
</tr>
<tr>
<td>&gt; 5,000</td>
<td>5.0</td>
</tr>
<tr>
<td>&gt; 10,000</td>
<td>2.5</td>
</tr>
<tr>
<td>&gt; 20,000</td>
<td>1.5</td>
</tr>
</tbody>
</table>

7.5 Plan of Non-Monumented Survey

Plans for surveys performed under Section 47 of the Surveys Act shall show, in addition to the requirements of any enactment, the following:

1. The location of all ASCMs, reference control markers, found monuments, and re-established monuments involved in the survey, together with their coordinate positions.

2. The location of all monuments that would have been placed if the survey had been carried out under Section 45(1) of the Surveys Act, together with their coordinate positions.

PART D: Standard Practice for Surveys and Plans

Section 1: General Requirements for Plans

1.2 Datum or Origin for Bearings and Coordinates

The recognized horizontal datums for spatially-referenced data in Alberta are the North American Datum 1983 (Original) and the North American Datum 1983 (Canadian Spatial Reference System - CSRS). For more information on NAD83 (Original) and NAD83 (CSRS), refer to the Geodetic Fact Sheets available from Alberta Environment and Parks.

As NAD83 (CSRS) is an Active Reference Frame it is essential to note the epoch that has been used.

These datums and related ellipsoids shall be used on all plans of survey registered at the Land Titles Office, Alberta Environment and Parks, or the Métis Settlements Land Registry when plan information relates to grid bearings or grid coordinates. The map projections chosen must be consistent with the requirements of the provincial mapping system.

3TM is used within the urban cadastral areas [the former "MISAM (Municipal Integrated Survey and Mapping) areas"] while UTM is used for the remainder of the Province. A list of these areas is included in Geodetic Fact Sheet 10.
available from Alberta Environment and Parks. A description of their physical boundaries can be obtained from the associated ASCM urban and rural index maps on the Alberta Environment and Parks website. Survey plans which overlap differing projection areas should be prepared in only one projection at the surveyor’s discretion. When appropriate, a surveyor should adhere to the projection used for adjacent registered plans.

The recommended vertical datums for spatially-referenced data in Alberta are CGVD28 (Canadian Geodetic Vertical Datum, 1928) and CGVD2013 (Canadian Geodetic Vertical Datum, 2013).

The plan of survey shall clearly show the datum or origin used for bearings and coordinates on the plan of survey as outlined below:

1. **Unless circumstances require greater accuracy, bearings should be shown to the nearest 5 seconds of arc. Ties to Alberta Survey Control Markers shall reflect the actual angle determined.**
2. **All plans of survey prepared pursuant to Section 47 of the Surveys Act and Part C, Section 7 (Integrated Surveys) on pages 30 to 342 shall show NAD83 (Original) or NAD83 (CSRS) grid bearings and grid coordinates, and contain a note in the grid coordinate listing header and in the legend indicating:**
   - The method of integration;
   - the datum used;
   - the projection used;
   - the reference meridian; and
   - the combined factor (combining scale factor and elevation factor) used to scale ground distances to the projection plane; and
   - the epoch [if using NAD83 (CSRS)]

   A note shall also be placed in the legend indicating how the bearings were derived.

Plans of survey prepared pursuant to Section 47 of the Surveys Act may only use NAD83 (Original) coordinates if integrated to ASCMs with published NAD83 (original) coordinates.

PART D: Standard Practice for Surveys and Plans
Section 1: General Requirements for Plans

1.6 2.2 Delayed Posting

Using the delayed posting provisions under the Surveys Act is optional. However, this option is recommended where the subdivision plan must be registered prior to the completion of construction.

In addition to other applicable standards, the following standards apply to the delayed posting of subdivisions:

1. The survey and reference control network shall be integrated with the surrounding and adjacent Alberta Survey Control Markers (ASCMs) following the requirements of Part C, Section 7.1.4. Stable reference control
markers shall be strategically placed to ensure their maintenance until completion of posting. The reference control network shall be designed to provide for redundancy in observations and to avoid hanging lines or hanging networks. Point stability should be the primary consideration in the choice of any new or existing points forming part of the reference control network as, for example, magnetic nails in asphalt or lead plugs in concrete are often more stable than statutory iron posts in clay. Surveyors are discouraged from using statutory iron posts as part of the reference control network if they are in close proximity to the anticipated construction. ASCMs, existing monuments, monuments placed for another purpose under the Surveys Act, and reference control markers may all form part of the reference control network.

2. All perimeter monumentation should be placed prior to registration of the plan of subdivision. At the Surveyor’s discretion, perimeter monuments may be delayed when there is a possibility that they will be destroyed during construction. When a perimeter boundary is common to a previously registered but unposted boundary, the coordinate positions of the previous plan govern until a Monumentation Certificate (Form 11.1 under Section 77 of the Land Titles Act) is registered at the Land Titles Office. The respective Surveyors should coordinate their plans and surveys to ensure that no conflicts arise along the common boundary.

3. In accordance with Section 47(3) of the Surveys Act, within one year of the registration of the plan, the Surveyor shall either place the monuments required by Section 45(1) or submit to the Director of Surveys a request for an extension sufficient to complete the placing of the monuments, stating the reason for the request. In all cases, the Surveyor shall register a Monument Certificate within the above-specified or formally extended time limits once the placing of the monuments is complete. The certificate shall contain a detailed description of the type and condition of all monuments placed and reasons for non-posting if any monuments were not placed.

4. Every effort shall be made to prepare Section 47 plans on one sheet. However, where two sheets are necessary:
   - The second sheet shall contain only information relevant for the period that the statutory monuments are not in place, including the reference control network and a key plan of point numbers. It may also include the table of coordinates.
   - The second sheet shall be numbered “Sheet 2 of 2” and Sheet 1 of 2 must contain a statement indicating what information is contained on Sheet 2.

5. Grid NAD83 (Original) or NAD83 (CSRS) coordinates must be shown on the plan or on a separate document registered concurrently with the plan.
PART E: Appendices
Section 3: Glossary

re-establish
to determine the position of a lost monument.

reference control marker
a mark, other than a monument or Alberta Survey Control Marker, that is set in the ground as a reference to the position of a boundary or other line not marked by monuments under Section 47 of the Surveys Act as part of a reference control network.

reference monument
a monument that is set in the ground at an offset location from a position that cannot be monumented as required under Section 45 of the Surveys Act.

reference point
refers to a Reference Point as defined within the Geo-Referencing requirements available from Alberta Environment and Parks.

registered record
a record that has been recorded, filed, or deposited as a public record with the Land Titles Office, Métis Settlements Land Registry, or Alberta Environment and Parks.

MOTION AS AMENDED CARRIED

Wellsite Control Plans – Recommendation #6

It was MOVED by Mr. Nick Madarash, seconded by Mr. Rob Scott, that Part D, Section 5.4 of the Manual of Standard Practice be amended as follows:

PART D, Section 5.4: Wellsite Control Plans
Wellsite Control Plans were formerly called Wellsite Traverse Plans or Wellsite Control Traverse Plans. Plans submitted prior to December 1, 1997 are still available from the Director of Surveys Office.

When performing a survey for a wellsite in Unsurveyed Territory, an Alberta Land Surveyor is required to place wellsite control monuments if the wellsite is more than ten kilometres from the monuments required to satisfy Part D, Section 5.2.2.

When placing wellsite control monuments, the Surveyor shall:
1. Place a minimum of two statutory iron posts not further than 1,000 metres from the wellsite.
2. Show the wellsite control monuments on the wellsite plan signed by the Surveyor for registration at Alberta Environment and Parks.
3. Meet the requirements of Part C, Section 3.9 if the wellsite plan is not registered at Alberta Environment and Parks.
When performing a survey for a well location in Unsurveyed Territory that does not meet the requirements outlined in Part D, Section 5.7.3 (Wellsite Plan Requirements) on page 54 and in Part D, Section 6 (Other Surveys in Unsurveyed Territory) on page 60, an Alberta Land Surveyor is required to prepare a plan of survey if the well location is more than two kilometres from an existing survey performed in accordance with the Surveys Act.

