

**2009 Annual National Forum  
of  
Canadian Surveyors' Associations**

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

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

**MAIN AGENDA**

*May 25<sup>th</sup>, 26<sup>th</sup>, 2009*

*Best Western Port 'O Call Hotel, Yankee Beacon Room  
Calgary, Alberta*

**MONDAY MAY 25<sup>TH</sup>, 2009**  
**8:30 A.M. – 4:30 P.M.**

**CONTINENTAL BREAKFAST IN YANKEE BEACON 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.*

*The meeting 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.*

## SECTION I: NATIONAL FORUM

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|--------------------------------|--------------------------------------|
| <b>1. INTRODUCTION</b>         | <b>(8:30 A.M. – 8:35 A.M.) 5 MIN</b> |
| 1.1. Call to Order and Welcome | Sanderson                            |
| 1.2. Adoption of Agenda        | Sanderson      Appendix A2           |

**Note 2:** A **MOTION** will be presented to adopt the agenda.

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| <b>2. CHAMPLAIN NOMINATION</b> | <b>(8:35 A.M. – 8:40 A.M.) 5 MIN</b> |
|                                | Hol      Appendix B                  |

**Note 3:** A **MOTION** will be presented with a nomination for the Champlain Award.

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| <b>3. SECRETARY – TREASURER’S REPORT</b> | <b>(8:40 A.M. – 8:50 A.M.) 10 MIN</b> |
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**Note 4:** *The Secretary – Treasurer, Wayne Leeman, will speak to a report, year-end financial statements and review engagement report for 2008, and current financial statements compared to budget. **MOTIONS** to receive these documents will be presented.*

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|--|-------------------------|
| 3.1. Secretary-Treasurer’s Report                  | Leeman      Appendix C1 |
| 3.2. 2008 Year End Financials                      | Leeman      Appendix C2 |
| 3.3. 2009 Current Financials w/ Budget Comparisons | Leeman      Appendix C3 |

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|--------------------------------------|---------------------------------------|
| <b>4. MEMBER ASSOCIATION REPORTS</b> | <b>(8:50 A.M. – 9:10 A.M.) 20 MIN</b> |
|--------------------------------------|---------------------------------------|

**Note 5:** *Directors who have pre-circulated a written report will have the opportunity to answer questions based that report. The timing of the agenda does not allow for presentation of reports. The written reports will describe the recent issues/priorities of the Director’s home association and will be posted on the CCLS web site for future reference. This is a communication tool*

provided by CCLS in order to provide topics for networking and discussion outside of the forum agenda. A **MOTION** to receive the written reports will be presented.

4.1.	Newfoundland and Labrador	Hayes	Appendix D
4.2.	Prince Edward Island	Atkinson	“
4.3.	Nova Scotia	Pottier	“
4.4.	New Brunswick	Coté	“
4.5.	Quebec	Patenaude	“
4.6.	Ontario	Campbell	“
4.7.	Manitoba	Leeman	“
4.8.	Saskatchewan	Craig	“
4.9.	Alberta	McWilliam	“
4.10.	British Columbia	Wey	“
4.11.	Canada Lands	Robidoux	“

**5. COMMITTEE/TASK FORCE REPORTS (9:10 A.M. – 9:30 A.M.) 20 MIN**

**Note 6:** *The reports in this section are reports of standing committees. Written reports are included as appendices rather than presented in full. Updates will be presented and there will be an opportunity for questions. Discussion on the issues raised will take place during agenda item 8. **MOTIONS** will be presented to receive reports.*

5.1.	Professional Liability Insurance Committee	Webster/Hayes	Appendix E1
5.2.	Executive Committee	Sanderson	Appendix E2
5.3.	Strategic Planning Committee	Blais	Appendix E3
5.4.	Board of Examiners Coordinating Committee	Cornett	Appendix E4

**6. STRATEGIC INITIATIVE REPORTS (9:30 A.M. – 9:50 P.M.) 20 MIN**

**Note 7:** *The reports in this section are reports those of committees related to strategic national initiatives. Written reports are included as appendices rather than presented in full. Updates will be presented and there will be an opportunity for questions. Discussion on the issues raised will take place during agenda item 8. **MOTIONS** will be presented to receive reports.*

6.1.	Career Awareness Committee	Craig/Leeman	Appendix E5
6.2.	Distance Learning	Robidoux	Appendix E6
6.3.	Canadian National Committee for FIG	Blais	Appendix E7
6.4.	Labour Mobility	Cornett	Appendix E8
6.5.	Harmonization of Entry Standards	Coté	Appendix E9

**7. OBSERVER REPORTS/DISCUSSIONS (9:50 A.M. – 10:20 A.M.) 30 MIN**

**Note 8:** *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, and priorities of their organization.*

7.1.	National Society of Professional Surveyors	Dahn	Appendix F1
7.2.	Canadian Institute of Geomatics	Stafford	Appendix F2

**REFRESHMENT BREAK (10:20 A.M. – 10:50 A.M.) 30 MIN**  
**(Coffee, tea, cold drinks and snacks will be available in the meeting room.)**

**8. PROFESSIONAL SURVEYORS CANADA**                      **BLAIS**                      **(10:50 A.M. – 4:15 P.M.)**  
**250 MIN PLUS BREAKS**  
 APPENDIX G1, G2, G3

**Note 9:** *The appendices for agenda item 8 are the draft business plan, the business plan discussion paper, and the discussion paper questionnaire that have been circulated over the previous six months for discussion and input from the associations. Each Director should come prepared to provide any input received from their associations as CCLS Directors, and their own ideas and opinions as interim directors of Professional Surveyors Canada, for discussion.*

**Outcome:** The overall objective of agenda item 8, which comprises the majority of the forum, is to make decisions which will result in a solid business plan for Professional Surveyors Canada, building on the drafts circulated to date, such that implementation can move forward.

**8.1. INTRODUCTION AND REVIEW OF PROGRESS TO DATE**

**Outcome:** A clear sense of what has been achieved to date and what decisions have been made i.e. name, vision, premise, goals, focus, membership, (as outlined in the appendices) and authority to move forward as granted by the Association Presidents at the previous annual forum in September 2008.

**8.2. SERVICES / ACTIVITIES 2010-2011 INCLUDING FUNDING COMPONENT**

**a. BRANDING**

**Issue:** The branding of Professional Surveyors Canada will be critical to its success. The organization must be generally supported by the associations and appeal to individual members. The original premise of the organization is based on national model definitions for Professional Surveyor and Professional Surveying.

**Outcome:** A clear sense of what Professional Surveyors Canada is going to sell (its vision). A clear action plan to develop a national identity. A clear action a plan to use the resources offered by ACLS and AOLS for branding. Each subsequent section of agenda item 8. will be tested for fit within the resulting branding plan/vision.

**b. HARMONIZATION**

**APPENDIX E9**

**Issue:** Current harmonization initiatives, under the CCLS model of a facilitating forum for the member associations, include significant successes with the syllabus and labour mobility. Work will continue over the next months on those initiatives. Brainstorming is needed on further work on harmonization using the new framework of Professional Surveyors Canada as a nationally focused, member-driven, ethics based organization, with a broad definition of professional surveyor.

**Outcome:** A clear sense of what exactly Professional Surveyors Canada is going to provide and that it is something that members want i.e. that it will satisfy a member need. An action plan for who is going to do it and how it will be paid for.

**c. ACCREDITATION****APPENDIX E4**

**Issue:** CCLS developed and administered a successful university accreditation program for candidates entering the profession through the associations. This is a service provided to the associations and was done through BECC. A decision is needed about the administration of the current accreditation program focused on licensure, about the possibility of accreditation focused on Professional Surveyors Canada membership, and about what role in accreditation Professional Surveyors Canada will have.

**Outcome:** A specific plan for the current accreditation program. A clear sense of what exactly Professional Surveyors Canada is going to provide and that it is something that members want i.e. that it will satisfy a member need. An action plan for who is going to do it and how it will be paid for.

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

**d. NATIONAL MAGAZINE**

**Issue:** A national magazine has been discussed as a potential Professional Surveyors Canada initiative. Such a publication may play a significant role in branding Professional Surveyors Canada but will need the support of the majority of associations to succeed. The appendices contain background.

**Outcome:** A clear sense of what exactly Professional Surveyors Canada is going to provide and that it is something that members want i.e. that it will satisfy a member need. An action plan for who is going to do it and how it will be paid for.

**e. PROFESSIONAL DEVELOPMENT**

**Issue:** Professional development products, as a service to individuals and possibly the associations, have been discussed as a key initiative for Professional Surveyors Canada. The appendices contain background.

**Outcome:** A clear sense of what exactly Professional Surveyors Canada is going to provide and that it is something that members want i.e. that it will satisfy a member need. An action plan for who is going to do it and how it will be paid for.

**f. CAREER BUILDING**

**Issue:** In previous discussions the suggestion has been made to create job bank web resource as a service to individuals. The appendices contain background.

