COMMISSION DATE AND PLAN SIGNING

Prepared by the Standards Committee and approved by the Council of the Alberta Land Surveyors’ Association
March 9, 2017
All survey plans must be made under the personal supervision of an Alberta Land Surveyor (ALS) and signed using the prescribed affidavit, certification or statutory declaration. The requirement for personal supervision, direction, and control is established by Sections 3(3) and 3(4) of the Land Surveyors Act. However, the legislation has no further direction on what constitutes personal supervision.

The Director of Surveys Office has generally interpreted this statement as meaning an ALS must have a commission date prior to the survey dates represented by the plan.

Situations may arise where an ALS will be assigned by an employer to complete a survey plan started by another ALS who is retired or no longer employed by that corporation. Likely survey work has previously started or been completed for the project. This can call into question the interpretation of personal supervision within the affidavit, certification, or statutory declaration signed for the plan.

PROJECT ASSIGNMENT
In addition to the minimum requirement of an acceptable commission date, a corporation and all Alberta Land Surveyors currently employed by the corporation should consider how outstanding projects will be completed should an ALS retire from the corporation or depart during an ongoing project. An ALS should consider other factors prior to assuming responsibility and personal supervision for a project.

Each company should create an internal policy to deal with situations where the ALS assigned to a project is not the same person who has supervised the project from the beginning. In such cases, an internal policy might consider or include the following:

- Selection of a new project land surveyor who has knowledge of the project, has been employed with the company during the entire project, and has been a commissioned land surveyor in the province of Alberta prior to the start of the project.
- If the original project surveyor has changed employment, consider making arrangements for the surveyor to work towards completing the plan(s) and signing the same once complete.
- Use of checklists, templates, and standard reporting for field survey and office procedures across the company. This will assist continuity should a project be transferred to a second surveyor.
- Method for documenting communication between the supervising ALS, field crews, office production staff, and clients.

The Alberta Land Surveyor who prepares the final plan will ultimately be personally responsible and assume liability for the work completed. The surveyor must satisfy themselves with the
accuracy of the survey and compliance with governing regulation by taking any of the following steps as necessary:

- Complete a detailed review of original survey notes and field returns.
- Discuss the project with the original surveyor (if possible) or original field and office staff involved in the survey.
- Consider talking to some other originally involved parties, such as the landowner, client field representative, or consultant.
- Send a second field crew out to complete a retracement survey, either to confirm the original work or to bring the survey dates into a range that falls after the second surveyor's commission date.
- Personally make a field visit and perform an evidence assessment for any evidence in question.
- Personally review any re-established positions, restored positions, and general condition of monuments found and placed.
- Take the steps needed to satisfy themselves that they are comfortable with ultimately signing the survey plan and taking on the liability for the survey project.

The above policies are recommended to be adopted by the corporation and all employed Alberta Land Surveyors engaged in the practice of land surveying. The policies are to serve as the guiding framework for fulfilling the statutory, regulatory and ethical requirements governing the practice of land surveying in Alberta.

**DORMANT PLANS**

Dormant plans may exist within a company where the original supervising ALS is no longer available to sign an affidavit and no currently employed ALS within the company had their commission during the time in which the field work was undertaken. In these situations, although one might consider removing the posts if they are considered unnecessary and govern no boundaries, this practice is not recommended. In most cases the iron posts should not be pulled from the ground due to the possibility that they have been found and used by subsequent surveys, or have been relied on in some manner by the public.

The company should consider completing a retracement survey under the supervision of the current ALS to confirm the previously found and placed monuments. A plan prepared based on the new survey dates can then be registered by the current ALS. If the company wishes to remove monuments placed for their dormant plan, the Director of Surveys Office should first be consulted to ensure the monuments were not relied upon by any subsequent surveys or conveyancing of rights.
NON-MONUMENTED (SECTION 47) SURVEY PLANS

Plans for surveys registered under Section 47 of the Surveys Act must have monuments placed within one year and a monument certificate registered at the Land Titles Office. If the original Alberta Land Surveyor is unable to act in this regard, the following steps must be completed in order for a second surveyor to complete the monumentation requirements:

- The original ALS must sign a letter to the Director of Surveys authorizing the second ALS to complete the work. If the original ALS is deceased, the Director can assign this responsibility.
- The second ALS must sign a letter to the Director of Surveys accepting responsibility for completing the work.
- Once the Director of Surveys approves the transfer, a letter of appointment is returned to the second ALS.
- The second ALS must submit the letter of appointment to the Land Titles Office when registering the monumentation certificate.

The commission date of the second ALS only needs to cover the survey dates shown on the monumentation certificate. This covers the survey work completed under their personal supervision. All previous survey work was completed under the supervision of the original ALS and shown on the plan registered at the Land Titles Office.