When performing this survey, the Surveyor shall:

1. Make ties to existing surveys as required to determine the relationship between the survey being performed and the theoretical section boundaries in accordance with the accuracies specified in Part C, Section 1.6 (Wellsite Surveys) on page 14.
2. Place monuments not further than 1,000 metres from the well location.
3. Place a monument at each survey point established.
4. Show this information on a Wellsite Control Plan and submit it to the Land Titles Office for registration as an Establishment of Monuments for Wellsite Control Plan within 180 days of completing the survey.

If the survey for a well location in Unsurveyed Territory meets the requirements outlined in Part D, Section 5.7.3 (Wellsite Plan Requirements) on page 54 and Part D, Section 6 (Other Surveys in Unsurveyed Territory) on page 60, the Surveyor is not required to register an Establishment of Monuments for Wellsite Control Plan at the Land Titles Office.

**MOTION CARRIED**

### Dispositions Crossed – Recommendation #7

*It was MOVED by Mr. Nick Madarash, seconded by Mr. Bradly Machon, that Part D, Section 5.8.9 and Part D, Section 5.10.5 of the Manual of Standard Practice be amended as follows:*

5.8 Public Land Dispositions Except Access Roads
9. Tie in and show on the plan all visible public land dispositions crossed or adjacent to the survey.
   Show and label on the plan all public lands dispositions crossed or adjacent to the proposed activity.

5.10 Establishment of Disposition Boundaries for Existing Access Roads
5. Tie in and show on the plan all visible public land dispositions crossed or adjacent to the survey.
   Show and label on the plan all public lands dispositions crossed or adjacent to the proposed activity.

**MOTION CARRIED**

### Official Surveys – Recommendation #8

*It was MOVED by Mr. Nick Madarash, seconded by Mr. Al Jamieson, that Part D, Section 9 of the Manual of Standard Practice be amended as follows:*
Section 9: Official Surveys

It is good practice for Alberta Land Surveyors engaged in Official Surveys to involve the appropriate offices early in the process.

9.1 Provincial Lands

Official Surveys executed pursuant to the Surveys Act require official instructions from the Director of Surveys. Official Surveys under the Surveys Act include surveys of:

- Townships
- Settlements
- Métis Settlements
- Re-surveys of public lands and Métis patented land
- Provincial Parks
- Provincial Boundary Resurveys

Official Surveys require specific instructions from the Director of Surveys under the Surveys Act or the Boundary Surveys Act.

9.2 Canada Lands

Official Surveys of Canada Lands pursuant to the Canada Lands Surveys Act require specific instructions from the Surveyor General of Canada.

MOTION CARRIED

As-Built Surveys for Dispositions – Recommendation #9

It was MOVED by Mr. Nick Madarash, seconded by Mr. Robert Pinkerton, that Part D, Section 5.13 be added to the Manual of Standard Practice as follows:

5.13 As-built surveys for disposition amendments and renewals

An Alberta Land Surveyor performing an as-built survey for the purposes of disposition amendment or renewal shall ensure that the survey is a current representation of the constructed extents of the disposition and that the survey fully stands on its own merits. Found and placed evidence from the precedent disposition plan should be confirmed, re-stored or re-established as necessary in accordance with the applicable sections of the Manual of Standard Practice.

MOTION CARRIED

Electronic Voting - Recommendation #10A

It was MOVED by Mr. Steven Van Berkel, seconded by Mr. Mark Kocher, that the membership request that Council direct the Legislation Committee to investigate amending the bylaws to allow for voting for Council members electronically.

MOTION CARRIED
Electronic Voting - Recommendation #10B

*It was MOVED by Mr. Steven Van Berkel, seconded by Mr. Greg Boggs, that the membership request that Council direct the Legislation Committee to investigate amending the bylaws to allow for voting for Council members electronically prior to the AGM.*

MOTION DEFEATED

Electronic Voting - Recommendation #10C

*It was MOVED by Mr. Steven Van Berkel, seconded by Mr. Larry Pals, that the membership request that Council direct the Legislation Committee to investigate amending the bylaws to allow for voting on changes to the Manual of Standard Practice, the bylaws and all other AGM recommendations electronically.*

MOTION DEFEATED

Electronic Voting - Recommendation #10D

*Note: Not debated as Recommendation #10C was defeated.*

Non-Mandatory Schedule of Fees – Recommendation #11

*It was MOVED by Mr. Bruce Drake, seconded by Mr. Bruce Clark, that:*

1. the membership direct Council to prepare a Non-Mandatory Schedule of Fees document based on the results from the membership survey in the fall of 2017;
2. the membership approve the list of products to be included in the Non-Mandatory Schedule of Fees;
3. the membership approve the intent of the explanatory notes to be included in the Non-Mandatory Schedule of Fees.

*It was MOVED by Mr. Larry Pals, seconded by Mr. Mark Kocher, that Recommendation #11 be referred to Council or a committee of Council for further research, including consultation with an accountant, lawyer, the Alberta Dental Association & College and the Competition Bureau of Canada.*

MOTION TO REFER CARRIED

Product Fee – Recommendation #12

*It was MOVED by Mr. Bruce Drake, seconded by Mr. Greg Boggs, that:*

1. the membership direct Council to prepare and establish a product fee for implementation no earlier than the 2019/2020 Association fiscal year, and that the product fee be associated with a unique identifier with each product prepared, and that the product number be obtainable from the Association directly or in a digital purchasing format;
2. the membership direct Council establish a fee of not more than $50 per plan registered either at Land Titles, the Metis Settlements Land Registry, or AER/AEP;
3. the membership direct Council to establish a fee of not more than $20 per product that is prepared under the requirements of the Manual of Standard Practice and included on the following list:
   - Real Property Reports
4. the membership direct Council to establish as a term of reference for the Standards Committee to recommend changes to the Manual of Standard Practice regarding the use and application of a product number associated with a product fee;

5. the membership direct Council to consider the effect of the Ministerial Order income with expenditures associated with the general operations and programs of the Association when determining the product fees.

It was MOVED by Mr. Bob Haagsma, seconded by Mr. Larry Pals, that Recommendation #12 be referred to Council to strike a committee and bring back a report to the 2019 AGM.

MOTION TO REFER CARRIED

New Business #1: Consents for Right-of-Way Plans

It was MOVED by Mr. Lee Andersen, seconded by Mr. Courtney Tripp, that it is recommended that the Council of the Alberta Land Surveyors’ Association ask an existing committee or create a new committee to engage with Land Titles and other relevant regulatory authorities to come up with a solution to our problem with being unable to register constructed right-of-way plans when we are unable to get the owner of the facility to sign the consent and present a report to next year’s AGM.

MOTION AS AMENDED CARRIED

New Business #2: Fee Information on ALSA Website

It was MOVED by Mr. Scott Westlund, seconded by Mr. Allan Main, that it is recommended that the Council of the Alberta Land Surveyors’ Association considers publishing an updated version of the preamble presented as part of Recommendation #11 in a prominent place on the ALSA website.

MOTION CARRIED

New Business #3: Frequency of Professional Examinations

It was MOVED by Mr. Mitchell Rose, seconded by Ms. Michelle Merrick, that it is recommended that the Council of the Alberta Land Surveyors’ Association revisit the feasibility of allowing for the simultaneous administration of both articled pupil examinations (Principles & Practices of Land Surveying, Parts 1 and 2) within the current schedule.

MOTION CARRIED

From the Registrar

Council met on April 20, 2018.

Council exempted Iain Douglas, Jacques Dupuis, Ryan Man, Drew Suder and Jeremy Zettel from the requirements of the mandatory professional liability insurance bylaw as they are not practicing surveying in Alberta.

Council approved placing James G. Halliday, Tyler Hansen, Greg Illchuk, Johnathan Lunn and Ross Metcalfe on the register of retired members.
Council accepted, with regret, the cancellation of retired membership from David Roberts and Brian Wetter.

Council accepted, with regret, the cancellation of associate membership from Coral Bliss Taylor and Grace Werner.

Council approved the cancellation of Boundary Technical Group Inc., Foothills Surveys (2009) Ltd. and Insight Geomatics Ltd. as surveyors' corporations.

Council approved the registration of a branch office of McElhanney Land Surveys (Alta) Ltd. in Hinton under the supervision, direction and control of Ben Giesbrecht, ALS.

