



ASSOCIATION OF BRITISH COLUMBIA LAND SURVEYORS

Schedule of Forms

Association of British Columbia Land Surveyors

Version 1.5 – Approved 2015-06-02

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Schedule A

Articles of Agreement

of a Land Surveyor in Training to a British Columbia Land Surveyor

In the context of these articles all capitalized terms will have the meaning set out in the Act, unless a contrary intention is expressed in this document.

LST #T03__

These articles of agreement are made this _____ day of _____, 20__

Between _____, B.C.L.S., of _____, B.C., "the Land Surveyor",
and _____ of _____, B.C., "the Land Surveyor in Training", and constitute an agreement for a period of training pursuant to the Land Surveyors Act of British Columbia and the bylaws of the Association.

I, _____ the Land Surveyor in Training, hereby agree to serve a period of ___ months under these Articles as provided for by the Board under the Land Surveyors Act of British Columbia and the bylaws of the Association.

I recognize that it will be my duty to report to the Association all my experience and training received during the term of these Articles and to submit to the Association the names of all my supervising Land Surveyors. I also recognize that the Association has a mentoring program available to all students and I agree to participate in that program as needed.

I promise to serve the Land Surveyor faithfully and diligently and I recognize the statute responsibility, particularly regarding personal injury or loss to the Land Surveyor caused by neglect or improper conduct on my part.

LAND SURVEYOR _____ WITNESS: _____
IN TRAINING _____ Witness as to signature

DATE: _____ PRINT WITNESS NAME: _____

I, _____ the Land Surveyor, hereby agree to accept _____ Land Surveyor in Training under these Articles for a period of ___ months in accordance with the requirements of the Land Surveyors Act of British Columbia and the bylaws of the Association.

I agree to instruct and train _____ in the art and practice of land surveying to the best of my ability and not to hinder a transfer of his/her articles to another Surveyor. I also agree to encourage _____ to participate in the mentoring program offered by the Association.

I further agree to provide any information and documentation of training taken by _____ as may be requested from time to time by the Secretary.

LAND SURVEYOR: _____ WITNESS: _____
_____ Witness as to signature

DATE: _____ PRINT WITNESS NAME: _____

Articles approved this _____ day of _____, 20__ _____
Secretary

Articles effective the _____ day of _____, 20__

Schedule A Addendum

Articles of Agreement

of a Land Surveyor in Training to a British Columbia Land Surveyor

This document forms part of the Articles of Agreement to be used for Cancellations, Transfer or Discharge of the Articles.

LST #T03

Cancellation of the Articles of Agreement are made this ____ day of _____, 20__

Between _____, B.C.L.S., of _____, B.C., "the Land Surveyor",

and _____ of _____, B.C., "the Land Surveyor in

Training".

BCLS _____ LST _____

WITNESS _____ NAME _____

Cancellation approved this ____ day of _____, 20__ _____

Secretary

Discharge of the Articles of Agreement are made this ____ day of _____, 20__

Between _____, B.C.L.S., of _____, B.C., "the Land Surveyor",

and _____ of _____, B.C., "the Land Surveyor in

Training". _____ has completed his term of articles as prescribed.

BCLS _____ LST _____

WITNESS _____ NAME _____

Discharge approved this ____ day of _____, 20__ _____

Secretary

Transfer of the Articles of Agreement are made this ____ day of _____, 20__

Between _____, B.C.L.S., of _____, B.C., "the Land Surveyor",

and _____ of _____, B.C., "the Land Surveyor in

Training". These articles are hereby transferred to _____, BCLS.

BCLS _____ LST _____

WITNESS _____ NAME _____

BCLS (Transferred to) _____

Transfer approved this ____ day of _____, 20__ _____

Secretary

Schedule B – Form of Discharge From Articles As Land Surveyor in Training of a Land Surveyor

COMPLETION

LAND SURVEYORS ACT

&

BYLAWS

FORM A

Discharge From Articles As Land Surveyor in Training of a Land Surveyor

THIS CERTIFIES that _____ (Name) _____ has regularly and faithfully served _____ months/years under the attached articles of apprenticeship, including ___ months of actual practice in the field, in British Columbia. _____ (Name) _____ is now honourably discharged from the articles. (Attach testimony as to the Land Surveyor in Training's character for sobriety and probity.)

