The Council of the Alberta Land Surveyors’ Association met on March 3, 2020. The candidates for the upcoming election attended this meeting. Here is a summary of Council’s discussions.

From the Registrar
Council approved the cancellation of the registration of Iterstar Geomatics Ltd. as a surveyor’s corporation.

Council approved Gas Track Engineering Ltd. as being eligible to be registered as a surveyor’s corporation. Jason Paziuk is the Alberta Land Surveyor taking responsibility for the supervision, direction and control of the practice.

Council approved placing Paul Dixon, John Sung and Danu Vandermark on the register of retired members.

Regulatory Governance
Council approved retaining Field Law to “conduct an independent review of the ALSA’s regulatory processes in three key areas: registration, professional conduct, and practice review. In addition, we will review the ALSA's involvement in non-regulatory activities to determine whether the ALSA's involvement in 'association' type functions is consistent with the ALSA's regulatory mandate, and whether these activities pose legal or reputational risk.”

Three proposals were received and Field Law was chosen. The cost to complete the review will be $37,500 and is expected to be done by June 30, 2020.

The Role of Authoritative Coordinates
Council received a report entitled “Assessing the Role of Authoritative Coordinates for Boundary Definition: A Discussion Paper.”

The paper was commissioned by the Future Committee and prepared by Hal Janes, ALS (Retired), Peter Sullivan, ALS (Retired) and Izaak de Rijke.

Council directed that:
- the discussion paper be circulated to key stakeholders for comment and feedback;
- a position paper be developed based on the discussion paper and feedback from the key stakeholders;
- the authors present their discussion paper to the membership at the upcoming AGM.

The discussion paper is available online.

To the AGM
Council reviewed the AGM reports and recommendations package that has now been distributed to the membership.

Council approved recommendations from the Standards Committee to send proposed amendments to the Manual of Standard Practice concerning wellsite plans and dispositions, the hybrid cadastre, lot grading and showing common walls on RPRs to the AGM.

Council also reviewed a first draft of the AGM business meeting agenda.

Council received a contingency plan that could be put into action in the event that the AGM could not be held due to public health concerns.

Standards Recommendations
In addition to the Standards Committee recommendations that Council approved for the
AGM, the following Standards Committee issues were also addressed by Council:

1. The Standards Committee did not propose any amendment to the RPR section of the Manual of Standard Practice and Council removed the term of reference.

2. Council referred a term of reference to remove client names from RPRs back to the Standards Committee for more information and clarification.

3. A term of reference to develop a guideline for inclusion in the Manual of Standard Practice that outlines what an Alberta Land Surveyor should do, on a delayed posting plan, when they are unable to place monuments at the coordinate position has been referred to the Practice Review Board to update Interpretive Bulletin 7-2003 and the term of reference was removed from the Standards Committee.

Unauthorized Practice Review
Council approved a process for addressing allegations of unauthorized practice.

The report outlining the process is on the ALSA website.

There are different steps to take depending on the severity of the allegation (ie: a company using geomatics in their name or first-hand knowledge and evidence of a non-land surveyor engaging in the practice of land surveying).

In the most serious cases, the non-land surveyor will receive several opportunities to address the ALSA’s concerns before the Unauthorized Practice Review Committee makes a recommendation to Council to apply to the court for an injunction.

Done with Dues Abatement?
Council gave first reading to a policy to cancel the Association’s dues abatement policy.

The registrar may, upon application, permit an Alberta Land Surveyor to pay 1/3 of their annual dues if the Alberta Land Surveyor is exempted from the provisions of the professional liability insurance bylaw on April 30 because of unemployment.

The dues reduction is funded by a $10 levy payable by all Alberta Land Surveyors.

If the policy passes second reading in May, it will not affect Alberta Land Surveyors for this year’s dues.

It is expected that if the policy does pass second reading, it will be replaced with a new policy.

Members are encouraged to contact any Council member or the ALSA office with any concerns or questions you may have.

Changing How the ALSA Handles its Reserves
Council gave second and final reading to a policy that would amalgamate the existing Making Their Mark Fund, Seminar Presenter Revolving Fund, Cadastral Research Fund, Technology Transfer & Education Fund, Communications & PR Fund and the Ambassadors Reserve Fund into the Financial Stabilization Fund.

The Financial Stabilization Fund will then be divided into a Long-Term Stabilization Fund and a Short-Term Stabilization Fund.

The Long-Term Financial Stabilization Fund shall be used to cover extraordinary expenditures caused by potentially long-term disruptive changes in the
Association’s political, regulatory, legislative or technological environment.

Council shall ensure that the Association maintains a minimum of one year of expenses (not including direct expenses associated with the cost of the sale of iron posts and marker posts) in the Long-Term Financial Stabilization Fund (approximately $2 million in 2019-2020) and a maximum of two years of expenses.

The Short-Term Financial Stabilization Fund funds special projects, overruns of expenditures of the operating budget and any other approved non-budgeted expenditures from year to year. It may also be used, at Council’s discretion, to reduce the following year’s membership dues. At the end of each fiscal year, the difference between actual and budgeted expenses (not including AGM expenses and post expenses) shall be transferred to or from the Short-Term Financial Stabilization Fund.

The Alberta Land Surveyors’ Association shall maintain an amount equivalent to the amount in the Short-Term Stabilization Fund in a relatively liquid position. The liquid portion of the investment account is set aside to ensure funds are available in the event of a budget deficit.

The Short-Term Financial Stabilization Fund shall be no more than six months of ALSA expenses (not including direct expenses associated with the cost of the sale of iron posts and marker posts).

Members are encouraged to contact the ALSA office or any Council member with any comments or questions they might have about the policy.

The Association’s Policy Manual is available online.

Greater Financial Transparency
Council gave second and final reading to a policy that would clarify how financial information is provided to the membership.

The policy as amended reads:

An extraordinary expenditure is one in where no budget allotment has been approved in the current fiscal year, or one in which the budget allotment has been exceeded in the current year.

A contract or similar agreement entered into by the ALSA that carries over from one fiscal year to the next is not considered an extraordinary expenditure in the second and subsequent years of the contract.

Requests for extraordinary expenditures shall be considered by Council. Each request shall be considered in the form of a vote of Council, have a clear stated purpose, and a budget value associated with it.

Every request for an extraordinary expenditure must receive unanimous Council approval. If there is only a simple majority in favour of the request, it will be referred to the next meeting of Council, at which time a simple majority will carry.

Unless otherwise part of the expenditure motion, extraordinary expenditures expire at the end of the fiscal year that they are passed and may either be considered in the following budget cycle or be re-presented to Council in the next fiscal year as a new request.

Each request for extraordinary expenditure request – including the reason for the request, the dollar amount and any other relevant information – shall
be published to the membership in Council Report as soon as the request is voted on by Council.

**Council Meetings**
Council meetings are open to the public all members of the Alberta Land Surveyors’ Association.

Council may request that members of the Association remove themselves from parts of a Council meeting when Council is discussing staffing matters, legal matters (when having the Association’s position made public would have an adverse effect on the outcome of the legal proceeding), matters that a statute requires to be deliberated in camera and other issues where deliberations in a public forum would not be in the public interest.

A summary of Council deliberations and decisions – known as Council Report – shall be published after each meeting and available to the public. Minutes of Council meetings may be made available upon request to anyone who requests them.

The Association's Policy Manual is available online.

**Plan Corrections**
Council authorized Jeff Adair, ALS to make an application for an order under Section 91 of the *Land Titles Act* to vary plan 951 1438 (S. Green, ALS (Hon. Life)).

Council authorized Stephen Hyatt, ALS to make an application for an order under Section 91 of the *Land Titles Act* to vary plan 021 2484 (M. SexSmith, ALS (Retired)).

**2019 Salary Survey**
The results of the 2019 salary survey are now available in the MyMember section of the ALSA website.

Thank you to everyone who participated.

To access the results, login to the ALSA website, click on your name to take you to MyMember. Then click on My Committee and then your membership type (ie: Alberta Land Surveyor or articling pupil).

**Succession Planning**
Council identified ALSA staff succession planning as a priority as part of the 2019-2020 strategic plan.

The executive director prepared a staff succession plan. It will be reviewed with the Executive Committee quarterly. No retirements or changes are on the short-to-mid-term horizon.

**Year-End Evaluations**
Council conducted an end-of-year review of all committee terms of reference and the strategic plan objectives. The purpose of the review was to identify how things could be improved for next year. Council and committees had challenges with roughly one-third of all terms of reference assigned at the start of the year.

**Welcome Director of Surveys Office**
Council welcomed Scott Milligan (Executive Director, Provincial Programs Branch, Environment and Parks) to the meeting.

Mr. Milligan discussed ongoing reorganization plans within the department, the government’s commitment to red tape reduction and recent public announcements for a loan to decommission 800 to 1,000 orphan wells.

**University of Calgary Cadastral Chair**
Funding for the cadastral chair at the University of Calgary expires at the end of April.
The University of Calgary will speak to the membership at the AGM next month to discuss funding needs and plans.

**Short Cuts**
Michael Louie was appointed as the official ALSA liaison to the Alberta Energy Regulator.

The Government of Alberta is getting ready to start another recruitment for professional regulatory organization public members. Both ALSA public member appointments expire in 2020.

**NEXT COUNCIL MEETING DATE**
April 17, 2020