

# SASKATCHEWAN LAND SURVEYORS ASSOCIATION

# **RULES and SYLLABUS**

**OF** 

**PROFESSIONAL EXAMINATIONS** 

**FOR** 

SASKATCHEWAN LAND SURVEYORS

2023

## **Rules For Professional Examinations**

- I. Only persons who are registered as land surveyors in training with the Saskatchewan Land Surveyors Association are eligible to become candidates to write the Professional Examinations for Saskatchewan Land Surveyors.
- II. Candidates wishing to write their Professional Examinations must apply to:

The Registrar Saskatchewan Land Surveyors Association #7 - 2010 7<sup>th</sup> Ave. Regina, Saskatchewan S4R 1C2

or via email to: slsa@sasktel.net

- III. Applications, and fees required by the bylaws, must be received by the SLSA office not later than three months prior to the date on which the candidate intends to write the Professional Examination(s).
- IV. Eligible candidates must successfully pass the following Professional Examinations<sup>1</sup>:
  - (a) Written Examinations
    - i) Provincial Statutes Paper I
    - ii) Provincial Statutes Paper II
    - iii) Provincial Statutes Paper III
    - iv) Standards of Practice and Principles of Evidence
    - v) Practical Surveying
  - (b) One or two papers based on Professional Land Survey Projects
  - (c) Oral on Practice
- V. All exams are considered 'Closed Book' exams. Candidates may not have any books, electronic devices, or material resources during the exams, with the exception of the Practical Surveying exam. Candidates may bring a computing device only (i.e. calculator) into the Practical Surveying exam. If candidates choose to use an electronic device other than a calculator, the electronic device will be inspected to ensure there is no data stored or internet connection available on the electronic device.

See page 5 for Syllabus

- VI. Candidates must successfully meet all of the Professional Examination requirements, as set out in these Rules, within five years of the date upon which the SLSA Council approves their registration as a land surveyor in training under Article XI, SECTION 5 of the Bylaws of the Saskatchewan Land Surveyors Association.
- VII. Because the decisions taken in the course of the candidate's practical survey project(s), as well as the rationale for those decisions, will form a major component of the oral examination, all Professional Land Survey Project Papers must be submitted at least six weeks in advance of taking the oral exam. When submitting plans to ISC, please specify in the survey letter that the plan is for a SLSIT project. This will allow for expedited examination.

## VIII. Eligibility to Write Professional Examinations

Subject to Section III and the scheduling of examinations as set out in Section VIII, candidates may:

- *i*) Write the Provincial Statutes Paper I examination at any time;
- *ii*) Write the Provincial Statutes Paper II examination at any time;
- *iii*) Write the Provincial Statutes Paper III examination at any time;
- *iv*) Write the Standards of Practice and Principles Evidence examination after having completed their period of practical experience as set out in Article XI, SECTION 5 of the bylaws;
- v) Write the Practical Surveying examination, after having completed their period of practical experience as set out in Article XI, SECTION 5 of the bylaws;
- vi) Submit to oral examination after having written all five written exams at least once.
- IX. Provided that there are candidates who have applied to write them, Professional Examinations will be scheduled as follows:
  - Statues I, II and III between March 1 and March 26;
  - Standards of Practice and Principles of Evidence, Practical Surveying, and Oral examinations between April 1 and April 20.
- X. To better accommodate candidates, examinations may be written in either Saskatoon or Regina, or such other location approved by the Board. The Board may hold exams online with the following protocols:
  - Candidates must login to video from 2 separate camera equipped devices during each exam the computer they working on, and a second computer or mobile device positioned to cover their workspace and the screen of the device they are

- working on. A system/environment check will be conducted in advance to ensure the setup is adequate.
- The video from the exams will be recorded in case future review by invigilators is required.
- Candidates will have 3 hours to complete the exam, during which they will not be able to leave the exam area
- These are closed book exams. For the Practical Surveying Exam only, candidates will be permitted to use a calculator or computer for calculations but the screen must be visible.
- Exams will be sent by email 15 minutes prior to each exam time as password protected documents. The password will be provided once the candidate is logged in and ready for the exam to begin.
- Candidates may choose to print the exam or view on their computer screen. Any printed pages must be shown to the invigilator prior to beginning.
- Candidates may type answers or handwrite them, or a combination of both. Paper should be handy in case a candidate needs to sketch anything. Any papers must be shown to the invigilator prior to beginning.
- Immediately following the exam, candidates must delete all digital copies of the exam and destroy any printed copies; submit answer sheets, notes, and sketches by email; and mail the original handwritten sheets to the SLSA office.

#### XI. Examination Results:

- (a) Candidates must obtain an average of 70% for the five written examinations, with no mark being less than 60%. A mark less than 60% shall be a failed paper.
- (b) A candidate's Professional Survey Project paper(s) must be acceptable to the Board for completion of the Professional Examinations
- (c) Subject to the five year limitation set out in rule V, candidates who have not obtained an average of 70% in the five written examinations may choose to rewrite any number of the written examinations to raise their average to 70% or higher.
- (d) Candidates who:
  - *i*) have failed to pass all of the examinations (including the oral); or
  - *ii*) who have failed to obtain a 70% average in the five written exams;

within the five year time limit set out in rule V, must re-apply to the council of the Saskatchewan Land Surveyors Association before being allowed to sit for any further Professional Examinations.

#### XII. Appeals Process

(1) Matters of professional examination are defined as follows:

- (a) Those involving a professional judgment with respect to the contents of examination papers, professional survey papers or oral examinations and the marking or grading of those examinations.
- (b) Those pertaining to administrative decisions and the application of regulations governing the professional examination process.
- (2) Candidates may appeal the results of professional examinations providing:
  - (a) applications are made in writing to the Registrar;
  - (b) applications are made within three weeks of receiving the marks;
  - (c) applications are accompanied by the fees as prescribed in the bylaws;
  - (d) the applications specifically indicate the nature of the complaint by the applicant as to the accuracy or fairness of the examination.
- (3) Rereads shall be done by the original examiner or by such other person as may be appointed by the Board.
- (4) If unsatisfied with a ruling of the Board, the Candidate may request Council to investigate the matter providing a request is made:
  - (a) in writing to Council;
  - (b) within thirty days of receiving the decision of the Board.
- (5) All copies of marked final examination papers, together with the examiner's tally sheets:
  - (a) shall be retained by the Registrar for at least three months after the expiry of the appeals period following the official examination period;
  - (b) shall not be made available to the applicant.
- (6) The Board shall respond to any appeal within 30 days of receipt of the appeal by the Registrar.

## **Syllabus for Professional Examinations**

(Note: Reference titles that appear in blue have Internet links to the original documents.)

- \* Numbers in brackets refer to tab numbers in the SLS Handbook. The Table of Contents and copies of most of the entries in the Handbook are available from the SLSA Internet site at www.slsa.sk.ca under Member Login, Reference Documents and SLSA Handbook.
- \*\* Where the content of a specified section and page number indicates and requires understanding of other sections and pages, the student would be well advised to read those other sections and pages.

## 1. PROVINCIAL STATUTES - PAPER I

- a) All of the Land Surveys Act 2000, being Chapter L-4.1(11.1)\*
- b) All regulations authorized under the Land Surveys Act 2000, including:
  - i The Land Surveys Regulations (Chapter L-4.1 Reg 1) (11.2)\*
- c) The <u>Land Surveyors and Professional Surveyors Act</u> Chapter L-3.1, 1995
- d) Also included are:
  - i Surveys Outside the Provincial Survey System (October 4, 2014).
  - The Ninth Edition of The Manual of Survey of Dominion Lands, (This Link Requires DJVU browser plug-in from LizardTech).

## 2. PROVINCIAL STATUTES - PAPER II

- a) The Bylaws of the SLSA updated June 2022 (10.2)\*
- b) The <u>Highways and Transportation Act</u>, 1997 Chapter H-3.01 (8)\*
  - Section 2 to 4 inclusive, Sections 14 to 16 inclusive, Section 32 and Schedule A (Sections 1, 4, and 6).
- c) The Planning and Development Act, 2007 Chapter P-13.2, 2007 (18.1)\*
  - Sections 2, 12 46, 49, 52, 120 205, 228 232, 245 \*\*
- d) The Subdivision Regulations, 2014 Chapter P-13.2 Reg 2 (18.2)\*
- e) The Dedicated Lands Regulations, 2009, Chapter P-13.2 Reg 1<sup>(19)\*</sup>

- f) The Provincial Lands Act, 2016 Chapter P-31.1
- g) Provincial Lands (Agriculture) Regulations Chapter 31.1 (20.1)\*
- h) Crown Resource Land Regulations, 2019 (20.2)\*
- i) The Municipal Refuse Management Regulations Chapter E-10. 2 Reg 4; 1986 (15)\*
  - Sections 1, 2, 6, & 8\*\*
- j) Public Health Regulations
  - When preparing a plan of proposed subdivision and setting out proposed boundaries relative to sewage works, the student is expected to know sewage disposal types, restrictions and responsible authorities. The following pages are from a booklet produced by Saskatchewan Health entitled "Saskatchewan Onsite Wastewater Disposal Guide 2<sup>nd</sup> Ed, June 2009"(27)\*
  - Sections 1.0, 2.0, 3.0, 4.0, 5.1, Fig 5.1, 5.4.2, 6.1, Fig 6.1, 6.4.3, 7.1, Fig 7.1, 7.4.2, 8.1, Fig 8.1, 8.4.2, 9.1.1, 9.1.4.3, 9.2.1, Fig 9.4, 9.2.4.3, 10.1, Fig 10.1, 10.4.2, 11.1, 11.4.2, 12.1, 12.2, 12.4.1, Appendix 20
- k) The Dedicated Lands Handbook 2021<sup>(3)\*</sup>

#### 3. PROVINCIAL STATUTES - PAPER III

- a) The Municipal Expropriation Act Chapter M-27, 1978
  - Sections 1, 2, 3, 4, 14, 15, 16, 17, 18, 22\*\*
- b) The Expropriation Act Chapter E-15, 1978
  - All Sections
- c) The Expropriation Procedure Act Chapter E-16 (6.2)\*
- d) The Oil and Gas Conservation Regulations, 2012 Chapter O-2 Reg 6. Those regulations which may pertain to a Land Surveyor's responsibilities (i.e. Parts I to VI inclusive)
  - Integrated Resource Information System (IRIS)
  - Directive PNG003 Well Survey Requirements
  - Directive PNG006 Horizontal Oil Well Requirements

- Candidates are encouraged to review the resources provided on the SLSA website at: https://www.slsa.sk.ca/oil-gas-surveys
- e) The <u>Pipe Lines Act 1998</u> Chapter P-12.1
  - Sections 2, 3, 4, 5, 6, 7, 8, 25\*\*
- f) Pipelines Regulations, 2000 Chapter P-12.1 Reg 1<sup>(17.2)\*</sup>
  - Those regulations which may pertain to a Land Surveyor's responsibilities (i.e. a highway crossing, plan processing, etc.)
- g) The Land Titles Act (2000) Chapter L-5.1 (13.1)\*
  - Sections 1 7, 9 14, 18 21, 23 31, 33, 41 49, 52 54, 69, 70, 75 83, 85 (1 & m), 97, 98, 101, 102, 103, 106, 117, 120, 123, 138, 147, 148,149, 153,158, 159, 192 195, 198\*\*
- h) The Land Titles Regulations, 2001 Chapter L-5.1 Reg 1 (13.3)\*
  - Sections 1, 2, 3, 6, 8 24, 27 38, 51 60, 88 96, 113\*\*
- i) The Irrigation Act, 1996 Chapter I-14.1 (9)\*
  - Sections 1, 2, 3, 12, 13
- j) The Saskatchewan Water Corporation Act Chapter S-35.01
  - Sections 2, 3, 5, 6, 7, 22\*\*
- k) The Cemeteries Regulations, 2001 Chapter C-4.0 Reg 1 (1)\*
  - Sections 1 to 9\*\*
- 1) The Condominium Property Act, 1993 Chapter C-26.1 (2.1)\*
  - Sections 1 to 23, 25, 70 74, 87-88, 102, 108, 112\*\*
- m) The Condominium Property Regulations, 2001 Chapter C-26.1 Reg 2 (2.2)\*
  - Sections 1-8, 11 15, 38 39.1, 64\*\*
- n) Government of Saskatchewan, Ministry of Justice Condominium Fact Sheets

## **Important Note Regarding References**

The following references are <u>essential</u> to sections 4. to 7. of this Syllabus (Notations in [red] are index numbers for publications available from the SLSA library)

- "Legal Principles and Practice of Land Surveying" [1979-13] Reprints from "The Canadian Surveyor" are available from the Queen's Printer, Ottawa. Included in this publication are:
  - · "Descriptions of Land" by R. F. Benson
  - · "Principles of Evidence" by J. H. Holloway
- "Systems of Land Registration and Guarantees of Title in the Province of Ontario" [1959-02] W. Marsh Magwood Q. C.
- "Boundaries From Witness Mound to Witness Stand" [1979-02 & 1992-05] compiled by M. Viminitz
- "Examples of Descriptions" [1979-11] F. H. Peters, F. A. Acland, Printer to the King's Most Excellent Majesty, OTTAWA, 1930
- "Descriptions of Land A Text Book for Survey Students" [1979-08] R. W. Cautley, Information Canada, Ottawa, 1974
- "Legal Aspects of Surveying Water Boundaries" [1996-01] David W. Lambden and Izaak de Rijcke, Carswell Thomson Professional Publishing, Toronto, 1996
- "Survey Law In Canada" [1989-11 & 1989-12] (Chapters 4, 6, 7 & 8), The Carswell Co. Ltd., Toronto, 1989
- "Bulletin 38" E. Deville, Printer to the King's Most Excellent Majesty, OTTAWA, 1917
- "<u>Manuals of Instructions for the Survey of Dominion Lands</u>" Editions 1 to 10 inclusive with supplements.
- "The Land Subdivision System in the Prairie Region" [1975] I. W. Tweddell

The following references form a list of <u>suggested</u> reading. It must be pointed out that the list is not comprehensive and applicants are encouraged to seek out other equally valuable publications that have not been included.

- "Men and meridians", Volumes I, II and III, D. W. Thomson, Queen's Printer, Ottawa.
- "Surveyors of Canada", C. C. J. Bond. Canadian Institute of Surveying, Ottawa.
- •Excerpts from "The Canadian Surveyor"
- (Note: These first three references should be in every surveyor's personal library while the books listed below can be found in the better public libraries.)

- · "David Thompson's Narrative 1784 1812". The Champlain Society, 1962.
- · "Peter Fidler, Canada's Forgotten Surveyor", J. B. MacGregor. McLelland and Stewart, Toronto
- · "West of 49th Parallel", John E. Parsons, Wm. Morrow and Co., New York.
- · "Peter Pond, Fur Trader and Adventurer", H. A. Innis, Irwin & Gordon Limited, Toronto.
- · "Skyview Canada", Don W. Thomson, Queen's Printer, Ottawa.
- "Letters and Journals of Simon Fraser, 1806 1808", W. K. Lamb. McMillan Company of Canada.
- · "Sir Alexander MacKenzie", Hume Wrong. McMillan Company of Canada
- · "Samuel Hearne and the Northwest Passage", Gordon Speck. Caxton Printers, Coldwell, Idaho
- "The Dominion Telegraph", The Canadian Northwest Historical Society
- · Various Histories of the Prairie Provinces.

# 4. STANDARDS OF PRACTICE AND PRINCIPLES OF EVIDENCE

- Forms M and P must be submitted prior to January 31<sup>st</sup> in order to write the Standards of Practice and Principles of Evidence exam.
- a) Different kinds of evidence and their relative value; drawing up an affidavit as to the position of a lost monument; boundaries in general; boundaries on water; riparian rights; boundaries established by agreements, acquiescence or arbitration; determination and proof of boundaries.
- b) Retracement of metes and bounds descriptions found on pre-converted titles, easements and other pre-converted instruments, and the preparation of descriptions for other purposes.
- c) Knowledge of the "Manuals of Instructions for the Survey of Dominion Lands", the supplements, and "Bulletin 38" as they pertain to evidence, re-establishments and the methods used in the original township surveys.
- d) Controller of Surveys Policies on the ISC website at:

http://www.isc.ca/ISCForms/SurveyPlans/Pages/PoliciesandGuidelines.aspx

- Policies include (but are not limited to):
  - GO-04/001 Establishment of North Quarter Corner on Blind Line for Fractional Sections
  - GO-04/003 Saskatchewan Land Surveyors working on common boundaries between Provincial and Federal lands
  - GO-04/004 Consolidations Based on Legal Subdivisions
  - GO-04/007 Clarification of Descriptive Plan Type 2 Utility Easements
  - GO-04/009 ISC's Plan Re-Submission Policy

- GO-04/010 Community Planning Approval and Plan of Survey
- GO-04/011 De-consolidation of a Parcel to Previously Surveyed Boundaries
- GO-04/012 Resurrecting Plans or Transform Approval Certificates Through the Plan Index and Tracking System
- GO-05/001 Re-approving Road Plans through Indian Reserves for Title Creation
- GO-05/002 Using the Boundaries of Existing Plans to Create New Parcels or Features
- GO-05/003 Intersections Between Subdivision and Feature Plans that Overlay Each Other
- GO-05/004 Canceling Feature Plans
- GO-05/005 Monumentation Requirements for Establishing Legal Subdivisions
- GO-05/006 Markings on Non-Traditional Primary Quarter Monuments
- GO-05/007 Establishing 1/4 Monuments on the Blind Line or Centre of Section
- GO-05/008 Intersecting Quarter Section Lines
- GO-05/009 Streets Intersecting the Exterior Boundary of a Subdivision
- GO-06/001 Guidelines for Change Orders
- GO-06/002 Survey Accuracy Standards
- GO-07/001 Water Bodies Subject to the Irrigation Act & how they affect Surveys
- GO-07/002 Witness Monuments
- GO-07/003 Consolidations of streets and lanes to road limits
- GO-08/001 Intersecting DPI Farm Yard Sites
- GO-09/001 Quarter monuments on blind lines
- GO-12/001 Water Boundaries
- e) Plan Processing documentation on the ISC website at:

 $\underline{http://www.isc.ca/ISCForms/SurveyPlans/Pages/SurveyorSupportTools and Checklists.aspx}$ 

- Plan processing documentation includes (but is not limited to):
  - Plan Processing Manual
  - Extension Numbers Manual
  - Locating a Source Lot and Plan (Pre-Conversion Title)
  - Locating a Source Quarter (Parcel Picture or Pre-Conversion)

- Easement Analysis Manual
- Land Descriptions and Their Format For Use on Plans
- Street Name Change Manual
- f) Knowledge of the Controller of Surveys documents on the ISC website at: http://www.isc.ca/ISCForms/SurveyPlans/Pages/PlanPreparationDocuments.aspx
  - Controller of Surveys documentation includes (but is not limited to):
    - Condominium Guide
    - Community Planning Approval Required Support Documents
    - Dedicated Land Required Support Documents
    - Descriptive Plan Type I
    - Descriptive Plan Type II
    - Feature Plans
    - Plan Preparation and Procedure Manual
    - Permanent Road Closure Required Support Documents
    - Road Survey Guide
    - Subdivision Plans
    - Surveys Outside the Provincial Survey System
- g) Knowledge of the Plan Submission process at ISC including:
  - Plan Submission Online Frequently Asked Questions Version 1.2
  - Saskatchewan CAD File & Georeferencing Specifications (As of October 4, 2014)

 $\underline{https://plansubmissions.silvacom.com/specs/resources/files/PlanSubmissionsOnline\_FAQ}.pdf$ 

 $\frac{https://www.isc.ca/SignedInHome/Products/PlanSubmissions/Documents/Sask\%20CAD\%20\%20Geo-Referencing\%20Specifications.pdf}{}$ 

- h) Knowledge of the Plan Titling process at ISC including:
  - The titling process for transforms on the ISC web site at:

http://www.isc.ca/SignedInHome/Help/Land/RegistrationServices/Transforms/Pages/default.aspx

• The titling process for Condominiums on the ISC web site at:

 $\underline{\text{http://www.isc.ca/SignedInHome/Help/Land/RegistrationServices/Condominiums/Pages/default.asp} \underline{x}$ 

- Condo Transactions documentation includes (but is not limited to):
  - Regular Condominiums
  - Bare Land Condominiums
  - Phased Condominiums
  - Replacement Plans (Phased developments)
  - Redivision of Units
  - Designation of Parking Space
  - Redesignation of Parking Space
  - Termination of Condominium Status
- Parcel Ties information from the ISC website at:

http://www.isc.ca/SignedInHome/Help/Land/Pages/ParcelTies.aspx

## 5. PRACTICAL SURVEYING

- Forms M and P must be submitted prior to January 31<sup>st</sup> in order to write the Practical Surveying Exam.
- This examination will include questions of a practical nature likely to be encountered in surveys of land in Saskatchewan. Candidates should understand the format of various registered plans, township plats and field notes, including the symbols and units of measurement used at different periods.
- Typical calculations related to these surveys may be required, and may include, but are not limited to: the D.L.S. township system including convergence of meridians and calculation of azimuths and bearings, Survey Control networks, curve problems, area problems, and traverse problems. Emphasis will be placed on situations requiring some degree of discretion and professional judgement. Candidates are advised to bring a programmable calculator to the exam complete with appropriate survey software, so the necessary computations can be performed quickly and accurately. Although no textbooks are specified, candidates should be familiar with the reference material.

## 6. PROFESSIONAL LAND SURVEY PROJECT

- a) The purpose of the Professional Land Survey Project is to test the candidate's ability to apply his/her acquired knowledge to practical survey situations.
- b) All projects must be completed under the supervision of a licensed Saskatchewan Land Surveyor and may consist of one large project or two smaller projects, designed to cover all of the following:
  - i. The *primary* systems of survey in Saskatchewan which shall include the elements of reestablishment of lost monuments, and the restoration of monuments from survey evidence

- common to the systems which includes secondary surveys.
- ii. The sources of information for professional land surveying research in Saskatchewan;
- iii. The *secondary* system of surveys in Saskatchewan which shall include the subdivision process in Saskatchewan;
- iv. The land registry system in Saskatchewan including, at least as a theoretical exercise, the titling process.
- c) Project(s) may be selected from personal experience obtained at any time during the candidate's registration as a Land Surveyor in Training and may include projects that are partially or wholly completed before submitting the outline required under paragraph d).
- d) The project(s) shall involve a minimum total of 100 hours work by the candidate, not including time spent in preparing a report to the Board.
- e) Before preparing a report on a project, each candidate must submit an outline of the project (sometimes referred to as a Project Proposal) to the Board. The outline should demonstrate, in as much detail as is reasonably possible, how the project has tested, or will test, the candidate in the areas noted above, and shall include an estimate of the **personal** time required by the candidate for each phase of the project.
- f) The candidate shall attach to the outline all the plan images involved in their project(s) for the Board's review and approval.
- g) If required by the Board, the Land Surveyor in Training must be able to establish, through suitable documentation, that he/she was substantially involved in the field time, analysis and decision making throughout the project.
- h) The Board will reply within thirty days of receiving a project outline, either confirming the suitability of the project and the estimate of time required, or explaining any anticipated deficiencies.
- i) No project report will be considered by the Board without prior approval of the project outline.
- j) Candidates must submit a final draft report on their project(s) to the Board at least six weeks in advance of taking their oral exam. The report shall cover all of the details of the project including, but not limited to, research, correspondence, field evidence, field notes, plans, method of survey, rationale for decisions made and final returns of survey. All personal client information should be removed from these reports. When submitting plans to ISC, please specify in the survey letter that the plan is for a SLSIT project. This will allow for expedited examination.
- k) The final draft report shall be made in digital form to the Board, along with a hard copy and all full sized plans used in the project. The candidate will provide a bounded final report and digital once the report is given acceptance by the board member performing the review.
- During their oral examination, candidates should be prepared to speak to and defend any
  actions or decisions taken during their projects. Candidates will also be expected to respond to
  questions on any aspect of survey plans that were prepared in the course of their projects.

## 7. ORAL ON PRACTICE

The candidate may be examined on any of the following:

- a) Material contained in the candidate's Professional Surveying Project Paper;
- b) The depth of the candidate's theoretical and practical background in Land Surveying;

- c) The candidate's understanding of the process of subdivision and procedures in obtaining an approval for a subdivision;
- d) The responsibilities associated with being a member of the Land Surveying profession. (i.e. Code of Ethics, public image and the social responsibility with regard to professional competence, impartiality and honesty);
- e) The application of our Code of Ethics and the inter-relationship between members of our Profession and associated disciplines.