Date

Signature

Commission as Land Surveyor

This certifies that _____ (Name) _____

of _____ (City, Province) _____

- (a) has passed the examination before the Board of Management of the Association of British Columbia Land Surveyors,*
- (b) has qualified to fill the office and perform the duties of a land surveyor for British Columbia,*
- (c) has complied with all the requirements of the law,*
- (d) is admitted to membership in the Association and commissioned to discharge the duties of a land surveyor, and*
- (e) is authorized to practise as a land surveyor in British Columbia as long as this membership remains in good standing.*

President or Member of Board

Secretary

Date

Schedule D – Form of Ballot Paper

**Association of British Columbia Land Surveyors
ELECTION OF BOARD OF MANAGEMENT, (Year)**

Mark a cross (X) opposite the name voted for in the "Votes" column.

<i>Names of Proposers</i>	Names of Nominees	Residence	Votes
Election for Vice President – 2 Year Term (Serving as President in the 2nd Year) Vote for 1 name only			
Election for Board – 1 Year Term Vote for 2 names only			
Election for Board – 2 Year Term Vote for 2 names only			

The following information will be included on the face of the envelope provided with the ballot.

**ELECTION OF BOARD OF MANAGEMENT, (YEAR)
ASSOCIATION OF BRITISH COLUMBIA LAND SURVEYORS**

This is the ballot of _____, BCLS
(Name – Please Print)

Commission # _____.

I declare that:

1. I am a practising land surveyor of the Association; and
2. I have signed no other ballot paper at this election.

Date

Signature

No. XXX

LAND SURVEYORS ACT (RS Chap. 248)

Province of British Columbia

OATH/AFFIRMATION

I, **(Surveyor's Name)**, swear/affirm that I will faithfully and without partiality perform my duties as a land surveyor and member of the Association of British Columbia Land Surveyors according to the law.

Sworn/Affirmed before me

at (Location)

this XXX day of XXXXXXXXXX

Signature: _____

(Name), BCLS, (Role)
Member of the Board of Management
Association of British Columbia Land Surveyors

Schedule F – Code of Ethics

Association of British Columbia Land Surveyors Code of Ethics

The ABCLS has developed this Code of Ethics as part of its ongoing commitment to continuous improvement and in following its vision to fulfill its public trust as a progressive and accountable profession.

The purpose of the Code is to give general statements and guidance on the principles of ethical conduct to assist members and the Association staff in fulfilling their duties to all stakeholders in a transparent manner.

Code of Ethics

The ideals of ethical professional conduct require that all members shall:

1. Exercise professional integrity in the conduct of every survey and expression of independent professional judgment.
2. Provide services in a completely unbiased manner to ensure that the interests of a client do not take precedence over the interests of society as a whole. Every BCLS has an obligation to serve the cadastre and society before the interests of the client.
3. Regard as confidential any information obtained as to the affairs of the client; to be disclosed to any others only as directed, or required, for the completion of the client's work. Duty of confidentiality shall extend to all staff and students with access to such information; and shall persist indefinitely unless or until the information becomes a public record.
4. Inform a prospective client or employer of any business connection, affiliation, interest or involvement that may influence, or appear to influence, the member's judgement or impair the quality of service, or the ability to carry out all professional responsibilities and obligations in an impartial and objective manner. Such an engagement may only be undertaken with the client's express consent.
5. Only accept a retainer or undertake an assignment if they have the ability, resources and staff to carry out such assignment or is able to obtain same prior to commencement in order to complete in a timely and professional manner.
6. Remain technologically and professionally current with all matters that affect their practice.
7. Conduct their professional and personal affairs in a manner that will maintain and enhance the public's trust and confidence in the Member and the Profession.
8. Consider the protection of the natural environment, and the safety, health and welfare of the public and the workplace.
9. Undertake sufficient direct personal supervision and review of any work issued under their name to assure it meets all professional standards.
10. In communication, give credit where it is due and accept, as well as give, honest and fair professional comment.