



**Association of British Columbia
Land Surveyors**

Board Policy Manual

*Approved 2010-01-28
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BC Association of Land Surveyors Policy Manual

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SECTION 1 - INTRODUCTION

Purpose:

Section 1 of the Board Policy Manual provides an introduction to the history and structure of the organization and its mission and values.

Scope:

Section 1 of the Board Policy Manual applies to the Association of British Columbia Land Surveyors as an organization, along with all members in good standing.

Note:

The Practice Advisory Program (PAP) has a separate policy document (available online – it is located on the PAP website page of the ABCLS website).

The Association of British Columbia Land Surveyors was created in 1905 and is governed by the *Land Surveyors Act*, a Provincial statute that sets out the operational framework for the Association and its members.

1.1 Mission

The Association of British Columbia Land Surveyors (ABCLS) regulates the practice of land surveying and governs its members for the protection of the public interest and the integrity of the survey systems of BC.

1.2 Values and Duty

We value:

- our reputation, legacy, history and traditions
- our independence and impartiality
- our transparency and openness
- our knowledge of business practices
- the opinions and collective wisdom of our members

As a self-governing profession, it is our duty to:

- provide effective leadership of the profession of land surveyors
- ensure that there is a sufficient number of land surveyors to maintain the integrity of the survey systems of British Columbia
- provide a professional forum for our members
- establish standards and assess candidates for membership
- establish and enforce rules and regulations for our members
- make rules for surveys and maintain common standards of practice
- promote excellence through education and continuing professional development
- strive to maintain the highest ethical principles in all our actions and relationships

In addition, we

- provide a point of contact for the public
- provide advice to all levels of government upon request
- promote public awareness of the profession of land surveying
- anticipate and balance the future needs of the public, government and our members
- continue to be proactive in embracing new technologies
- promote our profession as a career of choice
- manage the assets, finances and general operations of the Association
- maintain the survey fabric of the province to appropriate standards to preserve and protect property boundaries

SECTION 2 - DEFINITIONS

Purpose:

Section 2 of the Board Policy Manual provides a brief overview of the terminology used in the manual and includes definitions for terms used throughout the manual.

Terminology

In these policies the Board of Management is referred to as the “Board”, the Association of British Columbia Land Surveyors as the “Association”, members in good standing of the Association as “members or membership” and employees of the Association as “employees”.

DEFINITIONS

"**Act**" means the *Land Surveyors Act*.

"**Association**" means the Association of British Columbia Land Surveyors, unless the text otherwise implies. (*Amended 2005-01-20*)

"**Board**" means the Board of Management.

"**Land Surveyor**" means a person admitted as land surveyor under section 47 of the Act.

"**Land Surveyor Associate**" means a person who, for a Canadian jurisdiction other than British Columbia, has a status recognized under these bylaws as equivalent to that of a land surveyor, is registered as a land surveyor associate in compliance with these bylaws and is not in default for fees, dues or costs payable to the Association.

"**Land Surveyor in Training**" means a person who is registered with the Association as a Land Surveyor in Training and who is not in default of fees, dues or costs payable to the Association.

"**Member**" means a Land Surveyor, Land Surveyor Associate or Land Surveyor in Training.

"**Nonpractising Land Surveyor**" means a land surveyor whose name has, after application by that person, been placed on a list of nonpractising land surveyors and who is not in default for fees, dues or costs payable to the Association.

"**Person**" shall have the meaning as defined under *The Interpretation Act*.

"**Practising Land Surveyor**" means a land surveyor who is not in default for fees, dues or costs payable to the Association, who is not under suspension and who is not a nonpractising land surveyor.

"**Survey Rules**" shall mean the rules for surveys authorized by section 75 of the *Land Surveyors Act* and approved by order of the Surveyor General.

SECTION 3 - GENERAL POLICIES

Purpose

Section 3, the General Policies of the Association are the general policies and statutory requirements that apply to all members of the Association, its Board and employees in the performance of activities that are related to the Association and its purpose.

Scope

Unless otherwise stated, the following General Policies apply to all members of the Board elected and/or appointed under the *Land Surveyors Act*, members of the Association conducting work related to the Association and/or mandated by the Association's legislative requirements and to the employees of the Association. Some policies apply to contractors/consultants conducting work on behalf of the Association, who may not be members of the Association.

Policy Type: General Policies	Effective Date: 2010-01-28
Policy Number and Name: 3.1 Statutory Requirements	Revision Date:
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Policy

The Association is governed by the *Land Surveyors Act*, its rules and regulations and the bylaws of the Association.

The Association will uphold the statutory requirements of all applicable federal, provincial and municipal legislation including, but not limited to:

- *The Employment Standards Act* and Regulation
- *The BC Human Rights Code*
- *The Freedom of Information and Protection of Privacy Act*

Procedures

- All members and employees of the Association will be informed of their duty to comply with applicable legislation and with the Association bylaws when performing any work or service related to or on behalf of the Association.
- The *Land Surveyors Act* is maintained on the applicable website for the Province of British Columbia and Association bylaws are maintained on the Association website.

