

**2010 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**

AGENDA

March 28th, 29th, 2010

*Radisson Plaza Hotel Saskatchewan, Saskatchewan Suite
Regina, Saskatchewan*

SUNDAY MARCH 28TH, 2010
8:30 A.M. – 4:30 P.M.

CONTINENTAL BREAKFAST IN *Saskatchewan Suite*

(8:00 A.M. – 8:30 A.M.) 30 MIN

(Coffee, tea, juice, fruit, yogurt 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 1: FACILITATED WORKSHOP:
PROFESSIONAL SURVEYORS CANADA**

1. INTRODUCTION (8:30 A.M. – 8:50 A.M.) 20 MIN

1.1. Welcome to the Group Blais

1.2. Introduction, Overview, Day's Objectives Suderman

2. CURRENT STATE: PROFESSIONAL SURVEYORS OF CANADA BLAIS

APPENDIX B1, B2, B3, B4

(8:50 A.M. – 9:05 A.M.) 15 MIN

2.1. Call to Order CCLS Special Members' Meeting

Note 2: *The notes on the Director/Member Representative in Appendix A1 make reference to the distinct responsibilities of the CCLS Board of Directors and CCLS Members. As a result of the structure of the CCLS defined in the by-laws, a short Special CCLS Members' Meeting is called to order for a specific resolution of the Members.*

2.2. Adoption of Agenda

Note 3: A **MOTION** will be presented to adopt the agenda for this section of the meeting.

2.3. Status Report PSC Draft Resolution by Association Councils

Note 3: *Each Association Council was asked to consider a resolution supporting Professional Surveyors Canada (see Appendix B1) prior to this meeting. A brief report of the current status of association response will be presented. The other documents included as Appendix B2, B3 and B4 are previously circulated and discussed documents related to Professional Surveyors Canada that are included for general reference throughout the two days of meetings.*

2.4. PSC Draft Resolution for CCLS Members' Meeting

Note 4: A **MOTION** will be presented based on the draft resolution for consideration at a CCLS Members' Meeting circulated in Appendix B1.

2.5. Adjourn CCLS Special Members' Meeting

3. CURRENT READINESS STATUS IN EACH JURISDICTION **SUDERMAN**
(9:05 A.M. – 9:25 A.M.) 20 MIN

4. TRANSITION PLANNING PROCESS **SUDERMAN**
(9:25 A.M. – 1:30 P.M.) 170 MIN + BREAKS

Note 5: *The following two sections of the meeting will include a series of breakout groups working in parallel on specific tasks and plenary sessions for all participants to provide input to all portions of the discussion.*

- 4.1.** Review Planning Methodology Plenary (9:25 a.m. – 9:35 a.m.) 10 min
 - Assign Groups (3 groups of 5)
 - Discuss Desired Output
- 4.2.** Review Vision Methodology Plenary (9:35 a.m. – 9:45 a.m.) 10 min
 - Assign Group (1 group of 5)
 - Discuss Desired Output
- 4.3.** Transition Planning Workshop I Group Breakout (9:45 a.m. – 10:10 a.m.) 25 min
 - Compile Actions Required to Transition to PSC
 - Diverge: Discuss & Capture Actions
 - Review Output as a Group
- 4.4.** Vision Workshop I Group Breakout (9:45 a.m. – 10:10 a.m.) 25 min
 - Vision Key Words
 - Diverge: Discuss & Capture Key Words
 - Review Output as a Group

REFRESHMENT BREAK (10:10 A.M. – 10:25 A.M.) 15 MIN
(Coffee, tea, cold drinks and snacks will be available in the meeting room.)

- 4.5.** Transition Planning Workshop II Group Breakout (10:25 a.m. – 11:00 a.m.) 35 min
 - Distil Key Actions Required to Transition to PSC
 - Converge: I.C.E. Process
 - Review Output as a Group
- 4.6.** Vision Planning Workshop II Group Breakout (10:25 a.m. – 11:00 a.m.) 35 min
 - Distil Key Vision Words
 - Converge: I.C.E. Process
 - Review Output as a Group
- 4.7.** Transition Planning Workshop III Group Breakout (11:00 a.m. – 11:30 a.m.) 30 min
 - Compile Key Barriers to Success
 - Diverge: Discuss and Capture Barriers to Success
 - Review Output as a Group
- 4.8.** Vision Planning Workshop III Group Breakout (11:00 a.m. – 11:30 a.m.) 30 min
 - Draft 1st Vision Statement
 - Review Output as a Group
- 4.9.** Review Morning Progress Plenary (11:30 a.m. – 12:00 p.m.) 30 min

LUNCH BREAK (12:00 P.M. – 1:00 P.M.) 60 MIN
(Lunch will be available in meeting room for all participants.)

