



Association of Canada Lands Surveyors

Practice Review Department

Manual of Administrative Procedures

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## **1.0 AIMS AND OBJECTIVES**

The Association of Canada Lands Surveyors (ACLS) is a self-governing professional association established by the authority of the Act respecting Canada Lands Surveyors (46-47 Elizabeth II, Chapter 14), and by the Canada Lands Surveyors Regulations and General Bylaws.

The Practice Review Department has been established as a means of furthering the objects of the Association as set out in Section 6 of the Canada Lands Surveyors Act as follows:

- (a) to establish and maintain standards of qualifications for Canada Lands Surveyors;
- (b) to regulate Canada Lands Surveyors;
- (c) to establish and maintain standards of conduct, knowledge and skill among members of the Association and permit holders;
- (d) to govern the activities of members of the Association and permit holders;
- (e) to cooperate with other organizations for the advancement of surveying; and
- (f) to perform the duties and exercise the powers that are imposed or conferred on the Association by this Act.

Furthermore, Section 42 of the Act imposes a standard of conduct as follows:

A member of the Association who directs the provision of surveying services is in all respects liable for maintaining the standards of conduct and competence in respect of the provision of those services.

### **1.1 Purpose of practice review**

The purpose of practice review is to ensure compliance with the Act and Regulations and to provide practice assistance and continuing education to the members of the association.

## **2.0 TERMS OF REFERENCE**

### **2.1 Canada Lands Surveyors Act**

Section 62: Subject to the approval of the Minister, the Council may make regulations respecting:

Subsection (b) the composition of committees established under this Act and the rules, practices and procedures of these committees.

Subsection (n) the procedures to be followed by the Association in reviewing the surveying activities of members of the Association to ensure the maintenance of minimum standards of surveying;

## **2.2 Regulations under subsection (n), Canada Lands Surveyors Act**

### **Canada Lands Surveyors Regulations**

#### **Section 39**

A review of the surveying activities of members of the Association to ensure the maintenance of minimum standards of surveying shall consist of a review of survey plans, documents and drawings pertaining to surveys made by those members, and may include any of the following:

- (a) a field inspection of the work depicted in the survey plans, documents and drawing.
- (b) an examination of files and other documents pertaining to the production of survey plans, documents and drawings of the members of the Association and permit holders; and
- (c) a written report of each plan review, field inspection and examination conducted under this section.

#### **Section 40**

The Council shall appoint one or more Canada Lands Surveyors to review the surveying activities of members of the Association.

#### **Section 41**

1. Reports of the results of reviews of the surveying activities of members of the Association shall be based on compliance with the requirements of these Regulations and the Act and any other Act governing surveying standards.
2. Reports of the results of reviews of the surveying activities of members of the Association shall be submitted to the Registrar.

