




ANNUAL REPORT

Appendix 1: Governance Report

2024–2025



Governance Reporting

 LTSA holds itself to high standards of governance and compliance and adopts a culture of transparency with respect to these foundational public accountability provisions. Matters reported here are either required to be reported by legislation or LTSA's Bylaws or are voluntarily reported as relating to LTSA's accountability and transparency:

- Accountability and Stakeholder Engagement
- Legal and Regulatory Compliance
- Corporate and Board Governance
- Business Ethics
- Grievance Mechanisms
- Risk Management
- Data Policy, Privacy and Management

Accountability and Stakeholder Engagement

LTSA Stakeholder Advisory Committee

At the formation of LTSA in 2005, the Board established a formal Stakeholder Advisory Committee (SAC) which is designed to ensure effective two-way communication with stakeholders and customers. The SAC is chaired by LTSA's CEO and includes a senior representative from the Province with legislative responsibility for the related enactments.

2024/25 Activities:

During the period, the following activities were undertaken:

- Operational and financial matters were reported at the LTSA Annual General Meeting on July 10, 2024;
- Two meetings were held during the period:
 - **December 3, 2024** – a joint meeting of the LTSA Board, Executive and the SAC members, with these key topics: Strategy and Business Priorities Update; Performance against key Operating Agreement targets; update on LTSA's key social responsibility priorities; key initiatives updates including Verified Transaction, Application Platform Modernization, Survey System Modernization, First Nation Land Governance Registry; BC Assessment Presentation (BCA);
 - **March 6, 2024** – a regular meeting of the SAC members with LTSA, with these key topics: Strategic Priorities Update; upcoming Business Plan highlights; Board Renewal Process; Financial Report (transaction Volumes / LTSA Annual Statutory Fee Review and LOTR Fees); Operations Report results of Customer Relationship Health Survey; updates on key business initiatives including Verified Transaction, Application Platform Modernization, LTSA's updated customer portal; logo refresh; ParcelMap BC adoption update; and an update on the Vault Records Program.

Other Advisory Committees

LTSA establishes other Advisory Committees as the need arises to ensure its operations are informed by stakeholders who use the systems.

2024/25 Activities:

Advisory Committees operating during the reporting period included:

- Legal Professionals Advisory Council
- Land Surveyor Advisory Task Force
- Vault Records Advisory Committee
- ParcelMap BC Adoption Working Group
- Public Sector Advisory Committee

Legal and Regulatory Compliance

LTSA is subject to a variety of public reporting and accountability provisions which include, among other things, reporting in the Annual Report any changes to LTSA Bylaws, the Regulated Fees and LTSA's Operating Agreement with the Province.

LTSA-Province Ongoing Collaboration

LTSA establishes and supports a regular meeting schedule with the Minister responsible for LTSA's enabling legislation as well as other provincial government employees to support ongoing collaboration between the Province and LTSA as required in the Operating Agreement. Additionally, and as required, LTSA participates in legislation planning meetings. LTSA makes itself available, as required, to support ongoing collaboration on key issues pertaining to the operation and delivery of land title and survey systems and review progress on key strategic and operational matters.

Land Title and Survey Authority Act (LTSA Act)

The LTSA Act established the LTSA in 2005 as a publicly accountable, statutory corporation without share capital which consists of a Board of Directors appointed under the Act. The legislation sets out the purposes of the Land Title and Survey Authority. Statutory provisions are also included relating to the governance of LTSA including the requirement for; board nomination and appointment procedures; powers and duties of Directors and Officers; general provisions such as remuneration and reimbursement of Directors; specific records requirements; requirement to hold a public Annual General Meeting; conflict of interest provisions; and financial administration requirements.

2024/25 Activities:

During the reporting period, the following occurred:

- Activities related to the LTSA Act compliance matters are set out further in the sections below.

Key Operating Agreements

The LTSA Act and key operational agreements (Operating Agreement and LOTA Agreement) with the Province define the operational mandate and responsibilities of LTSA under the various statutes within LTSA's purposes and authority. The LTSA Act requires that LTSA report annually on any changes to the Operating Agreement with the Province. Additionally, the key operational agreements include a requirement for periodic reviews, conducted by a jointly appointed independent management consultant, of the Province's and LTSA's obligation to one another, and to the public, under each agreement:

- 5 Year Reviews – LTSA and the Province jointly review each party's performance under the agreements in respect of each five year period; and
- 10 Year Reviews – LTSA and the Province jointly review each party's performance and the sufficiency of LTSA revenues under the agreements in respect of each 10 year period.

