
ASSOCIATION OF
NOVA SCOTIA
LAND SURVEYORS
(ANSL)

Fair Registration
Practices Act (FRPA)
PROGRESS REPORT
JULY 2020

Province of Nova Scotia



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Executive Summary

The Association of Nova Scotia Land Surveyor's (ANSLS) 2020 Action Plan was developed in response to findings based on their biennial review of registration practices, as per requirements of the Fair Registration Practices Act (FRPA). The review identifies progress made on actions assigned in 2018 and opportunities for continuous growth toward fairer assessment of all applicants and registration practices.

At the beginning of this review it was noted that no progress had been made toward achievement of items identified in the 2018 Action Plan. Early in 2020 a new Executive Director was hired by the Association. The ANSLS Council was not aware of many of the actions previously assigned to improve registration practices. The new Executive Director has used this progress review as an opportunity to become familiar with requirements of the FRPA, clarify the actions previously assigned, and inform Council of obligations to carry out registration practices that are transparent, objective, impartial and procedurally fair.

When the oversight was identified immediate action was taken to improve access to information for candidates on the ANSLS website. This included improving access to lists of requirements for membership, information for labour mobility candidates, direct access to the Candidate Handbook which includes policies, and processes for membership, as well as clear direction to a website with information for Foreign Trained Land Surveyors.

Findings of the 2020 progress review show that the registration practices of the ANSLS are non-compliant with requirements of the FRPA in five areas. Over the next six months the ANSLS will address the following priority actions that will enable the development of procedurally fair processes by developing:

- an Access to Records Requests process;
- an Accepting Alternative Information to Required Documentation policy;
- accommodation practices for applicants with a physical or mental disability.

Priority actions will also establish objective and impartial registration practices by documenting:

- a training plan for decision-makers;
- a FRPA compliant internal review/appeal process.

In addition to these priority items, 5 actions to improve registration practices have been identified:

- Continue to improve transparency and accessibility to registration information on the ANSLS website;
- Document a streamlined process for applicants already registered in another jurisdiction;
- Develop a policy on communicating written registration decisions;
- Create a visual pathway to licensure;
- Create a policy establishing standard timeframes and make publicly available.

Details pertaining to the above items can be found in the Action Plan at the end of this Report.

Actions throughout the FRPA progress review indicate the ANSLS is committed to understanding and improving their registration practices. For this reason, I expect that actions noted above will be addressed to ensure that applicants are being offered transparent, objective, impartial and procedurally fair registration practices.

Thanks to Executive Director Tina Tucker for her commitment and cooperation throughout this progress review.

Sincerely,



Patricia Mertins

Review Officer, Fair Registration Practices Act

Introduction

The Fair Registration Practices Act (FRPA) mandates that regulating bodies carry out registration practices that are transparent, objective, impartial and procedurally fair. ¹The FRPA review process was designed to fulfill the obligations of the legislation; it allows the FRPA Review Office and the regulating bodies to review existing registration practices for current compliance with the FRPA as well as continuous improvement of transparent, objective, impartial and procedurally fair registration practices. ²

The purpose of the Fair Registration Practices Act (FRPA) Progress Report is twofold. First, it allows the Association of Nova Scotia Land Surveyors (ANSLS) to review and report on its current registration practices. Second, it shares the ANSLS's progress on previously identified areas for improvement.

Through the 2020 FRPA Progress Report, the FRPA Review Officer aims to build on the progress made by ANSLS to date and identify opportunities to further improve and evolve registration practices.

¹ The *Fair Registration Practices Code* is delineated in Sections 6-12 of the Fair Registration Practices Act. *Government of Nova Scotia*. Ch. 38 of the Acts of 2008, as amended by 2014, c. 14.

² For more information on the FRPA Review Process, see the *Guide to Fair Registration Practices Act*: http://novascotia.ca/lae/RplLabourMobility/documents/FRPA_GuidetoReviewProcess_WEB.pdf

Context of the Profession in Nova Scotia

Occupational Profile

Surveying is a broad field which offers a diversity of work. Land Surveyors in this province are qualified to practice by the Association of Nova Scotia Land Surveyors (ANSLS; the Association) under Provincial statute and are members of the Association. Surveyors are involved in the production of topographic maps and hydrographic charts, the preparation of building sites and subsequent construction, the determination of differences in elevation over long distances, the layout of streets and roads, the determination of property boundaries, the gathering of land-related information and the management of geographic information systems. Surveyors are employed at every level of government. Many work for large organizations such as petroleum or utility corporations. Others operate their own businesses which provide corporate or individual clients with a variety of services. A land surveyor is one with expertise related to land boundaries and the extent of real property. He or she is an expert who is consulted on matters involving boundaries, and may be retained by property owners, lawyers, engineers, planners, architects or developers to advise and assist with projects that depend upon a knowledge of precise property limits.

Organizational Description

The Association of Nova Scotia Land Surveyors, incorporated in 1951, is a self-governing body under the authority of the Land Surveyors Act, Chapter 38, of the Acts of 2010. The Association is responsible for establishing and maintaining the standards of knowledge, skill and practice of its members. Under the broad direction of Council of the Association, the Nova Scotia Board of Examiners is responsible for:

- The examination of individuals wishing to qualify as Nova Scotia Land Surveyors;
- The issuance of certificates of qualification; and,
- The admission of members to the Association.

In order to keep pace with change, the Board periodically reviews the requirements for licensing of candidates. Currently, the most direct route to become a licensed Nova Scotia Land Surveyor is to obtain a bachelor's degree in survey engineering or in survey science from a Canadian university, serve a period of formal articling with a land surveyor practicing in Nova Scotia, and fulfil the examination requirements.

The Association is a self-governing body operating under provincial statute. After several years of legislative work, ANSLS now has new legislation as of September 10, 2013. Accompanying the new Act are Regulations, By-laws, Code of Ethics, and Standards. Since 2004 there has been mandatory “professional development” with the Association (responsible for putting on educational seminars). There is also a program for peer review. The application process is documented and available in print or online. ANSLS’s Nova Scotia Board of Examiners is appointed annually by our Council but operates independently with the best interest of the applicant being a priority.

Active Membership Requirements

In order to become a commissioned Nova Scotia Land Surveyor/Active Member, a Candidate Member must first obtain a “certificate of completion” from the Canadian Board of Examiners for Professional Surveyors (CBEPS), serve a period of articles with a land surveyor as detailed in schedule “C” of our By-laws (approximately 3300 hours), write a 3-hour open book exam on statute law (text provided) and complete a survey project consisting of research, location of site data, plan preparation and survey report. More detailed information is provided in “The Handbook for Candidate Members” available from the Association’s office or website.

Registration Requirements

Potential Candidate members must have an educational background that would suggest that they are able to complete the academic requirements of the Canadian Board of Examiners for Professional Surveyors (CBEPS), be articulated/apprenticed to a Nova Scotia Land Surveyor and provide two letters of reference.

CFTA Transfers

Under the Canada Free Trade Agreement and the Mutual Recognition Agreement on Labour Mobility for Professional Surveyors in Canada signed by all Canadian land surveying associations, a land surveyor authorized to practice in any Province or Territory can apply to another survey association. Mutual agreement requires one to write and pass a half day jurisdictional examination, provide a letter of conduct from the home association and pay the prescribed annual membership dues.

International Applicants

Any international applicant is subject to the same application process as required by a Candidate Member. The Association of Nova Scotia Land Surveyors has no international agreements on reciprocity such as the CFTA or any legal requirement to have such a policy at the present time. International candidates would be required to obtain a "certificate of Completion" from CBEPS through the Foreign Trained Land Surveyors (FTLS) application process (See process flow chart at <https://ftls.cbeps-cceag.ca/how-to-apply/process/>) and then be subject to the Association examination and article requirements. Language requirements for foreign trained applicants are available through FTLS at <https://ftls.cbeps-cceag.ca/how-to-apply/process/language-requirements/>

Organizational Structure and Staffing

The Association at the present time has one full-time Executive Director, one Administrative assistant/bookkeeper at 40% and one office clerk at 80%. We also have a contract, full-time position for Manager of the Survey Review Department.

Types of Licenses/Certificates Issued

A candidate member may qualify for a certificate from the NS Board of Examiners but is not licensed/commissioned until he/she swears an oath, pays the required fees and provides proof of errors & omissions insurance coverage or is exempt by virtue of employment. (i.e. Government). There is only one type of license. Candidate Members do not have a license and are only mentored until such time they qualify for active membership.

Overview of Registration Process

Registration Information

ANSLS provides information to all applicants and potential applicants through the website (www.ansls.ca), in addition to the website ANSLS provides applicant information via email, paper copies, and telephone. Applicants can begin the application process outside Canada but cannot become a candidate member until articulated/mentored to a Nova Scotia Land Surveyor. The Handbook for Candidate Members is available in print or as posted on the ANSLS website, www.ansls.ca.

Registration Process

An applicant normally contacts the ANSLS office by phone or email with inquiries as to how to become a land surveyor. Some already have some experience with surveying or are enrolled in a geomatics/survey course. Others, however, are still in high school or are thinking about a career change. First and foremost, an applicant needs to understand the

academic requirements that are needed to obtain a “certificate of completion” from CBEPS. One does not need to have any affiliation with the ANSLs to register with CBEPS.

An applicant who wants to become a “candidate member” needs the following:

- an educational background approved by the Board that would suggest the candidate’s ability to be successful in obtaining a “certificate of completion” from CBEPS
- two letters of reference
- articling/apprenticeship experience with a Nova Scotia Land Surveyor
- the prescribed fee (one tenth that of Active Membership).

Cost of Registration (including payment methods)

Total cost associated with registration for applicants who qualify as a Candidate member is \$150.00 annually. There are no fees until the applicant becomes a Candidate Member.

Summary from 2018 FRPA Review Report

The following table summarizes the Action Plan from Association of Nova Scotia Land Surveyors Review report and the progress that has been made by the ANSLs in achieving each action item.

#	Action	FRPA Reference	Completed	Not completed	Outcome/Rationale
1	<ul style="list-style-type: none"> Create a visual pathway to licensure that shows the interaction between the CBEPS and the ANSLs, and the potential for the articling process to bridge these two assessment processes. 			X	<p>The ANSLs has lacked the capacity, both financially and professionally (skill set).</p> <p>This visual pathway will be created by the end of August. A vendor will be hired in early August to begin work on our website.</p>
2	<ul style="list-style-type: none"> Revise the ANSLs website to consolidate information related to registration/licensing in a single section, including <ul style="list-style-type: none"> a link to the CBEPS website, the Candidate Handbook, and applicable fees. 	7(f), 16(3)(i)	X as of June 3, 2020 Content was re-organized under current tabs. New "candidate" tab created. Not ideal.		<p>The work done on our website over the last several weeks is only a stop gap measure before the new vendor, noted above, begins.</p> <p>See improved organization at https://ansls.ca/members_candidates.html</p>
3	<ul style="list-style-type: none"> Develop a policy for accommodating applicants with physical or mental disabilities, particularly in writing the jurisprudence exam. 	16(3)(h)		X	<p>Council was not aware that this action was included on our FRPA Action Plan. The NS Board of Examiners has been informed of the need for this policy and is participating in its development.</p> <p>Council is aware that a new draft policy will be presented to them for approval in the August meeting</p>
4	<ul style="list-style-type: none"> Create a policy establishing standard timeframes for: <ul style="list-style-type: none"> responding to initial inquiries from applicants, providing a decision on an application, and defining a 'reasonable time' for the Registration Appeal Committee 	8(a)-(b), 10(3)		X	<p>Council was not aware that this action was included on our FRPA Action Plan. The first two bullets are simply matters that have not been discussed by NS Board of Examiners. These timeframes will be discussed at their next meeting in August.</p> <p>Regarding the third bullet, the ANSLs never created an Appeals Committee, which of course, is a requirement in our regulations. Overall, the reason for this inaction is a genuine concern for creating another committee from a very small member base</p>

	to provide a decision on an appeal.				to address an action (appeals) that rarely happens. The matter has been discussed with the NS Board of Examiners and a review is underway. Council is prepared to receive recommendations for approval in our September meeting.
5	<ul style="list-style-type: none"> Explore possibilities for accepting alternative documentation when required documentation cannot be produced by an applicant for reasons beyond the applicant's control. 	9(b), 16(3)(c)		X	On the agenda for NS Board of Examiners next meeting in September. Recommendations will go to Council for approval in late September.
6	<ul style="list-style-type: none"> Develop a training plan for internal review decision-makers, which may include training on administrative law and cultural competency. 	11		X	Council had not been informed of this action. It will be discussed at the September meeting. This issue is due to the fact that we don't have an Appeals Committee as noted above.
7	<ul style="list-style-type: none"> Develop a policy to explicitly state that no one who acts as a decision-maker in respect of a registration decision may act as a decision-maker in an internal review in respect of that registration decision. 	10(5)		x	Council had not been informed of this Action. It will be discussed at the September meeting. See notes above.
8	<ul style="list-style-type: none"> Work with CBEPS to ensure that the decision-makers on examination and exemption appeals did not participate in originally marking the examination or deciding the original examination exemptions for a particular applicant. 	10(5), 16(3)(i)	X in progress this week and next.		The registrar has informed me that we will receive their revisions at the end of July 2020.

2019 Registration Data

#	Question	Response
1	Total number of individuals with practicing licenses/certifications. Do not report on any licenses or certificates you issue to a business, school or group.	138
2	Number of registrations for the reporting year, from applicants who received their qualifications as indicated below.	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant. 	1
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification. 	4
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant. 	0
	<ul style="list-style-type: none"> CFTA Transfers, applicants already registered in another Canadian jurisdiction. 	0
	<ul style="list-style-type: none"> Total number of applicants. 	5
3	Types of practicing licenses/certificates you issue and total number of individuals for each type identified for the reporting year.	
	<ul style="list-style-type: none"> Nova Scotia Land Surveyor 	138
4	Number of completed applications submitted by applicants who received their qualifications as indicated below.	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) in NS, new applicant: <ul style="list-style-type: none"> Accepted: Rejected: Still in process: Withdrawn: File inactive or closed: 	
	<ul style="list-style-type: none"> Accepted: 	1
	<ul style="list-style-type: none"> Rejected: 	0
	<ul style="list-style-type: none"> Still in process: 	0
	<ul style="list-style-type: none"> Withdrawn: 	0
	<ul style="list-style-type: none"> File inactive or closed: 	0
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: <ul style="list-style-type: none"> Accepted: Rejected: Still in process: 	
	<ul style="list-style-type: none"> Accepted: 	4
	<ul style="list-style-type: none"> Rejected: 	0
	<ul style="list-style-type: none"> Still in process: 	0

	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
	● Received qualifications (training/work experience for trades) internationally, new applicant:	
	○ <i>Accepted:</i>	0
	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	0
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
	● CFTA transfers, applicants already registered in another Canadian jurisdiction:	
	○ <i>Accepted:</i>	0
	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	0
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
5	For those new Canadian applicants (not NS), list the provinces in Canada (and associated numbers) where the level of education to qualify the applicant for licensure (training or work experience for trades) was obtained.	
	● New Brunswick - 4	Total: 4
6	For new international applicants, list the source countries (and associated numbers) where the applicant received the level of education to qualify them for licensure (training or work experience for trades).	
	● N/A	Total: 0
7	Average length of time (in days) between receipt of a completed application and response to the applicant, for those who received their qualifications as indicated below. Response to the applicant to include whether they meet the requirements, partially meet and need to fill gaps, or there is no match and other pathways might be a consideration.	
	● Received qualifications (training/work experience for trades) In NS, new applicant:	1
	● Received qualifications In Canada, new applicant:	2

	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant: 	N/A
	<ul style="list-style-type: none"> CFTA transfers, applicants already registered in another Canadian jurisdiction: 	N/A
8	Average registration process time (or application approval) for those who received their qualifications as indicated below.	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	30
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification 	30
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant 	N/A
	<ul style="list-style-type: none"> CFTA transfers, applicants already registered in another Canadian jurisdiction 	N/A
9	Total costs (to the applicant) associated with registration (certification) for applicants who received their qualifications as indicated below. Separate costs that the regulatory body themselves imposes on the applicant from other necessary costs incurred related to registration.	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	Regulatory body costs: \$150 Other: \$-
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	Regulatory body costs: \$150 Other: \$-
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) internationally, new applicant: 	Regulatory body costs: \$150 Other: \$-
	<ul style="list-style-type: none"> CFTA transfers, applicants already registered in another Canadian jurisdiction: 	Regulatory body costs: \$150 Other: \$-
10	Number of appeals, internal reviews or challenges related to a registration decision from applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	0
	<ul style="list-style-type: none"> CFTA transfers, applicants already registered in another Canadian jurisdiction: 	0
	<ul style="list-style-type: none"> Total number of appeals, internal reviews or challenges related to a registration decision: 	0

11	Length of time the appeals or internal review process took for applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	N/A
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	N/A
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant: 	N/A
	<ul style="list-style-type: none"> CFTA transfers, applicants already registered in another Canadian jurisdiction: 	N/A
12	What does registration with your organization authorize?	Scope of Practice and Right to Use Occupational Title

FRPA Review Questionnaire and Assessment

#	Question	Respondent Answer	Compliance Guideline	Review Finding	FRPA Reference
1a	How (what methods) do you use to provide information to potential applicants on your registration practices? (i.e. internet, individual counselling, hard copies)?	<p><i>Internet</i> <i>Email</i> <i>Hard Copy</i> <i>Telephone</i></p> <p><i>Website of www.ansls.ca contains information on membership as well as links to relevant information about the profession.</i></p>	<p>Level 1 Paper forms and information made available to applicants via regular post, Telephone</p> <p>Level 2 E-mail forms and information, telephone.</p> <p>Forms and information can be downloaded from website to be emailed / faxed / mailed in after completion</p> <p>Level 3 Automated on-line form on website and information is easily accessible on a website</p> <p>Process in place for applicants to track application status</p>	Level 2	16(3)(g)
1b	Can applicant begin the process outside of Canada?	<p>Yes</p> <p><i>An applicant can apply to have academic credentials reviewed and can write exams in subjects that have not been given credit. https://cbeps-cceaq.ca/landing/</i></p>	<p>Level 1 No</p> <p>Level 2 Yes</p>	Level 2	
2	Please provide a link to your website.	https://ansls.ca/	Level 1 No website	Level 2	16(3)(g)
2a	I believe that information on our website is: clear and understandable, written in plain language?	<p><input type="radio"/> 1 (Strongly Agree)</p> <p><input type="radio"/> 2</p> <p><input checked="" type="radio"/> 3</p> <p><input type="radio"/> 4</p> <p><input type="radio"/> 5 (Strongly Disagree)</p>	<p>Level 2 Website is not up to date</p> <p>Website is not in plain language</p> <p>Website does not have links for international applicants</p> <p>Website does not contain all forms and/or guidelines</p>		
2b	On what basis do you make changes to your website?	<p><i>Feedback from Applicants</i> <i>Policy Change</i> <i>News Postings</i></p>	<p>Level 3 Website content is reviewed for accuracy and updated annually</p>		
2c	When was the section of the website pertaining to registration last updated?	<p><i>May 28 – June 4, 2020 and complete web review scheduled for June through September</i></p> <p><i>We constantly review our site for relevant content and listen to applicants if comments for improvements are offered.</i></p>	<p>Website is in plain language</p> <p>Website is easy to navigate (e.g. international applicants)</p>		

			Website contains all forms and/or guidelines Information on pathway to licensure		
3a	Are your requirements (e.g. education, work experience, examination and fees) for registration specified by legislation, regulation and/or policy?	<i>Legislation Regulation</i> <i>Complete policy review is underway</i>	Level 1 Policy describing the registration process does not exist or is not documented Documents only available upon specific request	Level 2	7(a), 7(c), 7(f), 16(3)(a), 16(3)(d)
3b	Specify the appropriate section(s)	<i>Land Surveyors Act - Section 2 (c) and (e); Section 16</i> <i>Land Surveyors Regulations Sections - 5,11,12,13 and 19</i> <i>Land Surveyors By-Laws - Section 41(1) and (2); Schedule "c"</i>	Level 2 Policy exists to describe certain aspect of registration process Available to the applicant Level 3 Policy exist to describe all aspects of the registration practices Available to the applicant		
3c	Is this information made available to applicants	<i>Yes</i> <i>Most applicants who are interested in the profession as a career will contact the office to talk with a staff member or land surveyor by phone or make an appointment to discuss the application process and opportunities for employment.</i>			
4	Are you waiting for legislation to be passed?	<i>No</i> <i>Our legislation was updated in 2013</i>	N/A	N/A	
5a	Is the criteria for meeting the requirements of registration documented?	<i>Yes</i> <i>Handbook for Candidate Members available on website https://ansls.ca/files/ANSLs%20Candidate%20Handbook%20-%20April%202020.pdf</i>	Level 1 Criteria is made available to applicants verbally but no supplemental documentation Level 2 Criteria is documented and made available to applicants Limited information about the standard you will be assessed against Level 3 Criteria is documented and made available to applicants Criteria clearly outlines all assessment methods to be used and what competencies are being assessed by each method Applicants know the required standards that they will be assessed to	Level 2	7(d), 16(3)(b)
5b	Do you provide applicants with the description of the criteria used to assess whether the requirements have been met (i.e. the number of years of schooling needed to be considered equivalent to a degree)?	<i>No</i> <i>Academic accreditation is performed by a third party; https://cbeps-cceag.ca/landing/</i> <i>A lot of work has recently been done to assist all potential applicants regardless of citizenship or country of education.</i>			

6	If you require translation of specific documents how is the applicant informed?	<p><i>Email</i> <i>Telephone</i></p> <p><i>To date we have never received documents that required translation. If certain documents required translation, then that exercise would be addressed.</i></p>	<p>Level 1 No indication of translation requirements</p> <p>Available to applicants upon request</p> <p>Level 2 Translation requirements indicated but not specific</p> <p>Available to applicants</p> <p>Level 3 Translation requirements documented with specific instruction</p> <p>Available to applicants</p>	Level 1	7(a)
7	Do you have a streamlined registration process for those applicants already registered in another Canadian jurisdiction (as per Chapter 7 Agreement on Internal Trade / Canada Free Trade Agreement)?	<p>Yes</p> <p>https://ansls.ca/files/Full%20Membership%20-%20Labour%20Mobility.pdf</p> <p><i>Register as a candidate member and write a 3-hour open book jurisdictional exam. Provincial statutes and Association legislation, By-laws, Code of Ethics and Standards.</i></p>	<p>Level 1 Yes – process not documented</p> <p>Level 2 Yes – process documented</p> <p>Level 3 Yes – process documented and made public on website</p> <p>Any additional requirements approved by government are explained on website</p>	Level 1	3
8	Does your organization make accommodation for applicants with physical or mental disability?	<p>Yes</p> <p><i>The survey profession is both physically and mentally demanding but consideration is certainly given to applicants who may have disabilities and who want to work with the NS Board of Examiners to apply any accommodations that may support their pursuit of licensure.</i></p>	<p>Level 1 Yes – process not documented</p> <p>Level 2 Yes – process documented</p> <p>Level 3 Yes – process documented and available to applicant</p>	Level 1	16(3)(h)
9a	Is any of your assessment process conducted by a third party (i.e. national bodies, credential assessment agencies, etc.)?	Yes	<p>Level 1 Regulatory body assumes that the certifying organization meets FRPA standards</p> <p>Level 2 Regulatory body has received documentation indicating that the certifying organization meets FRPA standards</p> <p>Level 3</p>	Level 2	16(3)(i)
9b	If so, please specify the name of the organization and describe their role.	<p>https://cbeps-cceaq.ca/landing/</p> <p><i>They evaluate all academic qualifications for all applicants including foreign trained candidates.</i></p>			
9c	Please indicate the types of activities that they assist with.	<p><i>Credential assessment</i> <i>Verification of documents</i> <i>Examinations</i> <i>Recognition of Prior Learning</i></p>			

9d	Can you describe how they adhere to the General Duties of the Regulatory Body as outlined in the Act, including transparency, objectivity, impartiality and procedural fairness?	<i>Service Level Agreement</i> <i>Other: Our legislation allows for our Board of Examiners to delegate to assist with examinations and evaluation.</i>	Regulatory body has influence with the certifying organization (e.g. membership) or has an agreement with the certifying organization		
9e	Are you informed of all decisions made by third parties on applicants?	Yes			
9f	Does the third party have an internal review process for unsuccessful applicants?	Yes <i>They are currently updating their appeal processes and policies and will communicate those changes to the ANSLs at the end of July 2020.</i>			
10a	What types of supports do you provide to applicants during the registration process?	<i>Internet</i> <i>Telephone</i> <i>Other: personal meetings when requested or when clarification of issues may be considered based on the candidate under application</i>	Level 1 None Level 2 Multiple types of supports exist but not well documented Level 3 Multiple types of support exist, well defined and accessible	Level 2	7(e), 16(3)(k)
10b	Have you had applicants who need support mechanisms that you can't provide or are not available?	<i>No</i> <i>We have not encountered any situations that we were not able to address to the candidate's satisfaction.</i>			
11	Where practical, do you provide unsuccessful applicants with information on programs and services they can participate in to facilitate successful registration in the future?	Yes <i>We provide information on employment opportunities as well as academic institutions and courses. We also support home study for the academic credits that are required for a "Certificate of Qualification" from the Board of Examiners for Professional Land Surveyors (CBEPS).</i>	Level 1 Only upon request Not documented Level 2 Yes – not documented Level 3 Yes – documented and available to applicant Applicants are told what their competencies gaps are that need to be addressed	Level 1	8(d)
12	Do you have a reasonable timeframe to respond to inquiries from applicants?	<input checked="" type="radio"/> 1 <i>Very Reasonable</i> <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <i>Very Unreasonable</i> <i>We reply by email, phone and personal contacts generally within the week of contact.</i>	Level 1 No policy Level 2 Policy in Place Level 3 Policy in place and accessible	Level 1	7(b), 8(a), 8(b), 8(c)
13a	Do you provide written decisions, responses and	Yes	Level 1	Level 1	8(b), 8(c), 10

	reasons for acceptance or rejection of an application?		Upon request, limited documentation and no standard timeline		
13ai	Do you have a formal policy for this process?	No	Level 2 Some documentation Level 3 Well-documented process with clearly established timelines		
13ai i	Do you have a standard timeline	No			
13b	Do you provide applicants who are not granted registration with information regarding an internal review process (including the opportunity to make submissions respecting such reviews?)	Yes <i>They are informed of their right to appeal as stated in our Regulations. A formal process is not in place. As noted throughout this review, an Appeals Process is in development.</i>	Level 1 Yes – upon request, limited documentation Level 2 Yes – limited documentation Level 3 Yes – well documented process	Level 1	
13c	Based on the previous questions, describe ways your organization could improve the timeliness of your decisions and/or how you could communicate the results.	<i>We do not feel that we can improve on the timelines that we presently operate under. We are very accommodating to applicants. Candidates can request an internal review but we have never required one since our applicants are well informed of candidate application requirements.</i> <i>An internal review has never been requested but would accommodate one if requested. See above.</i>			
14a	Do you provide information on what documentation of qualifications must accompany an application?	Yes https://ansls.ca/files/Candidate%20Requirements.pdf <i>Information is explained in our handbook for candidates as posted on our website. https://ansls.ca/files/ANSL%20Candidate%20Handbook%20-%20April%202020.pdf</i>	Level 1 Documents indicated and communicated verbally Level 2 List of required documents indicated on website	Level 1	9(a), 16(3)(a), 16(3)(b), 16(3)(e)
14b	Do you include a process for verification of documentation authenticity?	Yes <i>We require photo identification, copies of diplomas, certificates, degrees, letters of references and transcripts.</i>	Process to verify document authenticity Level 3 N/A		
15	Do you provide information on the steps in the registration process including supporting documentation required at the various steps?	Yes <i>Initial application information is posted in our handbook for candidates as well as the various steps required as the candidate advances towards licensure. As stated above, we've consolidated information under a new Candidate tab as a stop gap measure before the entire website is reviewed.</i>	Level 1 General information Not broken into steps Level 2 Step by step process indicate where applicant needs to supply information Level 3 Step by step process indicate where applicant	Level 1	7(c), 16(3)(a), 16(3)(b)

			needs to supply information Pathway to licensure		
16	Do you accept alternative information if required documents cannot be obtained for reasons beyond the applicant's control (i.e. a sworn statement in lieu of full documentation)?	No <i>We have NEVER had an applicant who could not provide the required documentation, so the answer is no. However, if an application was received that was deficient in documentation, it would be investigated to assist the candidate for verification.</i>	Level 1 Yes – on a case by case basis Level 2 Yes – examples documented Process not clearly laid out or documented Level 3 Yes – process clearly documented	Level 1	9(b), 16(3)(c)
17	What difficulties or obstacles are faced by applicants who received their qualifications in a country other than Canada?	<i>Verification of credentials Identifying and Participating in Gap Training Programs Language Proficiency or Professional Technical Language</i> <i>The biggest obstacle for candidate from another country is satisfying the required academic credits. These credits can be obtained by taking various university courses or through home study with exam sittings twice a year across Canada. The ANSLs office is one location and we often allow for offsite examination locations.</i>	N/A	N/A	6, 9(b), 16(3)(c)
18a	Do you have a process for which requests for access documentation related to registrations are considered?	No <i>We do not have an official process for a candidate to access documentation related to registration, but we see no reason to deny an applicant access to their file and such a request has never by requested.</i>	Level 1 Not documented Level 2 Documented Level 3 Documented and made available to applicants	Level 1	12, 16(3)(j)
18b	Is this made available to applicants?	No <i>A process is under development.</i>			
18c	What information may you exclude?	<i>At the present time there is no reason to exclude a candidate's viewing of any information in their file if a request was made. It is unlikely that any information would be excluded from being viewed by the candidate.</i>			
18d	Do you charge a fee?	No <i>We have never had a request from a candidate to review their file, therefore no fee presently exists.</i>			
19	Does your Act include an authority to conduct an internal review of the registration decision?	Yes <i>Sections 21 and 22 of the Land Surveyors Regulations. https://www.novascotia.ca/just/regulations/regs/lssurveyors.htm</i>	Level 1 N/A Level 2 N/A Level 3 Yes	N/A	7(a)
20	Do you have a regulation or by-law that	Yes	Level 1	Level 3	7(a), 10

	defines the internal review process?	<i>Sections 21 and 22 of the Land Surveyors Regulations.</i> https://www.novascotia.ca/just/regulations/regs/lssurveyors.htm	N/A Level 2 N/A Level 3 Yes		
21	When are unsuccessful candidates informed of their right to internal review of the registration decision?	<i>Upon Request</i> <i>We have never had an unsuccessful candidate application since; therefore no requests have ever been made for a review.</i>	Level 1 No specific timeline Level 2 Specific timeline Not documented Level 3 Specific timeline Documented and communicated	Level 1	7(a), 10(1)
22a	Do you have an internal review process and procedures document (policy document)?	<i>No</i> <i>We do not have a formal policy and procedures in place. These are in development. We currently refer to Sections 21 and 22 of our Regulations.</i> https://www.novascotia.ca/just/regulations/regs/lssurveyors.htm	Level 1 Yes Not documented Level 2 Yes Documented	Level 1	7(a), 10(1)
22b	Does this include time frames for the internal review?	<i>Yes as outlined in the Regulations:</i> <i>Thirty days for an applicant to request an internal review and 60 days for the committee to call a hearing. Decisions of the internal review committee are to rendered in a reasonable time.</i>	Level 3 Yes Documented and available to applicant		
23a	With regards to the internal review process you make available to applicants that are not granted registration: summarize the process of the internal review.	<i>As above, we currently refer to Sections 21 and 22 of the Land Surveyors Regulations.</i> https://www.novascotia.ca/just/regulations/regs/lssurveyors.htm <u>A process and policy is currently under development.</u>	Level 1 Not documented Level 2 Documented Level 3 Documented and made available to applicant	Level 1	7(a), 10, 16(3)(m)
23b	Describe the opportunities made available to an applicant to make submissions respecting such review.	<i>Advise the appellant of their right to:</i> <i>(i) be represented by legal counsel,</i> <i>(ii) disclosure of any information to be given to the Committee, and</i> <i>(iii) a reasonable opportunity to present a response and make submissions.</i>			
23c	Specify the format for the internal review submission	<i>Other: Formal Hearing</i>			
23d	What is the timeline for submitted supporting evidence?	<i>Days</i> <i>Ten (10) days prior to the appeal date hearing.</i> <i>These timeframes are legislated by Provincial Regulation.</i>			
23e	Do you believe this is enough time to receive	<i>Yes</i>			

	supporting evidence from outside Canada?	<i>Yes, it should be enough time since all hearings are subject to fair legal principles where litigate delays are acceptable.</i>			
24a	Are the results of the internal review made available to applicants in writing with reasons?	Yes	Level 1 Yes	Level 1	
24b	In what timeframe are the results of the internal review made available to applicants?	<i>Less than 1 month</i>	Level 2 Yes Specific timeline		7(a), 10(3)
24c	Are these timelines communicated?	Yes <i>Timelines are legislated and would be clearly identified when notice of hearing is communicated.</i>	Level 3 Yes Specific timeline and communicated		
25	Have individuals who make internal review decisions received appropriate training?	No <i>We have never had a request for an internal review and training a committee when no reviews have ever been done would be difficult to justify. If such a request were ever made, training would be provided to our volunteers.</i>	N/A	N/A	7(a), 11, 16(3)(p)
26	Do you have a prohibition that states that 'no one who acted as a decision-maker in respect of a registration decision acted as a decision-maker in an internal review?	No <i>Section 20 of our Regulations establishes the committee, but it is silent on membership in serving on the Board and appeal committee. However, duplication of service would never take place since it would give rise to a conflict of interest.</i>	Level 1 N/A Level 2 N/A Level 3 Yes	N/A	7(a), 10(5), 16(3)(n)
27	Do you have any international agreements (i.e. reciprocal recognition) endorsed by your regulatory body or national organization?	No <i>No international agreements exist with our Association.</i>	N/A	N/A	7
28	Has your organization experienced any unintended consequences—defined as an unintended negative impact on labour market, economic, social or other condition—arising as a result of the implementation of Chapter 7 of the Agreement on Internal Trade?	No <i>No problems complying with Chapter 7 since a national agreement exists.</i> https://www.psc-qpc.ca/wp-content/uploads/2016/09/Mutual-Recognition-Agreement.pdf	N/A	N/A	3
29	Does your legislation and/or regulations include labour mobility provisions (i.e. the ability to accept applicants already certified in another	Yes <i>See sections 13 of the Land Surveyors Regulations.</i> https://www.novascotia.ca/just/regulations/regssurveyors.htm	N/A	N/A	Chapter 7, CFTA

	Canadian jurisdiction regardless of the requirements in the previous jurisdiction?				
30	Do you review the requirements of the other provincial regulatory bodies regularly?	Yes <i>Section 13.</i> https://www.novascotia.ca/just/regulations/regs/lsurveyors.htm	N/A	N/A	3, Chapter 7, CFTA
31a	Has your organization made any changes to the occupational standards in your legislation, regulations and/or by-laws (i.e. entry to practice standards, continuing education requirements, codes of ethics) within the last two years?	No	N/A	N/A	
31b	If yes, did you work with the Labour Mobility Coordinator or a Provincial Government representative to complete an AIT notification (i.e. notification form sent prior to approval that informs other Canadian jurisdictions of the proposed change)?	Yes <i>Our national agreement was coordinated with various Labour Mobility coordinators from each province.</i> https://www.psc-qpc.ca/wp-content/uploads/2016/09/Mutual-Recognition-Agreement.pdf	N/A	N/A	

Action Plan

In accordance with the Fair Registration Practices Act, the FRPA Action Plan outlines the measures that the ANSLs has agreed to work towards.

Non-Compliance Issues

The following actions address registration practices that currently contravene the FRPA. Relevant sections of the Act are referenced. Most of these actions are carried over from 2018. The ANSLs will address these priority items within the next six months with report back to the FRPA Review Office on completion of the actions.

#	Action	Questionnaire Reference	FRPA Reference	Plan for Completion
1	<ul style="list-style-type: none"> Document accommodation practices for applicants with a physical or mental disability. 	Q. 8	16(3)(h)	Council is aware that a new draft policy will be presented to them for approval in the August meeting. The NS Board of Examiners has been informed of the need for this policy and is participating in its development.
2	<ul style="list-style-type: none"> Document what alternative information would be acceptable in cases where an applicant cannot obtain documentation for reasons beyond their control. 	Q. 16	9(b); 16(3)(c)	On the agenda for NS Board of Examiners next meeting in September. Recommendations will go to Council for approval in late September.
3	<ul style="list-style-type: none"> Document the process under which requests for access to records are considered. 	Q. 18	12; 16(3)(j)	On the agenda for NS Board of Examiners next meeting in September. Recommendations will go to Council for approval in late September.
4	<ul style="list-style-type: none"> Document the internal review/appeals process including: <ul style="list-style-type: none"> - Timeframes; - Opportunities to provide new information; - Written decisions; - Conflict of interest statement regarding decision-makers; - Ways process is made available to applicants. 	Q. 19, 21-24, 26	7(a), 10, 16(3)(m), 16(3)(n)	The matter has been discussed with the NS Board of Examiners and a review is underway. Council is prepared to receive recommendations for approval in our September meeting.
5	<ul style="list-style-type: none"> Develop a training plan for internal review decision-makers, which may include training on administrative law and cultural competency. 	Q. 25	11, 16(3)(p)	Council had not been informed of this action. It will be discussed at the September meeting. The development of this plan will coincide with the development of the Appeals process and policy.

Further Recommendations / Next Steps

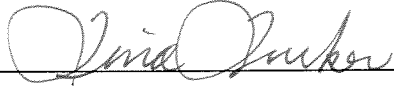
The actions listed in this section address registration practices that meet a minimum level of compliance with the FRPA. These actions focus on areas for improvement. ANSLs will address these actions over the next two years.

#	Action	Questionnaire Reference	FRPA Reference	Plan for Completion
1	<ul style="list-style-type: none"> Improve transparency and accessibility to registration information on the ANSLs website, including the following: <ul style="list-style-type: none"> - information and helpful links for international applicants - steps in the registration process including supporting documentation required at the various stages - document any expectations pertaining to translation of documents - information on registration fees - document criteria for meeting requirements of registration (assessment methods, competencies, standards) 	Q. 1, 2, 5, 14, 15	7(a),(c),(d),(f), 16(3)(a),(b),(d),(g)	A review of our website is underway. These actions will be added to the scope of work to be undertaken by the vendor October 2020– January 2021.
2	<ul style="list-style-type: none"> Document a streamlined process for applicants already registered in another jurisdiction. Make publicly available. 	Q. 7	3,7(c), 16(3)(a),(b)	This action has already begun. Documentation is available on our website in a pdf format. Visual pathway will be added in September 2020.
3	<ul style="list-style-type: none"> Develop a policy on communicating written registration decisions which includes: <ul style="list-style-type: none"> - timeframes for decision-making - reasons for denied or incomplete registration - information on programs and services to facilitate successful registration - a statement on the applicant's right to an appeal, and - denial decision letters provide information regarding the appeal process. 	Q. 11,13,21	7(a), 8(b),(c),(d), 10(1)	This action will be completed by November 2020. A review of all policies and procedures is currently underway by the Executive Director and the NS Board of Examiners.

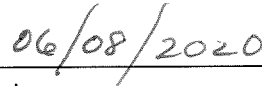
4	Create a visual pathway to licensure that shows the interaction between the CBEPS and the ANSLs, and the potential for the articling process to bridge these two assessment processes.	Q. 2,15	7(b),(c),16(3)(a),(b),(g)	This visual pathway will be created by the end of September. A vendor will be hired next week to begin work on our website.
5	Create a policy establishing standard timeframes and make publicly available for: <ul style="list-style-type: none"> - responding to initial inquiries from applicants - application processing times 	Q. 12	8(a),(b)	To be completed November 2020.

Disclaimer

The Association of Nova Scotia Land Surveyors (ANSLS) hereby declares that the information contained in this report is a true and accurate representation of current registration practices of their organization.



Executive Director



Date

Appendix

- ✓ Blank Application Form



THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

Founded 1951
325-A Prince Albert Road, Dartmouth, Nova Scotia B2Y 1N5
TEL: (902) 469-7962 E-MAIL: admin@ansls.ca

CANDIDATE MEMBERSHIP APPLICATION

PERSONAL

Date: _____

Name _____

Address _____

Tel: _____ Fax: _____

Email address: _____

Date of Birth: _____ Place of Birth: _____

EDUCATION

School / University Attended	Location	Grade / Course Completed	Year
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Diploma or Degree Attained _____

ARTICLED CANDIDATE LABOUR MOBILITY CANDIDATE

Name and Address of Person Articled To:

