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Registrar

Purpose of Position

Appointed by Council under the authority of Section 33 of the Canada Lands Surveyors Act to carry out duties as required by the Act.

Reporting Structure

Reports to Council.

The Executive Director is responsible for the overall management of the Association and also reports to Council so at equal footing in that respect. All financial and human resources matters are the responsibility of the Executive Director.

Duties and Tasks

In respect to the ACLS:

Oversees all statutory and regulatory matters of the Association of Canada Lands Surveyors as required by the Canada Lands Surveyors Act and the regulations thereunder, as follows:

Statutory Committees


Board of Examiners

- Prepares meeting Agendas and supporting information
- Attends committee meetings, prepares and circulates the official minutes and issues appropriate correspondence emanating from each meeting
- Ensures that proper notices are given concerning examinations, courses or other application deadlines.
- Maintains files for CLS candidates and members applying for a license to practice.

Complaints Committee

- Receives and processes official complaints
- Prepares and posts Agenda, and all supporting information
- Attends committee meetings and prepares the official minutes.

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- Issues appropriate correspondence emanating from each committee meeting.
- Forwards signed copies of decisions to complainant and surveyor.

Discipline

- Forwards recommendations for discipline to ACLS Council
- Prepares draft Allegations and Notice of Hearing and liaises with ACLS legal counsel to prepare for discipline hearing.
- Assists in preparation of a Joint Submission offer if deemed appropriate.
- Arranges for appropriate venue for Discipline hearing and ensures that hearing room is properly equipped, including court recorder.
- Attends Discipline Hearing as ACLS representative, and witness if required.

Registrar's Investigations

- Appoints investigator, reviews results of investigation and provides report and recommendations to the ACLS Complaints Committee.

Licenses and Permit

- Reviews applications for licenses and permits
- Ensures that the Official Registers are maintained

Public Inquiries

- Responds to inquiries from the public or from other surveyors and takes appropriate action

Other


- Deals with referrals from the Practice Review Department.
- Presides over ACLS Council elections, including supervision of ballot counting.
- Monitors compliance of licensed members with the mandatory continuing professional development requirements.

In respect to CBEPS

The ACLS presently provides administrative and registrar services to the Canadian Board of Examiners for Professional Surveyors. The ACLS Registrar also provides registrar services for CBEPS which include:

- Prepares meeting Agendas and supporting information for all CBEPS committees.
- Attends committee meetings, prepares and circulates the official minutes and Issues appropriate correspondence emanating from each meeting.

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- Ensures that proper notices are given concerning examinations, courses or other application deadlines.
- Supervise the CBEPS examinations process.
- Maintains candidate files.
- Prepare files for the assessment of candidates.
- Support the university accreditation process
- Support the process for awarding subject exemptions from learning institutions.

Qualifications for this role include:

- Knowledge of and ability to enforce legislation
- Possesses a Canada Lands Surveyors Commission or have another surveying commission and commits to obtain it in two years
- Policy development and implementation skills, ability to comply with legislation
- Tough but fair minded
- Good communicator
- Conflict resolution skills
- Excellent writing and verbal skills in the English language and at least a basic knowledge of the French language with commitment to improve in the first 2 years on the job.

Working Environment:

- Ideally, the Registrar will work at the ACLS head office. However working from another location is quite acceptable.

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