- 4.10.** Transition Planning Workshop IV Group Breakout (1:00 p.m. – 1:30 p.m.) 30 min
- Distil Key Barriers to Success
 - Converge: I.C.E. Process
 - Review Output as a Group
- 4.11.** Vision Planning Workshop IV Group Breakout (1:00 p.m. – 1:30 p.m.) 30 min
- Draft 2nd Vision Statement
 - Review Output as a Group

5. OPERATIONAL PLANNING PROCESS (1:30 P.M. – 3:55 P.M.) 130 MIN + BREAK

- 5.1.** Review Planning Methodology Plenary (1:30 p.m. – 1:40 p.m.) 10 min
- Assign Groups (4 groups of 5)
 - Discuss Desired Output
- 5.2.** Strategic Actions Workshop V Group Breakout (1:40 p.m. – 2:10 p.m.) 30 min
- Develop Strategic Action for Key Actions Required to Transition to PSC (See 4.5)
 - Review Output as a Group
- 5.3.** Strategic Actions Workshop VI Group Breakout (2:10 p.m. – 2:40 p.m.) 30 min
- Develop Strategic Actions for Key Barriers to Success (See 4.7)
 - Review Output as a Group
- 5.4.** Project Planning Workshop VII Group Breakout (2:40 p.m. – 3:10 p.m.) 30 min
- Develop Project Plans for Strategic Actions
 - Review Output as a Group

REFRESHMENT BREAK (3:10 P.M. – 3:25 P.M.) 15 MIN
(Coffee, tea, cold drinks and snacks will be available in the meeting room.)

- 5.5.** Project Planning Workshop VIII Group Breakout (3:25 p.m. – 3:55 p.m.) 30 min
- Develop Project Plans for Key Barriers to Success
 - Review Output as a Group

6. DAY 1 PROGRESS REVIEW **SUDERMAN**
(3:55 P.M. – 4:10 P.M.) 15 MIN

7. NEXT STEPS **SUDERMAN**
(4:10 P.M. – 4:20 P.M.) 10 MIN

8. CLOSING REMARKS **BLAIS**
(4:20 P.M. – 4:30 P.M.) 10 MIN

GROUP DINNER SUNDAY EVENING 6:30 P.M.

Memories Fine Dining & Lounge,

located a few blocks from the hotel, at 1717 Victoria Ave.

Dinner will include choice of soup or salad, choice of beef, chicken, fish or vegetarian entrée, choice of deserts, coffee/tea. Beverages may be purchased.

(All confirmed participants have been invited and asked to inform CCLS Executive Assistant Ria van der Veen if they and/or a guest will be attending)

MONDAY MARCH 29TH, 2010

8:30 A.M. – 4:30 P.M.

CONTINENTAL BREAKFAST IN Saskatchewan Suite

(8:00 A.M. – 8:30 A.M.) 30 MIN

(Coffee, tea, juice, fruit, yogurt and pastries will be available in the meeting room)

SECTION 2: NATIONAL FORUM

Note 6: *The next 5 agenda items (1 through 5) include the traditional elements of a CCLS annual meeting including annual reports.*

1. INTRODUCTION (8:30 A.M. – 8:40 A.M.) 10 MIN

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|--|-------|-------------|
| 1.1. Call to Order and Overview of Objectives | Blais | |
| 1.2. Adoption of Agenda | Blais | Appendix A2 |

Note 2: A **MOTION** will be presented to adopt the agenda for this section of the meeting.

2. SECRETARY – TREASURER’S REPORT (8:40 A.M. – 8:50 A.M.) 10 MIN

Note 7: *The Secretary – Treasurer, Kent Campbell, will speak to a report, year-end financial statements (and review engagement report for 2009 if available), and current financial statements compared to 2010 budget. **MOTIONS** to receive these documents will be presented.*

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|---|----------|-----------------------|
| 2.1. Secretary-Treasurer’s Report | Campbell | Appendix C1 |
| 2.2. 2009 Year End Financials | Campbell | Appendix C2 (6 files) |
| 2.3. 2010 Current Financials w/ Budget Comparisons | Campbell | Appendix C3 |

3. MEMBER ASSOCIATION REPORTS (8:50 A.M. – 9:10 A.M.) 20 MIN

Note 8: *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.*

3.1. Canada Lands	Schlagintweit	Appendix D
3.2. British Columbia	Wey	“
3.3. Alberta	Ross	“
3.4. Saskatchewan	Craig	“
3.5. Manitoba	Robinson	“
3.6. Ontario	Campbell	“
3.7. Quebec	Patenaude	“
3.8. New Brunswick	Coté	“
3.9. Nova Scotia	Pottier	“
3.10. Prince Edward Island	Atkinson	“
3.11. Newfoundland and Labrador	Hughes	“

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

Note 9: *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. **MOTIONS** will be presented to receive reports.*

4.1. Professional Liability Insurance Committee	Cornett	Appendix E1
4.2. Harmonization Initiative	Coté	Appendix E2
<ul style="list-style-type: none"> ● Labour Mobility Coordinating Committee ● CCLS/CBEPS Syllabus Review Task Force ● CCLS/CBEPS Accreditation Review Task Force 		
4.3. Career Awareness	Cornett	Appendix E3
4.4. CNCFIG	Blais	Appendix E4

5. OBSERVER REPORTS/DISCUSSIONS (9:30 A.M. – 10:10 A.M.) 40 MIN

Note 10: *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.*

- 5.1.** National Society of Professional Surveyors
- 5.2.** Canadian Institute of Geomatics

REFRESHMENT BREAK (10:10 A.M. – 10:40 A.M.) 30 MIN
(Coffee, tea, cold drinks and snacks will be available in the meeting room.)

6. PROFESSIONAL SURVEYORS CANADA**BLAIS****(10:40 A.M. – 4:00 P.M.) 245 MIN + BREAKS****6.1. Communication Plan Presentation
and Discussion****(10:40 a.m. – 11:40 a.m.) 60 min**

Note 11: *A communications consulting firm, Wolfworks Communication, has been asked to provide a proposal that will outline the components and steps in implementing a communication plan for Professional Surveyors Canada. This will be presented and discussed.*

Outcome: A clear sense of what is involved and what resources are needed for the communication and branding aspects of the Professional Surveyors Canada launch.

**6.2. Process, Timetable, Resources for
Next Steps (i.e. Action Plan Development, Task Assignments)****(11:40 a.m. - 3:30 p.m.) 155 min + Breaks**

Note 12: *This section of the meeting will build on the work of the previous facilitated session in moving Professional Surveyors Canada forward.*

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. – 1:15 P.M.) 45 MIN
(Lunch will be available in the meeting room for all participants.)

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.)

6.3. Overview of Day 2**(3:30 p.m. – 4:00 p.m.) 30 min****7. NATIONAL FORUM ADJOURNMENT****(4:00 P.M.)****SECTION 3: ANNUAL CCLS MEMBERS' MEETING**

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**(4:00 P.M.)****2. ADOPTION OF AGENDA SECTION 3**

Note 14: A **MOTION** will be presented to adopt the agenda for this section of the meeting.

3. PREVIOUS MEMBERS' MINUTES

APPENDIX F1, F2

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

4. NOMINATING COMMITTEE REPORT

APPENDIX G

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

(4:15 P.M.)

SECTION 4: CCLS DIRECTORS' MEETING

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

(4:15 P.M.)

2. ADOPTION OF AGENDA SECTION 4

Note 18: *A MOTION will be presented to adopt the agenda for this section of the meeting.*

3. APPOINTMENT OF OFFICERS

APPENDIX G

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 2010. 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

APPENDIX H

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

6. ADJOURNMENT

(4:30 P.M.)

THE END