

# **Draft Document for Discussion Purposes**

## **Agreement to Create a National Board of Examiners for Land Surveyors**

DRAFT 020711

### **Interpretation**

In this document the following terms have the meaning assigned to them in this section:

“Associations” means the associations or corporations charged by government to regulate the profession of land surveying. The associations comprise:

- The ANLS - The Association of Newfoundland Land Surveyors,
- The ANSLs - The Association of Nova Scotia Land Surveyors,
- The APIELS - The Association of Prince Edward Island Land Surveyors,
- The ANBLS - The Association of New Brunswick Land Surveyors,
- L’OAGQ – L’Ordre des arpenteurs-géomètres du Québec
- The AOLS - The Association of Ontario Land Surveyors,
- The AMLS - The Association of Manitoba Land Surveyors,
- The ASLS - the Association of Saskatchewan Land Surveyors,
- The ALSA - The Alberta Land Surveyors Association,
- The CBCLS - The Corporation of British Columbia Land Surveyors, and
- The ACLS - The Association of Canada Lands Surveyors.

“The Regional Boards” means the following Boards of Examiners for Land Surveyors:

- The Atlantic Provinces Board of Examiners for Land Surveyors - representing the Newfoundland, Nova Scotia, Prince Edward Island and New Brunswick associations,
- The OAGQ Board of Examiners – representing the Quebec Association
- The AERC Committee - representing the Ontario Association,
- The Western Canadian Board of Examiners for Land Surveyors representing the Manitoba, Saskatchewan, Alberta and British Columbia associations, and
- The Board of Examiners - representing the Association of Canada Lands Surveyors.

“CCLS” means the Canadian Council of Land Surveyors.

“The National Board” means the National Board of Examiners for Land Surveyors as created by this agreement.

## **Background**

The Associations are charged by their various governments with regulation of the land surveying profession within the respective provinces, or in the case of the ACLS, on Canada Lands. Part of that responsibility is to establish standards for the admittance to the land surveying profession and to confirm that candidates for admittance have met the prescribed standards. Each association has established those admittance standards and processes for confirming that candidates have met them.

There is a significant degree of harmonization of academic requirements in non-jurisdictional areas of knowledge among the associations. The ten associations (not including the APEILS), which are signatories to the Labour Mobility Agreement for Land Surveying, agreed in that document to continue to work towards the harmonization of academic qualifications. Nine associations (not including the OAGQ) participate currently in the system of common examinations administered by the Atlantic, Western and Canada Lands Boards.

Over the past year the associations have expressed an interest in creating a National Board of Examiners for Land Surveyors and have looked to the Canadian Council of Land Surveyors to provide the means to achieve such a Board. This document will create the foundation for that National Board. The National Board will take over the responsibilities of the Regional Boards for administration of a common set of examinations for candidates. In addition, the National Board will take over from the CCLS Board of Examiners Co-ordinating Committee the responsibility for accreditation of educational institutions that offer geomatics courses.

## **Agreement**

The Associations and CCLS agree as follows:

1. There shall be a National Board of Examiners for Land Surveyors created by this agreement.
2. The National Board will exist under the umbrella of the Canadian Council of Land Surveyors which is the primary national organization representing the Associations and its terms of reference and associated policies will be consistent with and/or complimentary to the vision, mission, objects and policies of the Canadian Council of Land Surveyors.
3. The terms of reference and core responsibilities of the National Board shall be:
  - to create and adopt a common national syllabus which fulfills the non-jurisdictional academic requirements of the Associations for applicants for admission to the Associations;
  - to review the syllabus on an on-going basis, including a comprehensive review at least every five years, and make the necessary changes to ensure currency in conjunction with the Associations and educational institutions;
  - to administer examinations based on the syllabus to candidates who wish to become applicants for admission to the associations (currently these examinations are described in Appendix 'A' of the MOU between APBELS, WCBELS, the Board of Examiners of ACLS and the AOLS.);

-to arrange examiners to set and grade examinations at a reasonable frequency such as semi-annually;  
-to review examinations to ensure their currency;  
-to accept and review applications of candidates and to assess their existing academic qualifications;  
-to issue certificates of completion of the syllabus to candidates who have successfully completed or have been granted exemptions based on equivalencies for the required examinations;  
-to assess applications for accreditation or re-accreditation of courses and/or programs at various educational institutions offering geomatics training for the purpose of determining equivalencies to the syllabus and examination program, and to make recommendations to the CCLS regarding the applications.

