



**REGULATIONS GOVERNING  
ENTRY, EXAMINATIONS & ADMISSION  
TO THE PROFESSION**

July 2010

**Association of BC Land Surveyors**

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## **INTRODUCTION**

### **ENTRY INTO THE PROFESSION**

A British Columbia Land Surveyor (BCLS) is an individual commissioned as a provincial Land Surveyor by the Association of British Columbia Land Surveyors (the Association), and as such, is solely charged with the responsibility of carrying out boundary and associated legal surveys within British Columbia. Land Surveyors enter the profession after undergoing a baccalaureate level education and subsequent para-professional training as an Land Surveyor in Training.

Graduates from recognized universities and others who have achieved a Certificate of Completion through the Canadian Board of Examiners for Professional Surveyors (CBEPS) may become articled to a British Columbia Land Surveyor, and serve a term of articles consisting of land surveying experience within British Columbia prior to taking professional examinations for admission to the Association.

A candidate must complete a term of articles, and professional examinations as directed by the Board of Management in order to receive a "commission" prior to being commissioned as a practicing land surveyor.

### **NATURE OF THE WORK**

Land surveying is the science and technology of locating and determining by measurement, the shape and size of any portion of the earth's surface and improvements thereon, and the representation of surveys on maps and plans. It also includes the laying out of roads and improvements on the ground according to design plans. The legal or cadastral part of the work involves property law and boundary establishment or retracement, which requires extensive training, a knowledge of survey history and applicable laws, court cases and interpretation of evidence.

A survey may be the exploration and mapping of large tracts of country for government, or it may be of a city lot for which a building location or site certificate is desired by a lending institution or a municipality. Between such extremes are topographic, hydrographic, construction, legal, and control surveys, and the planning and design of subdivisions. Participation in the implementation of, and mapping for, Geographic Information Systems is becoming an increasingly large part of the Land Surveyor's work. Rapid advances in equipment, computers, and new technologies such as Global Positioning Systems (GPS) are adding challenges and excitement to the profession.

While the British Columbia Land Surveyor has the professional and technical knowledge to conduct these various surveys, assistants are usually employed. This requires further knowledge and skills in supervision, personnel management and accounting. In private practise, the British Columbia Land Surveyor is also managing a business.

There are many quasi-judicial aspects to the work. The British Columbia Land Surveyor is a writer and interpreter of legal descriptions upon which title may be based. A Land Surveyor may be called to Court as an expert witness on matters dealing with the various provincial statutes that govern cadastral surveys, or in support of surveys made of accident sites, or other litigation. The British Columbia Land Surveyor has many responsibilities under numerous statutes in the Province of British Columbia.

The Land Surveyor's work is divided between the office and the field. Some field work can be planned for better weather conditions, however, urgencies and deadlines often require Land Surveyors to work in adverse weather and under difficult conditions.

In common with other professionals, the Land Surveyor cannot always expect to enjoy regular hours. Responsibilities to society often demand long and irregular work schedules.

Modern transportation has relieved the surveyor of much of the isolation which was once a part of survey life. Nevertheless, surveyors may operate away from their families for a portion of the year. Some types of survey work require long absences, others short, but this inconvenience must be

considered.

A British Columbia Land Surveyor may practise as an employee, an affiliate, a sole proprietor, or as a partner in a firm with other Land Surveyors. There are opportunities to expand and to advance within most firms. Under certain conditions, a British Columbia Land Surveyor may incorporate and/or enter into a personal or corporate partnership with other professionals in accordance with the Land Surveyors Act and Association bylaws. Professional liability insurance is mandatory for all British Columbia Land Surveyors in private practice.

A number of British Columbia Land Surveyors are employed by federal, provincial, municipal, or Crown agencies. In many cases, promotional opportunities are available.

### **ADVANTAGES**

The accurate definition and permanent marking of legal boundaries is a responsible and rewarding profession. A British Columbia Land Surveyor must certify each survey as correct, thereby enhancing the cadastral survey system in British Columbia for today's society and future generations.

There is great satisfaction to be derived from accurate work executed with good judgement. The opportunity for contact with other professions, such as solicitors, architects, engineers and government officials further promotes a professional attitude.

Surveying is a healthy occupation involving outdoor fieldwork, which may include travel in British Columbia and other parts of the world.

A Land Surveyor in private practise accepts a responsibility to society, but has the great advantage of independence. Remuneration is commensurate with personal effort and responsibility, and is dependent on the type and amount of work performed. The British Columbia Land Surveyor should expect to earn an above average income.

### **QUALIFICATIONS NECESSARY TO BECOME A BRITISH COLUMBIA LAND SURVEYOR**

Prior to achieving Professional status, an applicant must undergo a rigorous formal education and serve a period of Articles. One must be committed to this term of study to pass the required examinations which may be written during the Article period.

Prior to receiving a commission as a British Columbia Land Surveyor, applicants must submit proof, by virtue of the Citizenship Act of Canada, that they are Canadian citizens, or permanent residents of Canada, and are of the full age of 19 years. British Columbia Land Surveyors are required to swear or affirm that they will perform their duties according to law and abide by the code of ethics of the Association of British Columbia Land Surveyors.

A keen sense of ethics in business and professional practise is essential.

A person considering a career as a Land Surveyor should be physically fit. Surveyors are often required to work in rugged country and in severe weather conditions.

An even temperament, the ability to co-operate with others, and the ability to manage staff are very important.