#### **Section 42**

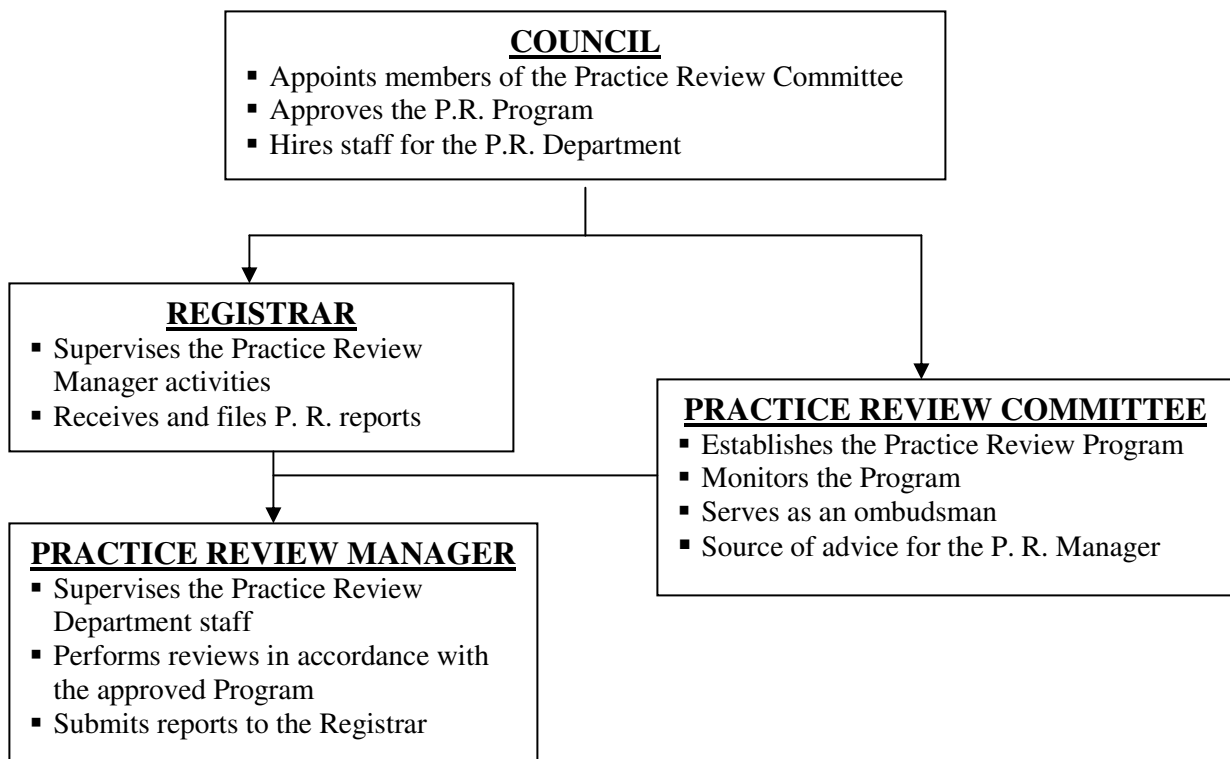
The Registrar shall maintain a file for each member of the Association and shall keep in that file all reports of reviews of the surveying activities pertaining to the member, and notify the member of any change to the member's file.

### 2.3 Consultation with members

The Practice Review Process was developed over a period of years by the Council of the Association with the assistance of the Practice Review Committee and the Practice Review Manager in consultation with the membership.

Between October 2002 and May 2003 consultation sessions were conducted in conjunction with Provincial Survey meetings in Newfoundland, Nova Scotia, New Brunswick, Ontario, and British Columbia. Additional meetings were held with CLS members in Alberta, Saskatchewan, Northwest Territories and the Yukon.

### 3.0 PRACTICE REVIEW ORGANIZATIONAL CHART



## **4.0 PRACTICE REVIEW COMMITTEE**

By-law 10.7 states that there shall be a Practice Review Committee. The purpose of the Committee is to establish and monitor a program of Review of Surveying activities as authorized by the regulations and approved by council. The chair shall be appointed by Council and there shall be as many members as Council deems appropriate.

### **4.1 Role of the Practice Review Committee**

1. To assist council in developing a Practice Review Process.
2. To provide advice and assistance to the Practice Review Department in all matters pertaining to practice review activities.
3. To serve as ombudsman to members who have concerns regarding the practice review process.

## **5.0 PRACTICE REVIEW PROCESS**

### **5.1 Select region**

For the purpose of Practice Review, the membership will be divided into the same four geographic areas administered by the regional offices of Natural Resources Canada:

Eastern Region comprised of the provinces of Ontario, Quebec, New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland and Labrador and the Offshore.

Western Region comprised of the provinces of Manitoba, Saskatchewan, Alberta and British Columbia.

Yukon

Northwest Territories and Nunavut

### **5.2 Select practice**

For the purpose of practice review, a practice is defined as a licenced member, permit holder or a government department authorized to provide cadastral surveying services in accordance with the Act and Regulations. All practices working within the region will be reviewed before moving on to another region.

### **5.3 Issue questionnaire**

A detailed questionnaire will be sent to each practice. The questionnaire will be structured to draw out sufficient information about the practice so as to provide the Practice Review Department with “virtual tour” of the office. A representative number of the Canada Lands Surveyors working in the firm should participate in answering the questions.

### **5.4 “Marked up” copies from Canada Centre for Cadastral Management(CCCM), Natural Resources Canada**

In support of the ACLS Practice Review Process, the Surveyor General will return all marked-up copies of plans reviewed directly to the practitioner.

Council recommends that everyone should retain all marked up plan copies as part of their normal file management policy. It is now required that ACLS licence holders retain the marked up plan copies for at least the last two years. If in the last two years there are not at least five projects, licence holders are required to retain copies of at least the last five projects.

Once a practice has been selected for review, plans from each surveyor working in the name of the firm will be selected at random from those on file in the Survey Records Information System (SRIS). The marked-up copies together with supporting information may be requested from the firm.

### **5.5 Other products**

If the questionnaire indicates the firm is active in other areas of practice for which guidelines exist in the ACLS Practice Manual, a representative sample of these products will be requested for review.

### **5.6 Conduct review**

The review will be based on the information supplied in the questionnaire and on the quality of the files, plans and other survey products. Supporting documentation may be requested from the firm during the review. The Practice Review Committee will be consulted as needed.

### **5.7 Issue a preliminary report to the firm**

Prior to issuing a final report, a preliminary report will be sent to the practice under review and followed up with a teleconference.

### **5.8 Final Report**

After all points in the preliminary report have been discussed, a final written report will be prepared and deposited with the Registrar. A copy of the final report will be retained by Practice Review Department and a copy will be supplied to the practice under review.

## **5.9 Office Visits, Field Checks and Follow ups**

Office visits or field checks may be conducted at any time the Practice Review Staff are in a particular region. If a follow up or other action is recommended in the final report, it may be in the form of an office visit, a field check or an additional review at a later date.

## **5.10 Referral to the complaints committee.**

Any suspected cases of Professional Misconduct or incompetence will become the subject of an official complaint to the Association.

## **6.0 ASSURANCES AND OBLIGATIONS**

### **6.1 Warranty**

A review by the ACLS Practice Review Department does not imply any warranty as to the correctness of a survey or a survey product.

### **6.2 Confidentiality**

Except as provided herein, the ACLS Practice Review Department shall keep confidential, all information with respect to any practice review.

### **6.3 Business Records**

In the course of a review, the ACLS Practice Review Department will not request, and a member need not supply, any information of a financial nature.

### **6.4 Duty to Cooperate**

The failure of a member to cooperate with the Practice Review Department may constitute an act of Professional Misconduct under the Act. If a member fails to cooperate with the Practice Review Department, the incident shall be reported to the Registrar.

### **6.5 Continuing professional development**

It is the duty of the Practice Review Department to:

1. Recommend to council areas of practice that may become the subject of continuing professional development training programs.
2. Recommend specific training to any member who displays some measure of incompetence in a particular area.



## **6.6 Response Times**

Failure to respond to a request from the Practice Review Department within 30 days may be viewed as a failure to cooperate.

7.0

QUESTIONNAIRE

Part A Identification

Name of Practice \_\_\_\_\_ Years in business \_\_\_\_\_

Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Managing CLS \_\_\_\_\_ Years experience \_\_\_\_\_

Other CLS \_\_\_\_\_ Years experience \_\_\_\_\_

Other CLS \_\_\_\_\_ Years experience \_\_\_\_\_

What is the total number of licenced surveyors (Provincial and CLS) in your firm? \_\_\_\_\_

Other Staff who work on CLS projects

Name	title/duties	training	years experience
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**\*Note:** If you are available for CLS work, but haven't done any recently, please base your responses to this questionnaire on your provincial survey activity. We realize that this questionnaire does not lend itself to some specialized fields of practice or government offices. Some sections may not apply.

**What best describes your workplace:**

- Office in a Commercial area \_\_\_\_\_
- Office in a Business/industrial park \_\_\_\_\_
- Office in a Residential area \_\_\_\_\_
- Working from Residence \_\_\_\_\_
- No office \_\_\_\_\_
- Other \_\_\_\_\_

- Does your firm provide a private conference area for meeting clients? Yes \_\_\_ No \_\_\_
- Does your firm publicly display its ACLS licence/permit? Yes \_\_\_ No \_\_\_
- Does your firm have a Quality Management System in place? i.e. ISO Yes \_\_\_ No \_\_\_
- Does your firm have a company profile/resumé? Yes \_\_\_ No \_\_\_
- Does your firm have other offices? Yes \_\_\_ No \_\_\_

If so, please name them. \_\_\_\_\_

- Does your firm have a branch office(s)? Yes \_\_\_ No \_\_\_
- If yes, is it managed by a CLS? Yes \_\_\_ No \_\_\_

**Part B Type of work**

- Approximately what percentage of your firm's work is on Canada Lands? \_\_\_\_\_%
- Does your firm sub contract or use contract employees to perform CLS work? Yes \_\_\_ No \_\_\_
- If so, what percentage of your work is contracted out \_\_\_\_\_ %

**Part C Continuing Professional Development**

- 1) Does your firm have a policy on Continuing Professional Development? Yes \_\_\_ No \_\_\_
- 2) Does your firm encourage employees to seek training opportunities? Yes \_\_\_ No \_\_\_
- 3) Does your staff attend meetings and seminars when they are available? Yes \_\_\_ No \_\_\_
- 4) Has anyone in your firm attended a recent ACLS annual general meeting? Yes \_\_\_ No \_\_\_
- 5) Has anyone attended a provincial survey meeting in the past 2 years? Yes \_\_\_ No \_\_\_
- 6) Have you or your employees taken any courses in the past 2 years? Yes \_\_\_ No \_\_\_
- 7) Do your CLS' send in their CPD form to the ACLS each year? Yes \_\_\_ No \_\_\_
- 8) Has anyone in your firm served on an association committee? Yes \_\_\_ No \_\_\_
- 9) Do you read and circulate industry literature to your employees? Yes \_\_\_ No \_\_\_
- 10) Do you encourage all your staff to read the ACLS newsletter Communiqué? Yes \_\_\_ No \_\_\_
- 11) Has your staff participated in any other Continuing Professional Development activities not mentioned above? Please explain.

\_\_\_\_\_  
\_\_\_\_\_

**Part D Contracts**

- 1) Does your firm usually enter into a contract for large projects? Yes \_\_\_ No \_\_\_
- 2) If not using a contract, what percentages of your clients are sent letters of confirmation? \_\_\_\_\_%
- 3) Before signing a contract, do you have “indemnity” and “hold harmless” clauses reviewed as to insurability under your liability insurance policy? Yes \_\_\_ No \_\_\_
- 4) Do you look for express warranties, guarantees, and penalty clauses that may void your coverage? Yes \_\_\_ No \_\_\_

**Part E Systems**

Does your firm have a policy or system for the following?

- Automated accounting Yes\_\_\_ No\_\_\_
- File Indexing Yes\_\_\_ No\_\_\_
- Daily file back-up and off site storage Yes\_\_\_ No\_\_\_
- File archiving and retrieval Yes\_\_\_ No\_\_\_
- Exchanging information with other CLS firms Yes\_\_\_ No\_\_\_
- Workplace safety Yes\_\_\_ No\_\_\_
- Contracts and Letters of confirmation Yes\_\_\_ No\_\_\_
- Providing estimates and dealing with cost overruns Yes\_\_\_ No\_\_\_

Other

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**Part F Equipment and Software**

Do you have the following in-house office equipment? Yes No

- COGO \_\_\_\_\_
- CAD \_\_\_\_\_
- Plotter \_\_\_\_\_
- Scanner \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

## Field Work

How many field crews do you employ in peak season? \_\_\_\_\_ off season? \_\_\_\_\_

What percentage of your field work is done by:

total station	_____%
GPS	_____%
Other(explain)	_____%
Total	100%

Does your firm periodically check survey equipment and log the results in accordance with Chapter D1 sections 41-43 of the General Instructions? Yes \_\_\_ No \_\_\_

## Part G Research

Does your firm perform its own title searches? Yes \_\_\_ No \_\_\_

If not, what percentage is contracted to others? \_\_\_\_\_%

Are all the abutting title documents reviewed when necessary? Yes \_\_\_ No \_\_\_

Are all available documents for roads and easements considered in the search? Yes \_\_\_ No \_\_\_

