

**2008 Annual National Forum
of
Canadian Surveyors' Associations**

**Association of Canada Lands Surveyors
Association of British Columbia Land Surveyors
Alberta Land Surveyors' Association
Saskatchewan Land Surveyors' Association
Association of Manitoba Land Surveyors
Association of Ontario Land Surveyors
Ordre des arpenteurs-géomètres du Québec
Association of New Brunswick Land Surveyors
Association of Nova Scotia Land Surveyors
Association of Prince Edward Island Land Surveyors
Association of Newfoundland Land Surveyors**

**Facilitated by the
Canadian Council of Land Surveyors /
Conseil Canadien des Arpenteurs-Géomètres**

MAIN AGENDA

September 6th, 7th, 8th, 2008

*Best Western Charter House Hotel, Assiniboine Room
Winnipeg, Manitoba*

SATURDAY SEPTEMBER 6TH, 2007**8:30 A.M. – 4:30 P.M.****CONTINENTAL BREAKFAST IN ASSINIBOINE ROOM****(8:00 A.M. – 8:30 A.M.) 30 MIN****(Coffee, tea, juice, fruit and pastries will be available in the meeting room)**

Note 1: *A list of participants and an explanation of the structure of the forum and the role of the attendees has been circulated with the agenda as Appendix A1. It is included for the information of all those participating in this meeting. Notes such as this one, have been added throughout the agenda in order to explain the structure, provide background information, and indicate specific decision points.*

SECTION I: FUTURE WORKING SESSION**1. FUTURE WORKING SESSION****(8:30 A.M. – 4:30 P.M.)****APPENDIX B1, B2, B3, B4, B5**

Note 2: *The Future Task Force has been through several iterations in the past year. Presentations have been made to all association councils and several annual meetings. The working session is intended to solidify the vision, specific objectives, and general business case for the initiative and provide a plan to move forward. There is much good discussion to date reflected in the compiled documents. Appendices B1 through B5 should be reviewed by all participants before attending the meeting. The workshop will be facilitated by Future Task Force Chair Denis Blais and several of the current task members including Wayne Hodges, Louise McSheffrey, Wilson Phillips, Marie Robidoux, Jim Statham, Jean-Claude Tétreault, Bob Wallace, and Richard Wey will be present.*

SUNDAY SEPTEMBER 7TH, 2008**8:30 A.M. – 4:30 P.M.****CONTINENTAL BREAKFAST IN ASSINIBOINE ROOM****(8:00 A.M. – 8:30 A.M.) 30 MIN****(Coffee, tea, juice, fruit and pastries will be available in the meeting room)****2. FUTURE WORKING SESSION ACTION PLAN****(8:30 A.M. – 10:30 A.M.) 120 MIN**

Note 3: *Based on the Future Working Session on Saturday, the participants will confirm consensus items and build an action plan to move forward with the initiative with association support.*

Additional association representatives are encouraged to stay and participate in the remainder of the forum but may choose to leave at this point in the proceedings.

REFRESHMENT BREAK (10:30 A.M. – 11:00 A.M.) 30 MIN**(Coffee, tea, cold drinks and snacks will be available in the meeting room.)**

SECTION II: NATIONAL FORUM

Note 4: *This portion of the agenda has been formatted to include the traditional elements of a CCLS annual meeting. As CCLS is itself a forum for the associations, the discussions are framed as an opportunity for the associations to confirm their national agenda and move common initiatives forward. The forum will be run similarly to a CCLS Board Meeting, Chaired by the CCLS President and with decisions made by a motion of the Board. Observers are encouraged to participate in discussions.*

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| 3. INTRODUCTION | (11:00 A.M. – 11:05 A.M.) 5 MIN |
| 3.1. Call to Order | Sanderson |
| 3.2. Adoption of Agenda Section II | Sanderson Appendix A2 |

Note 5: A **MOTION** will be presented to adopt the agenda.

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| 4. MEMBER ASSOCIATION REPORTS | (11:05 A.M. – 12:00 P.M.) 55 MIN |
| 4.1. Canada Lands | Robidoux Appendix C |
| 4.2. British Columbia | Wey “ |
| 4.3. Alberta | McWilliam “ |
| 4.4. Saskatchewan | Craig “ |
| 4.5. Manitoba | Leeman “ |
| 4.6. Ontario | Statham “ |
| 4.7. Quebec | Patenaude “ |
| 4.8. New Brunswick | Coté “ |
| 4.9. Nova Scotia | Gunn “ |
| 4.10. Prince Edward Island | Atkinson “ |
| 4.11. Newfoundland and Labrador | Hayes “ |

Note 6: *Each Director will provide a brief update and answer questions based on pre-circulated written reports. The reports will describe the recent issues/priorities of the Director’s home association. This is not intended as the forum to propose new issues for the national agenda, but to provide the opportunity to identify common issues which may lead to a referral to the National Strategic Planning Committee. It also provides topics for networking and discussion outside of the formal agenda. A **MOTION** to receive the written reports will be presented.*

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| 5. OBSERVER REPORTS/DISCUSSIONS | (12:00 P.M. – 12:30 P.M.) 30 MIN |
| 5.1. National Society of Professional Surveyors | Dahn/Beehler |

Note 7: *In this section of the agenda, observers and guests from related organizations are given the opportunity to inform those present of the recent initiatives, activities, or priorities of their organization.*

LUNCH BREAK (12:30 P.M. – 1:15 P.M.) 45 MIN
(Lunch will be available in meeting room for all forum participants.)

- 5. OBSERVER REPORTS/DISCUSSIONS CONTINUED (1:15 P.M. – 2:15 P.M.) 60 MIN**
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| 5.2. | Canadian Institute of Geomatics | Parkinson |
| 5.3. | Canadian Hydrographic Association | MacFarlane |

- 6. COMMITTEE/TASK FORCE REPORTS (2:15 P.M. – 3:00 P.M.) 45 MIN**
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| 6.1. | Professional Liability Insurance Committee | Webster/Hayes/Cornett | Appendix D1 |
| 6.2. | Executive Committee | Sanderson | Appendix D2 |
| 6.3. | Board of Examiners Coordinating Committee | Cornett | Appendix D3 |
| 6.4. | Strategic Planning Committee | Blais | Appendix D4 |

Note 8: *The reports in this section are reports of standing and/or administrative committees. Written reports are included as appendices rather than presented in full. Updates will be presented and there will be an opportunity for questions. MOTIONS will be presented to receive reports. Other MOTIONS may be presented concerning specific actions or directions to committees or task forces.*

REFRESHMENT BREAK (3:00 P.M. – 3:30 P.M.) 30 MIN
(Coffee, tea, cold drinks and snacks will be available in the meeting room.)

- 7. SECRETARY – TREASURER’S REPORT (3:30 P.M. – 4:30 P.M.) 60 MIN**
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| 7.1. | Secretary-Treasurer’s Report | Gunn | Appendix E1 |
| 7.2. | 2008 Current Financials w/ Budget Comparisons | Gunn | Appendix E2 |
| 7.3. | 2009 Budget Template and Discussion | Gunn | Appendix E3 |

Note 9: *The Secretary – Treasurer, Jim Gunn, will circulate a report and current financial statements compared to budget. MOTIONS to receive these documents will be presented. A draft template for the 2008 budget, based on projections to year-end, will have been circulated prior to the meeting as a working document. A discussion of the finances for 2009 will be based on discussion to this point. Financial considerations will be added to the budget template throughout the rest of the forum and final budgeting will be completed at later Directors’ meetings prior to December 31, 2008.*

- 8. WRAP-UP OF DAY 2 SANDERSON (4:30 P.M.)**

MONDAY SEPTEMBER 8TH, 2008
8:30 A.M. – 3:00 P.M.

CONTINENTAL BREAKFAST IN ASSINIBOINE ROOM
(8:00 A.M. – 8:30 A.M.) 30 MIN
(Coffee, tea, juice, fruit and pastries will be available in the meeting room)

9. CAREER AWARENESS WEB SITE PRESENTATION (8:30 A.M. – 9:30 A.M.) 60 MIN
Craig/Leeman/Cornett

Note 10: *The Career Awareness Task Force has been mandated to create a website targeted for youth. Representatives of the career awareness task force will be present two prototypes for a youth targeted career awareness website for surveying. Feedback will be solicited from the forum participants. The feedback will be considered by the task force and discussed with the site designer. Implementation of the design will proceed over the next 2 months.*

10. CURRENT INITIATIVES (9:30 A.M. – 12:00 P.M.) 120 MIN W/ BREAK

Note 11: *This section of the agenda focuses on the national strategic initiatives of the associations currently being facilitated by CCLS. The discussion of each initiative should include a brainstorming session on what resources are required. **MOTIONS** will be presented to receive reports, and others may be presented concerning specific actions or directions to committees or task forces.*

10.1. Harmonization of Entry Standards	Coté	Appendix F1
10.2. Labour Mobility	Cornett	Appendix F2
10.3. Distance Learning	Tétreault	
10.4. International	Statham	
10.5. Survey Law Text	Robidoux	

REFRESHMENT BREAK (10:00 A.M. – 10:30 A.M.) 30 MIN
(Coffee, tea, cold drinks and snacks will be available in the meeting room)

11. COMMUNICATION (12:00 P.M. - 12:30 P.M.) 30 MIN

Note 12: *Communication is an ongoing focus and challenge of the CCLS and its member associations. This session is to encourage brainstorming about ways to improve national communication.*

LUNCH BREAK (12:30 P.M. – 1:15 P.M.) 45 MIN
(Lunch will be available in meeting room for all forum participants.)

12. 2009 BUDGET AND RESOURCING DISCUSSION (1:15 P.M. – 1:45 P.M.) 30 MIN

Note 13: *The 2009 draft budget will be reviewed based on discussions to this point.*

13. OPEN FORUM (1:45 P.M. – 2:15 P.M.) 30 MIN

Note 14: *Open forum discussions will be unrecorded except for specific motions or action items arising from the discussions.*

14. NATIONAL FORUM ADJOURNMENT (2:15 P.M.)

SECTION III: ANNUAL CCLS MEMBERS' MEETING**2:15 A.M. – 2:30 P.M.**

Note 15: *The notes on the Director/Member Representative in Appendix A1 makes reference to the distinct responsibilities of CCLS Board of Directors' meetings and an annual meeting of the CCLS Members. As a result of the structure of the CCLS defined in the by-laws, the National meeting is adjourned and a short annual CCLS Members' meeting is called to order with specific agenda items.*

1. CALL TO ORDER**(2:15 P.M.)****2. ADOPTION OF AGENDA SECTION III**

Note 16: *A MOTION will be presented to adopt the agenda.*

3. PREVIOUS MEMBERS' MINUTES**APPENDIX G1, G2**

Note 17: *The minutes of the previous annual members' meeting are circulated as Appendices G and a MOTION will be presented to adopt those minutes.*

4. NOMINATING COMMITTEE REPORT**APPENDIX H**

Note 18: *The Nominating Committee's report is circulated as Appendix H. A MOTION will be presented to adopt this report and confirm the President and Vice-President of the CCLS for the term beginning immediately and running until the next annual members' meeting.*

5. ADJOURNMENT OF MEMBERS' MEETING**(2:30 P.M.)**

SECTION IV: DIRECTOR'S MEETING**2:30 P.M. – 3:00 P.M.**

Note 19: *A CCLS Directors' Meeting is called to order with the newly constituted CCLS Board and Executive, to cover certain administrative items called for by the CCLS by-laws.*

1. CALL TO ORDER**(2:30 P.M.)****2. APPOINTMENT OF OFFICERS****APPENDIX H**

Note 20: *The Nominating Committee's report is circulated as Appendix H. The report recommends individuals to be appointed as CCLS Secretary-Treasurer and Past President. A MOTION will be presented to ratify these appointments for a one-year term or until other appointments are made.*

3. APPOINTMENT OF ACCOUNTANTS

Note 21: *A MOTION will be presented to appoint an accountant to perform the review engagement report for the year-end 2008. The motion will specify that the Directors agree to forgo the audit specified within the by-laws. If a unanimous agreement of Directors is achieved for this, a review engagement report is sufficient under the legislation governing corporations.*

4. WRAP-UP AND ADJOURNMENT**(3:00 P.M.)**

Note 22: *Each participant will be asked to provide comments on their impressions of the meetings and any suggestions for improvements. The President will make closing comments.*

THE END