



## PRACTICE REVIEW PROCESS FOR ACLS

This article is a summary of the Practice Review Committee Report that was approved by Council at their December 6, 2001 meeting.

### Goal of Practice Review

*“The goal of any peer review process is to assist the profession with its responsibility of maintaining standards and protecting the public. Many self-governing professions use nothing more than discipline to control their members. Peer review, on the other hand, is proactive because it attempts to prevent problems before they occur rather than correct them after the fact. If done properly, peer review can be a much friendlier and cost effective way of achieving the association’s goals and objectives.”* (Jim Gunn Report to the Practice Review Committee, December 2000).

### Unique ACLS challenges

ACLS has to face the following challenges, which are different from other similar professional bodies:

- A small number of practitioners spread over a vast area.
- Limited resources with no long term guarantees.
- Multiple professional disciplines within the Association.

### Background

In September of 1999, the ACLS signed a memorandum of understanding (MOU) with the Legal Surveys Division of Natural Resources Canada regarding their working relationship as it pertains to practice review.

In September 2000, Jim Gunn, NSLS, CLS was hired to summarize the existing practice review processes being used by sister land surveyors associations in Canada, highlighting their differences and similarities, and to make recommendations and define a detailed process for ACLS to follow. His report was presented at a Practice Review Committee face-to-face meeting in November 2000 and the final report was received by ACLS in December 2000.

Since then, the Practice Review Committee held five teleconference meetings and two face-to-face meetings (one in conjunction with the Halifax AGM). It also conducted an experiment by performing a systematic review of five randomly selected plans.

### Committee Recommendations

The Committee recommends that ACLS focus its efforts on the activities of licence holders who perform cadastral

land surveys which end’s up with plans being registered in the CLSR system for the following reasons:

- Funding for practice review activities stems from the sale of plan stickers, so the people paying for practice review are licensed members who perform cadastral surveying on Canada lands.
- The standards for cadastral land

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## PRESIDENT'S MESSAGE

I would like to take this opportunity to wish all members of the ACLS a Happy, Healthy and Prosperous New Year.

The Association's annual general meeting is not far away and I am looking forward to a good turnout for the seminars and the meeting. The AGM committee is in the process of arranging social activities for the enjoyment of members and accompanying persons. Details will accompany the registration forms in the near future.

During the AGM on Friday, March 15<sup>th</sup>, there will be considerable time allotted for presentations and discussion on both Practice Review and Continuing Professional Development (CPD). These are very important issues and open discussion will be encouraged. Depending upon the outcome of the discussions on CPD, it is anticipated that a mail-in ballot may be sent to all members following the AGM.

A representative of the CCLS will make a brief presentation on the North American Free Trade Agreement (NAFTA) and how it may affect land surveyors in Canada.

Items for New Business will, of course, be welcomed by council and remember to have your motions in writing to ensure accuracy.

Don't forget to volunteer to serve on a committee when you pay your annual dues, as the association needs your input. Should you have any suggestions, comments or constructive criticism, please feel free to write, e-mail or telephone any of your councillors or myself

I hope to see all of you in Victoria from March 13<sup>th</sup> to 15<sup>th</sup>, 2002.

Patrick Ringwood, B.C.L.S., C.L.S.  
President

### **A "pdf" version of the document entitled:**

**"Proceedings and Report on The  
Association of Canada Lands  
Surveyors (ACLS) Offshore Issues  
Consultation Workshop"**

**is available on the Offshore Issues  
page of the ACLS Web site at:  
[www.acls-aatc.ca](http://www.acls-aatc.ca)**

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surveying already exist (LSD Manuals of Instructions).

- The random selection process will be simple because of the plan sticker numbers.

The Committee will eventually have to design a system for selecting and reviewing other types of land survey services such as Property Certificates and topographic surveys for example and services offered by members engaged in other disciplines (hydrography, photogrammetry, offshore, remote sensing, GIS).

Since LSD performs cursory reviews of all plans entering the CLSR system, the Committee believes that no extra cursory review is necessary. The Practice Review Department should focus on systematic review. Serious problems detected at the systematic review level will be

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referred to the comprehensive review process.

The Committee defined systematic review as a more in depth inspection, than cursory review. Plans will be reviewed and some other documentation would be considered such as the following:

- Survey instructions from LSD;
- Title searches;
- Sketches and Band Council resolutions;
- Survey report; and
- LSD marked up plan (from cursory review).

The systematic review will include, among other things, mathematic checks and may also include field inspection. The member may be required to submit some information.

Comprehensive Review was defined as a complete review of the members file and may include Field inspection and office visit

A random selection process will be put in place where the names of all permit holders, sole practitioners and the LSD regional offices or CLU units will be put in the same bin for selection. The decision was made to use the “entity” as the basic unit because, being an education exercise, all CLS’s within a firm will benefit from the practice review activity.

Then the ACLS staff would find out if the selected entities or individuals have performed surveys within the period determined by Council (within a year for example). If selected organization(s) did not submit any plans, with the ACLS plan sticker within the prescribed period, another selection will be made. This goes on until the objective is met.

A system will put in place so that a member or organization is not selected twice within the determined review cycle.

As for field inspections, since LSD has survey crews already performing some on site inspections, the Committee recommends that ACLS make use of these crews as much as possible. Unfortunately there is no guarantee that they will always be available because of LSD budget constraints.

### **The Practice Review Manager**

The key in this process is the Practice Review Manager. After looking at two scenarios (staff person or contractor), the Committee accepted Jim Gunn’s recommendation of hiring a contractor on a two-year part time (approximately 730 hours per year) contract basis.

The Committee has identified the following basic requirements for the manager:

- Experienced Canada Lands Surveyor;
- Current in survey technology;
- Excellent inter-personal skills;
- Does not require much supervision;

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- Strong written and oral communication skills;
- At ease working with the standard office computer software;
- Free to travel throughout Canada; and
- Others will be added.

Because of today's communications technology, the Committee believes that the manager will be able to perform most of his duties from his or her own home or office. So a move to the ACLS office will not be necessary.

### **Objective**

There are many unknowns (cost of comprehensive reviews and field inspections for example) but the Committee's analysis has shown that an effective Practice Review operation is viable within a budget of \$70,000, which is the estimated amount of plan sticker revenue for the Year 2001.

The Committee is of the opinion that a systematic review of approximately 40% of permit holders, sole practitioners and LSD units could be done every year. But if comprehensive reviews have to be performed, this figure could go down to 30 to 35%, **so a three to four-year cycle can be envisioned.**

This process is still at the conceptual stage. All the details will be worked out once the manager is hired; we will then have a better handle on the costs.

### **Action Plan**

Council approved the Practice Review Report. After a presentation and discussion period at the next AGM, Council will activate the search process for a Practice Review Manager and implementation will follow as soon as he or she is in place.

## **MESSAGE BOARD**

After last year's revamping of the Association website, one feature added was the Members' Message Board. This valuable, but underutilized, tool was intended as an open discussion forum for the membership, for the exchange of ideas and opinions on any subject of interest to surveyors.

For those members who were unaware that it existed, or were unsure of how to use it, the following is a brief description:

Enter the Members Only section of the Association website, with the user name and password. After you have clicked on the appropriate language button, you will be taken to the main page of the Members Only section. Click on the "Message Board" link.

To read any message already posted, just click on that particular message.

To post a response to that message, click on the "reply" link at the top right of your screen.

If you wish to post a message on a new topic, click on the "post" link at the top of the screen.

Your new message might not appear on the page until you hit either the Reload button (in Netscape Navigator) or Refresh button (Internet Explorer).

Eager to hear from you.

## EXECUTIVE DIRECTOR'S NOTES

### Continuing Professional Development (CPD)

The two-year trial period for the Continuing Professional Development (CPD) Program is at its end. The membership had opportunities to voice their opinions and concerns at forums in conjunction with two AGMs. The ACLS membership will be asked to vote by mail-in ballot after discussion at the next AGM in March. The membership will have to choose between a Mandatory or a Voluntary Program which will be in effect in the spring 2002.

### AGM Business Meeting

In addition to the CPD program, there will be a presentation on the Practice Review Process that will be implemented soon after the AGM. The membership will have an opportunity to provide some input. A summary of the process is included in this issue.

Some proposed General Bylaws and CLS Regulation amendments will be presented to the membership for discussion. Because of a technical problem, which was explained at the last AGM, the year 2000 Regulation amendments were withdrawn. Changes were made and will be presented at the next business meeting. A vote by the membership will be done by mail-in ballot immediately after the AGM.

Finally, a representative from CCLS will make a presentation on the proposed NAFTA Mutual Recognition Document (MRD6). Visit the CCLS Web site at: [www.ccls-ccag.ca](http://www.ccls-ccag.ca) for a copy of the MRD6 and other information.

I'm looking forward to a very interesting meeting.

### Aboriginal Liaison Committee

In addition to organising the March 13 Aboriginal Issues Seminar the Aboriginal Liaison Committee is hard at work at preparing the following Aboriginal specific promotional material to help members promote themselves in the Aboriginal market place:

- Brochure which will be available to the membership on request (copies will be available at the AGM);
- PowerPoint presentation which will be available through the ACLS Web site or on CD; and
- An Aboriginal Issues Web page for access by the general public.

Doug Culham, myself and a few members in private practice will make a presentation at the next National Aboriginal Land Managers Association (NALMA) Conference at the end of January in Toronto. ACLS and LSD will also share an exhibitor's booth at the Conference.

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## **The Canadian Hydrographic Conference**

The Canadian Hydrographic Service in collaboration with the Canadian Hydrographic Association and other organizations are sponsoring the Canadian Hydrographic Conference to be held in Toronto from May 28 to 31, 2002 at the Westin Harbour Castle Hotel. Visit the conference Web site at: [www.chc2002.com](http://www.chc2002.com)

The Offshore Issues Committee succeeded in obtaining a speaker spot at the conference. The topic of the presentation will be "Canada's Marine Cadastre". The concept of a Marine Cadastre was one of the major recommendations contained in the "Proceedings and Report of the ACLS Offshore Issues Consultation Workshop". Look for the report in the Offshore Issues page of the ACLS Web site at: [www.acls.aatc.ca](http://www.acls.aatc.ca)

### **Future of Communique**

Council analysed the member survey results and, for the time being, decided to go on publishing two issues per year in the same format mainly because of ACLS's limited resources. It also decided to continue sending hard copies to the whole membership because there is not a large cost differential and it feels that more members will read it.

Council is presently seeking volunteers to set up a *Communique* Committee to oversee the publishing of the newsletter and help in finding article writers and sponsors.

## **Geomatics Sector Study**

The long awaited Geomatics Sector Study has been completed. At the beginning of December, workshops were held in different cities across Canada to present highlights of the study and propose the formation of a Sector Council. The following results of the study caught my attention:

- The geomatics industry presently employs 22,000 individuals in the private sector;
- The industry also employs 5,000 people in government and education;
- By 2004, the geomatics workforce will reach 32,000 in the private sector alone;
- Revenue for this year is estimated at \$2 billion and is projected to increase to \$3 billion per year by 2004;
- The number of people working in the GIS sector is expected to almost catch up with the surveying sector by 2004;
- Surveying firms represent the largest segment of the market but with the lowest growth expectations;
- Navigation and positioning, GIS, Decision Support Systems, Remote Sensing and Consulting have the highest growth prospects.

You can obtain a copy of the report by downloading off the Web site at: [www.hrdc-drhc.gc.ca/sector/english/publications/otherpub.shtml](http://www.hrdc-drhc.gc.ca/sector/english/publications/otherpub.shtml)

## **Bob Semper**

In October we were saddened to send a notice, via e-mail, about the loss of one of ACLS's most distinguished members with the passing of R. O. 'Bob' Semper (Commission No. 842) on October 15th. Bob was one of the founders of the Association and his many contributions to the survey profession were recognized when he was made an Honorary Life Member of the ACLS in 1992.

Please visit the ACLS Web site for a tribute to Bob at: [www.acls-aatc.ca](http://www.acls-aatc.ca) Members Info. section.

We will miss him dearly.

Jean-Claude Tétreault  
Executive Director

## ACLS AGM 2002 EVENTS

The following activities will be held at:  
The Laurel Point Inn, Victoria, British Columbia  
For room reservations call: 800-663-7667 (standard \$89, junior suite \$139)  
[www.laurelpoint.com](http://www.laurelpoint.com)

### PRELIMINARY PROGRAM

- **Aboriginal Liaison Seminar "BUILDING NEW RELATIONSHIPS"**: Wednesday, March 13, 2002, from 9 A.M. to 5 P.M.
- Seminar on recent court decisions relating to survey and boundary law by Dr. Alec McEwen, CLS: **Thursday, March 14, 2002, from 9 A.M. to Noon.**
- Tour of the Institute of Ocean Sciences: **Thursday, March 14, 2002, from 1 P.M. to 5 P.M.**
- Social activity for Thursday evening to be announced.
- Annual General Meeting (Business Meeting):  
Friday, March 15, 2002, from 9 A.M. to 5 P.M.
- Annual Luncheon: **Friday, March 15, 2002, Noon.**
- Annual Reception: **Friday, March 15, 2002, 5 P.M.**

The AGM Committee is working on organising activities for accompanying persons. Details on the program, fees and registration will be posted on the ACLS Web site at a later date.

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## SUMMARY OF COUNCIL MEETINGS

Between June and November, 2001 there have been two meetings, one teleconference meeting and one face-to-face meeting in Victoria. Following is a short summary of the issues dealt with by your representatives:

### July 10, 2001: teleconference

- Approval of the Board of Examiners recommendation to increase the fee for Schedule I and II exams (Common Core Syllabus) to \$125 from \$75. This is to follow suite with the decisions of the other boards of examiners.
- Decision to hold two examination sessions per year starting in 2002. This to respect the dispositions of the Mutual Recognition Agreement on Labour Mobility and to assist students in completing their examinations in a more timely fashion.
- Confirmation that ACLS is now responsible for the administration of the Registrar's function for the Western Canadian Board of Examiners for Land Surveyors.
- Approval of the new Permit Application form.
- Decision to proceed with amending Section 10.5 (Licensed Members Committee), of the ACLS General Bylaws, in order to formalize regional groups.
- Decision to form a Public Relations Committee in 2002.
- Approval of ACLS's report to the Minister of Natural Resources.
- Approval of a budget for J. Banks to attend the Assembly of First Nations – Nexus Conference to be held on July 17 – 19 on behalf of ACLS.

### September 28, 2001: Face-to-face

- Approval of the Board of Examiners recommendation to increase the fee for registration of CLS candidates to \$100 from \$50 and to increase the fee for Schedule III exams (Professional exams) to \$150 from \$100.
- Decision to ask the Bylaws Committee to prepare the necessary documents to proceed with the amendment of Section 26. (2) of the CLS Regulations in order to limit its effect to five years (Affidavits of experience and practical training required for application for a licence).
- Decision to ask the Bylaws Committee to prepare the necessary documents to amend the CLS Regulations to restrict the use of proper names in entity designations.
- Council reviewed the CPD Committee reports on the two possible options for a CPD program to be implemented in 2002. It had some concerns and decided to ask the Committee to address them before the next meeting.
- Council decided to have an article on the Offshore Issues Consultation Workshop in the earliest possible issue of *Geomatica*.
- Council also decided to get a speaker spot to make a presentation on the above mentioned Workshop at the next Hydrographic Conference to be held in May 2002 in Toronto.
- Approval of the Aboriginal Liaison Committee's budget of \$10,000 for Aboriginal specific promotional material.
- Decision to include an amount of \$20,000 in the year 2002 budget for an ACLS Strategic Planning meeting.
- Council has some concerns about the CIG Certification Program. Decision to send a letter outlining the issues and requesting some clarification from CIG.
- Decision to support CCLS as the main representative of the surveying profession to help in the implementation of a Canadian distance-learning program.
- Decision to continue publishing the *Communique* newsletter in its present format and to find out if there is any interest in forming a *Communique* Committee by way of a request for volunteers.