Council approved Chinook Surveys Inc. as a surveyor's corporation under the supervision direction and control of Aaron Clapperton, ALS.

Council approved NANA GEOMATICS and Associates Inc. as a surveyor's corporation under the supervision direction and control of Leighton Greenstein, ALS.

Council directed the Registrar, for the 2018-2019 term, to cancel the registration of any practitioner who has not provided proof of professional liability insurance pursuant to Section 65 of the ALSA Bylaws, following the expiration of 30 days from the date of the written notice, unless the practitioner complies with the notice.

In the event that there are outstanding corporate renewals at February 1, 2019, Council directed the Registrar to cancel the registration of a surveyor's corporation or surveyor's partnership following the expiration of 30 days from the date of the written notice, unless the practitioner complies with the notice.

In the event that there are unpaid membership fees at May 1, 2018, Council direct the Registrar to cancel the registration of the member following the expiration of 30 days from the date of the written notice, unless the member complies with the notice.

**President’s Award – Alex Hittel**

Outgoing president Mike Fretwell announced the establishment of the Alex Hittel Foundation.

The Alex Hittel Foundation will dedicate itself to providing long-term stable funding to strengthen the quality and standard of excellence in land survey and cadastral research and education in Canada – something that Alex Hittel himself dedicated his life to.

The Council of the Alberta Land Surveyors' Association has shown its commitment to the foundation – by providing $10,000 in this upcoming year's budget to get the Alex Hittel Foundation up off the ground and running.

Alex Hittel was a two-time past-president of the Alberta Land Surveyors' Association and a visionary in adopting new technologies and a driving force behind the establishment of the geomatics engineering program at the University of
Calgary. Mr. Hittel passed away in 2017 one week after retiring after more than fifty years as an Alberta Land Surveyor.

50 Year Members
Monroe Kinloch, ALS (Hon. Life)
Norm Mattson, ALS (Hon. Life)
Leo Raessler, ALS (Ret)
Vic Wolchansky, ALS (Ret)

25 Year Members
Bob Michie, ALS
Brian Ross, ALS
Arthur Tarapaski, ALS

New Members
John Benere, ALS
Dean Fischer, ALS
Nina Holdbrook, ALS
Dallas Lazar, ALS
Todd MacKenzie, ALS
James O'Neill, ALS
Chase Van de Brand, ALS
Chad Burwash, ALS
Jonathan Frederick, ALS
Mark Horneman, ALS
Kristopher Locking, ALS
Matthew McAdam, ALS
Mitchell Rose, ALS
Curtis Wazney, ALS
Paul Deering, ALS
Joel Hergott, ALS
Ian Isackson, ALS
Bradly Machon, ALS
Lisa Naphin, ALS
Scott Slen, ALS
Jordan Westera, ALS

2019 AGM
The 110th annual general meeting of the Alberta Land Surveyors’ Association will be held April 25-27, 2019 in Banff, Alberta.

2018-2019 COUNCIL
Bruce Clark, ALS, President
Steve Yanish, ALS, Vice-President
Mike Fretwell, ALS, Past-President
Bruce Drake, ALS, Secretary-Treasurer
Sandy Davies, ALS, Councillor
Colin Keir, ALS, Councillor
Michael Louie, ALS, Councillor
Steve Meehan, ALS, Councillor
Michelle Merrick, ALS, Councillor
Ryan Pals, ALS, Councillor
Russ Barnes, Public Member

Important Dates
May 2 – Practice Review Board
May 8 – Council Orientation
May 9 – Executive Committee
May 16 – Registration Committee
May 17 – Priority Planning, Calgary
May 31 – Convention & Social

May 23 – Council

June 1 – ALS News Deadline
June 6-8 – SLSA AGM
June 12 – Professional Development Committee
June 13 – Registration Committee
June 19 – Executive Committee
June 26 – Future Committee
June 28 – Council

June 5 – RPR Working Group
June 7 – Standards Committee
June 12 – Corner Recoderation Index Working Group
June 14 – Legislation Committee
June 21 – Communications & PR Committee
June 27 – Practice Review Board

Bylaws – Recommendation #1

GENERAL BYLAWS

Pursuant to the Land Surveyors Act (RSA 2000 c L-4.1)

List of Amendments

1. (1) In this bylaw

(a) "Act" means the Land Surveyors Act, (RSA 2000 c L-4.1);

(b) "member" means an Alberta Land Surveyor, Honorary Life Member, Retired Member, Honorary Member, Pupil, Associate Member, Affiliate Member, or a Student Member;

(c) "President", "Vice President", "Past President", “Secretary Treasurer”, “Executive Director” and “Registrar”, mean respectively the individuals elected or appointed to those offices under the act or this bylaw.

(d) “sole practitioner” means an Alberta Land Surveyor who is engaged in the practice of surveying and carries professional liability insurance in their own name.

(2) Unless the contrary intention appears the Interpretation Act, (RSA 2000) applies to this bylaw.

PART 1

HEAD OFFICE, SEAL AND LOGO

2. The head office of the Association shall be located in Edmonton, Alberta.

3. (1) The Common Seal of the Association shall contain the words "Alberta Land Surveyors' Association".

(2) The Secretary Treasurer, or in his absence or inability to act, the President or an individual designated by the President shall have the custody of the Common Seal of the Association. The Common Seal of the Association shall be located at the head office of the Association, under the custody of the Registrar or such other person as may be designated by the Council.

(3) When the Common Seal of the Association is required to be fixed to any document, the seal shall be accompanied by the signatures of the President and Secretary Treasurer, Registrar or such other persons as may be designated by the Council.
4 (1) The official logo of the Association shall be located at the head office of the Association, and dictates the proportions and reproduction of each element thereof.

(2) Any use of the official logo must be in compliance with policies as may be established by the Council from time to time to govern its members.

PART 2
OFFICES OF THE ASSOCIATION AND THE COUNCIL

Offices of the Association

5 (1) The offices of the Council are:

(a) the President;
(b) the Vice President;
(c) the Past President;
(d) the Secretary Treasurer;
(e) six offices of Councillor,

of which the President, Vice President, and Secretary Treasurer and six offices of councillor are elected, and the Past President is appointed.

(2) The office of Past President is filled by the Alberta Land Surveyor who was the most recent President but who no longer holds that office.

Elected Offices

6 Alberta Land Surveyors shall elect from among their number:

(a) a President and a Vice President each of whom hold office until the installation of new officers at the next Annual General Meeting,
(b) two members of Council, each of whom shall hold office until the installation of new Councillors at the Annual General Meeting held in the third year following the year of their election, and
(c) a Secretary Treasurer who shall be elected at an Annual General Meeting and hold office for a three-year term, and
(d) such additional members of the Council as may be required, each of whom hold office until the conclusion of the term of the vacancy for which they are elected.

President

7 (1) It is the duty of the President:

(a) to preside at all meetings of the Association and the Council, and
(b) to perform such other functions as are required under these bylaws or by the Council.
(2) The President is an ex officio member of all committees of the Council and of the Association except the Discipline Committee, the Practice Review Board, the Registration Committee, and the Nominating Committee.

**Vice President**

8 (1) In the absence or inability to act of the President to act, it is the duty of the Vice President to act as President.

(2) When the Vice President acts as President, the Vice President has all the powers, duties and obligations of the President.

(3) In the event of death, disqualification, removal from office or resignation of the President, the Vice President becomes President for the remainder of the term of office.

(4) The Vice President is an ex officio member of all committees of the Council and of the Association except the Discipline Committee, the Registration Committee, the Practice Review Board and the Nominating Committee.

**Past President**

(X) (1) The office of Past President is filled by the Alberta Land Surveyor who was the most recent President but who no longer holds that office.

**Secretary Treasurer**

9 (1) The Secretary Treasurer shall carry out the duties and responsibilities which are established for this office by Council.

**Disqualification From Holding Office**

(X) (1) If an individual ceases to be an Alberta Land Surveyor, that individual is disqualified from continuing to hold office as a member of Council as the case may be.

(2) If a member of Council is suspended from the practice of land surveying he ceases the individual is disqualified from continuing to hold office on the as a member of Council for the duration of the suspension.