4. In addition to their core responsibilities outlined in item 1 above, the National Board will monitor, encourage, co-ordinate, and participate in activities within the broader geomatics community related to non-jurisdictional geomatics education that promote the profession. These activities may include but are not limited to:
  - Preparing learning modules for candidates
  - Providing seminars for candidates
  - Promoting the profession of land surveying to potential candidates
  - Providing relevant information to candidates through the Web
  - Providing a Web based platform for publication of papers, discussion groups, information on individual Associations and Intern opportunities
5. An appointed council shall control the governance of the National Board with each participating association providing a representative to be a member of the National Board Council. Those members shall serve a three year term with the option of renewal for a maximum of three consecutive terms. The Chair of the National Board shall be elected annually by the members and shall be a member of the National Board Council.
6. The National Board shall be accountable for, and have full use of, and discretion over, all monies collected for its specific purposes from participating associations, from fees for provision of services, or other revenue sources. All funds shall be maintained in a special National Board account with the CCLS. Authorization for National Board expenditures shall require the approval in accordance with the CCLS authority to commit guidelines where the Registrar will have the equivalent authority as the CCLS Executive Director, the Chair will have the equivalent authority of the CCLS President, and the Council will have the equivalent authority as the Board of Directors. All cheques shall be signed by the normal signing authorities for the CCLS. For the purposes of the National Board funds the Chair of the Council will also have signing authority.
7. The Treasurer of the Canadian Council of Land Surveyors shall act as treasurer for the National Board and an annual budget of revenues and expenditures shall be presented to assist the Treasurer in managing the funds.

8. The National Board Council shall report annually to the CCLS Board of Directors.
9. The National Board Council shall appoint a Registrar. The Registrar's duties shall be to operate the National Board within the policies established by the National Board Council which shall include but are not limited to:
  - Receiving applications for examinations;
  - Preparing records and applications for processing by the National Board;
  - Receiving all monies for applications;
  - Maintaining records of deposits for and expenditures by the National Board;
  - Assisting the Treasurer in preparing annual accounting statements of monies received and spent;
  - Establish and maintain a continuing file of candidates for examinations including results of all examinations written;
  - Prepare an annual summary of all examinations written, passed and failed;
  - Prepare and issue official transcripts of examination results and Certificates of Completion;
  - Maintain a list of examiners;
  - Arrange locations for the writing of examinations;
  - Maintain an official record of academic programs or individual courses that have been accredited by the National Board;
  - Receive applications for accreditation;
  - Prepare an annual summary of all applications for accreditation received and the status of those applications;
  - Prepare a proposed budget and 5 year forecast annually for consideration by the National Board;
  - Prepare a proposed funding model each year for consideration by the National Board Council;
  - Collect assessments from the associations, and
  - Carry out such other administrative duties as the National Board Council may determine.
10. The Registrar shall be paid an annual honorarium to be determined each year by the National Board Council.  
or/ The Registrar shall be employed by the Canadian Council of Land Surveyors and receive a salary and benefits package to be recommended annually by the National Board Council and ratified by the CCLS Board of Directors. All terms of employment shall be consistent with CCLS employment policies.
11. Meetings of the National Board Council shall be held annually and as may be necessary to carry out its responsibilities. Meetings may be held by conference call or be face to face. Six members of the National Board shall constitute a quorum for all meetings. All decisions of the National Board except for adoption or amendment of By-Laws shall be by a majority vote of the members and the Chair shall have the deciding vote in case of a tie.
12. The National Board Council may prepare By-Laws related to the operation and workings of the National Board. Such By-Laws shall not be inconsistent with the terms of this agreement or with the objects, by-laws or policies of the CCLS. The adoption of such By-Laws and any

amendments to them shall require a 2/3 majority of voting members present at any duly constituted meeting of the National Board Council. Notice of the intention to adopt or modify By-Laws at a meeting shall be delivered to members at least 60 days before the scheduled date for the meeting.

13. Each association that is party to this agreement shall participate through the National Board in the co-operative development of the common syllabus and assessment, examination and certification process outlined above and utilize them in their consideration of individual applicants for admission. The ultimate authority and responsibility for the standards of admission to the land surveying profession in any given jurisdiction, lies with the self-regulating body in that jurisdiction (the Association) through provincial and federal statute.
14. Each participating association and CCLS shall immediately seek whatever changes to its legislation, by-laws regulations and/or policies are necessary to give effect to this agreement. This agreement shall come into force and be effective on the date when the last participating association and CCLS completes such necessary changes. When a participating association and/or CCLS completes such legislative changes, it shall notify in writing all the other participating associations and CCLS of that fact. Until this agreement comes into effect as provided for in this section, the current examination and accreditation processes used by the associations and CCLS shall continue in force and effect. What type of legislative changes are being predicted? This type of agreement cannot compel an organization to change documents that they do not have control over so the best you can achieve is a commitment to present proposed changes in a timely manner. I think Jim has the answer to this for all but Ontario. I think for Ontario it would be a matter of signing this agreement to replace the MOU they have with the current group of regional boards and for that we have to convince the AERC to delegate a significant portion of their current work – basically eliminate the A for academic in their name. The one requirement the AOLS has that is enshrined in regulation is the requirement for a university degree and from what I know that will not change. I know from labour mobility discussions that other associations have provision for individuals without an actual degree. I think the gist in some other associations is that they name the regional board in either by-law or regulation and a new entity would require some amendment. When this document is given to associations for consideration the first question should be what exactly would be required in each jurisdiction.
15. An Association or CCLS may withdraw from this agreement on one year's written notice to the National Board.

Signed: