



**HANDBOOK**

**FOR CANDIDATES APPLYING TO BECOME**

**SASKATCHEWAN LAND SURVEYORS**

**PURSUANT TO THE LABOUR MOBILITY PROVISIONS**

**OF THE AGREEMENT ON INTERNAL TRADE**

(Last Updated February 10, 2022)

## I. General Information

Under the labour mobility provisions of the Agreement on Internal Trade, land surveyors licensed in one Canadian jurisdiction<sup>1</sup> must pass one jurisdictional examination lasting no longer than four hours in order to be eligible to be licensed in the other jurisdiction. The jurisdictional examination shall be available as follows:

- First and Second Attempts: will be available expeditiously at the SLSA office, or the candidate's home association office.
- Third Attempts: there will be a waiting period of 90 days after the appeal period for the previous attempt expires, or if the right to appeal is waived by the applicant, 90 calendar days after receiving the notice of waiving the right to appeal, and the jurisdictional examination will be available at the time of the next regular sitting of the host association's entrance examinations after the waiting period.
- Subsequent Attempts: there will be a waiting period of 365 days after the appeal period for the previous attempt expires, or if the right to appeal is waived by the applicant, 365 calendar days after receiving the notice of waiving the right to appeal, and the jurisdictional examination will be available at the time of the next regular sitting of the host association's entrance examinations after the waiting period.

## II. Making Application

A Land Surveyor who wishes to be licensed as a Saskatchewan Land Surveyor must complete the [application form](#) and arrange to have their Association provide a "good standing letter" (see example at Appendix 'A') directly to the Saskatchewan Land Surveyors Association. Once the Saskatchewan Land Surveyors Association has received the appropriate fees, the application form and the "good standing" letter from their Association an applicant is eligible to write the jurisdictional examination. The Saskatchewan Land Surveyors Association will confirm the date, time and location to write the jurisdictional exam. The jurisdictional examination shall be offered within thirty calendar days of the Saskatchewan Land Surveyors Association receiving the application.

## III. Writing the Jurisdictional Examination

Candidates will be examined on their knowledge and comprehension of the Saskatchewan legal systems and statute law as it applies to surveying in Saskatchewan. These are detailed in **Section VI. Syllabus**. The jurisdictional examination will include practical questions on survey requirements, legalities,

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<sup>1</sup> Special provisions apply for Canada Lands Surveyors who have held their commissions for less than five years. These special provisions will remain in effect until enhanced requirements agreed to by the ACLS in consultation with the Alberta Land Surveyors Association and the Association of B C Land surveyors are fully in effect. For further details, see Appendix 'B'

problems, and possibilities likely to be encountered in surveys of land in Saskatchewan including, but not limited to, wellsite and public land disposition surveys, wellsites in surveyed territory, condominium surveys, urban and rural subdivision surveys, pipeline and right-of-way surveys, and real property reports. Particular emphasis will be placed on the evaluation of survey evidence as it relates to the practice of land surveying in Saskatchewan.

The Jurisdictional Examination is a closed-book exam and shall last no longer than four hours.

The fee to write the Jurisdictional Examination is \$500 plus GST and must be received by the SLSA office before an exam sitting will be scheduled. The fee **will not be refunded** if, within 21 calendar days of the sitting, the applicant cancels their attendance at the sitting or reschedules their sitting for a later date. However, exceptions may be made on compassionate grounds. Persons wishing to write their Labour Mobility Examination must apply to:

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

#### **IV. Examination Results:**

Candidates must obtain a mark of 70% or higher in order to pass the Jurisdictional Examination.

#### **V. Appeals Process**

- 1) Matters of jurisdictional examination are defined as follows:
  - a) Those involving a professional judgment with respect to the contents of examination paper,
  - b) Those pertaining to administrative decisions and the application of regulations governing the jurisdictional 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 mark;
  - c) Applications are accompanied by an appeal fee of \$200 plus GST
  - 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 paper, 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.

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

- 1) All of the [Land Surveys Act 2000](#), being Chapter L-4.1 <sup>(11.1)\*</sup>..
- 2) All regulations authorized under the Land Surveys Act 2000, including: The [Land Surveys Regulations](#) (Chapter L-4.1 Reg 1) <sup>(11.2)\*</sup>
- 3) The [Land Surveyors and Professional Surveyors Act](#) - Chapter L-3.1, 1995
- 4) [Surveys Outside the Provincial Survey System](#) (October 4, 2014).
- 5) The [Ninth Edition of The Manual of Survey of Dominion Lands](#), (This Link Requires DJVU browser plug-in from [LizardTech](#)).
- 6) The [Bylaws of the SLSA](#) - July 15, 2019 <sup>(10.2)\*</sup>
- 7) The [Highways and Transportation Act, 1997](#) - Chapter H-3.01 (amended to 2008) <sup>(8)\*</sup>.
  - Section 2 to 4 inclusive, Sections 14 to 16 inclusive, Section 32 and Schedule 'A' (Sections 1, 4, and 6).
- 8) The [Planning and Development Act, 2007](#) - Chapter P-13.2, 2007 <sup>(18.1)\*</sup>
  - Sections 2, 16 - 46, 49, 52, 120 – 205, 228 – 232, 245 \*\*.
- 9) The [Subdivision Regulations](#), 2014 - Chapter P-13.2 Reg 2 <sup>(18.2)\*</sup>
- 10) The [Dedicated Lands Regulations, 2009](#) - Chapter P-13.2 Reg 1 <sup>(19)\*</sup>
- 11) The [Provincial Lands Act, 2016](#) - Chapter P-31.1
- 12) [Provincial Lands \(Agriculture\) Regulations](#) Chapter 31.1 (20.1)\*
- 13) [Crown Resource Land Regulations, 2019](#) (20.2)\*
- 14) The [Municipal Refuse Management Regulations](#) - Chapter E-10. 2 Reg 4; 1986 <sup>(15)\*</sup>
  - Sections 1, 2, 6, & 8 \*\*.
- 15) Public Health Regulations
  - When preparing a plan of proposed subdivision and setting out proposed boundaries relative to sewage works, the candidate 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
- 16) [The Dedicated Lands Handbook 2021](#) (3)\*
- 17) The [Municipal Expropriation Act](#) - Chapter M-27, 1978 (revised to 2007) <sup>(14)\*</sup>
  - Sections 1, 2, 3, 4, 14, 15, 16, 17, 18 & 22\*\*.
- 18) The [Expropriation Act](#) - Chapter E-15, 1978 (revised to 2000) <sup>(6.1)\*</sup>
  - All Sections
- 19) The [Expropriation Procedure Act](#) - Chapter E-16 (revised to 2004) <sup>(6.2)\*</sup>.

- 20) [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: <http://www.slsa.sk.ca/members/OilandGasSurveys.php>
- 21) The [Pipe Lines Act, 1998](#) - Chapter P-12.1
- Sections 2, 3, 4, 5, 6, 7, 8 & 25\*\*.
- 22) The [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.)
- 23) The [Land Titles Act, 2000](#) - Chapter L-5.1 (revised to 2010) <sup>(13.1)\*</sup>
- Sections 1 - 7, 9 - 14, 18 - 21, 23 - 31, 33, 41 - 49, 52 - 54, 69, 70, 75 - 83, 85 (l & m), 97, 98, 101, 102, 103, 106, 117, 120, 123, 138, 147, 148, 149, 153, 158, 159, 192 - 195, 198\*\*
- 24) The [Land Titles Regulations, 2001](#) - Chapter L-5.1 Reg. 1 (revised to 2009) <sup>(13.3)\*</sup>
- Sections 1, 2, 3, 6, 8 - 24, 27 - 38, 51 - 60, 88 - 96, 113\*\*.
- 25) The [Irrigation Act, 1996](#) - Chapter I-14.1 (revised to 2008) <sup>(9)\*</sup>
- Sections 1, 2, 3, 12, 13.
- 26) The [Saskatchewan Water Corporation Act](#) – Chapter S-35.01 (revised to 2010)
- Sections 2, 3, 5, 6, 7, 22\*\*.
- 27) The [Cemeteries Regulations, 2001](#) - Chapter C-4.0 Reg. 1 (revised to 2011) <sup>(1)\*</sup>
- Sections 1 to 9\*\*.
- 28) The [Condominium Property Act, 1993](#) - Chapter C-26.1 (revised to 2013) <sup>(2.1)\*</sup>
- Sections 1 – 23, 25, 70 – 74, 87-88, 102, 108, 112\*\*.
- 29) The [Condominium Property Regulations, 2001](#) - Chapter C-26.1 Reg. 2 (revised to 2014) <sup>(2.2)\*</sup>
- Sections 1 – 8, 11 – 15, 38 – 39.1, 64\*\*.
- 30) [Government of Saskatchewan, Ministry of Justice Condominium Fact Sheets](#)
- 31) 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.

32) Controller of Surveys Policies on the Information Services Corporation (ISC) web site at:

[www.isc.ca/ISCForms/SurveyPlans/Pages/PoliciesandGuidelines.aspx](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 Fees For Third & Subsequent Re-Submissions
  - GO-04/010 – Discrepancies between 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 Abandoned or Cancelled Plans for Creating New Parcels
  - 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

33) Plan Processing documentation on the ISC website at:

[www.isc.ca/ISCFORMS/SurveyPlans/Pages/SurveyorSupportToolsandChecklists.aspx](http://www.isc.ca/ISCFORMS/SurveyPlans/Pages/SurveyorSupportToolsandChecklists.aspx)

- Plan processing documentation includes (but is not limited to):
  - Plan Processing Manual
  - Plan Processing Packet Rejections
  - 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

34) 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

37) 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)

[https://plansubmissions.silvacom.com/specs/resources/files/PlanSubmissionsOnline\\_FAQ.pdf](https://plansubmissions.silvacom.com/specs/resources/files/PlanSubmissionsOnline_FAQ.pdf)

<https://www.isc.ca/SignedInHome/Products/PlanSubmissions/Documents/Sask%20CAD%20%20Geo-Referencing%20Specifications.pdf>

38) 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:

<http://www.isc.ca/SignedInHome/Help/Land/RegistrationServices/Condominiums/Pages/default.aspx>

- 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>

\* Note: In order to minimize the risk of links being broken as documents are updated, some of the links to ISC documents take you to ISC web pages on which the links can be found.

(Appendix A)

**Canadian Council of Land Surveyors  
Certificate of Conduct**

**Definitions**

*“Home Association”* – the association or associations, in which a land surveyor is currently registered, licensed or commissioned or has previously been registered, licensed or commissioned;

*“Host Association”* – the association to which a land surveyor is applying for a license or commission.

This Certificate of Conduct is to be completed by the Registrar, or designate, of the Home Association on behalf of a land surveyor, who has applied to be a land surveyor in a Host Association through the Agreement on Internal Trade.

Home Association:

Host Association:

Applicant Full Name:

Commission/License #:  Date of Issuance:

Current Status or Standing:

Are there any outstanding complaints or disciplinary proceedings that relate to the competence or conduct of this applicant: (Article 706(4) (a)):

Does this applicant have any restrictions or conditions of practice imposed on them in the Home Association:

Name of Individual Completing this Form:

Title of Individual Completing this Form:

(Appendix B)

**The following plan has been agreed to by the ACLS, ALSA and ABCLS, and has been adopted by the SLSA**

**Transition Plan (Draft – Version 2)** The following table represents a transition plan for Canada Lands Surveyors (CLS) applying for labour mobility with the Provincial Associations of BC and Alberta. This transition plan was agreed to between the representatives of the Alberta Land Surveyors' Association (ALSA), the Association of BC Land Surveyors (ABCLS) and the Association of Canada Lands Surveyors (ACLS) at a joint meeting held on March 27, 2009. This transition plan could be adopted by all provincial land surveying associations if deemed appropriate by that Association.

<b>Canada Lands Surveyor (CLS)</b>	<b>Provincial Requirements</b>	<b>Duration</b>
CLS holding a licence for more than 5 Years.	Sit the Jurisdictional Exam for each Provincial Association	Effective Immediately
CLS holding a licence for 2 to 5 Years	Sit the Jurisdictional Exam and the Professional Assessment Interview/Oral Qualifying Exam	Effective Immediately and continue until conditions agreed upon have been in place for a minimum of 6 months to allow for any overlaps
CLS holding a licence for less than 2 Years	Sit the exams as laid out in the CCLS Mutual Recognition Agreement as approved in 2001	Effective Immediately and continue until conditions agreed upon have been in place for a minimum of 6 months to allow for any overlaps