Do you maintain a standard checklist to ensure that all relevant information has been reviewed? Yes \_\_\_ No \_\_\_

Do you exchange information with fellow surveyors in your area? Yes \_\_\_ No \_\_\_

Do you keep records of all searches? Yes \_\_\_ No \_\_\_

## Part H Field Notes and Field work

Do you maintain a field record and procedures checklist? Yes \_\_\_ No \_\_\_

Do your field crews attempt to identify themselves to abutting property owners? Yes \_\_\_ No \_\_\_

Do you have signage on your vehicles? Yes \_\_\_ No \_\_\_

Do you prepare field notes for all surveys including data collection and/or layout? Yes \_\_\_ No \_\_\_

Do your field notes provide a clear depiction of field procedures such that the method and progression of the survey are fully discernible? Yes \_\_\_ No \_\_\_

Do you document discussions with owners regarding the resolution of survey problems? Yes \_\_\_ No \_\_\_

Do you retain an un-edited raw data file? Yes \_\_\_ No \_\_\_

When placing monuments by indirect methods (i.e. GPS or radial ties) do you verify the location by independent data collection? Yes \_\_\_ No \_\_\_

Do your field crews examine all found evidence for identification of origin? Yes \_\_\_ No \_\_\_

Are your field crews familiar with the legal principle of hierarchy of evidence? Yes \_\_\_ No \_\_\_

Do field crews routinely restore or re-establish all obliterated, lost or disturbed monuments used during the course of surveys on Canada Lands? Yes \_\_\_ No \_\_\_

Briefly describe your procedures or policies that ensure direct supervision of staff in accordance with section 1.43 of the ACLS Practice Manual.

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## **Part I      Calculations, Plans and Reports**

Are closures performed on all parcels from the final plan? Yes \_\_\_ No \_\_\_

Do you maintain hard copy and/or digital calculation coordinate files? Yes \_\_\_ No \_\_\_

Do you use a plan preparation checklist? Yes \_\_\_ No \_\_\_

Do you routinely read the Survey Instructions again to see if the finished product conforms to the instructions? Yes \_\_\_ No \_\_\_

Do you use the recommended abbreviations found in Appendix E of the Manual of Instruction for the Survey of Canada Lands? Yes \_\_\_ No \_\_\_

Although field notes can be shown in plan form, are you aware that all or portions of the field notes may submitted in book form with the survey report, according to Ch D1 of the General Instructions? Yes \_\_\_ No \_\_\_

Do you sign and seal all originals?

Yes\_\_\_ No\_\_\_

In choosing between a digital or crimping seal, are you aware that a digital seal is preferred for original mylar plans?

Yes\_\_\_ No\_\_\_

Briefly describe your quality control procedure prior to issuing a plan.

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### **Survey Report and Supplementary Field Notes**

How many of the following items would you normally use in developing a comprehensive Survey Report?

(1-5)

(5-10)

(10-15)

(15-20)

1. Title page with descriptive heading as specified in the specific survey instructions.
  2. Table of contents
  3. Detailed chronology of the project
  4. Method of survey
  5. General condition of boundaries
  6. Encroachments and other facts pertinent to the work
  7. Permission to enter reserve
  8. A record of all consultations and approvals
  9. Any delays in the project
  10. An explanation of any survey problems or challenges encountered.
  11. A geo-referencing note if requested in the specific instructions.
  12. An explanation for any departure from the general or specific survey instructions.
- Supplemental field notes including:
13. Sketches
  14. Traverse and radial tie information
  15. A legend as per Ch D1, section 94.
  16. Bearing statement and reference meridian as per Ch D1 section 94(a)
  17. Signed, dated and certified correct
- Appendices including:
18. Photographs of surveyed boundaries, shorelines and encroachments etc.
  19. Reference documents and plans that were used and are not already in the CLSR
  20. Coordinate tables when required

**Part J      Certification**

The information contained herein is true to the best of my knowledge and belief.

\_\_\_\_\_      \_\_\_\_\_  
CLS (signature)      Date

\_\_\_\_\_  
print name

We welcome any comments or suggestions you may have on this questionnaire:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_