## **EDUCATION AND ARTICLES**

### **CANADIAN BOARD OF EXAMINERS FOR PROFESSIONAL SURVEYORS (CBEPS)**

The Canadian Board of Examiners for Professional Surveyors (CBEPS) has been established by the four western provinces and the Association of Canada Lands Surveyors to administer a common set of entry or pre-professional examinations. Each of these organizations continues to administer statutory and final professional examinations, establish the required period of articles, and grant commissions for their respective jurisdiction.

The first examinations were set by the CBEPS in 1982. Examinations are prepared by qualified people at the request of the CBEPS. The schedule of examinations for Canada Lands Surveyors (Levels II & III) has been adopted by the CBEPS since 1991.

Exemptions may be granted to candidates for some or all of these examinations depending upon the candidate's education and training.

A Certificate of Completion is a certificate issued by the CBEPS which establishes that the holder has completed academic qualification equivalent to a baccalaureate degree in survey engineering, survey science, or an equivalent degree in surveying.

Candidates must qualify, or receive exemption, for all levels of the CBEPS exams to be issued a Certificate of Completion.

Inquiries regarding a CBEPS syllabus, regulations and information booklet, applications for exemptions of examinations, and applications to sit CBEPS exams should be addressed to:

#### **THE REGISTRAR**

**CANADIAN BOARD OF EXAMINERS FOR PROFESSIONAL SURVEYORS (CBEPS)**

100E-900 DYNES RD

OTTAWA ON K2C 3L6

Tel: 613-274-7115 Fax: 613-723-5558

email: [info@cbeps-cceaq.ca](mailto:info@cbeps-cceaq.ca)

### **PREPARATION TO OBTAIN A CERTIFICATE OF COMPLETION**

The recommended preparation for a candidate to obtain a Certificate of Completion is a University Degree in Surveying. Appropriate degree courses in Canada are available through the University of Calgary, the University of New Brunswick (the University of Toronto) and the Université Laval. It is important that candidates review the CBEPS syllabus to ensure that university courses satisfy CBEPS requirements. Further detail on specific courses may be obtained from the CBEPS.

Candidates who have obtained a Diploma or Degree in Geomatics, or received other appropriate education may apply to the CBEPS for a list of possible exemptions and CBEPS exam requirements. Candidates should be aware that this route may require intensive self-study and commitment.

## **BRITISH COLUMBIA ENTRY ROSTERING**

### **Survey Students**

A Survey Student is a person who is employed by a BCLS or in school, and has been accepted by the Association for such status, and whose academic standing is equivalent to being accepted for entry into an accredited university program. This, in general, refers to a person who has Grade 12 with post secondary training and is preparing to enter, or is enrolled in WCB or university course(s) in survey science, geomatics, or equivalent studies in surveying. Students and graduates of surveying programs at approved Institutes of Technology may apply for Survey Student status; and those enrolled in an appropriate University internship program.

Applications for Survey Student status are included at the back of this booklet. The application and rostering fees have been waived for students attending one of the educational institutions in a geomatics program. Survey Students will receive all appropriate Association mailings and information on seminars.

Survey Students may receive cooperative credits toward eventual article time with suitable pre-professional and cadastral survey experience. When directly working with a land surveyor, one half time of appropriate involvement may count towards article service. This accreditation of field, office and administration time can be separate or combined to a maximum of one full year of article time credit. Diary sheets, Form 3(94) (included at the back of this booklet), must be signed by a supervising BCLS and filed with the Association.

Every Survey Student will be required to obtain a Certificate of Completion from the CBEPS prior to registering as an Land Surveyor in Training with the Association.

### **Land Surveyors in Training**

A Land Surveyor in Training (LST) is a person who is registered under articles with the Association and is undergoing the required period of practical and professional training toward membership as a British Columbia Land Surveyor. A candidate must enter into an articles agreement with a BCLS who has a minimum of three years experience as a practising land surveyor.

An Application for Land Surveyor in Training status is included at the back of this booklet, and a Certificate of Completion issued by the CBEPS must be submitted to the Association.

LST's shall pay an initial application fee of \$28.00 (\$25.00 + \$3.00 HST), and an annual fee of \$112.00 (\$100.00 + \$12.00 HST), payable by January 31<sup>st</sup> for each year during the articles period and for each subsequent year in which the candidate is eligible to write the professional examinations.

LST's are required to achieve at least two years of cadastral surveying experience satisfactory to the Board of Management, including a term of one to two years as a registered Land Surveyor in Training. Credits toward article time can be obtained for time as a Survey Student, and for other suitable land survey experience. In all cases, an LST must serve at least 12 months of practical land surveying experience in the Province of British Columbia prior to professional examination.

LST's are required to file diary sheets Form 3(94) with the Association, (included at the back of this booklet) during, and upon completion of the articles period.

LST's in good standing will receive all appropriate Association mailings, with seminar and involvement information. Students, LST's and LSA's will be introduced and are welcome to attend and participate in Association General Meetings, Regional Group meetings and all Association functions, although they are not eligible to vote at meetings.

During the term of articles, LST's should attempt to gain experience in all areas of surveying, and should strive to accept work of greater complexity and increased responsibility. With the consent of the Board of Management, articles may be transferred to another BCLS to enable LST's to obtain a more thorough training.

### **Land Surveyor Associates (Cadastral Land Surveyors from Canada)**

Cadastral Land Surveyors from other provinces in Canada, or Canada Lands Surveyors qualified in cadastral surveying, in accordance with the Canadian Agreement on Internal Trade, may apply to the Association to be registered as Land Surveyor Associates (LSA's) and pursuant to Section 44 of the Land Surveyors Act to sit the professional examinations to qualify for membership in the Association. Applicants will be required to show proof of recent good standing from the jurisdiction of last practice. If not active as a professional Land Surveyor in the past two years, the applicant may be required to obtain a Certificate of Completion from CBEPS. Land Surveyor Associates must pass the Field Project, the Oral Examination, Statutes & Regulations (Papers 1 & 2) and Paper 2 of the Practical Surveying Examination, to complete the Professional Examination.

An application for LSA status and the application to write the Professional Examinations (Form 4) are included at the back of this booklet.

### **Land Surveyors from Jurisdictions outside of Canada**

Qualified Land Surveyors from outside Canada must apply to the CBEPS for an individual assessment of their qualifications; must obtain a Certificate of Completion from the CBEPS, and must serve a term of at least 12 months as an LST in the Province of British Columbia, prior to sitting the professional examinations.

## **APPLICATIONS FOR PROFESSIONAL EXAMINATIONS**

Upon completion of the required term of Articles, and prior to qualification examination, which may be within 30 days of minimum service, the supervising BCLS, if satisfied that the LST is competent and satisfactorily prepared for all Professional Examinations, shall discharge or give an undertaking to discharge the LST from articles, and shall attest to this persons character for sobriety and probity.

An applicant preparing to sit the Professional Exams shall make application to the Association on the application to write exam form (Form 4), **60 days prior** to scheduled examinations. Processing includes satisfactory answers (70% minimum average) to an open, peer discussion, questionnaire on the Land Surveyors Act, Bylaws and Code of Ethics. Requests for pre-approval of the field project shall be submitted during articles, or **90 days ahead** of the scheduled examinations. (All applicants/candidates, see details under the Field Project below.)

The completed application, with the referee reports and questionnaire answers, shall be forwarded c/o the Association for assessment by the Professional Qualifications Committee, who shall review the application, and either approve the application, or reject the application with recommendations for further action.

The Secretary shall advise the applicant of the results of the assessment, and if the application has been approved, shall issue instructions for further scheduling and procedure.

## **PROFESSIONAL EXAMINATIONS**

Candidates who have been approved to sit the Professional Examinations shall be notified of a specific time and place for the examinations. The Secretary shall advise candidates as to materials they will need for the examinations.

The Professional Examinations shall consist of the four categories noted below.

Candidates must obtain a mark of 70 percent in each of the four categories. Candidates who obtain 70 percent in one or more category, but fail to obtain 70 percent in all categories, will receive a pass for those categories with 70 percent or more, and may apply to re-write those categories with less than 70 percent at the next regular setting. An application to re-write the exam form (Form 5) is included at the back of this booklet.

**All stationery will be supplied by the Association, however it is mandatory that you bring your own working tools, and where necessary, mathematical tables, etc. As the professional papers are open book, reference material and any portable (internal power source only) computers are allowed at the examination. The Practical Surveying Exam may require a Star Almanac.**

### **PROCEDURES GOVERNING EXAMINATIONS**

1. The Board of Examiners and the Professional Assessment and Qualifications Committee is appointed by the Board of Management of the Association of British Columbia Land Surveyors and report to the Board of Management.
2. Following a meeting of the Board of Examiners and approval of the Board of Management, regular examinations will be held at mid-spring (April) and mid-fall sitting (October), each year.
3. Each candidate must be punctual at the examination room.
4. Candidates may only leave and return to the examination room singly with the permission of the presiding examiner.
5. The stationery required for the examination will be supplied by the Board. Answers must be written on one side of the paper only, in ink, except that any diagram may be in pencil.
6. At the commencement of the examination, the presiding examiner will issue to each candidate a number, which must appear on all written papers. **THE CANDIDATES NAME MUST NEVER BE USED** on written papers because examiners and the Board of Management must not know the identity of the candidate until all marks are finalized.
7. A candidate shall identify each question clearly, and must write at the top thereof his number in the centre, and the question number in the left hand margin. It is not necessary to copy down the question.
8. A candidate who, without reasonable excuse, arrives later than fifteen minutes after the time specified for the commencement of writing an examination shall be refused admission to the examination room.
9. Upon completion, answers will be arranged in the order of the questions on the examination paper and will be numbered in the upper right hand corner. The candidate will place on top, the printed cover sheet supplied, pin them all together in the upper left hand corner, and fill in his number, the date and the subject of the paper. The candidate will not fold the papers, but hand them in flat to the presiding examiner.
10. No unauthorized person shall be admitted to the examination room while the candidates are writing.
11. The results of the examination will be communicated to candidates after they have been officially entered in the Minutes of the Board meeting, usually near the end of the following month after examination.

12. The examinations are marked by the Board of Examiners and the results are adjudicated by the Board of Management by candidate number before names are announced. Re-reading will only be undertaken upon receiving from the candidate and his master, a detailed written request addressed to the Secretary within 30 days of receiving results. Re-readings are subject to a fee in the amount of \$56.00 (\$50.00 + \$6.00 HST). The request is reviewed by the Board of Management, after receiving recommendations from the examiners. The determination given by the Board will then be final for that examination.
13. Any fees, or other payments along with GST, shall be remitted to the Association office and made payable to the "Association of British Columbia Land Surveyors".
14. Documents of value should be sent by registered mail.

The above regulations are drawn up by the Board of Management under authority of the Land Surveyors Act and the bylaws of the Association of British Columbia Land Surveyors.

Candidates are encouraged to write all examinations at the first sitting. Should a candidate not be successful at any category, they must complete all categories within a continuous five (5) year period. In the case of article exempt Land Surveyor Associates, the period will be five years from the initial approval to write examinations. Failure to successfully complete the required examinations may necessitate re-entering a period of articles and/or re-sitting the entire professional examinations, subject to and in accordance with Section 43 of the Land Surveyors Act.

(Note: there are two sittings of professional BCLS examinations per year – usually April and October.)

### **Field Project**

The field project shall be completed in its entirety by the candidate under the supervision of a British Columbia Land Surveyor. A typical project should consist of 2 or 3 days field work, with appropriate office research and calculations, and should have sufficient challenge to involve the candidate in cadastral survey evidence and boundary decisions.

These projects shall be primarily legal surveys involving the re-establishment of boundaries, which may include *Land Act*, *Mineral Tenure Act*, *Highway Act*, or other suitable tenure surveys in B. C. An element of topographic or engineering survey in the project may be included to provide insight into the candidate's abilities.

The project must cover all aspects of the job, from client contact, through field work and calculations, to final plan disposition. Final returns to the Association for marking by the Board of Examiners shall be in a complete, (binder) professionally presentable format. The project report shall include, as appropriate:

- > an index
- > work order or proposal acceptance
- > a description of the project in narrative form
- > details and source of research information appropriate plans or other graphics, which need not be hand drawn by the candidate and need not be originals
- > a description of any evidential problems, including the rationale used in dealing with problems
- > a description of any conflicts with previous plan, measurements, etc., which were encountered
- > a description of the design and approval process, if applicable
- > time and materials estimate
- > copies of correspondence, plans, field notes and other back-up material which may be necessary for project marking and evaluation
- > closing submission and sample account (as if to client)

In most cases, this project will be carried out as part of the candidate's regular employment duties. However, if no such suitable project is available, or if the candidate is under a Land Surveyor Associates, the candidate may arrange for a suitable project under the supervision of any British Columbia Land Surveyor.

A request for Field Project pre-approval detailing the project, time estimate, and supervision arrangements should be submitted to the Association prior to 3 months ahead of a term eligible scheduled sitting of the Professional Examinations. The Professional Qualifications Committee will review the proposed project, and either advise the candidate of acceptance, or reject the request with recommendations. The final project returns shall be submitted to the Association not less than 30 days prior to the scheduled sitting of the Professional Examinations.

In certain circumstances, due to project or employment time schedules, prospective candidates may wish to commence a suitable project prior to obtaining pre-approval. This should not be a hindrance to candidates; however Professional Qualifications sanction must still be obtained on schedule before examination use. All land surveying projects, whether pre-approved or not, should be performed in a professional manner.

**Guidelines for marking the Field Project**

The field project shall be completed in its entirety by the candidate under the supervision of a British Columbia Land Surveyor.

The field project shall be primarily a legal survey involving the re-establishment of boundaries.

The field project must cover all aspects of the job or assignment, from client contact, through field work and calculations to final plan disposition.

Documentation	Marks
> Index	3
> Work order or proposal acceptance	2
> Description of the project in narrative form which should also include:	30
o a description of any evidentiary problems, including rationale used in dealing	
o with problems	
o a description of any conflicts with previous plan measurements, etc., encountered	
o details and source of research information	
> Time and materials estimate	3
> Copies of correspondence, plans, field notes and other back-up material	10
> Closing submission and sample account	2
<b>Sub-Total</b>	<b>50</b>
Plan	
> Appropriate plans or other graphics which need not be hand drawn by the candidate and need not be originals	15
> Project field notes	15
> Calculations including all possible closures on plan	15
> Plan checklist (see checklist with the Surveyor General's circular letter #398)	5
<b>Sub-Total</b>	<b>50</b>
<b>Total Marks</b>	<b>100</b>

## **Statutes & Regulations**

The Statutes and Regulations consists of two examinations, each being three hours in duration.

Part 1 - consists of the statutes, regulations, practice, and General Survey Instruction Rules for:

- Land Act
- Land Survey Act
- Descriptions for Deeds
- Principles of Evidence
- Land use and Site Planning
- Agricultural Land Commission Act

Part 2 - consists of the statutes, (some in part only, as applicable to land surveying, consulting and associated services), regulations, practice, and General Survey Instruction Rules, to and from the following enactments:

- Forest Act
- Land Title Act
- Mineral Tenure Act
- Transportation Act (formerly Highways Act)
- Local Government Act/Community Charter
- Petroleum & Natural Gas Act
- Land Surveyors Act
- Strata Property Act
- Property Law Act

## **Practical Surveying**

The Practical Surveying category consists of two examinations, each being three hours in duration. LSTs write Parts 1 and 2 while Land Surveyor Associates (LSAs), land surveyors commissioned in another jurisdiction in Canada, only write Part 2.

Part 1 - consists of general surveying computations, spatial positioning, astronomy and problem solving.

Part 2 - consists of problem solving covering the practical aspects of cadastral surveying in British Columbia, which are encountered in a day-to-day BC land surveying practice. These may include, but are not limited to, legal precedent /case law pertinent to BC and the varied survey systems.

## **Professional Assessment Interview**

The Professional Assessment Interview (PAI) is the final step prior to being commissioned as a BC Land Surveyor. The PAI is adjudicated by three members of the Board of Management. This interview is of a subjective nature and covers the art of land surveying, ethics, business practice, procedures, bylaws of the Association, and a review of the Field Project. This interview is approximately 1 hour long, and is intended to derive an insight into the candidate's knowledge, manner, and professionalism

## Reference Material

A bound "Surveyors' Volume of Acts", consolidated for the use of Land Surveyors, can be obtained from Crown Publications Inc., 521 Fort Street, Victoria, British Columbia V8W 1E7 (Web site: <http://www.crownpub.bc.ca/>)

Bylaws of the Association are available from the Association office and can also be found on the website. \* Bylaw 6(b) governs examinations.

The candidate should be familiar with all provincial laws relating to the registration and conveyancing, survey and measurement of lands, and any instructions, manuals or regulations issued by the Surveyor General.

General Survey Instruction Rules are now managed by the Association and can be found on the Association website. Hard copies can be obtained from the Association office for a fee. The General Survey Instruction Regulation formerly issued by the Surveyor General was repealed April 29, 2004 and replaced by the General Survey Instruction Rules.

B. C. Regulations, PNG, Drilling & Production, Bare Land Strata and Property Regulations, etc. are obtainable from Crown Publications, 546 Yates Street, Victoria, British Columbia V8W 1K8

Any amendments to the pertinent statutes, which are passed at a spring or fall session of the British Columbia Legislature, will not be used in the examinations in that year. Statutes which have been previously passed and awaiting a deferred (in the year of examinations) proclamation may however be a material subject.

Star Almanacs must be obtained from the publisher – a link to the publisher can be found on the Association website and Law Decisions Applicable to Land Surveying are available from the Association website. Hard copies are available for a fee.

Manual of Standard Practice as published by the Association of B.C. Land Surveyors from time to time is available on the Association website. Hard copies are available for a fee.

Any textbook and reference books named should not be construed to be the only books available and subject matter will be taken from any good source on the subjects. Candidates should be aware of all statutes, regulations and bylaws dealing with land surveyors' responsibilities, including trespass, zoning and case law, etc.

## Role and Function of the Surveyor General of the Province of British Columbia

The Surveyor General is an independent statutory decision maker appointed by the Chief Executive Officer of the Land Title and Survey Authority (LTSA) pursuant to the *Land Title and Survey Authority Act* of British Columbia.

### Surveyor General Appointments

- ❖ Appointed by Order in Council to serve as Boundary Commissioner of British Columbia
- ❖ Appointed to the Board of Management of the Association of British Columbia Land Surveyors pursuant to Section 6(2) of the *Land Surveyors Act*
- ❖ Delegate to the Canadian Council on Geomatics to deal with cadastral survey issues on a national scale in conjunction with other provinces, the territories and the Federal Government.

The Surveyor General is also the Director responsible for the business functions of the Surveyor General Division of the LTSA. The division is comprised of three distinct business areas; Surveyor General Services, Crown Grant Services and Records Distribution Services. The core business of each service area is as follows:

## **Surveyor General Services**

1. Manage the cadastral survey structure of British Columbia by:
  - a) Providing parcel designations to land surveyors for surveys of Crown land;
  - b) Providing guidance on the maintenance and creation of general survey instruction rules to the Association of British Columbia Land Surveyors;
  - c) Providing circular letters to all British Columbia Land Surveyors on changes to statutes, regulations and items of interest in a timely manner; and
  - d) Providing professional support on survey issues to the land title offices.
2. Manage all surveys of Crown lands under the authority of the Land Act by:
  - a) Responding to questions or concerns regarding surveys of Crown land;
  - b) Reviewing all plans prepared for the surveys of Crown land for accuracy and completeness; and
  - c) Confirming all plans and filing them in the Crown Land Registry.
3. Manage the statutory obligations imposed by legislation by:
  - a) Maintaining the integrated survey area program;
  - b) Reviewing and adjudicating changes to natural boundaries in order to maintain accurate titles within the land title offices;
  - c) Adjudicating requests by developers to provide subdivisions with deferred monumentation for the protection of the cadastral fabric;
  - d) Adjudicating requests for modified or deferred monumentation for surveys within the E & N land grant;
  - e) Adjudicating requests for agreed boundaries adjacent to Crown lands;
  - f) Adjudicating designations and confirming official plans of Provincial Parks;
  - g) Canceling Crown titles from the land title offices when required; and
  - h) Designating corporate bodies or the public to hold statutory rights of way or covenants over lands registered in the land title offices.
4. Provide professional guidance on survey issues to government and the public by:
  - a) Providing assistance in the negotiation of treaty settlements with First Nations; and
  - b) Providing assistance to ministries and the public on an as needed basis to resolve issues with their property holdings;
  - c) Researching historical records to report on the accuracy of land transactions land;
  - d) Assisting the Ministry of Transportation with the transfer of provincial Crown lands and federal Crown lands;
  - e) Providing resources for educational needs on survey issues.
5. Maintain the inter-provincial boundaries of the province as part of a tripartite Boundary Commission by:
  - a) Meeting with Boundary Commissioners from adjacent provinces and the federal government to discuss any issues relating to the provincial boundaries;
  - b) Providing instructions to land surveyors performing surveys of the provincial boundaries; and
  - c) Reviewing and registering the results of surveys of provincial boundaries.

### **Crown Grant Services**

1. Preparation of Crown grant documents conveying Crown Land in fee simple. During the 2003/04 fiscal year the unit prepared 417 Crown grants which provided over 77 million dollars in revenue to the Province;
2. Preparation of Ministerial Orders to amend, cancel or replace terms, covenants, provisions, stipulations, reservations or exemptions of existing Crown grants and cancellations of those Crown grants deemed to be defective.
3. Transactional advice on more complex conveyance procedures involving registration of multiple instruments.

### **Records Distribution Services**

1. Respond to client requests for copies of plans, field notes, historical survey records, Crown grant documents and reference maps in a variety of mediums;
2. Scanning records for population in the ATLAS database to support electronic retrieval through GATOR;
3. Records management and maintenance; and
4. Promote and educate clients on internet use for retrieval of electronic records.

## **Role and Function of the Surveyor General of the Province of British Columbia**

The Surveyor General is an independent statutory decision maker appointed by the Chief Executive Officer of the Land Title and Survey Authority (LTSA) pursuant to the *Land Title and Survey Authority Act* of British Columbia.

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  - a) Providing parcel designations to land surveyors for surveys of Crown land;
  - b) Providing guidance on the maintenance and creation of general survey instruction rules to the Association of British Columbia Land Surveyors;
  - c) Providing circular letters to all British Columbia Land Surveyors on changes to statutes, regulations and items of interest in a timely manner; and
  - d) Providing professional support on survey issues to the land title offices.
2. Manage all surveys of Crown lands under the authority of the Land Act by:
  - a) Responding to questions or concerns regarding surveys of Crown land;
  - b) Reviewing all plans prepared for the surveys of Crown land for accuracy and completeness; and
  - c) Confirming all plans and filing them in the Crown Land Registry.
3. Manage the statutory obligations imposed by legislation by:
  - a) Maintaining the integrated survey area program;
  - b) Reviewing and adjudicating changes to natural boundaries in order to maintain accurate titles within the land title offices;
  - c) Adjudicating requests by developers to provide subdivisions with deferred monumentation for the protection of the cadastral fabric;
  - d) Adjudicating requests for modified or deferred monumentation for surveys within the E & N land grant;
  - e) Adjudicating requests for agreed boundaries adjacent to Crown lands;
  - f) Adjudicating designations and confirming official plans of Provincial Parks;
  - g) Canceling Crown titles from the land title offices when required; and
  - h) Designating corporate bodies or the public to hold statutory rights of way or covenants over lands registered in the land title offices.
4. Provide professional guidance on survey issues to government and the public by:
  - a) Providing assistance in the negotiation of treaty settlements with First Nations; and
  - b) Providing assistance to ministries and the public on an as needed basis to resolve issues with their property holdings;
  - c) Researching historical records to report on the accuracy of land transactions land;

- d) Assisting the Ministry of Transportation with the transfer of provincial Crown lands and federal Crown lands;
  - e) Providing resources for educational needs on survey issues.
5. Maintain the inter-provincial boundaries of the province as part of a tripartite Boundary Commission by:
- a) Meeting with Boundary Commissioners from adjacent provinces and the federal government to discuss any issues relating to the provincial boundaries;
  - b) Providing instructions to land surveyors performing surveys of the provincial boundaries; and
  - c) Reviewing and registering the results of surveys of provincial boundaries.

#### **Crown Grant Services**

1. Preparation of Crown grant documents conveying Crown Land in fee simple. During the 2003/04 fiscal year the unit prepared 417 Crown grants which provided over 77 million dollars in revenue to the Province;
2. Preparation of Ministerial Orders to amend, cancel or replace terms, covenants, provisions, stipulations, reservations or exemptions of existing Crown grants and cancellations of those Crown grants deemed to be defective.
3. Transactional advice on more complex conveyance procedures involving registration of multiple instruments.

#### **Records Distribution Services**

1. Respond to client requests for copies of plans, field notes, historical survey records, Crown grant documents and reference maps in a variety of mediums;
2. Scanning records for population in the ATLAS database to support electronic retrieval through GATOR;
3. Records management and maintenance; and
4. Promote and educate clients on internet use for retrieval of electronic records.

\*This form may be tailored or computer adjusted to block scheduling and time.

DIARY FORM 3/99(i) LST # \_\_\_\_\_ SS # \_\_\_\_\_  
 Duplicate as necessary)

COMMENCING Month \_\_\_\_\_ Year \_\_\_\_\_  
 Reporting Sheet # \_\_\_\_\_

PRINT NAME (Last, First Middle) / STATUS / BCLS SUPERVISOR / BCLS SUPERVISOR SIGNATURE

PRINT FULL ADDRESS (including postal code) (A/B/C/D/E/F/G/H/I/J)

YEAR _____ (Circle Month)	SUMMARY OF WORK PERFORMED IN MONTH	CAPACITY	DAYS OFFICE	DAYS FIELD	CATEGORY OF WORK
JUNE/DEC.					
JULY/JAN.					
AUG./FEB.					

Student (SS)/Pupil (LST) \_\_\_\_\_

Date of Submission: \_\_\_\_\_

Signature \_\_\_\_\_

NOTE: 6 month returns required & on term

TOTAL FOR SHEET REPORTING PERIOD \_\_\_\_\_ DAYS

TOTAL TO DATE = \_\_\_\_\_ DAYS

FIELD TIME = \_\_\_\_\_ %

**CATEGORIES**

- A. Calc. & Plotting
- B. Liaison/Gov't. & Searching Records
- C. Client Contact

- D. Estimating Costs, etc.
- E. Certificates (Field)
- F. Reposting, Subdivision & Rights-of-Way (Field)

- G. Engineering, Const. & Topographic Surveys
- H. Mineral Claims, Well Site Surveys
- I. Control Surveys, Mapping
- J. Other - Qualify; Land Act Surveys, etc.

\*This form may be tailored or computer adjusted to block scheduling and time.

DIARY FORM 3/99(i) LST # \_\_\_\_\_ SS # \_\_\_\_\_  
 (Duplicate as necessary)

COMMENCING Month \_\_\_\_\_ Year \_\_\_\_\_  
 Reporting Sheet # \_\_\_\_\_

PRINT NAME (Last, First Middle) / STATUS / BCLS SUPERVISOR / BCLS SUPERVISOR SIGNATURE

PRINT FULL ADDRESS (including postal code) (A/B/C/D/E/F/G/H/I/J)

YEAR _____ (Circle Month)	SUMMARY OF WORK PERFORMED IN MONTH	CAPACITY	DAYS OFFICE	DAYS FIELD	CATEGORY OF WORK
SEPT./MAR.					
OCT./APR.					
NOV./MAY					

Student (SS)/Pupil (LST) \_\_\_\_\_

Date of Submission: \_\_\_\_\_

Signature \_\_\_\_\_

NOTE: 6 month returns required & on term

TOTAL FOR SHEET REPORTING PERIOD \_\_\_\_\_ DAYS

TOTAL TO DATE = \_\_\_\_\_ DAYS

FIELD TIME = \_\_\_\_\_ %

**CATEGORIES**

- A. Calc. & Plotting
- B. Liaison/Gov't. & Searching Records
- C. Client Contact

- D. Estimating Costs, etc.
- E. Certificates (Field)
- F. Reposting, Subdivision & Rights-of-Way (Field)

- G. Engineering, Const. & Topographic Surveys
- H. Mineral Claims, Well Site Surveys
- I. Control Surveys, Mapping
- J. Other - Qualify; Land Act Surveys, etc.

**ASSOCIATION OF LAND SURVEYORS OF THE PROVINCE OF BRITISH COLUMBIA  
APPLICATION TO BECOME A SURVEY STUDENT**

I, \_\_\_\_\_ of \_\_\_\_\_  
(print or type full name) (address)

\_\_\_\_\_  
(city/town) (province) (postal code) (telephone)

Email address: \_\_\_\_\_

hereby make application for status as a survey student under regulations approved by the Association.

Birthplace: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Citizenship: \_\_\_\_\_ If not Canadian, are you a registered permanent resident? \_\_\_\_\_

A survey student is any person, Canadian or otherwise, accepted prior to articles on a training roster by the Association of Land Surveyors of the Province of British Columbia, whose minimum academic standing is equivalent for entry to an accredited program in surveying or applied survey science.

**My qualifications**

Note: Applicants are required to submit proof of their academic qualifications are as follows:

**1. Education:**

Educational Institution	Diploma – Degrees Received	Year of Course/Graduation

**2. Experience:**


**3. Current Status:**

Present Employer (if applicable)	
Educational Institution attending (if applicable)	

I hereby certify the foregoing to be a true record of my education and survey experience. If this application is accepted, I hereby agree to abide by the rules and regulations of the Association. I have enclosed \$28.00 (\$25.00 + \$3.00 HST) to cover the fee for this application. If accepted I agree to pay, in advance, annual dues in the amount of \$56.00 (\$50.00 + \$6.00 HST) per year.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The personal information requested on this form is collected under the authority of and will be used for the purpose of administering and enforcing the Land Surveyors Act. The collection, use and disclosure of personal information is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. Any questions about this form should be directed to the Association of BC Land Surveyors, #301-2400 Bevan Avenue, Sidney BC V8L 1W1. Phone: 250-655-7222 Fax: 250-655-7223 Email: office@abcls.ca

**ASSOCIATION OF LAND SURVEYORS OF THE PROVINCE OF BRITISH COLUMBIA  
APPLICATION TO BECOME A LAND SURVEYOR IN TRAINING**

I, \_\_\_\_\_ of \_\_\_\_\_  
(print or type full name) (address)

\_\_\_\_\_  
(city/town) (province) (postal code) (telephone)

Email address: \_\_\_\_\_

hereby make application for status as a Land Survey in Training under regulations approved by the Association.

Birthplace: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Citizenship: \_\_\_\_\_ If not Canadian, are you a registered permanent resident? \_\_\_\_\_

**My qualifications are as follows:**

Note: Applicants are required to submit proof of their academic qualifications

**1. Education:**

Educational Institution & Address	Diploma – Degrees Received	Year of Course/ Graduation

**2. Experience: (Please provide a detailed list of work experience)**


3. Canadian Board of Examiners Certificate of Completion Attached:      Yes                      No

4. Registration as an articulated student in other Canadian jurisdictions.

Organization	Membership Status	Date of Registration

I hereby certify the foregoing to be a true record of my education and survey experience. If this application is accepted, I hereby agree to abide by the rules and regulations of the Association. I have enclosed \$28.00 (\$25.00 + \$3.00 HST) to cover the fee for this application. If accepted I agree to pay, in advance, annual dues in the amount of \$112.00 (\$100.00 + \$12.00 HST) per year.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The personal information requested on this form is collected under the authority of and will be used for the purpose of administering and enforcing the Land Surveyors Act. The collection, use and disclosure of personal information is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. Any questions about this form should be directed to the Association of BC Land Surveyors, #301-2400 Bevan Avenue, Sidney BC V8L 1W1. Phone: 250-655-7222 Fax: 250-655-7223. Email: office@abcls.ca

**ASSOCIATION OF BRITISH COLUMBIA LAND SURVEYORS  
APPLICATION TO BECOME A LAND SURVEYOR ASSOCIATE**

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I, \_\_\_\_\_ of \_\_\_\_\_  
(print or type full name) (address)

\_\_\_\_\_  
(city/town) (province and postal code) (telephone)

Email address: \_\_\_\_\_

hereby make application for status as a Land Surveyor Associate under regulations approved by the Association.

Birthplace: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Citizenship: \_\_\_\_\_ If not Canadian, are you a registered permanent resident? \_\_\_\_\_

**My qualifications are as follows:**

Note: Applicants are required to submit proof of their academic qualifications

Registration as a Land Surveyor in a Canadian jurisdiction.

Association	Membership Status	Date of Registration

I hereby certify the foregoing to be a true record of my education and survey experience. If this application is accepted, I hereby agree to abide by the rules and regulations of the Association.

I have enclosed \$28.00 (\$25.00 + \$3.00 HST) to cover the fee for this application. If accepted I agree to pay, in advance, annual dues in the amount of \$224.00 (\$200.00 + \$24.00 HST) per year.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The personal information requested on this form is collected under the authority of and will be used for the purpose of administering and enforcing the Land Surveyors Act. The collection, use and disclosure of personal information is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. Any questions about this form should be directed to the Association of BC Land Surveyors, #301-2400 Bevan Avenue, Sidney, BC V8L 1W1 Phone: 250-655-7222 Fax: 250-655-7223 email: [office@abcls.ca](mailto:office@abcls.ca)



**PQ Form 1/94 am'd**  
Ref.: BCLS Entry  
Regs – Div I  
Booklet pages 6 – 8

**APPLICATION FOR PRE-APPROVAL TO UNDERTAKE  
DIVISION I FIELD PROJECT**

To: **Professional Assessment & Qualifications Committee** Date: \_\_\_\_\_

Candidate: \_\_\_\_\_ Status: \_\_\_\_\_

Date that Articles Effective: \_\_\_\_\_

**EFFECTIVE ELIGIBILITY FOR EXAMINATION FOR \_\_\_\_\_ 20\_\_**

Application:


Approval: Yes/as submitted  No/subjective/modified below

Note: Answers are requested to be forwarded to the Professional Assessment & Qualifications Chairman with **48 hours** of receipt. No return in four days will imply approval to proceed as submitted. **(As suitable)**

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ For P.A.Q. Committee \_\_\_\_\_

Encl.: Candidate's Division I Application Letter for Approval

Dated: \_\_\_\_\_ Supervisor \_\_\_\_\_

Letter and sketch provided

Note: Professional status application (Regs form 4) is separate, for P.A.Q. committee and must follow for examination approval.

**Association of British Columbia Land Surveyors**  
**Land Surveyors in Training Application Form for Writing Professional Examinations**

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I, \_\_\_\_\_ of \_\_\_\_\_  
(print or type full name) (address)

\_\_\_\_\_  
(city/town) (province) (postal code) (telephone)

Email address: \_\_\_\_\_

Employer: \_\_\_\_\_ City: \_\_\_\_\_

give notice of my intention to present myself as a candidate under the Association bylaws and the Land Surveyors Act, at the final examination in the month of \_\_\_\_\_, \_\_\_\_\_; to write or sit the following categories:

Field Project       Statutes/Rules Exam       Practical Surveying Exam

I enclose herewith examination fees in the amount of \$168.00 (\$150.00 plus \$18.00 HST) per category for the exams I wish to write this sitting.

Amount Enclosed \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I hereby enclose proof of my status as a Canadian citizen or permanent resident of Canada.**

LST # \_\_\_\_\_

**Association of British Columbia Land Surveyors**  
**Land Surveyor Associates Application Form for Writing Professional Examinations**

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I, \_\_\_\_\_ of \_\_\_\_\_  
(print or type full name) (address)

\_\_\_\_\_  
(city/town) (province) (postal code) (telephone)

Email address: \_\_\_\_\_

Employer: \_\_\_\_\_ City: \_\_\_\_\_

give notice of my intention to present myself as a candidate under the Association bylaws and the Land Surveyors Act, at the final examination in the month of \_\_\_\_\_, \_\_\_\_\_; to write or sit the following categories:

Field Project       Statutes/Rules Exam       Practical Surveying Exam

I enclose herewith examination fees in the amount of \$168.00 (\$150.00 plus \$18.00 HST) per category for the exams I wish to write this sitting.

Amount Enclosed \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I hereby enclose proof of my status as a Canadian citizen or permanent resident of Canada.**

LSA # \_\_\_\_\_

**ASSOCIATION OF BRITISH COLUMBIA LAND SURVEYORS  
APPLICATION FORM FOR REWRITING PROFESSIONAL EXAMINATIONS**

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I, \_\_\_\_\_ of \_\_\_\_\_  
(print or type full name) (address)

\_\_\_\_\_  
(city/town) (province/postal code) (telephone)

Email address: \_\_\_\_\_

Employer: \_\_\_\_\_ City: \_\_\_\_\_

give notice of my intention to present myself as a candidate under the Association bylaws and the Land Surveyors Act, at the final examination in the month of \_\_\_\_\_, \_\_\_\_\_; to write or sit the following categories:

Field Project       Statutes/Rules Exam       Practical Surveying Exam

I enclose herewith examination fees in the amount of \$168.00 (\$150.00 plus \$18.00 HST) per category for the exams I wish to write this sitting.

Amount Enclosed \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

LST or LSA # \_\_\_\_\_