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Board Meeting

Date: June 4 - 5, 2025

Location: Room #3 - Mary Winspear Centre, Sidney

Meeting Schedule – June 4

8:00 – 8:30	Breakfast
8:30 – 12:00	New Board - Training
10:00 – 10:30	Coffee Break
12:00 – 1:00	Lunch
1:00 – 4:00	New Board - Project Updates
2:30 – 3:00	Coffee Break
4:00	Adjournment

Meeting Schedule – June 5

8:00 – 9:00	Breakfast
9:00 – 2:15	Open Session
10:00 – 10:30	Coffee Break
12:00 – 1:00	Lunch
1:00 – 1:15	Board Photo
2:15 – 4:00	Closed Session
2:30 – 3:00	Coffee Break
4:00	Adjournment

For more information, please contact Alisha Brown at abrown@abcls.ca or 778.233.8977.

Open Agenda – June 5

9:00 (3 mins)	1. Approve Open Agenda MOTION: THAT THE OPEN AGENDA BE APPROVED.	
9:03 (2 mins)	2. Declaration of Conflict of Interest	
9:05 (5 mins)	3. Guest Participation Period (See Procedure Below)	
9:10 (50 mins)	4. Consent Agenda <ul style="list-style-type: none"> a. President's Report b. Executive Director's Report c. Secretary's Report d. Surveyor General's Report e. Policy Manual Updates MOTION: THAT THE ITEMS ON THE CONSENT AGENDA BE RECEIVED.	Brent Taylor Meggin Messenger Lesley Sick Cristin Schlossberger Lesley Sick
10:00 (30 mins)	Coffee Break	
10:30 (15 mins)	5. Consent Agenda Continued	
10:45 (5 mins)	6. Professional Reference Manual – Safety Chapter MOTION: THAT THE BOARD CONSIDER THE PRMC'S RECOMMENDATION TO ADD A SAFETY CHAPTER TO THE PROFESSIONAL REFERENCE MANUAL.	Czarina Foord
10:50 (15 mins)	7. Regulatory Principles MOTION: THAT THE BOARD DIRECT STAFF TO DISTRIBUTE REGULATORY PRINCIPLES IN THE JUNE 12TH ASSOCIATION UPDATE FOR 2 WEEKS OF MEMBER FEEDBACK BEFORE THEY ARE FINALIZED AND ADOPTED AT THE JULY BOARD MEETING.	Meggin Messenger
11:05 (25 mins)	8. Governance Motions MOTION: TBD	Brent Taylor
11:30 (25 mins)	9. External Stakeholder Meetings	Meggin Messenger

	MOTION: THAT THE BOARD DIRECT STAFF TO CARRY OUT STAKEHOLDER ENGAGEMENT AS OUTLINED IN THE BRIEFING NOTE.	
11:55 (5 mins)	Open Session Buffer	
12:00 (60 mins)	Lunch Break	
1:00 (15 mins)	Board Photo	
1:15 (15 mins)	10. Q1 Budget Update Information Only	Meggin Messenger
1:30 (15 mins)	11. Strategic Plan Progress Update Information Only	Meggin Messenger
1:45 (15 mins)	12. Statements by Surveyors MOTION: THAT THE DRAFT CERTIFICATIONS SUPPORTED BY THE MEMBERS BE APPROVED AND THE SECRETARY PREPARE A LETTER TO BE SIGNED BY THE PAST PRESIDENT TO SEND TO THE LTSA MOVING FORWARD THESE SUGGESTED CHANGES.	Aaron Shufletoski
2:00 (15 mins)	13. Code of Conduct & Oath MOTION: THAT THE SCHEDULE OF FORMS – SCHEDULE H OATH OF OFFICE BE APPROVED, AS CIRCULATED. MOTION: THAT THE SCHEDULE OF FORMS – SCHEDULE I CODE OF CONDUCT BE APPROVED, AS CIRCULATED.	Lesley Sick
2:15	Open Session Adjournment	

Procedure for Guest Participation Period

1. Any guest wishing to address the Board is required to submit a written request to the Chief Administrative Officer at least forty-eight (48) hours prior to the meeting.
2. Requests to address the Board will be reviewed by the Chief Administrative Officer. Once a request has been reviewed and added to the agenda, the owner of the request will be notified.
3. Guest presentations should generally be limited to 5 minutes unless there is a convincing reason for more time to be allotted. Requests should be relevant to the membership and the public and within the ABCLS mandate. Preference will be given to guests who have opinions on current issues before the Board. The Board may decline to answer questions or deliberate on matters in the presence of guests.

President's Report

June 2025

After a successful AGM in April, the first few months of my term as president has been busy. The Alberta Land Surveyors Association meeting was held in late April followed by the National Surveyors Conference in early May which is a joint meeting between the Association of Canada Land Surveyors and Professional Surveyors Canada. I am writing this report enroute to the Newfoundland Land Surveyors Association meeting in St. John's. Detailed reports from each of these meetings will be provided separately. Shortly after our June Board meeting, I will be off to Moose Jaw for the Saskatchewan Land Surveyors Association meeting after which there will be a break for the summer.

Based on reports from previous presidents and my own past experiences there are always key subjects that are common in all land surveying jurisdictions across Canada. The current hot topics are labour mobility, public awareness of land surveying, ensuring that there are enough land surveyors to meet the needs of the public and declining enrollment in some post secondary schools. Ironically for me these were the hot topics 25 years ago.

Closer to home the Board met to discuss a concern that arose as a result of some of the entertainment at the 2025 Ice Breaker event. Work is underway to address that concern and to review existing policies regarding the entertainment at future conferences. New Board members have been welcomed and provided with an introductory session which provided initial Board training. More training and project updates will take place at the June and the July Board meetings.

Regular discussions take place between myself in the role of president as Meggin as Executive Director as well as myself and Lesley as Secretary and Registrar. The Executive Committee has also met to review its terms of reference and to discuss its role for the coming year. I am happy to report that there is a very positive working relationship between staff and the executive.

Beyond the day to day operations of the Association, staff are progressing on several strategic initiatives that the Board has identified as priorities. These include continued work on our Governance Review and an assessment of our Domestic Candidate process.

Our consultants will be meeting with the Board and senior staff in June to continue to discuss the draft Regulatory Principles that were shared with members at the AGM. We will be looking at additional ways to share these principles with members and to seek comments through meaningful engagement before finalizing them. Once finalized these Regulatory Principles will be used in the process of decision making by the Board. We also are continuing to assess the differences between the Land Surveyors Act and newer professional governance legislation as a means of identifying changes the Board may wish to pursue in order to maintain a governance model that places the protection of the public interest as the priority.

Work continues with the review and assessment of the Domestic Candidate process and to consider if changes are needed. Two of the main drivers for this work are a realization that the current pass rate for the various stages of the process is quite low and that it is taking many candidates longer to move through the process than is desirable. The low pass rate may be a function of inadequate support for the learning process. This would also contribute to candidates taking longer to complete all the requirements than is optimal. The current process is also very linear which may not be the best for all candidates. Consideration is being given to a process that allows a candidate to complete each stage in the order of their choosing which also aligns with the new process for international candidates.

The review is also considering whether or not the current process of articles is achieving the desired results. Historically articling has been intended to provide a candidate with mentorship to acquire experiential learning, to develop specific competencies and hone professional ethics. The current bylaws establish minimum and maximum time limits for the article process. There is a recognition that time alone may not be the best way of determining if a candidate has demonstrated the necessary outcomes.

On May 14th an engagement opportunity was provided to the membership regarding the domestic candidate process. Thank you to those that took the time to participate. The feedback received was very helpful and is currently being reviewed. In the coming months we will provide a report on our progress including recommendations for further discussion, likely at the Town Hall meetings in the fall.

The Executive Committee had this year's inaugural meeting on May 16th and established protocols and meeting schedules for the upcoming year. General outcomes of the meeting include clarity that the President is to be a sounding board for the Secretary and Executive Director. If those discussions identify HR questions then the President will bring the matter to the Executive Committee for consideration and the Executive Committee will report to the Board. Other policy matters will be added to Board agendas.

In conclusion spring and summer tend to be the period when the new Board meets to confirm the strategic priorities for the coming year and staff is focussed on the assessment process and developing any new bylaws and policies. We can then spend the fall engaging the members and discussing potential changes. Winter is spent refining matters based on that engagement in preparation for final adoption at the AGM in the spring. I am sure that the year will fly by much more quickly than I would like!

Respectfully submitted,

Brent Taylor, BCLS, CLS
President



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Executive Director's Report

Prepared: May 26, 2025

Board Members,

Here are some operational updates for your information.

Welcome to the New Board Members

- During the election at the AGM, members elected new board members Mark Dailey for Vice President and Mark Budgen and Dave Ludvigson as members at large.

Annual General Meeting Update

- The 120th Annual General Meeting and 2025 Conference was successfully held with a strong turnout and positive engagement throughout. Despite a smaller venue this year, attendance remained solid and reflective of continued member interest and commitment.
- Attendance in **2024**: 206 in-person|144 virtual compared to attendance in **2025**: 174 in-person|139 virtual
- While slightly lower than the previous year, the numbers reflect a strong showing given the more limited venue capacity and location. The hybrid format continues to be popular and supports broad member participation.
- The tone of the conference was considered upbeat and constructive. CPD sessions were well attended and received positive feedback. The engagement session that the Director of Practice presented fostered meaningful interaction and dialogue among members, reinforcing the value of these in-person and virtual touchpoints. The tradeshow was a success, with 8 exhibitors providing positive feedback.
- This year's Conference and AGM came in under budget. The final details will be known at the Q2 report.

Post Earthquake Boundary Restoration

- A letter has been sent on behalf of the Association.

Office of Information and Privacy Commissioner Meeting

- Alisha Brown attended a meeting with OIPC on May 21 2025, to receive information on behalf of the ABCLS.



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- The session was designed to gain feedback from stakeholders on three issues for their upcoming strategic plan. The three issues were: trust and transparency, evolving technology, and privacy rights protection.
- A wide variety of public sector participants attended.
- The ED and Executive assistant noted some significant but not concerning actions to be taken operationally, including updated information and privacy training for the staff team.

Thank you,

Meggin

Meggin Messenger
(she/her)
Executive Director
Association of BC Land Surveyors

Working on the territory of the Lekwungen-speaking peoples of the Songhees Nation and Xwsepsum Nation, and W̱SÁNEĆ peoples, whose historical relationships with the land continue to this day.



Secretary & Registrar's Report

May 26, 2025

1. Domestic Candidate Admissions Review

On May 14, 2025, a member engagement session was hosted. Forty-four members registered, however, attendance fluctuated between thirteen and eighteen members throughout the session. Our consultant, Bryan Bates, BCLS (Ret.) joined the meeting to facilitate conversation regarding potential changes to the existing article process required for admission as a land surveyor. Other methods of experiential learning were discussed along with appropriate durations and learning outcomes. The breakout sessions were recorded & member comments are currently being reviewed in conjunction with government comments on regulatory admission processes. A follow-up report will be delivered at the July board meeting with options for consideration.

2. Engineers Canada 30 by 30 Conference

Engineers Canada, in partnership with Engineers & Geoscientists BC (EGBC), hosted the 30 by 30 conference in Vancouver on May 21, 2025, and I had the pleasure of attending. The 30 by 30 conference is a gathering of industry leaders within the engineering profession who are actively working to address gender equity.

The 30 by 30 initiative was adopted by Engineers Canada in 2014, with the goal of increasing the proportion of newly licensed female-identifying engineers to 30 per cent by the year 2030. Regulators, employers, post-secondary institutions, and engineering leaders acknowledge the issue and are working together to address the culture of exclusion and improve the recruitment and retention of women in engineering.

In order to champion an equitable, diverse, inclusive, and trustworthy engineering profession, Engineers Canada hosts this national annual conference with the following objectives:

- Present best practices from regulators, post-secondary institutions, and employers that address the barriers women face when entering and remaining in the profession.

- Raise awareness of how cultural and systemic barriers can be addressed by regulators and engineering leaders to affect change in engineering culture, including addressing discrimination, harassment, micro-aggressions, and lack of opportunities.
- Support increased acknowledgement from engineering leaders of the issue and foster a commitment to breaking the cycle of exclusion.

McElhanney was a key sponsor of the event with a diverse leadership team present including land surveyors. There were over 370 industry leaders registered for the conference and approximately one third of the attendees were males supporting the initiative.

As of 2023, EGBC has 21.2% of their newly licensed engineers as women in the profession, with a national average nearing 24%. The biggest hurdle are systemic issues, especially in the field where engineers are getting experiential learning or when professional engineers are required to attend construction sites. Recruitment and retention strategies need to be improved as well. Corrections to address the issues identified require the support of male leaders and require that all leaders lean in to acknowledge the challenges that exist for women in male dominated industries.

A key take away is that one size fits all strategies that are efficient but miss the mark leaving out fringe candidates who tend to be the less vocal minorities. When considering the future of the profession and what we vision it to look like, the younger members should have a higher weighted say with their entire career ahead of them. This goes beyond just the 30 by 30 initiative but expands into the entire admissions process overall.

3. BCIT Meeting

Meggin and I attended a meeting at the BCIT downtown campus on May 1, 2025 with Dr. Guido Wimmers, the Dean, School of Construction and the Environment, Steven Kuan, Associate Dean, and Mark Dailey, BCLS, Program Head. BCIT has ongoing concerns with low enrollment in the geomatics diploma and degree programs.

4. Examinations

The spring professional examinations were held on March 11, 2025, and eighteen (18) Land Surveyors in Training wrote the exam. Eight (8) candidates successfully passed the exam (44% pass rate). The Professional Assessment Interviews (PAI's) are being held May 27 and 28 at the ABCLS office in Sidney. There are nine (9) candidates sitting at the spring PAI's.

5. NAIT Program

Northern Alberta Institute of Technology (NAIT) recently announced that it is pausing its intake for 16 programs and putting two others (including the Surveying and Geospatial Engineering Technology diploma program) on a potential pause.

The potential pause means that there will be an intake of first-year students for 2025-2026 but it is uncertain if there will be an intake for 2026-2027. There are 32 spots available for first-year students, and the department is confident that all the spots will be filled by September.

Each paused program will now undergo a formal review, consistent with Advanced Education's established oversight process. This review, which includes consultation with various stakeholder groups, will determine whether the program should evolve, resume, or be formally suspended.

Like other institutions across Canada, NAIT is navigating financial pressures—from reduced international tuition to rising costs and changing enrolment patterns. These challenges require NAIT to think differently to ensure they can grow and lead.

6. Labour Mobility

The Forum of Labour Mobility Market Ministers (FLMM) are exploring system improvements to labour mobility across Canada, including potential amendments to Chapter 7 of the Canadian Free Trade Agreement (CFTA), in response to the impending threat of U.S. tariffs and economic uncertainties.

In early April the FLMM asked all provinces and territories to consult with regulatory authorities on this topic. Kate Haines, Superintendent and Executive Director for the Office of the Superintendent of Professional Governance and the Office for International Credential Recognition under the Ministry of Post-Secondary Education and Future Skills reached out to all the BC regulatory bodies on April 9, 2025, seeking feedback regarding specific questions regarding candidate application processing times and the most convenient times for reporting statistics to the government. I completed the required forms and submitted them prior to the April 25, 2025, deadline. It was indicated that this to be an “initial consultation” step.

In the meantime, [Bill M 203 – 2025 Free Trade and Mobility within Canada Act](#) received first reading at the first session of Parliament. The Bill provides for the removal of interprovincial trade barriers

between BC and the other provinces and territories of Canada. The purpose of the Act is to remove all barriers to trade in goods, services, and investment between provinces and territories of Canada.

Similar legislation is being introduced in other provinces and territories of Canada. The terms may affect our current Mutual Recognition Agreement (MRA) that is in place regarding the licensing of land surveyors. A meeting of the Canadian land surveying regulators to review the differing legislation, associated terms and discuss the MRA is scheduled for Thursday May 29, 2025. I will provide a verbal update of that specific meeting.

Surveyor General Update

Open Session
June 5, 2025



This report is prepared for the June 5, 2025 open session of the ABCLS Board of Management meeting. This report was completed on May 20, 2025.

OPERATIONAL ITEMS

Surveyor General Services

- The 2024/25 fiscal year saw Crown Grants increase by 18%, Survey Plans decrease by 7%, and SG Applications decrease by 13% compared with the previous year.
- Quarter 4 saw a 27% decrease in Crown Grants, a 7% decrease in Survey Plans, and a 3% increase in SG Applications compared with Q3.
- Quarter 4 saw a 38% increase in Crown Grants, a 38% decrease in Survey Plans, and a 32% decrease in SG Applications compared with Q4 of last year.
- In March, Survey Plans decreased by 3% compared with last March, while SG applications decreased by 34%.
- In April, Survey Plans decreased by 3% compared with last April, while SG applications decreased by 36%.

Surveyor General Services – Number of Work Items Received

	Q4 (Jan 1 – March 31, 2025)			Fiscal Year		March		April	
Type	Q4	Q3	Q4 – Last Year	2024/25	2023/24	2025	2024	2025	2024
Crown Grants	11	15	8	40	34	4	1	2	3
Survey Plans	164	176	226	675	722	62	64	67	69
SG Applications	78	76	103	318	365	23	35	21	33

Land Titles

- Overall, plan submissions for the 2024/2025 fiscal year were up 1% compared with last fiscal year.
- Q4 plan submissions decreased 1% compared with Q3, and increased 4% compared with Q4 last year.
- March plan submissions increased 10% compared with March of last year.
- April plan submissions decreased 6% compared with April of last year.

Land Title Office – Number of Plans Received

	Q4 (Jan 1 – March 31, 2025)			Fiscal Year		March		April	
Type	Q4	Q3	Q4 – Last Year	2024/25	2023/24	2025	2024	2025	2024
Plan Intake	1966	1980	1895	8391	8301	701	638	705	752

ParcelMap BC

- The ParcelMap BC operations team is reporting:
 - The current “plan event” year to date turn-around time at 17.2 days.
 - The year to date turn-around time is inflated due to processing the backlog of posting plans that have been on hold over the past several months, as well as the fact that this processing is taking place at the start of a new fiscal year (April 1, 2025).
 - Processing of new dataset submissions are expected to proceed with the usual turn-around times, targeted at 2 days.
 - Overdue and defected datasets are at 18 and 1 respectively.

KEY STRATEGIC ITEMS

SurveyHub

- Peter Haas will be providing additional training soon for land surveyors, including an advanced tips and tricks webinar.
- Adoption of SurveyHub is at approximately 20% (based on datasets submitted).
- Land surveyors will be required to use SurveyHub for submissions to the Surveyor General as of October 2nd (offline form will no longer be available).

Stakeholder Outreach and Communication

- GeoNetBC Launch - GeoBC has initiated a soft launch of GeoNetBC, a modernized database system designed to replace the legacy MASCOT (Management of Survey Control Operations & Tasks). During this transition period, both systems will remain accessible to land surveyors; however, MASCOT is now in view-only mode and will no longer receive updates. To support this transition, Circular Letters and LTSA’s website content will be updated to reflect the change from MASCOT to GeoNetBC. These communications will be released in coordination with GeoBC.



Date:	May 26, 2025
Report to:	Board of Management for Decision
From:	Secretary & Registrar
Subject:	Bylaw & Policy Manual Housekeeping
Linkage to Strategic Plan:	Goal 1: Excellence in Regulation & Governance

BACKGROUND

The Chief Administrative Officer (CAO) no longer exists and has been replaced with the current Executive Director (ED). Reference to the Chief Administrative Officer (CAO) occurs in the bylaws and occurs in several instances in throughout the policy manual. The bylaw amendments addressing these housekeeping changes were passed by the membership at the recent Annual General Meeting and are currently being updated to the bylaws, subject to Sections 5(5) and 5(6) of the *Land Surveyors Act*.

DISCUSSION

In all instances where the policy manual refers to the Chief Administrative Office &/or CAO a housekeeping change is required to refer to the Executive Director &/or ED.

The draft amendments were approved by the Board of Management and have been circulated to the membership welcoming feedback. None was received.

RECOMMENDATIONS

The Board of Management approves the draft amendments to the policy manual to take immediate effect.

DECISION

THAT THE DRAFT AMENDMENTS TO THE POLICY MANUAL BE APPROVED, AS CIRCULATED.



Date:	June 5, 2025
To:	Board of Management
From:	Czarina Foord, Director of Practice
Subject:	Professional Reference Manual – Safety Chapter
Linkage to Strategic Plan:	4. Maintain comprehensive and current standards of practice.

BACKGROUND

The Professional Reference Manual Committee (PRMC) identified a need for guidance that members can reference regarding safety considerations and recommended best practices. The intent is not to introduce new standards but to offer a resource that members can reference and take into consideration.

This work aligns with Code of Ethics item 1, which states that members must "protect the safety, health, and welfare of the public, and those in the workplace."

A question from the PRMC was whether the Association could assume unintended liability by publishing a Professional Reference Manual (PRM) chapter on safety. We consulted legal counsel, who advised that the ABCLS would not assume liability by providing best practice guidance on safety, as long as the chapter includes appropriate disclaimers and clearly states that the practices are not exhaustive. The email from legal counsel is attached for reference.

Board Policy 8.2 outlines the procedures staff follow when developing formal guidance, which is provided through Interpretive Bulletins, Practice Advisories, or the PRM. As per Board Policy, the first step is for the Board to determine the appropriate form of guidance:

1. Form of guidance: The Board determines whether the guidance should be provided through an Interpretive Bulletin, Practice Advisory, or the Professional Reference Manual.

DECISION

That the Board consider the PRMC's recommendation to add a Safety chapter to the PRM.

From: [Rajiv K. Gandhi](#)
To: [Czarina Foord](#)
Subject: RE: Safety Chapter on the Professional Reference Manual
Date: Tuesday, April 23, 2024 11:23:21 AM
Attachments: [image001.png](#)

Hi Czarina,

I do not think the ABCLS takes liability for providing directions on best practices concerning safety although the PRM should include disclaimers and expressly clarify that the practices are not exhaustive.

Rajiv K. Gandhi*

Cox Taylor - Barristers and Solicitors

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Date:	May 24, 2025
Report to:	ABCLS Board
From:	Meggin Messenger, ED
Subject:	Regulatory Principles Finalization
Linkage to Strategic Plan:	Goal: Excellence in Regulation and Governance.

BACKGROUND

In the spring of 2024, the Board began working on a governance review. As part of the governance review, Town Halls in Feb 2025 engaged members in a few governance related topics. From the Town Hall feedback and the Board discussions, a set of draft regulatory principles were drafted.

The principles reflect *how* the Board chooses to regulate to protect the public and be an effective regulator of BC land surveyors.

The principles are developed to be lenses through which staff, committees and Board approach the design, delivery, and evaluation of our regulatory programs, processes, and policies.

The regulatory principles approach considers the significant impact of land surveying practice on society, the profession's collective commitment to the public interest, the shifting expectations of the public and government, and the unique context of the profession.

On April 9 2025, the Board approved draft principles which are included in Appendix 1.

DISCUSSION

Once approved, the Board intends to use the principles to:

- Improve communication with members and partners about the work, what is most important and HOW we choose to do it.
- Provide a framework to evaluate current regulatory programs and identify areas of improvement.

- Provide a framework to guide future regulatory decisions – at the staff, committee and Board level

The draft regulatory principles were shared in a power point presentation with members at the April 2025 AGM. Although the principles will be approved and amended by the Board as needed, the President committed to further engagement with members about the principles.

RECOMMENDATION

Invite members to provide input on the Regulatory Principles in the next AU. Request feedback by the end of June so that the Board can discuss member feedback and finalize the principles at the July meeting.

MOTION: THAT THE BOARD DIRECT STAFF TO DISTRIBUTE REGULATORY PRINCIPLES IN THE JUNE 12TH ASSOCIATION UPDATE FOR 2 WEEKS OF MEMBER FEEDBACK BEFORE THEY ARE FINALIZED AND ADOPTED AT JULY BOARD MEETING.

Appendix 1: Guiding Principles

1. The public interest is at the core of all our decisions and actions.

- We uphold our responsibility to always act in the public interest because we recognize the significant role that land surveyors play in the maintenance of sound, reliable and accurate land registration administration and the impact this has on the broader economic and social systems in the province.
- We consider the public in our decisions, including but not limited to the diverse residents of BC who rely on accurate surveys to support land administration, property ownership, development and legal certainty; those that engage the services of land surveyors and are directly impacted by the quality of surveying work; and land surveyors themselves.

2. We expect and support ethical, competent practice throughout a land surveyor's career.

- We require that land surveyors are highly competent at the point of entry into practice and throughout their careers.
- We support meaningful and relevant lifelong learning through multiple avenues.
- We maintain relevant, comprehensive, and clear rules and standards to guide land surveyors in their professional duties.
- We hold land surveyors accountable to act in accordance with expressed standards and the code of ethics.

3. We communicate & engage meaningfully.

- We recognize we cannot regulate effectively in isolation – we actively engage and collaborate with land surveyors, government, and other regulators to fulfill our mandate.
- We communicate openly, clearly and concisely with land surveyors, members of the public and interested partners.
- When we engage, we provide timely information on how feedback is considered and its impact on decisions.

4. Our regulatory processes are effective & fair.

- We design our processes to be fair and timely, and to address conflicts of interest and bias.
- Our processes provide clarity and predictability for all parties.
- We acknowledge the human aspect of our work, treating all parties with respect and empathy.
- We define the intended outcomes of each of our regulatory programs.
- We make regulatory decisions based on sound evidence, assessment of risk, professional expertise, and proportionality.
- To ensure our decisions are proportionate we identify, assess and address risks of harm to the public effectively without imposing unnecessary burdens on the profession or the broader system.
- We are transparent, providing clear rationale for regulatory actions and decisions.
- We monitor the effectiveness of our regulatory tools and are willing to adjust and refine them to make them more effective.

5. We support a robust, engaged & connected profession that serves the public interest.

- We recognize that engaged land surveyors contribute to safer practice and better public outcomes.
- We support opportunities to bring land surveyors together to foster mentorship, collaboration and shared learning that furthers better regulatory outcomes.
- We recognize that one of our roles is ensuring that the broader system is supported by an adequate supply of land surveyors to meet the needs of the public.
- We work to reduce unreasonable barriers to entry into the profession, and where appropriate, recruit new members to the profession.

6. We work to increase the public's awareness of land surveying & engagement in our regulatory processes.

- We work with our partners to develop and execute strategies to increase public awareness about the role, standards and the societal value of land surveyors.
- We find creative and meaningful ways to engage the public and incorporate the public perspective into our regulatory decision-making.

7. We are committed to reconciliation with Indigenous Peoples & supporting land surveyors to improve their work & interactions with Indigenous communities.

- We seek to build genuine relationships with Indigenous communities, and consider Indigenous knowledge, rights, and interests in our regulatory processes.
- We provide land surveyors with relevant and meaningful learning opportunities to support their interactions with Indigenous communities.
- We promote understanding of the significance of historical interactions between our profession and Indigenous communities.



Date:	May 23, 2025
Report to:	Board of Management for Discussion
From:	Meggin Messenger, Executive Director
Subject:	Direction on External Stakeholder Engagement 2025
Linkage to Strategic Plan:	Excellence in Regulation and Governance

BACKGROUND

Stakeholder meetings are crucial because they keep us on the radar of people who influence the ABCLS, they allow us to advocate or provide information to support decision making on topics that affect the organization. Most importantly, for the strategic direction setting of the board, meeting with stakeholders may enable us to identify things to “pay attention to” early on. The intention of good stakeholder relationships is to shift from a reactive situation to a proactive one.

The purpose of this note is to spark Board discussion and to confirm which ABCLS representatives should meet with what organizations, with what frequency and for what purpose.

DISCUSSION

Key ABCLS stakeholders, the people, groups, and organizations that are impacted by, able to influence, or have an interest in land surveying, include:

- Provincial Ministry of Water, Land and Resource Stewardship (WLRS),
- The Office of the Superintendent of Professional Governance (OSPG),
- The Office of International Recognition (OIR),
- Land Surveying Regulators in other Provinces,
- Applied Science Technologists and Technicians of BC (ASTTBC),
- Association of Professional Engineers and Geoscientists of BC, known as Engineers and Geoscientists BC (EGBC),

- Law Society,
- Notaries, and
- Other organizations on single issues

In 2025, ongoing communication with stakeholders, either staff level to staff level or Board delegations, can help provide needed information about:

- The ongoing work between ASTTBC and EGBC on reserved practice
- The Province's work on Restoring Legal Boundaries After an Earthquake
- Best practices from the OSPG
- Changes related to the PGA
- Follow up with the Ministry of Transportation and Transit on land surveying practice

RECOMMENDATION

The high-level recommendations for stakeholder contact in the next few months are outlined in the table below. Each of these contacts may result in subsequent meetings which may require further direction from the Executive Committee or the Board to confirm attendance and messaging.

The recommendation is to approve this first tranche of planned engagement and that the Executive Director report back to the Executive Committee for direction on engagement next steps. These next steps may include drafting correspondence, setting up follow-up meetings, and scheduling Board delegations.

MOTION: THAT THE BOARD ENDORSE STAKEHOLDER ENGAGEMENT AS OUTLINED IN THE BRIEFING NOTE.

Organization	Purpose of Meeting/contact	ABCLS attendees	Frequency	Messaging
WLRS	Appointment of Public Members Boundary Restoration post-Earthquake	ED	As needed	Routine Business w/in scope of Exec committee direction
WLRS	Ongoing complaint files Bylaw approvals	Secretary	As needed	Routine business w/in scope of direction
OSPG	Relationship building	Secretary and Executive Director	One time priority	Meet and greet new ED
OSPG	Follow up on reserved practice	ED (follow up to 2024 letter)	June 2025	Follow up; no new content, restating articulated interests
Land Surveying Regulators in other Provinces	Information Sharing /Relationship Building	ED	Quarterly Meetings & As Needed	Meggin traveling to Quebec to meet face to face, Videoconference
Land Surveying Regulators in other Provinces	Labour Mobility/Mutual Recognition Agreement	Secretary	As needed	Ongoing work
Land Surveying Regulators in other Provinces	Information Sharing / Relationship Building	President	President's Forums	Reporting back to Board
ASTTBC	Relationship Building/Reserved Practice	Secretary and ED	June 2025	Meet and greet new ED and specific questions about reserved practice

Organization	Purpose of Meeting/contact	ABCLS attendees	Frequency	Messaging
EGBC	Relationship Building/Reserved Practice	Secretary and ED	June 2025	Meet and greet new ED and specific questions about reserved practice
OIR	Relationship Building/Statistical Reporting and Compliance	Secretary	Ongoing	Meetings as needed specific to reporting and compliance



Date:	May 23, 2025
Report to:	Board of Management for Information
From:	Meggin Messenger, ED
Subject:	Financials as of March 31,2025
Linkage to Strategic Plan:	Align with best practices of modern regulation and governance

BACKGROUND

At the end of March, we have a year-to-date excess of revenues over expenditure of **\$553 K**, compared to the budgeted **\$555 K**. Year-to-date revenues totaled **\$1.012 M** compared to the budgeted **\$1.010 M**. Overall, reviewing Q1 and looking into the first weeks of Q2, there are no financial concerns. A summary table is provided.

Financial Results as of March 31, 2025					
	YTD Actual	YTD Budget	YTD Variance	FY Budget	Comments
Revenues					
Annual Membership Dues	596,310	589,000	7,310	597,000	
Fees and Permits	55,940	54,000	1,940	144,000	
Annual General Meeting	140,640	150,000	(9,360)	150,000	
Electronic Checklist Registry	205,190	202,000	3,190	808,000	
Continuing Professional Development	60	2,000	(1,940)	26,000	
Other Revenue	13,386	13,000	386	41,000	
Total Revenues	1,011,526	1,010,000	1,526	1,766,000	
Expenditures					
Public Engagement	33	1,000	(967)	8,000	
Annual General Meeting	6,722	0	6,722	159,000	
CBEPS	0	0	0	26,000	
Contract and Consulting Services	27,424	41,000	(13,576)	124,000	
Donations, Certificates and Awards	6,103	6,000	103	6,000	
Honorariums	750	2,000	(1,250)	60,000	
Legal	7,021	11,000	(3,979)	45,000	
Meetings, Room Rentals and Special Events	26,582	26,000	582	56,000	
Office, General and Miscellaneous	34,842	36,000	(1,158)	67,000	
Premises and Operating Costs	32,297	15,000	17,297	60,000	Note: Rent cheques Jan – July post-dated
Salaries, Wages and Benefits	270,588	254,000	16,588	982,000	Note: Provincial invoicing out of synch, will correct over the year
Information Technology and Telecommunications	12,454	14,000	(1,546)	63,000	
Travel	34,069	49,000	(14,931)	128,000	Note: Some AGM travel costs will be in Q2
Total Expenditures	458,885	455,000	3,885	1,784,000	
Excess (Deficiency) of Revenues over Expenditures from Operations	552,641	555,000	(2,359)	(18,000)	
Capital Expenditures	3,150	7,000	(3,850)	22,000	
Special Measures Fund Contribution	14,423	14,250	173	57,000	



2024-2026 Operational Plan

(Updated for May 15, 2025)

Year 1 - 2024

Year 2 - 2025

Year 3 - 2026

Goal 1: Excellence in Regulation and Governance
Align with best practices of modern regulation and governance

Objective	Action	Expected Outcome/ Measurement of Success	Status/Achievement to Date
1. Continue to align with the OSPG Standards of Good Regulation and adopt best practices in our governance.	Comprehensive review and revision of the Bylaws	A refined and updated document that provides organizational clarity and enhances regulatory effectiveness, including appropriate standards of practice for the profession	2025 ON HOLD The 2025 date was based on having delegated authority. The ongoing governance review will result in new timelines/project targets following the June 2025 Board Meeting.
	Develop a code of conduct for Board members along with an oath or affirmation of office	Approval of a document that sets out standards of expected conduct and duties of Board members. An oath of office to be taken and signed by Board members. (See s. 28 PGA)	2024 2025 ON TRACK Bylaw changes approved at 2025 AGM and Board will consider code of conduct, oath and affirmation at the June 2025 Board Meeting.
	Create a risk matrix identifying how operations are prioritized based on potential risks from the practice of the profession. ED, SEC, DOP	Development and implementation of a comprehensive risk matrix, effectively prioritizing ABCLS operations based on practice risks. OSPG Standards of Good Regulation #6; annual self-evaluation	2025 THIS HAS NOT BEEN INITIATED

Objective	Action	Expected Outcome/ Measurement of Success	Status/Achievement to Date
	Develop CPD objectives, ensuring they align with land surveying competency standards. DOP	Creation and implementation of a structured framework where CPD objectives are established and systematically linked to ABCLS competency standards. OSPG Standards of Good Regulation #10; annual self-evaluation	2025 This has been initiated and has been awaiting the outcome of the domestic candidate review. As the domestic candidate review has now being determined to NOT to be addressing competencies, the DOP will commence this work.
	Outline process and authority for collection of required information for the register SEC	TBD - This task would likely involve documenting the data elements involved and specifying the legal basis under which they are collected for the register, ensuring compliance with privacy and regulatory standards governing the register. OSPG Standards of Good Regulation #11; annual self-evaluation	2026
	Formalize a catalogue of standard areas of practice for the register DOP	TBD – Currently, members can voluntarily identify their areas of practice, which are displayed in the public register. OSPG Standards of Good Regulation #11; annual self-evaluation	2026
	Make a member’s city/region, business contact info, and employer mandatory information in the register	Implement changes in the ABCLS web app which enforce the mandatory inclusion of a member's city/region, business contact	2024 COMPLETE

Objective	Action	Expected Outcome/ Measurement of Success	Status/Achievement to Date
	SEC	information, and employer details in the register. OSPG Standards of Good Regulation #11; annual self-evaluation	Enforcement is being applied to new roster additions, while staff are currently addressing compliance among existing members.
	Implement a visitor agreement and disclaimer for the register SEC	Implementation of a visitor agreement within the ABCLS public register, mandating acknowledgment of terms and conditions before accessing the member directory. OSPG Standards of Good Regulation #11; annual self-evaluation	2024 COMPLETE
	Develop and implement a policy on listing former registrants in the register SEC	Develop and implement a policy governing the inclusion of former registrants in the register. OSPG Standards of Good Regulation #11; annual self-evaluation	2025 ON TRACK
	Work with BCIT, U of C, UNB, etc. to enhance student awareness of requirements for professional registration ED, Career Awareness Committee	TBD OSPG Standards of Good Regulation #9; annual self-evaluation	2026
2. Ensure adequate resourcing and staff continuity to deliver on our regulatory mandate.	Develop a succession plan for critical positions ED	Succession plan presented to the Board.	2024 COMPLETE Presented at March 2024 Board meeting May need to be updated

Objective	Action	Expected Outcome/ Measurement of Success	Status/Achievement to Date
3. Ensure staff, Board and committee members receive appropriate training.	<p>Enact policy requiring:</p> <ul style="list-style-type: none"> equity, diversity, and inclusion, Indigenous Reconciliation, and Other appropriate training for staff, Board, and committees. <p>ED</p>	<p>Development and implementation of a policy containing a matrix which addresses the required training.</p> <p>OSPG Standards of Good Regulation #3 and #4; annual self-evaluation</p>	<p>2024 COMPLETE</p> <p>Approved at Dec 2023 Board meeting</p>
4. Identify and review possible legislative / regulatory paths for the ABCLS.	<p>Preliminary scope of work, subject to confirmation, includes:</p> <ul style="list-style-type: none"> Comparing the <i>Land Surveyors Act</i> with relevant frameworks like the <i>Professional Governance Act</i> and the anticipated new legislation for legal service providers. Identifying areas for legislative improvement to better support the ABCLS mission and vision. Analyzing the feasibility of amalgamation with other organization(s). Exploring possible governance structures for potential amalgamated entities. Considering operational integration challenges and opportunities. 	<p>Board actively participates in developing the project scope.</p> <p>Presentation of findings and recommendations for the Board's consideration.</p>	<p>2024 2025 ON TRACK</p> <p>Governance Structure Review with The Regulator's Practice and Sugden, McFee & Roos was completed in Nov 2024 and was work shopped with the Board in March and April 2025</p> <p>During the Nov 2024 workshop, a strategic discussion identified key next steps:</p> <ul style="list-style-type: none"> Articulate the approach to regulation and conduct a review of current regulatory programs Clarify and align the board on the ABCLS governance structure, addressing the need for change and determining whether changes require

Objective	Action	Expected Outcome/ Measurement of Success	Status/Achievement to Date
	<ul style="list-style-type: none"> Describing paths to amalgamation. Assessing any risks to public protection and providing mitigation strategies. Considering stakeholder input. <p>ED, Consultant</p>		<p>policy, bylaw, or legislative amendments</p> <ul style="list-style-type: none"> Develop a strategic approach for the future that is supported by members and based on a shared understanding of how regulatory governance is changing. <p>The Board has endorsed Draft Regulatory Principles (April 2025) and these will return to the Board June 2025 to determine next steps for member input.</p>

Goal 2: Professional Competency and Capacity

Ensure professional competency and capacity while fostering equity and diversity

Objective	Action	Expected Outcome/ Measurement of Success	Status/Achievement to Date
1. Ensure the number of practising land surveyors meets public demand.	<p>Review survey plan certification process with an EDI lens (2022 EDI Current State Assessment Report)</p> <p>DOP</p>	Recommendation to the Board on whether or not the form of certification for statutory survey plans should change	<div>2024 2025</div> <div>ON TRACK</div> <p>In Nov 2024, the board supported further staff engagement with LTSA and a legal counsel review of specific changes. These</p>

Objective	Action	Expected Outcome/ Measurement of Success	Status/Achievement to Date
			<p>changes will be brought to the board for consideration at a future meeting.</p> <p>The Board reached out to the LTSA regarding wording proposed by legal counsel. The LTSA has responded with their own proposed wording. Member engagement took place on May 14. The Board will review member feedback and discuss next steps at a future meeting.</p>
	<p>Implement a voluntary demographic survey as part of the annual membership renewal</p> <p>SEC</p>	A voluntary demographic survey has been implemented as part of annual membership renewal	<p>2024 COMPLETE</p> <p>Implemented as part of 2024 online membership renewal.</p>
	<p>Develop a strategy to increase participation in the profession among currently underrepresented populations to help ensure adequate capacity to meet public demand for land surveying services</p> <p>ED, Consultant</p>	A strategy has been developed	<p>2024 AT RISK</p> <p>Our application for funding under the Government's Sector Labour Market Partnership (SLMP) aimed at developing a labour market strategy to ensure BC has an adequate supply of land surveyors, especially by increasing participation from underrepresented populations, did not secure funding for the 2024-2025 fiscal year.</p>
2. Identify and remove any unnecessary barriers to registration	Evaluate systems for an exam database and electronic exam implementation	Assessment of various systems and determining the most suitable solution for managing exam data and	2025

Objective	Action	Expected Outcome/ Measurement of Success	Status/Achievement to Date
	SEC	implementing electronic exams, with an open consideration for the development of a custom in-house solution if deemed appropriate	<i>This timeline may not be feasible if ABCLS prioritizes a comprehensive overhaul of legislation, bylaws, and policy in 2025.</i>
	Implement electronic exams SEC	Successful implementation of a system for conducting electronic exams	2026 <i>See timeline considerations for the prerequisite item mentioned above.</i>
	Consider amending Policy 6.11 to allow paper exams <i>on demand</i> as an interim measure prior to implementing electronic exams SEC	Decision on whether to allow exams on demand and any subsequent amendment to Policy 6.11, followed by implementation	2025 <i>Note that this item also relates to ICRA and anticipated maximum application / processing timelines. Domestic labour mobility candidates currently access exams on demand; potentially expand this to internationally trained applicants.</i>
	Repeal Part 2(b) of Policy 6.11 so that candidates can sit the professional exam during articles SEC	Policy 6.11 amended	2024 COMPLETE
	Amend Policy 6.11 to include a pathway for candidates to request accommodation SEC	Policy 6.11 amended accordingly	2024 2025 ON TRACK Board approved draft amendments at Nov 2024 meeting.
	Review and update the admissions process, considering: <ul style="list-style-type: none"> Assistance to candidates Assessment of foreign-trained professionals 	A series of change recommendations New bylaws and policies that address ICRA standards, including but not limited to replacing Canadian work experience requirements with clearly defined	2024 2025 ON TRACK Bylaw changes complete. Policy changes to ensure ICRA compliance complete. BoE guidelines for non-BC project reports complete. Website updated to reflect

Objective	Action	Expected Outcome/ Measurement of Success	Status/Achievement to Date
	<ul style="list-style-type: none"> Restrictions on newly admitted practitioners Minimum process for competency assessment Reciprocity with other regulators Compliance with ICRA Risk to the public and cadastre Reliance on third parties, e.g., CBEPS <p>SEC, Consultant</p>	<p>competency-based requirements for specific skills or knowledge an applicant must demonstrate</p> <p>Implementation of new data collection procedures and reporting out regularly on the number of internationally trained applicants, location/source of training and experience, application processing timelines, and application outcomes</p> <p>Implementation of necessary measures to address competency gaps, such as online micro-credential style courses (see item on next page)</p> <p>A clear description of licensure pathways and related requirements are published on the ABCLS website.</p>	<p>new processes and track/report on application timelines.</p> <p>Current focus:</p> <ul style="list-style-type: none"> SLA with CBEPS Domestic admission review with consideration of a multiple-referee system in place of articles <p>Future consideration:</p> <ul style="list-style-type: none"> offering examinations and professional assessment interviews on demand establishing a new staff position dedicated to competency assessment and candidate support throughout the admissions process
3. Ensure fair and equitable registration and examination processes.	<p>Implement operational recommendations (1, 2, 3, and 6) in the 2023 ABCLS Exam Implementation Review Report</p> <p>SEC, Board of Examiners</p>	<p>Exam bank entries revised, problematic questions eliminated, ongoing assessment of exam difficulty implemented, ongoing candidate feedback on professional/jurisdictional exams implemented</p>	<p>Approx 75% complete.</p> <p>2024 ON TRACK</p>
	<p>Determine whether to implement a required course (or two) for all candidates to become land surveyors that</p>	<p>Implementing the recommendation to develop an online, multi-module training course tailored to address BC-specific</p>	<p>The RFI/EOI for micro-credential-style learning modules was completed, and a</p> <p>2025 2026 AT RISK</p>

Objective	Action	Expected Outcome/ Measurement of Success	Status/Achievement to Date
	addresses areas of inconsistent preparation SEC, ED	competency items outlined in the Final Report of the Admissions Process Review.	decision was made not to proceed with an RFP. Instead, efforts pivoted to supporting a BCIT micro-credential; however, BCIT has recently confirmed it will not proceed with the initiative.
	Implement onboarding for BoE on key concepts: <ul style="list-style-type: none"> Knowledge vs skills vs abilities Breadth and depth of knowledge for a new BCLS Rubrics and their use How to construct examination questions SEC, Consultant	Onboarding materials are created so that an annual orientation session may be held for new members of the Board of Examiners	2025
	Consider Board of Examiners request to have exam consultant review all new questions/exams for quality SEC	Request considered by Secretary and Policy 6.11 amended accordingly	2025
4. Maintain comprehensive and current standards of practice.	Implement secure electronic certification of non-statutory survey plans ED, DOP	Partnership with a technology solution provider to issue digital seals to land surveyors Implementation of standards of practice for use of the BCLS digital seal	2024 COMPLETE
	Expand the scope of the Survey and Plan Rules to address technical issues with non-statutory surveys	Incorporation of provisions within the Survey and Plan Rules that effectively	2024 ON TRACK

Objective	Action	Expected Outcome/ Measurement of Success	Status/Achievement to Date
	DOP	address technical issues related to non-statutory surveys. ABCLS standards of practice framework is in alignment with OSPG guidance	Pilot Period has been approved and initiated by the Board. We are receiving member comments until September 15, 2025. The Board to consider approving new rules and guideline at the December 2025 meeting.
	Determine a consistent format for guidance to help land surveyors apply standards of practice DOP	Development and implementation of a standardized format for practice advisories, interpretive bulletins, and chapters of the professional reference manual. This would ensure clarity, coherence, and user-friendly guidance for land surveyors, enhancing their ability to apply standards of practice effectively. ABCLS standards of practice framework is in alignment with OSPG guidance	2024 COMPLETE
5. Enhance the continuing professional development program to include learnings in truth and reconciliation, and equity, diversity, and inclusion.	Determine whether Reconciliation training for the membership should be mandatory or voluntary and create the necessary related policy. Strategy – Seeking Truth – Action 1.3 ED	Decision, followed by any development and implementation of policy, and deployment of any necessary changes to CPD tracking tools in ABCLS web app. OSPG Standards of Good Regulation #10; annual self-evaluation	2024 COMPLETE The Board decided that the training should be mandatory. Policy 6.6 has been updated accordingly, and changes deployed within the ABCLS web app.
	Consider developing a profession-specific online training module to support members in applying equity, diversity, and inclusion principles in their practices	Decision by committee along with any development/implementation of custom training.	2024 COMPLETE The EDI Advisory Committee recommends against developing a land-

Objective	Action	Expected Outcome/ Measurement of Success	Status/Achievement to Date
	EDI Advisory Committee	OSPG Standards of Good Regulation #3 re: “supports provided to registrants”; annual self-evaluation	surveying-specific training course. For details, refer to the committee's report in the Nov 2024 board materials.
	Have a reconciliation seminar at the annual conference Strategy – Seeking Truth – Action 1.1 DOP	Have a reconciliation seminar at most annual conferences, emphasizing specific interests and relevance for land surveyors	2025 COMPLETE Seminar delivered for 2025 conference.
	Create a list of places where members can access reconciliation training Strategy – Seeking Truth – Action 1.2 DOP	A collection of current reconciliation training options is gathered and shared with members.	2024 COMPLETE Reconciliation training resources compiled for regular distribution in ABCLS communications
	Arrange for Reconciliation education events throughout the year in order to understand the realities and appreciate lived experiences. Strategy – Seeking Truth – Action 1.5 DOP	Successfully organize and conduct Reconciliation education events that support members in meeting their continuing professional development obligations	2024 2025 2026 ON TRACK
	Determine whether to develop custom land surveyor Reconciliation training. Strategy – Seeking Truth – Action 1.8 DOP	A completed evaluation of the need and feasibility of developing a custom land surveyor Reconciliation training video while also assessing existing training options available in the marketplace.	2026

Goal 3: Professional Accountability and Transparency

Ensure the profession of land surveying is practised ethically, in the public interest, and in accordance with modern regulatory standards

Objective	Action	Expected Outcome/ Measurement of Success	Status/Achievement to Date
1. Deliver an objective and fair audit and practice review program to assess the conduct and competency of land surveyors.	Auditors/reviewers to participate in administrative decision-making and unconscious bias training ED	Development and implementation of policy containing a matrix which addresses the required training. OSPG Standards of Good Regulation #18; annual self-evaluation	2024 COMPLETE Policy approved at Dec 2023 Board meeting
	Deploy risk-based audit and practice review management tools into the ABCLS web app DOP	Deployment of staff tools into production.	2024 COMPLETE Member risk rating and audit/practice review management tools in production
2. Deliver a fair, equitable and transparent complaints and discipline process with publicly reported outcomes.	Issue guidance on the Code of Ethics which explains a member's duty to report to the ABCLS when the practice by another member poses a significant risk to the public DOP	Publication of amendments to Professional Reference Manual, Chapter 5 – The Code of Ethics OSPG Standards of Good Regulation #16; annual self-evaluation	2024 2025 ON TRACK Draft content prepared by staff for consideration by PRM Committee as part of an overhaul of Code of Ethics guidelines
	Review and evaluate the complaints and discipline process with an EDI lens. 2022 EDI Current State Assessment Report.	Report identifying enhancements or modifications to the complaints and discipline process that better align with principles of EDI. This could involve the	2025 COMPLETE See EDI Advisory Committee's report in June 2024 board materials.

Objective	Action	Expected Outcome/ Measurement of Success	Status/Achievement to Date
	EDI Advisory Committee	development of policies, procedures, or training that promote fairness, inclusivity, and cultural sensitivity within the complaints and discipline framework.	
	Enact a policy that details the ABCLS process for responding to reports from members arising from their duty to report SEC	Development and implementation of policy that establishes procedures and responsibilities related to responding to reports from members. This could include a process for receiving, investigating, and addressing reports, instilling confidence among members in the reporting and resolution processes. OSPG Standards of Good Regulation #16; annual self-evaluation	2026
	Enact a policy for communication (referrals) and action (investigation coordination or deference) with provincial counterparts as appropriate (regulatory bodies or government agencies) SEC	Development and implementation of policy that facilitates effective communication and collaboration with provincial counterparts. OSPG Standards of Good Regulation #17; annual self-evaluation	2026
	Enact a policy for risk assessment, prioritization, and management of complaints at receipt and throughout the life of an investigation SEC	Development and implementation of a policy that enhances ABCLS's ability to assess, prioritize, and manage complaints throughout the investigation lifecycle.	2025

Objective	Action	Expected Outcome/ Measurement of Success	Status/Achievement to Date
		OSPG Standards of Good Regulation #19; annual self-evaluation	
	Enact a policy for regular review of (1) decisions for consistency and fairness, and (2) prioritization and management of investigations in accordance with policy SEC	Development and implementation of a policy that facilitates regular reviews of decisions and investigations, ensuring consistency, fairness, and adherence to established policies while promoting ongoing improvement. OSPG Standards of Good Regulation #19; annual self-evaluation	2026
	Implement a survey to assess the experience of the parties to a complaint SEC	Implementation of a survey that provides insights into the experiences of parties involved in the complaint process. OSPG Standards of Good Regulation #20; annual self-evaluation	2026
3. Appropriately address the misuse of titles and unregistered practice of land surveying.	Enact a policy for a risk-based approach to complaints of misuse of titles or unregistered practice SEC	A policy for a risk-based approach to complaints of misuse of titles or unregistered practice is enacted	2025 COMPLETE Approved by the Board Sep 5, 2024.
	Renew MOU with ASTTBC ED	Successful renewal of the MOU with ASTTBC, confirming a foundation for collaboration and partnership, helping to ensure ASTTBC registrants do not engage in unregistered practice of land surveying	2025 ON TRACK Actively engaging in ongoing discussions with ASTTBC regarding specific issues and potential strategies for addressing them, including a potential collaboration agreement.

2024-2026 Strategic Plan Metrics

Goal	Metrics	Results / Forecast
Goal 1: Excellence in Regulation and Governance Align with best practices of modern regulation and governance	A self-evaluation against the performance indicators of the OSPG Standards of Good Regulation is completed annually	<div>2024 2025 2026</div> <div>ON TRACK</div> 2022 and 2023 self-evaluations posted here https://abcls.ca/page/strategic-plan-annual-regulatory-report
	The median number of years each staff member has been employed by the ABCLS	At Dec 5, 2024: median = 2.6 years, average = 3.5 years
	A succession plan has been completed for critical positions	<div>2024</div> <div>COMPLETE</div> Succession Plan dated February 2024 was received by the Board at its March 2024 meeting
	A training matrix for the Board, staff, and key operational committees is developed	<div>2024</div> <div>COMPLETE</div> Approved by the Board Dec 2023
	The number of members who let their names stand for election to the Board each year	2023: 1 Vice President, 2 Member at Large 2024: 2 Vice President, 4 Member at Large
	An exploratory report is prepared which compares possible legislative / regulatory paths for the ABCLS	<div>2024 2025</div> <div>ON TRACK</div> Governance Structure Review complete and next steps underway.
Goal 2: Professional Competency and Capacity Ensure professional competency and capacity while fostering equity and diversity	A research project has been completed to determine current and future needs for BC land surveyors and technical staff	<div>2024</div> <div>AT RISK</div>

Goal	Metrics	Results / Forecast
		Currently, no SLMP funding available for this type of project
	A strategy to ensure adequate capacity to meet public demand for land surveying services has been developed	<div>2024</div> <div>AT RISK</div> <p>Our application for funding under the Government's Sector Labour Market Partnership (SLMP) aimed at developing a labour market strategy to ensure BC has an adequate supply of land surveyors, especially by increasing participation from underrepresented populations, did not secure funding for the 2024-2025 fiscal year.</p>
	A voluntary demographic survey has been implemented as part of annual membership renewal	<div>2024</div> <div>COMPLETE</div>
	A review of the articling process has been completed	<div>2024</div> <div>COMPLETE</div> <p>See <i>Final Report - ABCLS Admissions Process Review</i> dated February 2024</p>
	The 11 ABCLS Exam Implementation Review recommendations have been prioritized and implemented as appropriate	<div>2024</div> <div>2025</div> <div>2026</div> <div>ON TRACK</div>
	ABCLS standards of practice framework is in alignment with OSPG guidance	<div>2024</div> <div>2025</div> <div>2026</div> <div>ON TRACK</div>
	The Continuing Professional Development Program has been amended to require training in Indigenous Reconciliation	<div>2024</div> <div>COMPLETE</div>
	The recommendation in the 2022 EDI Current State Assessment Report to provide unconscious bias training for the Board, staff, committees, and the profession has been implemented	<div>2024</div> <div>2025</div> <div>COMPLETE</div>

Goal	Metrics	Results / Forecast
Goal 3: Professional Accountability and Transparency Ensure the profession of land surveying is practised ethically, in the public interest, and in accordance with modern regulatory standards	The percentage of conditional audits and practice reviews	See <i>Semi-Annual Report on the Practice Advisory Program</i>
	The percentage of repeat conditional audits and practice reviews	
	The number of late filed posting plans	
	The percentage of plans defected on examination at the Land Title Office	
	The percentage of plans that require correction by statutory declaration	
	The number and nature of complaints referred to the CIC	See <i>Annual Regulatory Report</i>
	The median number of days for the CIC to complete investigations	
	The percentage of CIC decisions that are appealed	
	The number of complaints resulting in discipline	
	A policy for a risk-based approach to complaints of misuse of titles or unregistered practice is enacted	2024 COMPLETE
	The number of misuse of titles complaints	See <i>Annual Regulatory Report</i>
	The percentage of successful resolutions of misuse of titles complaints	
	The number of unregistered practice complaints	
	The percentage of successful resolutions of unregistered practice complaints	
	The median number of days for the ABCLS to resolve misuse of titles/unregistered practice complaints	



Date:	May 26, 2025
Report to:	Board of Management for Decision
From:	Past President
Subject:	Statement By Surveyors
Linkage to Strategic Plan:	Goal 2: Professional Competency & Capacity

BACKGROUND

The ABCLS Equity, Diversity, & Inclusion Advisory Committee's terms of reference for 2023-2024 included applying an EDI perspective to review the survey plan certification process and suggesting any necessary changes. A report on the committee's deliberations was presented at the December 2023 board meeting. The Board referred the matter to the Director of Practice.

Subsequently, the Director of Practice forwarded the EDI Advisory Committee Report to legal counsel seeking alternative wording suggestions for Form 9, particularly addressing potential ambiguities surrounding the phrase "present at."

Mr. Gandhi's letter outlines the BCLS's responsibilities when signing a plan, including the following point: The phrase "personally superintended" used in conjunction with the term "present", suggests that the on-site presence of the surveyor applying the Digital Signature to a Submission Form is required.

However, the term "present" does not necessarily imply "present at all times".

The Association has previously taken the position that "present" means "present as much as is reasonably necessary to personally administer and oversee the survey".

This is a somewhat more subjective concept and places an onus on the surveyor to exercise professional judgment, on a survey-by-survey basis. This approach should not change with the use of electronic Submission Forms. [emphasis added]

Legal counsel provided alternate wording options to the board.

Other Canadian jurisdictions don't mandate certifications requiring a land surveyor's on-site presence. This implies that Form 9 might be overly restrictive, potentially disproportionate to the risk involved.

During the November 7, 2024 Board meeting, the Board directed staff to engage further with the LTSA on specific wording in surveyor statements and have legal counsel review the proposed changes. On January 27, 2025, the board commenced engagement with the LTSA on the matter. The LTSA reviewed proposed changes to Form 9, Form 9A, and the Surveyor General's certification and referred the following to the Board:

Form 9 and Surveyor General Certification

"I am a British Columbia land surveyor and certify that:

(a) I personally **superintended** the survey represented by this plan and attended the site as necessary, applying my professional judgement; (b) the survey and plan are correct and comply with the Survey and Plan Rules and all applicable statutes."

Form 9A

"I am a British Columbia land surveyor and certify that:

(a) I personally **superintended** those portions of the survey represented by this plan that are based on field measurements and attended the site as necessary, applying my professional judgement; (b) the survey and plan are correct and comply with the specific instructions issued by the Surveyor General of British Columbia."

These changes to the certification statements do not introduce risk to the title and survey systems because the land surveyors must still assert that they have personally superintended the survey and that the plan is correct.

At the April 9th, 2025, board meeting, the board passed a motion to present these options to the members for feedback, prior to the board responding to the LTSA. That engagement session was hosted on May 14th, 2025.

DISCUSSION

Unanimously, the members who attended the engagement session felt the wording was unnecessarily lengthy and the key requirement is that the surveys are "superintended". The members felt that requirements & guidelines for when to attend a site should occur in the Survey & Plan Rules, Professional Reference Manual, & the ABCLS policies, where they already exist in many cases.

Additionally, members felt that Form 9 needed an "as required" at the end of statement (b).

The Surveyor General, who was on the call, indicated that the LTSA would have no issue with the recommended edits suggested by the members as it retains the language on the land surveyor

personally superintending the survey. Legal Counsel is supportive of the language recommended by the members.

The members recommended the following language:

Form 9 and Surveyor General Certification

"I am a British Columbia land surveyor and certify that:

(a) I personally **superintended** the survey represented by this plan; (b) the survey and plan are correct and comply with the Survey and Plan Rules and all applicable statutes, as required."

Form 9A

"I am a British Columbia land surveyor and certify that:

(a) I personally **superintended** those portions of the survey represented by this plan; (b) the survey and plan are correct and comply with the specific instructions issued by the Surveyor General of British Columbia."

RECOMMENDATIONS

The Board of Management approves the language recommended by the members to be communicated back to the LTSA for the changes to be implemented.

DECISION

THAT THE DRAFT CERTIFICATIONS SUPPORTED BY THE MEMBERS BE APPROVED AND THE SECRETARY PREPARE A LETTER TO BE SIGNED BY THE PAST PRESIDENT TO SEND TO THE LTSA MOVING FORWARD THESE SUGGESTED CHANGES.



Date:	May 26, 2025
Report to:	Board of Management for Decision
From:	Bylaw and Policy Committee
Subject:	Code of Conduct & Oath of Office
Linkage to Strategic Plan:	Goal 1: Excellence in Regulation & Governance

BACKGROUND

Goal 1 of the Strategic Plan is Excellence in Regulation & Governance with the main goal to align with best practices of modern regulation and governance. The first objective to achieve reaching this goal is to continue to align with the OSPG Standards of Good Regulation and adopt best practices in our governance. One of the actions in the operational plan is to develop a code of conduct for Board members along with an oath or affirmation of office.

DISCUSSION

Over the past several months the Bylaw & Policy Committee has worked with the ABCLS legal counsel on developing draft proposed amendments to bylaw 4, a draft Code of Conduct for inclusion in the Schedule of Forms, and a draft Oath/affirmation of Office also for inclusion in the Schedule of Forms.

A Code for Conduct for Board members was mentioned in the Governance Review as an item requiring immediate attention and presenting a risk. At the December 5th, 2024, board meeting and governance session, the board approved Bradley Chisholm with carrying out work on a Code of Conduct for the board.

Bylaw amendments in relation to the Code of Conduct and the Oath/Affirmation were approved by the membership at the recent Annual General Meeting and are currently being updated to the bylaws, subject to Sections 5(5) and 5(6) of the *Land Surveyors Act*. The draft Code of Conduct and Oath were distributed to the membership with the Notice of Motions.

RECOMMENDATIONS

Following extensive consultation with legal counsel and a thorough effort by the Bylaw and Policy committee, the committee recommends that the board approve the Code of Conduct and Oath for inclusion to the Schedule of Forms. Any changes beyond simple grammatical & punctuation changes at this point would require the documents to go back to legal counsel.



DECISION

THAT THE SCHEDULE OF FORMS – SCHEDULE H OATH OF OFFICE BE APPROVED, AS CIRCULATED.

THAT THE SCHEDULE OF FORMS – SCHEDULE I CODE OF CONDUCT BE APPROVED, AS CIRCULATED.

Schedule H – Oath of Office

I, (name) swear (solemnly affirm) that:

- (a) I will act in the publics' interest.*
- (b) I will abide by the Land Surveyors Act, bylaws, and policies of the Association of British Columbia Land Surveyors.*
- (c) I will faithfully discharge the duties and responsibilities as a member of the Board of Management.*
- (d) I will serve without partiality or prejudice to any member of this Association, or to any member of the public.*
- (e) I will treat all confidential information presented to me as privileged and will maintain the honor and dignity of this office as if it were my own.*
- (f) I will support the mission, vision, values and governance principles of the Association.*

Association of British Columbia Land Surveyors Code of Conduct for Board and Committee Members

Purpose and Scope

This Code of Conduct applies to all board and committee members in their roles on the board or on a committee, outlining standards to ensure ethical conduct, integrity, and public trust.

Guiding Principles for Conduct

Members should assess decisions and actions based on the following questions:

- Is it legal, ethical, and in alignment with the Association’s mission and authority?
- Does it reflect positively on the Association and avoid conflicts of interest?
- Could it create a negative public perception?

Core Responsibilities

1. Maintaining Trust

Act in the best interests of the public with honesty, integrity, and impartiality, avoiding personal gain or favoritism.

2. Compliance

Be familiar with and follow the Land Surveyors Act and other relevant statutes, bylaws, and policies of the Association.

3. Duty of Care

Act with the diligence, skill, and care expected of someone in a similar role. Be prepared for meetings and participate constructively.

4. Professionalism

Engage respectfully, adhere to ethical standards, and follow decorum in all interactions and in accordance with any policy established by the Board.

5. Confidentiality

Safeguard confidential and sensitive information. Respect privacy and maintain confidentiality even after the term of service ends.

6. **Governance Principles**

Support the mission, vision, values and governance principles of the Association.

7. **Duty to Disclose**

Share any significant information impacting the Association's reputation, operations, or activities. Declare any conflicts of interest as soon as they arise.

8. **Avoiding Conflicts of Interest**

- Board and committee members are required to conduct themselves in accordance with the terms of the Conflict-of-Interest policy.
- Identify and avoid situations where personal interests could conflict with Association duties.
- Disclose conflicts and refrain from participation in discussions or votes on conflicting matters.

Meeting Conduct

- **Open Discussion**

Board and committee members should express views freely and vote in the best interest of the public.

- **Unified Voice**

Once decisions are made, board members should not publicly oppose them.

Reporting Non-Compliance

Board and committee members must report serious breaches of this Code to the President or committee Chair. Reports remain confidential unless a significant risk exists.