**Removal From Office**

(X) (1) A written motion to remove a member of Council can be made to the Executive Director.

(2) The motion must be signed by at least

   (a) three other members of Council, or

   (b) 10% of Alberta Land Surveyors

(3) The reasons for removing a member of Council may include, but are not limited to, the following:

   (a) The Council member has demonstrated an inability to perform the duties of the office

   (b) The Council member has harmed the image or the objectives of the Association
(c) The Council member has admitted to or is found guilty of an offence under the *Criminal Code of Canada* or the *Controlled Drugs and Substances Act*

(d) The Council member has failed to comply with a code of conduct policy as established by Council.

(4) Council may establish by policy a code of conduct for Council members.

(5) The Executive Director shall provide Council, including the subject Council member, with the motion at least seven (7) days prior to the date of the Council meeting at which the motion will be considered.

(6) The subject Council member may make submissions with regards to the motion and may debate the motion but may not vote on the motion.

(7) The motion to remove a Council member from Council must pass by two-thirds of the Council members not including the subject Council member.

**Vacancies in Elected Offices**

10 If the holder of an elected office dies, resigns, becomes disqualified or is removed from office, the Council may:

(a) appoint an Alberta Land Surveyor to the office until the next Annual General Meeting, or

(b) leave the office vacant.

**Council**

11 (1) The Council shall be composed of at least 9 but no more than 20 elected Alberta Land Surveyors consisting of:

(a) the President;

(b) the Vice President

(c) the Secretary Treasurer

(d) 6 or more Councillors, and

(e) the Past President, and

(f) at least one member of the public.

(2) The Council shall also have at least one member of the public.

12 (1) If the President and Vice President are absent or unable to act, the Council may appoint one of their number to act as President during the absence or inability of the President or Vice President.

(2) When a Council member acts as President that person has all the powers, duties and obligations of the President.

**Registrar**

13 The Registrar shall perform such duties as required under the act and regulations and these bylaws.
Acting Registrar

(X) Council may appoint an Acting Registrar who has all of the powers and may perform all of the duties of the Registrar when the Registrar is absent, unable to act or when there is a vacancy in the office.

PART 3
COUNCIL PROCEDURES

Council Meetings

13 (1) Meetings of the Council shall be held at the call of the President or pursuant to subsections (2) and (3).

   (2) Three members of Council may, by notice in writing to the Executive Director, request that a meeting of the Council be called.

   (3) Immediately following a request under subsection (2), the Executive Director shall call a meeting for a date within 21 days of receipt of the request by the Executive Director.

   (4) Unless otherwise agreed by every member of Council, written notice of each Council meeting shall be sent by the Executive Director to each Council member at least seven (7) days before the date of the meeting.

   (5) Council may establish a policy governing how electronic meetings may be conducted.

Voting

14 (1) Each member of Council has one vote.

   (2) The individual acting as chairman of a meeting of Council shall not vote on any matter unless there is a tie vote in which case the Chairman shall cast a vote.

Registrar

15 The Registrar shall perform such duties as required under the act and regulations and these bylaws.

Acting Registrar

16 Council may appoint an Acting Registrar who has all the powers and may perform all of the duties of the Registrar when the Registrar is absent, unable to act or when there is a vacancy in the office.

Expenses

17 Travelling and living expenses shall be paid by the Association to elected members of Council in accordance with Association policy that are incurred by the member for attendance at a meeting of Council away from the member's usual place of residence.

Rules of Procedure
The rules of order and procedure at a meeting of Council shall be those normally accepted rules of order and procedure governing meetings of like nature, but if a dispute arises, the chairman may declare that the most recent edition of Robert’s Rules of Order applies to the meeting.

Reports

Council shall provide the membership of the Association a report on the operation of the Association which shall be prepared from the minutes of the meetings of Council held during the preceding year.

PART 3
ASSOCIATION MEETINGS

Annual General Meeting

An Annual General Meeting of the members of the Association shall be held once each year, not later than May 31st, at a date and place as prescribed by Council.

Special Meetings

(1) A Special Meeting of the Association shall be held
   (a) at the call of the Council, or
   (b) on the petition of at least 10% of Alberta Land Surveyors and delivered to the Executive Director.

(2) A Special Meeting called by the Council shall be held on such date and at such place as the Council determines.

(3) A Special Meeting called by petition shall be held within 60 days of the date of receipt of the petition by the Executive Director at such place as the President determines.

Calling of Meetings

The Executive Director shall give at least 21 days’ notice of Annual General Meetings and Special Meetings of the Association to each member showing the date, time, and place of the meeting.

Procedure at Meetings

(1) All matters at an Annual General Meeting or at a Special Meeting shall be introduced as motions or resolutions, duly seconded.

(2) Any matter of new business that an Alberta Land Surveyor, Honorary Life Member, or Retired Member wishes to introduce shall be in the form of a written motion or resolution, duly seconded, submitted to the chairman of the meeting.

(3) The chairman of the meeting shall decide whether the motion or resolution presented under subsection (1) or (2) is in order before admitting it for discussion.

(4) Except as otherwise provided in this bylaw or in regulations made under the Act, the conduct of business at a meeting of the Association shall be governed by the most recent edition of Robert’s Rules of Order.
PART 4 5

ELECTIONS

Nominating Committee

24 (1) Each year the Council shall appoint a Nominating Committee consisting of three (3) individuals who have held the office of President.

(2) The Council nominating committee shall choose a chairman chair from the members of the committee.

Nominations Open

25 (1) At least 120 days before the Annual General Meeting the Registrar shall notify every Alberta Land Surveyor

(a) that nominations for election to an elected office of the Association are open, and

(b) the nature and number of elected offices to be filled.

(2) No Alberta Land Surveyor may be nominated for more than one elected office at any election.

Method of Making Nominations before AGM Nomination Submissions

26 (1) Every nomination for a vacant elected office made prior to an Annual General Meeting, shall be made in writing to the Registrar by two (2) Alberta Land Surveyors and accompanied by:

(a) the written consent of the nominee to take office if elected, signed by the nominee, and

(2) (b) A nomination made under section (1) shall be accompanied by a resume of the nominee prepared in such form as the Council requires.

Nominees by Nominating Committee

27 At least 100 days before the Annual General Meeting the Nominating Committee shall provide the Registrar with a slate list of nominees for at least the number of vacancies in elected offices to be filled.

List of Nominees

28 At least 80 days before the Annual General Meeting, the Registrar shall mail to provide a current list of the nominations nominees made to the date the list is mailed provided to each Alberta Land Surveyor

Additional Nominations

29 (1) Any additional nominations to be added to the list of nominees mailed to Alberta Land Surveyors under Section 28 must be received by the Registrar at least 55 days before the Annual General Meeting.

(2) At least 21 days before the Annual General Meeting, the Registrar shall mail provide to each Alberta Land Surveyor

(a) a list of nominations current list of nominees made up to 55 days preceding the Annual General Meeting,

(b) a resume of each nominee, and

(c) a notice as to the time, date, and place of the election.
Conduct of Election

30 (1) Elections shall be conducted at an Annual General Meeting at the time and date named in the notice provided mailed under Section 29(2)(c).

(2) Prior to the Annual General Meeting, the Registrar shall prepare cause to be printed a ballot form with the names of the persons nominated list of nominees for each elected office in groups relating to each office, each group listed in alphabetical order of surname.

(3) Following each group of names on the ballot form there shall be blank spaces in order to accommodate the names of those nominations made after the forms are printed. Ballots shall be of such a form as to allow for the addition of nominees.

(4) The term of office and the number of individuals to be elected shall be made clear on the ballot form.

(5) Each Alberta Land Surveyor is entitled to vote for as many candidates as there are vacancies to be filled for each office or for a lesser number.

(6) In order to maintain a secret ballot no identifying mark shall be placed on the ballot.

(7) At the Annual General Meeting, the Registrar shall appoint at least three (3) Alberta Land Surveyors to act as scrutineers.

(8) At the time and date named for the election in the notice mailed in accordance with Section 29(2)(c) nominations close and the scrutineers shall distribute to each Alberta Land Surveyor present a ballot. Nominations close 24 hours prior to the election.

(9) Ballots shall be distributed prior to the election to each Alberta Land Surveyor present.

(910) An Alberta Land Surveyor who votes may

(a) appropriately mark his their ballot for the candidate of his their choice shown on the ballot, or

(b) write in the name of a candidate added to the list of nominations nominees after the ballot form was printed, and mark the ballot form appropriately.

(911) When the scrutineers are satisfied that all those Alberta Land Surveyors present at the meeting who wish to vote have voted the scrutineers shall collect the ballots in sealed ballot boxes or sealed envelopes and count the votes.

Acclamation or Election

31 (1) If there are the same number of individuals nominated for office as there are vacancies, those people shall be declared to be elected by acclamation.

(2) If there are more persons nominated for an office than there are vacancies, the candidate who receives the highest number of votes for the office shall be elected to the office.
Councillor Elected

32  (1) The candidates for Councillor who receive the highest number of votes for the office of Councillor shall be elected as Councillors for a term of three years.

(2) If there are any vacancies on Council for Councillor to be filled under Section 38(1)(d) (10), the person or persons nominee or nominees receiving the next highest number of votes for the office of Councillor shall be elected as Councillors for the balance of the unexpired term or terms to be filled, and as among them, the person or persons nominee or nominees receiving the higher number of votes shall fill the vacancy or vacancies which have the longer unexpired term or terms.

Deciding Vote

33  When the casting of an equal number of votes for two (2) or more candidates leaves the election of an officer, or Council member undecided,

(a) the scrutineers shall write on separate ballot papers the names of the candidates who have received the equal number of votes and shall place the papers in a ballot box, and

(b) the Registrar in the presence of the scrutineers, shall draw from the ballot box one of the ballot papers, and the candidate whose name is written on it shall be the elected candidate.

Result of Vote

34  (1) On completing the count of the votes cast for each elected office the scrutineers shall deliver to the Registrar:

(a) the results of the vote, and

(b) the ballots and any voting records, in a sealed box or sealed envelope.

(2) Prior to the commencement of new business at the Annual General Meeting, the Registrar shall announce the results of the election and the new officers shall be installed.

Recounts

35  (1) An objection to the vote as announced is valid only if it is made immediately after the announcement of the results of the election and a proper motion for a recount is then in order.

(2) If a motion is made and carried, the President shall appoint a committee of scrutineers, of not less than four Alberta Land Surveyors who were not formerly the scrutineers at the election who shall forthwith recount all ballots.

(3) Candidates may be present or represented at a recount.

(4) On completion of a recount, the results shall be communicated in writing to the President who shall announce it to the Annual General Meeting immediately.

(5) The recount is final and binding.

Destruction of Ballot Papers

36  Following the announcement of the vote or the recount, as the case may be, the ballots and any voting record shall be destroyed.
Validating Procedures

37 In the event of a failure to comply with any procedure relating to an election, the Council may take any action or make any direction that it considers necessary to validate the nomination, the counting of the ballots or the election.

Disqualification

38 (1) If an individual ceases to be an Alberta Land Surveyor, that individual is disqualified from

(a) nominating or being nominated as a candidate for election to an office of the Association,
(b) continuing to stand as a candidate for election,
(c) voting in an election for Council membership,
or
(d) continuing to hold office as a member of Council as the case may be.

(2) If a member of Council is suspended from the practice of land surveying he ceases to hold office on the Council for the duration of the suspension.

PART 5

FINANCIAL MATTERS

39 The bankers of the Association's funds shall be Alberta Treasury Branches or a Schedule I chartered bank as specified by Council.

Expenditures

40 (1) Except as authorized by Council, money shall only be withdrawn from the Association's account by cheque. The Executive Director may authorize withdrawals from the Association's accounts for amounts under $5,000 or, in the absence of the Executive Director, any two of the following officers: President, Vice-President, Past-President, Secretary-Treasurer. Except as authorized by Council, amounts for $5,000 or over must be signed by any two of the following: Executive Director, President, Vice-President, Past-President, Secretary-Treasurer.

(2) Monies belonging to the Association shall only be expended on the authority of the Council, but a majority of Alberta Land Surveyors at an Annual General Meeting or Special Meeting may make recommendations to the Council advocating expenditures for purposes connected with the objects of the Association.

Investments

41 The Council may invest any sum not required by the Association for its immediate purposes in such securities with a view to obtaining a reasonable return while avoiding undue risk as are approved for the investment of trust funds under the Trustee Act, or for:

(a) the rental or purchase of land or premises.
(b) the building of premises to serve as offices, lecture rooms or libraries,
(c) the printing and publication of a land surveying manual or any other book or periodical containing material relating to surveying, and
(d) such other expenditures as may be authorized by the Council from time to time.

**Accounts**

42 In accordance with Council policy, Council shall enter or cause to be entered in books kept for that purpose a true account of all sums of money received and paid by the Association.

**Auditors**

43 Council shall appoint a recognized accounting firm to conduct an annual review or audit of the Association's financial records and management practices.

**Director's and Officer's Liability Insurance**

44 The Alberta Land Surveyors' Association shall annually carry and keep in good standing Director's and Officer's Liability Insurance.

**Bond**

45 As soon as the Executive Director is appointed and before issuing any cheques on the account of the Association, such person shall furnish a bond for the proper execution duties in such form as may be required by the Council, said bond to be for the sum of $100,000 or such other amount as may be set by Council, and shall be obtained at the expense of the Association. The Association shall obtain a bond in the amount of $100,000, or such other amount as may be set by Council, in case of the loss of money, securities and other property due to dishonest or fraudulent acts.

**PART 6 COMMITTEES**

45 (1) The Council, in addition to those statutory committees as defined in the act and regulations, may appoint such committees of the Association as the Council considers necessary and shall designate the chairman and where necessary, the vice-chairman of each committee so appointed.

(2) The function, duties and responsibilities of the committees shall be determined by Council from time to time.

(3) Except where the act otherwise provides, a committee of the Council or a committee of the Association shall be composed of such individuals as the Council considers necessary and may include persons who are not members of the Association.

**Appointments**

46 (1) Individuals appointed to a committee may be appointed for a fixed period or period of time but not all members need be appointed for the same period of time.

(2) Individuals appointed to a committee may have their appointments terminated at any time by the Council or have the designation of chairman or vice-chairman revoked, as the case may be.

(3) If under this bylaw a person is required to take some action or do something and is absent, unable or unwilling to take the action or do the thing, the Council may appoint another person to take the action or do the thing.
Ex Officio Members

47 (1) An individual who is appointed or entitled to attend a meeting of the Council, a committee of Council or a committee of the Association as an ex officio member

(a) may speak on any matter before the meeting at which he attends the individual attends, but

(b) is not entitled to vote on any matter.

(2) Notwithstanding subsection (1), an individual who is an ex officio member of the Council or of any committee of the Council or the Association, except the President or Vice President, shall at the direction of the Council or the committee, as the case may be, leave the meeting for the period required.

Chairman Chair

48 In the absence or inability to act of as the chairman chair of a committee, a vice chairman chair shall act as a chairman chair and in the absence or inability of a vice chairman chair the members present at the meeting shall elect a member to act as chairman chair for that meeting.

Travelling and Living Expenses

49 At the discretion of Council, appointed representatives of the Association, members of committees of the Association, members invited for special purposes and the representative of other organizations may be paid their reasonable travelling and living expenses in accordance with Association Policy, for meetings of the Council or of the Association or when travelling on the business of the Association.

Executive Committee

50 The Executive Committee is a committee reporting to Council. Reporting through the chairperson chair, the Executive Committee assists Council in the functions of organization and advocacy governance monitors and supervises the ongoing management of the Association's affairs and ensures that the work of standing, statutory and ad hoc committees is complete before being submitted to Council for a decision.

(1) The Executive Committee of Council consists of the President, Past President, Vice President, and Secretary Treasurer.

(2) In the event of a vacancy, in any of the foregoing positions, Council may appoint a member of Council to fill the vacancy as required.

(3) The President shall be the chair of the committee and may appoint one of the other members to act as chair in his/her the President's place when unable to preside personally.

(4) The committee shall meet at the call of the chair and three members shall constitute a quorum.