Policy Type: General Policies	Effective Date: 2010-01-28
Policy Number and Name: 3.2 Freedom of Information and Protection of Privacy	Revision Date:
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Policy

The Association respects the privacy of its members and employees and fully complies with the requirements of *the Freedom of Information and Protection of Privacy Act* of British Columbia, and other applicable legislation. The Association ensures the confidentiality and appropriate management of employment and personal records as applicable and financial records.

Procedures

- Individual members' files are maintained by the Secretary and archived following the member's death.
- Financial records are retained for the period specified by the Canada Revenue Agency.
- Historical information relating to bylaws and General Survey Instruction Rules (GSIR) since 2004 is retained perpetually and other Association legal matters are retained as applicable under the *Limitation Act*.
- All other administrative material is retained for seven years.
- The Executive Director is accountable for ensuring that applicable administrative and organizations records are maintained as required by this policy.
- The Secretary is accountable for ensuring that all member records are maintained as required by this policy.

Policy Type: General Policies	Effective Date: 2010-01-28
Policy Number and Name: 3.3 Code of Conduct	Revision Date:
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Policy

The Association is in a position of public trust and expects a high standard of ethical and professional conduct from its Board, members and employees.

Board members will be clear on their role and responsibility and act accordingly. Unless authorized otherwise in writing, the spokesperson of the Board is the President of the Association.

The Association requires the support of Board members, committee members, paid employees, and volunteers in the governance, management, and administration of the Association's affairs. Consequently, the Board will promote a supportive working environment that serves to maximize the contribution of Board members, employees and volunteers.

The Association supports the sensible, appropriate, and responsible use of alcohol.

Procedures

- See Procedures under 3.5 Conflict Resolution.
- Official functions of the Association will comply with provincial liquor laws and associated hotel operating policies.

Policy Type: General Policies	Effective Date: 2010-01-28
Policy Number and Name: 3.4 Conflict of Interest	Revision Date:
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Policy

Board members must avoid any conflict of interest with respect to their legal and fiduciary responsibilities.

The governance of the Association is open and transparent. Interests of individuals empowered to make decisions on behalf of the Association will not conflict with the interests of the Association.

The Board has a responsibility for the compliance with the *Act* under which it was created as well as an obligation to the public, the interests of the members and other stakeholders. This accountability supersedes any responsibility to employees.

There must be no self-dealing or any conduct of private business or personal services between any Board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information. As well, Board members must not use their positions to obtain for themselves, family members or close associates employment within the organization.

Individuals who are found to be in conflict of interest and who have not disclosed their position and resolved the issue may be removed from their position or, in the case of Association employees, subject to discipline.

Procedures

- Any individual who recognizes that they may be in an actual, potential or perceived, conflict of interest must immediately disclose the conflict of interest to the Board, and abstain from the decision making process. The abstention should be recorded in the records of the proceedings.
- A potential or perceived conflict of interest may be referred to the Board for determination.
- Where a matter cannot be decided due to a conflict of interest it will be referred to the Board.
- If a Board member is considered for employment, he/she will temporarily withdraw from Board deliberation, voting and access to applicable Board information.

Policy Type: General Policies	Effective Date: 2010-01-28
Policy Number and Name: 3.5 Conflict Resolution	Revision Date:
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Policy

The Association values open and transparent governance and respectful and harmonious working relationships among members and employees and will respond immediately to any complaints, concerns and conflicts related to conflict of interest, inappropriate, unethical or unprofessional behaviour that may arise.

Procedures

- Members of the public who have a complaint about a Member of the Association will send it, in writing, to the Secretary.
- Written complaints must include the:
 - name of the complainant
 - nature of the complaint (specify dates)
 - remedy sought; and
 - complainant's signature.
- The Secretary will ensure that an impartial investigation into the complaint is conducted and respond, in writing, to the complainant within ten (10) working days, advising that the complaint has been received and outlining the complaint process.
- Members of the Association who have a complaint regarding administrative matters will contact the Executive Director. If the complaint is not resolved by the Executive Director, the matter may be referred to the Board. Complaints about the Executive Director will be referred to the Personnel Committee.
- All complaints will be handled in confidence and records of the issue maintained in a secure file, and as required under *Freedom of Information and Protection of Privacy Act*.

SECTION 4 - BOARD MANAGEMENT

Purpose

The Board of the Association has a fiduciary responsibility for the leadership, stewardship and management of the Association. Section 4 confirms the role of the Board, its members and committees, and how the Board conducts and manages its mandated duties and business.

Scope

The policies and procedures in Section 4 apply to all members of the Board elected and/or appointed under its bylaws, any member, employee or volunteer of the Association and consultants contracted by the Board conducting Board related business on behalf of the Board.

Policy Type: Board Management	Effective Date: 2010-01-28
Policy Number and Name: 4.1 Governance	Revision Date:
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Policy

Board Governance Policies describe the principles and practices that the Board will follow in carrying out its responsibilities. These governance policies supplement the *Land Surveyors Act* and Regulations and the Association's bylaws.

The Board uses a governance model. The Board is responsible for articulating the broad framework of expectations and in some cases will also identify procedures to be followed.

A major responsibility of the Board is to provide leadership and direction to the Association. Consequently, it will be more focused on vision, values, outcomes and the future rather than day to day management/operational matters, which are the responsibility of the Executive Director and, with regard to specific responsibilities, the Secretary and the Practice Advisory Department. The Board affirms the importance of adopting a governing style that will enable the committees and employees to execute their duties, as delegated by the Board.

The Association requires the support of Board members, committee members, paid employees, and volunteers in the governance, management, and administration of the Association's affairs. Consequently, the Board will promote a supportive working environment that serves to maximize the contribution of Board, employees and volunteers.

Policy Type: Board Management	Effective Date: 2010-01-28
Policy Number and Name: 4.2 Policy Development	Revision Date:
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Policy

Association policies are statements that (1) clarify how the Association will be governed and organized, and (2) direct the future discretionary action of Board members, committees and employees.

A policy is a deliberate plan of action to guide decision making and achieve outcomes.

The Board will examine all proposed policies to ensure that they are legal. Nothing in this process will prevent the Board from changing existing policies.

Procedures

- Policies may be initiated or amended on an ongoing basis throughout the year.
- Policy recommendations arising from the membership, governments, employees, committees and Board members will be forwarded to the Policy Committee for review, which will in turn forward them to the Board for review and approval.
- When an issue requires immediate action or planning, the Policy Committee will prepare a policy recommendation for the Board's deliberation.
- Each year the Policy Committee will be responsible for developing new policies as required and, in addition, will review current policy on an ongoing basis.

Policy Type: Board Management	Effective Date: 2010-07-06
Policy Number and Name: 4.3 Board Role	Revision Date:
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Policy

The role of the Board is to provide both leadership and oversight of Association activities.

The Board will address issues affecting the profession through continuous development of the Association's governance policies, practices, strategic direction and organizational outcomes.

In providing leadership, the Board will guide organizational planning and direction with clearly stated values and principles.

In providing oversight, the Board will create policies so that the Association adheres to best practices in managing financial, human and other resources.

The Board is responsible for its own management, continuity and renewal. The Board will ensure effective board meeting practices, appropriate Board Member conduct, ongoing board education and recruitment and orientation of new Board Members.

Procedures

- The Board will work with members, employees and stakeholders in planning for the future, reviewing its mission regularly, determining desired outcomes and evaluating organizational results.
- The Board will recruit and hire an Executive Director and provide delegation and direction.

Policy Type: Board Management	Effective Date: 2010-07-06
Policy Number and Name: 4.4 Board Members – Roles and Responsibilities	Revision Date:
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Policy

Board Members are expected to participate actively in the business of the Board and make a positive contribution to the leadership, oversight and direction of the Association.

Board Members will comply with Association policy in the conduct of their delegated responsibilities.

Board Members are expected to be fully informed on organizational matters and to contribute to debates on issues.

Policy Type: Board Management	Effective Date: 2010-07-06
Policy Number and Name: 4.5 Board President – Role and Responsibility	Revision Date:
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Policy

The President is accountable for the integrity of the Board process and represents the Board and Association as required. The President ensures that the Board operates within its legislative and policy framework and that all decisions of the Board are made following approved Board process.

Procedures

The President will:

- ensure that the agenda and meeting content will only be concerned with those matters that fall within the purview of the Board to decide.
- ensure that the agreed upon rules for conducting the meeting are followed unless agreement has been reached to use different procedures.
- preside over Board meetings with all of the usual power of that position (i.e. ruling, recognizing speakers, and maintaining order).

Policy Type: Board Management	Effective Date: 2010-07-06
Policy Number and Name: 4.6 Board Committees, Working Groups and Resources	Revision Date:
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Policy

The Board will appoint committees, working groups, and resources as needed to conduct Association functions and will provide them with a Terms of Reference.

A *Committee* has an ongoing body of work throughout the year or at specific times of each year, every year. The Board, and in particular a Board Liaison Contact, will be responsible for monitoring the progress of each Committee.

A *Working Group* has a mandate to perform a time-limited piece of work for either the Board or a Committee. The Board or Committee will develop the scope and mandate of the Working Group, after which the group will develop options and recommendations for approval by the Board or Committee. The Board or Committee Liaison will be responsible for monitoring the progress of the group and approving the implementation plan. Members may also initiate a Working Group by sending a proposal in for review by the Board.

A *Resource* (which can be one person or a group of people) works with the Board, Committee, Working Group, or Executive Director to complete a particular task. The task is defined and time-bound.

Procedures

- Association employees will provide administrative support for the Board, committees, working groups and resources. Association employees report to the Executive Director, who in turn reports to the Board.
- The Board appoints a liaison person to report on each committee and working group.

<i>Policy Type:</i> Board Management	<i>Effective Date:</i> 2010-07-06
<i>Policy Number and Name:</i> 4.7 Financial Management	<i>Revision Date:</i>
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Policy

The Board is committed to the sound governance of the Association's assets and its financial activities by controlling and reviewing income and expenditures.

The Board will ensure that a financial management system including bookkeeping and financial reporting functions is implemented and that generally accepted bookkeeping and accounting principles are followed for all program areas of the Association.

The Board will make a clearly limited delegation of authority for the management of the Association's physical and financial assets, including investments, insurance and facility management and other responsibilities the Board chooses to the Executive Director. The Executive Director, in the exercise of this delegated authority, will ensure compliance with Board policies and Association bylaws.

(Financial policies specific to the Practice Advisory Program are detailed in the PAP Policy document and can be accessed online - from the PAP website page of the ABCLS website).

Procedures

- The Finance Committee will not plan a deficit budget unless authorized to do so by the Board.
- All extraordinary expenditure requests will be presented to the Finance Committee who in turn will present them to the Board.
- Every request for budget variation will be reviewed by the Treasurer or Finance Committee and presented to the Board when required.
- The Executive Director and Treasurer will report projected budget variances, along with recommended corrective actions, to the Board and be governed by the Board's decision regarding the variance.
- The Executive Director will not allow tax payments or other government ordered payments or filings to be overdue or inaccurately filed.
- Financial signing officers will not commit the organization in any manner to unbudgeted expenditures without prior Board approval.

Policy Type: Board Management	Effective Date: 2010-07-06
Policy Number and Name: 4.8 Insurance	Revision Date:
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Policy

Notwithstanding Section 71 of the *Land Surveyors Act*, the Board will direct the Executive Director to place and maintain policies of insurance coverage on all assets of the Association and to limit all liability of the Board, Committees of the Association, the Practice Advisory Panel, the Foundation, and employees while conducting Association business.

Policy Type: Board Management	Effective Date: 2010-07-06
Policy Number and Name: 4.9 Board Meetings	Revision Date:
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Policy

The Board will ensure that its business affairs are conducted efficiently and that all processes are open and transparent.

Board Members are expected to contribute to the management of the Association by making a contribution at Board meetings and participating as required on Board committees, working groups and task forces.

In making decisions, the Board will ensure that all Board members know in advance of decisions to be made, have an opportunity to provide input and an opportunity to vote on decisions.

Procedures

Agendas:

- The President will identify agenda items in consultation with the Secretary and Executive Director who will prepare the agenda for each meeting. The starting and estimated finishing times will be included in the agenda.
- The agenda and attachments will be available to the Board a minimum of
- seven (7) days in advance of the meeting.
- Items may be put forward to be considered as agenda items by the Board, Association members and the Executive Director. All such agenda items must include supporting documentation and be submitted to the Executive Director at least two (2) working days before the Board package is due to be sent out.
- Board approval of the agenda will be required at the beginning of each meeting.

Board Meetings:

- The President will intervene and terminate any presentation that is not orderly, or is defamatory or abusive in nature.
- Minutes will be taken for all meetings and a draft copy will be distributed to the Board members within two weeks, to be amended as necessary, and approved at the subsequent meeting.
- Votes may be conducted by e-mail, with a copy of the motion, background information and a clear deadline to submit votes. If a Board member raises a concern regarding an e-mail decision, the decision will be carried over to the next appropriate Board meeting.

Policy Type: Board Management	Effective Date: 2010-07-06
Policy Number and Name: 4.10 Stakeholder Relations	Revision Date:
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Policy

The Board will act in a manner that emphasizes accountability to the general public and the membership of the Association. To that end, the Board will operate in a manner that supports the goal of achieving an informed public and membership.

Procedures

- The Board will:
 - develop communication links with various stakeholder groups to provide opportunity for comment on issues of concern to them.
 - account to the public and its membership for competent, conscientious and effective accomplishment of its obligations.
- The Secretary will receive all correspondence addressed to the Board and process each request in a timely manner.

Policy Type: Board Management	Effective Date: 2010-07-06
Policy Number and Name: 4.11 Legal Counsel	Revision Date:
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Policy

The Association of British Columbia Land Surveyors will retain the services of legal counsel to provide advice and representation on an as-needed basis.

Procedures

- Legal counsel will be appointed on an annual basis.