**Outcome:** A clear sense of what exactly Professional Surveyors Canada is going to provide and that it is something that members want i.e. that it will satisfy a member need. An action plan for who is going to do it and how it will be paid for.

**g. PROFESSIONAL LIABILITY INSURANCE****APPENDIX E1**

**Issue:** The CCLS professional liability insurance program has been a top priority as a service to continue through Professional Surveyors Canada.

**Outcome:** A clear sense of what exactly Professional Surveyors Canada is going to provide and that it is something that members want i.e. that it will satisfy a member need. An action plan for who is going to do it and how it will be paid for.

**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.)**

**h. NETWORKING**

**Issue:** Providing networking opportunities, as a service to individual members, has been discussed as a key role for Professional Surveyors Canada. The appendices contain background.

**Outcome:** A clear sense of what exactly Professional Surveyors Canada is going to provide and that it is something that members want i.e. that it will satisfy a member need. An action plan for who is going to do it and how it will be paid for.

**i. COMMUNICATION, REPRESENTATION, ADVOCACY**

**Issue:** Providing communication, representation, and advocacy for the profession, as a service to individual members and the associations, has been discussed as a key role for Professional Surveyors Canada. The appendices contain background.

**Outcome:** A clear sense of what exactly Professional Surveyors Canada is going to provide and that it is something that members want i.e. that it will satisfy a member need. An action plan for who is going to do it and how it will be paid for.

**8.3. OVERVIEW OF DAY 1 (4:15 P.M. – 4:30 P.M.) 15 MIN**

**Outcome:** A clear picture of what Professional Surveyors Canada is going to provide, how it is going to be done, and how it will attract the support of the associations and ultimately individual members.



**8.5. PROCESS, TIMETABLE, RESOURCES FOR NEXT STEPS (I.E. ACTION PLAN) (11:30 A.M. - 12:30 P.M.) 60 MIN**

**Outcome:** An action plan with processes, decision points, timetables, resources and including such things as interim decision making, elections, populating task forces, accessing resources, etc.

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

**9. COMMUNICATION (1:15 P.M. - 1:45 P.M.) 30 MIN**

**Note 10:** *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.*

**10. 2009 BUDGET AND RESOURCING DISCUSSION (1:45 P.M. – 2:15 P.M.) 30 MIN**

**APPENDIX C3**

**Note 11:** *The 2009 budget will be reviewed based on discussions to this point and amendments made if deemed necessary.*

**11. OPEN FORUM (2:15 P.M. – 2:45 P.M.) 30 MIN**

**Note 12:** *Open forum discussions will be unrecorded except for specific motions or action items arising from the discussions.*

**12. NATIONAL FORUM ADJOURNMENT (2:45 P.M.)**

**REFRESHMENT BREAK (2:45 P.M. – 3:15 P.M.) 30 MIN**  
**(Coffee, tea, cold drinks and snacks will be available in the meeting room.)**

**SECTION II: ANNUAL CCLS MEMBERS' MEETING**      **3:15 P.M. – 3:30 P.M.**

**Note 13:** *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 Forum is adjourned and a short annual CCLS Members' meeting is called to order with specific agenda items.*

**1. CALL TO ORDER**      **(3:15 P.M.)****2. ADOPTION OF AGENDA SECTION II**

**Note 14:** *A MOTION will be presented to adopt the agenda.*

**3. PREVIOUS MEMBERS' MINUTES**      **APPENDIX H**

**Note 15:** *The minutes of the previous annual members' meeting are circulated as an appendix and a MOTION will be presented to adopt those minutes.*

**4. NOMINATING COMMITTEE REPORT**      **APPENDIX I**

**Note 16:** *The Nominating Committee's report is circulated as an appendix. 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**      **(3:30 P.M.)**

**SECTION III: DIRECTOR'S MEETING****3:30 P.M. – 4:00 P.M.**

**Note 17:** *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 AND OPENING REMARKS (3:30 P.M.)****2. ADOPTION OF AGENDA SECTION III**

**Note 18:** *A MOTION will be presented to adopt the agenda.*

**3. APPOINTMENT OF OFFICERS****APPENDIX I**

**Note 19:** *The Nominating Committee's report is circulated as an appendix. 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.*

**4. APPOINTMENT OF ACCOUNTANTS**

**Note 20:** *A MOTION will be presented to appoint an accountant to perform the review engagement report for the year-end 2009. 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.*

**5. SUMMARY COMMENTS**

**Note 21:** *Each participant will be asked to provide summary comments on their impressions of the meetings. The President will make closing comments.*

**6. ADJOURNMENT (4:00 P.M.)****THE END**