(5) In the interval between meetings of Council, the Executive Committee shall supervise the management of the Association, shall actively pursue its objectives and shall oversee the financial affairs of the Association, subject to such directions, restrictions, and limitations as may from time to time, be given or imposed by Council. The Executive Committee shall possess and exercise all the powers and authority of Council except when the latter is in session. Decisions of the Executive Committee are subject to ratification by Council at its next regularly scheduled meeting.
(6) Minutes of Executive Committee meetings shall be kept and sent to all members of Council.

PART 8

MEMBERSHIP CATEGORIES

Membership Categories

In addition to the category of Alberta Land Surveyor established by the act, the following categories of membership are established in the Association:

- Honorary Life Member
- Retired Member
- Honorary Member
- Pupil
- Associate Member
- Affiliate Member
- Student Member

(1) Honorary Life Member

(a) Council, in its discretion, may confer honorary life membership in the Association upon any Alberta Land Surveyor or retired member who has rendered signal service to the Association and the betterment of mankind society.

(b) An Honorary Life Member is not required to pay an annual fee or any levy payable to the Association.

(c) An Honorary Life Member may attend any Annual General Meeting or Special Meeting of the Association and is entitled to propose or discuss any motion or resolution before the meeting, and may vote on all matters.

(d) An Honorary Life Member who does not hold an annual certificate may sit as a member on any non-statutory committee of the Association but cannot hold an elected office. If an Honorary Life Member holds an annual certificate they may sit on any committee or hold an elected office.

(e) An Honorary Life Member may use the designation “ALS (Honorary Life)” or “ALS (Hon. Life).”

(f) Membership may be cancelled by Council.

(g) An Honorary Life Member, who does not hold an annual certificate, must apply to Council for reinstatement to engage in the practice of land surveying.

(h) An Honorary Life Member is permitted to engage in the practice of land surveying provided they have been issued an annual certificate by the Registrar.

(2) Retired Member
(a) Council may, upon application, confer retired membership in the Association upon any person who has been an Alberta Land Surveyor for at least one year, and does not hold an annual certificate to practice.

(b) A Retired Member is required to pay an annual fee in accordance with Council policy.

(c) A Retired Member may attend any Annual General Meeting or Special Meeting of the Association and is entitled to propose or discuss any motion or resolution before the meeting, and may vote on all matters except professional legislation.

(d) A Retired Member may sit as a member on any non-statutory committee, except the Practice Review Board and Discipline Committee, of the Association, and cannot hold an elected office.

(e) A Retired Member may use the designation “ALS (Retired)” or “ALS (Ret.).”

(f) Membership may be cancelled by Council.

(3) Honorary Member

(a) Council may confer honorary membership in the Association upon any person who, through their own initiative and leadership, has rendered eminent service relating to the profession of surveying.

(b) An Honorary Member is not required to pay an annual fee or any levy payable to the Association.

(d) An Honorary Member may attend an Annual General Meeting or Special Meeting of the Association and is entitled to discuss any motion or resolution before the meeting, but no Honorary Member may propose a motion or resolution or vote at a meeting of the Association.

(e) An Honorary Member may sit as a member on any non-statutory committee of the Association.

(f) An Honorary Member may use the designation “Honorary Member/Alberta Land Surveyors’ Association” or “(Honorary Member/ALSA).”

(g) Membership may be cancelled by Council.

(eh) An Honorary Member is not entitled to be registered as an Alberta Land Surveyor.

(4) Associate Member

(a) Council may, upon application, confer membership in the Association as an Associate Member to any individual who is sponsored by two Alberta Land Surveyors and who currently complies with one or more of the following criteria:

(i) holds a commission as a Land Surveyor in another province or as a Canada Lands Surveyor;

(ii) registered as a member of the Alberta Society of Surveying and Mapping Technologies (ASSMT);

(iii) registered as a member of an ALSA recognized geomatics related professional group;

(iv) holds a degree or diploma certificate from an ALSA recognized university or technical school;

(v) holds a teaching position at an ALSA recognized university or technical school;
(vi) has an interest in the field of geomatics.

(b) An Associate Member is required to pay an annual fee in accordance with Council policy.

(c) An Associate Member may attend any Annual General Meeting or Special Meeting of the Association and is entitled to discuss any motion or resolution before the meeting and may vote on all matters except professional legislation and standards of practice but may not propose any motion or resolution to the meeting.

(d) An Associate Member may sit as a member on any non-statutory committee of the Association.

(e) An Associate Member may use the designation “Associate Member/Alberta Land Surveyors’ Association” or “Associate Member/ALSA.”

(f) Membership may be cancelled by Council.

(5) Affiliate Member

(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 Canadian 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 or resolution before the meeting and may vote on all matters except professional legislation and standards of practice but may not propose any motion or resolution to the meeting.

(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 “Affiliate Member/Alberta Land Surveyors’ Association” or “Affiliate Member/ALSA.”

(f) Membership may be cancelled by Council.

(6) Pupil

(a) The Registration Committee on behalf of Council shall, upon application, 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 any motion or resolution before the meeting and may vote on all matters except professional legislation and standards of practice but may not propose any motion or resolution to the meeting.

(d) A Pupil may sit as a member on any non-statutory committee of the Association.
(e) A Pupil may use the designation “Pupil/Alberta Land Surveyors' Association” or “Pupil/ALSA.”

(f) Membership may be cancelled upon the articles being terminated pursuant to the Examination and Training Regulation under the Land Surveyors Act.

(7) Student Member

(a) Council may, upon application, confer membership in the Association as a Student Member to any individual who is enrolled as a full time student and who currently complies with one or more of the following criteria:

(i) enrolled in a geomatics program or a related academic program;

(ii) enrolled in a high school with the intentions of entering a geomatics program or related academic program;

(iii) has an interest in geomatics.

(b) A Student Member is not required to pay an annual fee.

(c) A Student Member may attend any Annual General Meeting, Special Meeting or regional meeting of the Association and is entitled to discuss any motion or resolution before the meeting, but may not vote and may not propose any motion or resolution to the meeting.

(d) A Student Member may sit as a member on any non-statutory committee of the Association.

(e) A Student Member may use the designation “Student Member/Alberta Land Surveyors’ Association” (Student Member/ALSA)

(f) Membership may be cancelled by Council

PART 8

FEES, DUES & LEVIES

52 (1) The following fees, dues and levies shall be paid to the Association:

(a) on application for registration as an Alberta Land Surveyor, surveyor's corporation or surveyor's partnership;………………………………………………………………………………….$750.00 or a lesser sum as may be fixed by the Council;

(b) on application for registration of surveyor's branch office;…………………………………………………………………………………………………………….$150.00 or a lesser sum as may be fixed by the Council;

(bc) for registration with the Association as an Alberta Land Surveyor, surveyor's corporation or surveyor's partnership;………………………………………………………………………………….$300.00 or a lesser sum as may be fixed by the Council;

(ed) for an Alberta Land Surveyor, a sum not exceeding annually…………………………………………………………………………………………………..$2,500.00 or a lesser sum as may be fixed by the Council;
(de) for retired membership, a sum not exceeding annually........................................................................$100.00
or a lesser sum as may be fixed by the Council;

(e) for associate membership, a sum not exceeding annually..........................................................................................$200.00
or a lesser sum as may be fixed by the Council;

(fg) for affiliate membership, a sum not exceeding annually.................................................................................$200.00
or a lesser sum as may be fixed by the Council;

(gh) for a surveyor's corporation or surveyor's partnership, a sum not exceeding annually.................................................................$1,200.00
or a lesser sum as may be fixed by the Council;

(hi) for the filing of articles of service .....................................................................................................................$500.00
or a lesser sum as may be fixed by the Council;

(i) for the filing of each transfer of articles of service ..............................................................................................................$250.00
or a lesser sum as may be fixed by the Council;

(jk) for late payment of any fees, dues or levies......................................................................................................................$1,000.00
or a lesser sum as may be fixed by the Council;

(kl) for late submission of application for renewal as a surveyor's corporation or renewal as a surveyor's partnership.........................................................................................................................$1,000.00
or a lesser sum as may be fixed by the Council;

(lm) for reinstatement, in addition to other fees, dues and levies payable.....................................................................................$1,000.00
or a lesser sum as may be fixed by the Council;

(mn) for pupils, a sum not exceeding annually .......................................................................................................................$400.00
or a lesser sum as may be fixed by the Council;

(no) for branch offices, a sum not exceeding annually..............................................................................................$1,250.00
or a lesser sum as may be fixed by the Council;

(2) Each Alberta Land Surveyor shall pay to the Association, in addition to his their annual fee for active membership, an annual levy of $500 or such lesser amount, if any, as may be fixed for any year by the Council.

(3) In addition to any annual levy in Section 52(2), each Alberta Land Surveyor shall pay to the Association, a special annual “Professional Surveyors Canada levy” to be calculated annually and equal the amount of the individual annual membership fee of Professional Surveyors Canada for the existing year, plus tax.

(a) The special annual Professional Surveyors Canada levy shall expire on April 30, 2019.
Upon receipt, the Alberta Land Surveyors' Association shall forward the special annual levy to Professional Surveyors Canada on the basis that there is no additional cost to any Alberta Land Surveyor who wishes to enroll and/or renew their individual membership with Professional Surveyors of Canada.

Not later than March 15th in each year, the Association shall mail notices to all members, stating the amounts of the membership fees and the levy payable for the next year.

The annual membership fees and annual levies must be paid become due on April 1 in each year and are payable on or before April 30 each year.

Student memberships are valid for one year and applications become due on October 31. Students must reapply annually.

PART 9 10

REGISTERS AND RECORDS

Establishment of Registers

The following registers are established:

(a) the register of Alberta Land Surveyors;
(b) the register of Surveyor’s Corporations and Surveyor’s Partnerships;
(c) the annual register.

All registers shall be open for public inspection at the office of the Association during normal office hours and available on the Association website.

Register of Alberta Land Surveyors

The Register of Alberta Land Surveyors shall contain

(a) a record of the names of all persons accepted for registration ever registered as Alberta Land Surveyors, the address of the member, and
(b) the registration number assigned to the member.

Register of Surveyor’s Corporations and Surveyor’s Partnerships

The Register of Surveyor’s Corporations shall contain a record of:

(a) the full name of the corporation as approved by the Council of the Alberta Land Surveyors’ Association registered under the Companies Act;
(b) the date of registration under the Business Corporations Act with the Alberta Land Surveyors' Association;
(c) the total number of voting shares issued by the corporation;
(d) the names of the Alberta Land Surveyors or the corporations the majority of whose voting shares of the surveyor’s corporation and the number of voting shares issued to each of them;

(e) the name of the officers and directors of the corporation;

(f) the names of the one or more Alberta Land Surveyors employed at assuming personal supervision, direction, and control of the practice of surveying by the corporation at each registered office of the Corporation;

(g) in the case of a surveyor’s corporation the majority of whose voting shares are held by a corporation or corporations controlled by one or more Alberta Land Surveyors the following additional information:

(i) the total number of voting shares issued by the corporation which holds the shares in a surveyor’s corporation;

(ii) the names of the Alberta Land Surveyors holding the voting shares and the number issued to each of them;

(iii) the names of the officers and directors of the corporation.

2 The register of Surveyor’s Partnerships shall contain a record of:

(a) the name of the partnership,

(b) the names of the partners, and

(c) the names of the one or more Alberta Land Surveyors assuming personal supervision, direction, and control of the practicing of surveying by the partnership.

Annual Register

56 (1) The Annual Register shall contain the names, current addresses, and date of registration for all members, surveyor’s corporations and surveyor’s partnerships that have paid the annual fee for the current fiscal year.

(2) The Registrar shall prepare a supplement to the Annual Register to include all members, surveyor’s corporations or surveyor’s partnerships registered after the Annual Register was published and send a copy to the Registrar of each Land Titles Office and the Director of Surveys. The Registrar shall prepare a supplement to the Annual Register to include all members, surveyor’s corporations or surveyor’s partnerships registered after the Annual Register was published, to be made available on the Association’s website.

(3) Additions or deletions to the Annual Register shall be published in the Association newsletter and posted on the Association’s website.

(4) On or before June 15, in each year, the Registrar shall send a copy of the Annual Register to each member, to the Director of Surveys and to the Registrar of each Land Titles Office. The Association’s website will contain web links to the Annual Register, as well as providing a current searchable database of all members, corporations, and partnerships.
When a member dies, is suspended or has their registration cancelled, the Registrar shall strike that member's name from the Annual Register and shall forthwith notify the Director of Surveys and the Registrar of each Land Titles Office.

An annual certificate expires on June 15 of the year following its issue.

Membership Files

For each Alberta Land Surveyor, Surveyor's Corporation, and Surveyor's Partnership the Registrar shall maintain a membership file containing such information to ensure compliance with the Land Surveyors Act and regulations thereunder. Of the following particulars as are appropriate:

(a) full name;
(b) date of birth or registration under the Business Corporations Act or the Partnership Act (if so registered);
(c) registration number;
(d) date of registration as an Alberta Land Surveyor, surveyor's corporation or surveyor's partnership;
(e) complete address;
(f) academic background;
(g) any suspension or cancellation of registration;
(h) such other information as Council may direct.

A member's file may be inspected by the member.

Mailing Address

Every Alberta Land Surveyor, surveyor's corporation or surveyor's partnership practicing in Alberta shall:

(a) maintain a current mailing address, email addresses, telephone numbers, and
(b) notify the Registrar in writing of their mailing address, email addresses and telephone numbers and of any change to it forthwith within five business days after a change occurs.

If an Alberta Land Surveyor, surveyor's corporation or surveyor's partnership fails to notify the Registrar of a change in their current mailing address, email addresses and telephone numbers within twenty business days, a fine of $50 per business day shall be payable to the Association.

Public Inspection

All registers shall be open for public inspection at the office of the Association during normal office hours.

Membership files shall be open for inspection at the discretion of Council.

Notice of Cancellation or Suspension

If the registration of a practitioner is suspended or cancelled, notice to that effect shall be published in such manner as the Council directs.
Listing of Students

XX (1) The Listing of Students shall be a listing of those students who wish to receive information from the Association in a digital format.

(2) The Listing of Students shall contain full name and email address.

(3) The Registrar shall approve entries into the Listing of Students.

(4) An individual may be added to the Listing of Students if they are enrolled as a full time student and who currently complies with one of the following criteria:

(a) enrolled in a geomatics program or a related academic program; or

(b) enrolled in a high school with the intentions of entering a geomatics program or related academic program.

(5) The individual may be removed from the Listing of Students at the discretion of the Registrar.

PART 10 11

STAMPS

Permit Stamps

61 (1) The permit stamp of a surveyor’s corporation or surveyor’s partnership shall be engraved with or contain the following information:

(a) the name of the surveyor’s corporation or surveyor’s partnership to which the stamp is issued,

(b) the permit number of the surveyor’s corporation or surveyor’s partnership, and

(c) the words "ALBERTA LAND SURVEYORS' ASSOCIATION".

(2) The permit stamp shall be designed in the following form:
(3) The Registrar is the only person entitled to issue a stamp to a surveyor's corporation or surveyor's partnership.

(4) The cost of the permit stamp shall be borne by the surveyor's corporation or surveyor's partnership to whom it is issued.

(5) A surveyor's corporation or surveyor's partnership may apply to the Registrar for one or more duplicate rubber permit stamps to be issued to it.

(6) The Registrar may grant approval to a surveyor's corporation or surveyor's partnership to integrate the permit stamp design issued by the Registrar into their computer assisted drafting system.

(7) The permit stamp of a surveyor's corporation or surveyor's partnership is owned by the Association and is issued to a surveyor's corporation or surveyor's partnership in accordance with the act. The surveyor's corporation or surveyor's partnership must return any rubber permit stamps and confirm that it has stopped using a digital permit stamp, if the registration of the surveyor's corporation or surveyor's partnership is suspended or cancelled.

(a) if the corporation or partnership ceases to comply with the act, regulations or bylaws,

(b) if the corporation or partnership is wound up or otherwise ceases to be a surveyor's corporation or surveyor's partnership, and

(c) if the registration of the corporation or partnership is suspended or cancelled.

(8) A surveyor's corporation or surveyor's partnership shall not use a stamp in the practice of surveying except the stamp issued to it by the Registrar or the stamp approved by the Registrar that references the Alberta Land Surveyors' Association except the stamp issued by or approved by the Registrar.

(9) The stamp of a surveyor's corporation or surveyor's partnership shall be used on plans, drawings and documents being certified by an Alberta Land Surveyor who is a member or an employee of the surveyor's corporation or surveyor's partnership to whom the permit stamp was issued.

**Sole Practitioner's Stamps**

XX(1) The stamp of a sole practitioner shall be engraved with or contain the following information:

(a) The name of the Alberta Land Surveyor to which the stamp is issued
(b) The registration number of the Alberta Land Surveyor, and
(c) The words “ALBERTA LAND SURVEYORS’ ASSOCIATION”.

(2) The sole practitioner’s stamp shall be designed in the following form:

![Sole Practitioner's Stamp Design]

(3) The Registrar is the only person entitled to issue a sole practitioner’s stamp to an Alberta Land Surveyor.

(4) The cost of the sole practitioner’s stamp shall be borne by the practitioner to whom it is issued.

(5) The Registrar may grant approval to an Alberta Land Surveyor to integrate the sole practitioner’s stamp design issued by the Registrar into their computer assisted drafting system.

(6) The sole practitioner’s stamp is owned by the Association. The practitioner must return any rubber sole practitioner’s stamps and confirm that they have stopped using a digital sole practitioner’s stamp if the Alberta Land Surveyor no longer holds an annual certificate.

(7) A sole practitioner shall not use a stamp that references the Alberta Land Surveyors’ Association except the stamp issued by or approved by the Registrar.

Part 11 12

MISCELLANEOUS MATTER

Employees

62 (1) The Council shall appoint an Executive Director and such other employees as it considers necessary to conduct the business of the Association, and shall prescribe the remuneration and conditions of employment.

(2) An employee appointed by the Council may only have their employment terminated by Council.

(3) As soon as the Executive Director is appointed and before issuing any cheques on the account of the Association, such person shall furnish a bond for the proper execution duties in such form as may be required by the Council, said bond to be for the sum of $100,000 or such other amount as may be set by Council, and shall be obtained at the expense of the Association.
Forms

63 (1) Articles of service, transfers of articles of service, discharge from articled service and affidavit of service of an articled pupil respecting practice under articles shall be executed in Forms A, B, C, and D respectively of the Schedule to these bylaws.

(2) The Council is authorized to prescribe the form of a certificate of registration, a permit, an annual certificate and such other forms as may be required for the purposes of the act, regulations or bylaws any other document as may be required.

Mail Votes

64 If the Council wishes to hold a mail vote on any matter, it shall be conducted in accordance with this Part.

(1) The form of the matter to be put to a mail vote of members shall be determined by the Council.

(2) When the form of the matter has been settled it shall be sent to each member with:
   (a) directions as to voting,
   (b) such information as background or explanation as the Council directs, and
   (c) a date and time, specified by the Council, before which the mail vote must be received by the Registrar.

(3) The Council shall appoint at least three (3) scrutineers to count the mail votes.

(4) Immediately following the date and time specified for closing of the mail vote, the scrutineers shall count the votes and certify the results to the Council who shall notify the membership accordingly.

Mandatory Insurance

65 (1) All practitioners shall carry professional liability insurance for the practice of surveying under the act.

(2) On or before the 31st day of July in each year, Each practitioner shall provide the Registrar with proof of insurance in accordance with this bylaw. If there are any changes in a practitioner's insurance coverage, that practitioner shall notify the Registrar in writing within five days of the change.

(3) Notwithstanding Section 1, the Registrar of the Alberta Land Surveyors' Association may exempt a practitioner from the provision of Section 1.

(4) If a practitioner exempted from this bylaw wishes to commence the practice of surveying in Alberta in circumstances to which the exemption previously granted is no longer applicable,
   (a) the practitioner shall forthwith notify the Registrar, and
   (b) the practitioner shall immediately take steps to obtain professional liability insurance in accordance with this bylaw and provide proof of same to the Registrar.

(5) The minimum limit of liability shall be $500,000 per loss and $500,000 per policy period.

(6) A member who applies to Council for retired membership pursuant to Section 51(2) of the general bylaws, or requests Council to cancel the member's registration pursuant to Section 28 of the Land Surveyors Act, must establish to Council's satisfaction that the member has provided for adequate insurance coverage.
(7) The Registrar shall not issue an annual certificate to a practitioner who is not in compliance with this bylaw.

Notices

66 (1) When a notice or any other thing is permitted or required to be given to:

(a) an Alberta Land Surveyors, a surveyor's corporation or surveyor's partnership or other member of the Association, the notice may be given

   (i) by delivering the notice to that person's address shown on the appropriate annual register or record of the Association, whether by mail, courier, fax or electronic means, or

   (ii) by personal service;

(b) the Council, Association, Secretary Treasurer, Registrar or other officer of the Association, the notice may be given by delivering or mailing it to the head office of the Association.

(2) If one or more Alberta Land Surveyors do not receive a notice served in accordance with subsection (1), an Annual General Meeting or Special Meeting that is the subject of the notice may nevertheless be held as if the notice or notices had been received.

Time Variations

67 (1) Where by this bylaw a certain day is fixed on which or by which certain things are to be done or proceedings had or taken and the day so fixed is a Saturday, Sunday or holiday, the things or proceedings shall be done, had or taken on or by the next day that follows the fixed day and is not a holiday. For the purposes of these bylaws, all timeframes specifying a certain number of days refers only to days that the Association office is open for business.

(2) If any thing to be done by the Council or individual within a number of days or at a time fixed by or under these bylaws, cannot be or is not so done, the Council, in its sole discretion, from time to time may appoint a further or other time for doing it, whether the time at or within which it ought to have been done has or has not arrived or expired, as the case may be. When action is required pertaining to this bylaw for which a completion timeframe has been attached, where, the body performing the action will not be able to meet the deadline, the body may make application to Council for an extension.

(3) Any thing done at or within the time specified by the Council is as valid as if it had been done at or within the time fixed by or under this bylaw.

(4) Where by this bylaw a certain day is fixed on or by which certain things are to be done or proceedings taken, if it appears that the date was fixed having regard to an earlier fixed date on or by which certain other things are to be done or proceedings taken then, notwithstanding anything in this bylaw, if default is made in respect of the earlier date a like delay may be permitted by the Council in respect of the later date.

Amendment to Bylaws

68 (1) Subject to this section, new bylaws may be enacted, this bylaw may be amended or a bylaw may be repealed by a simple majority of those Alberta Land Surveyors present at an annual general meeting or a special meeting of the Association.
(2) If an Alberta Land Surveyor wishes to propose enactment, amendments or repeal of bylaws at the Annual General Meeting or a Special Meeting they must, at least 60 days before the Annual General Meeting or Special Meeting,
   (a) give notice of motion in writing to the Registrar, and
   (b) provide the Registrar with a copy of the new bylaws or the amendments as repealed or proposed.

(3) The Registrar, on receipt of a motion to enact, amend or repeal bylaws, shall send a copy of the proposed enactment, amendments or repeal to each Alberta Land Surveyor at least 30 days before the Annual General Meeting or a Special Meeting at which the motion is to be proposed.

(4) If the Council wishes to enact new bylaws, propose amendments to these bylaws or repeal bylaws, the President may do so on behalf of Council in accordance with subsection (2).

**Coming into Force**

(69) This bylaw comes into force and all previous bylaws of the Association are rescinded on July 1, 1996.

**FORM A**

RETURN ORIGINAL OF THIS FORM WITH $200 ARTICLING FEE PLUS $250 ANNUAL LEVY (plus GST)
RETURN THIS FORM WITH THE APPLICABLE FEES AND LEVIES AS LISTED ON THE ASSOCIATION’S WEBSITE

**FORM B**

RETURN ORIGINAL OF THIS FORM WITH $200 TRANSFER FEE (plus GST) RETURN THIS FORM WITH THE $200 TRANSFER FEE (plus GST)