2024/25 Activities:

During the reporting period, the following activities were undertaken:

- Planning and collaboration activities continued with the Province in 2024/25 to prepare for the 5 and 10 year reviews. The third of three Information Sessions with LTSA provincial partners was delivered early in the fiscal year.
- Terms of Reference for each of the reviews were negotiated with the Province and in February 2025, the Board of Directors authorized the CEO to execute the Terms and take such steps as are necessary to complete the reviews.
- Conduct of the reviews will be undertaken in FY2025/26 with results anticipated later in the fiscal year.
- No changes to the Operating Agreement were made during the reporting period.



LTSA Bylaws

The LTSA Act (section 19) requires that the LTSA Board of Directors prepare Bylaws relating to defined matters and, further, that any changes to the Bylaws be reported in the Annual Report each year [LTSA Act, s.26(4)(e)].

2024/25 Activities:

The Board authorized the following Bylaw amendments to be in effect during the 2024/25 reporting period:

- Part 13 (Service Fees) – Section 13.1, Table 5 (*Land Owner Transparency Act* Fees (LOTA search fees set to zero) and Section 13.3 (Electronic Transaction Service Charge) (to waive transaction charge on LOTA searches) to be in effect April 1, 2024
- Part 13 (Services Fees) to reflect fee increases aligned with regulatory authority to be in effect April 1, 2024 (see “Regulated Fees” below).
- Housekeeping amendments to be in effect April 1, 2024 to opening statement; Section 5.2; Section 11.2; Section 13.2 Table 4; Section 13.5(b).

Regulated Fees

Each year, LTSA conducts an annual fee review and is required to provide notice of any changes to the Province, stakeholders and the public. The LTSA Act, s 25(4)(b) requires that the Annual Report include a report on any changes in that fiscal year to the fees established by LTSA under the *Land Act*, the *Land Title Act*, the *Mineral Tenure Act* or any other enactment.

2024/25 Activities:

For the 2024/25 reporting year, the following fees adjustments came into effect April 1, 2024:

- Land Owner Transparency Act search fees were set to zero.
- Electronic Transaction Service Charges for LOTA Search Fees were set to zero.
- 8% Consumer Price Index (CPI) increase to be applied to all statutory fees.
- 8% increase to *Land Owner Transparency Act* (LOTA) fees.
- Comparable increase to LTSA administrative service fees which are not subject to the CPI measurement but have been increased in the range of 8% to reasonable round numbers.

Notice provisions were executed in compliance with regulatory requirements.



Other Public Reporting Requirements

LTSA is subject to a variety of other public reporting or accountability requirements relating to the 5 and 10 Year Review under the Operating Agreement; the Annual Report and Business Plan; the LTSA Annual General Meeting and corporate records.

2024/25 Activities:

All public reporting requirements were met during the reporting period in compliance with regulatory requirements:

- 5 and 10 Year Reviews under the Operating Agreement are underway in compliance with requirements;
- 2023/24 LTSA Annual Report – made public on June 28, 2024 within defined statutory deadlines, included all mandatory information and was presented at the LTSA AGM as required by statute;
- 2024/25 LTSA Business Plan – made public on March 28, 2024 within defined statutory deadlines;
- LTSA Annual General Meeting – held on July 10, 2024 in compliance with statutory deadlines and required notice provided on June 12, 2024 in compliance with statutory requirements;
- Records – all records duly maintained at head office aligned with statutory requirements.



Corporate and Board Governance

Board Composition

The Land Title and Survey Authority Board of Directors consists of individuals appointed by the LTSA Board of Directors from nominees submitted by stakeholder entities that are defined in the *Land Title and Survey Authority Act* (LTSA Act). The LTSA Act requires that the Board Directors must select appointees in such a way as to ensure that, as a group, the Directors hold all of the skills and experience identified in the Skills and Experience Profile.

Each year, three to four Director terms expire and the Board conducts an annual renewal process aligned with the requirements set out in the LTSA Act to ensure Director appointments are in place for April 1 of the next fiscal year. The Board is committed to assessing the extent to which the current composition reflects its diversity commitment as part of any Director nomination process.

2024/25 Activities:

The results of statutory Board nomination and appointment process that were effected during this reporting period follow:

- Patrick Julian was appointed April 1, 2024 for a third three-year term as a nominee of the Law Society of British Columbia;
- Angela Wesley was appointed April 1, 2024 for a third three-year terms as a nominee of the First Nations Summit; and
- Shawna Farmer was appointed April 1, 2024 for a third three-year term as a nominee of the Society of Notaries Public of British Columbia.

Board Governance Annual Reviews and Board Governance Manual

Each year, the Board conducts an annual governance review to ensure that it continues to be aligned with best practices, governance trends, and any matters relating to specific governance areas which have arisen over the fiscal year. The scope of the review varies year over year at the discretion of the Board.

The LTSA Board of Directors has established a Board Governance Manual (Manual) to describe the approach and policies for carrying out its governance responsibilities and to supplement applicable LTSA Bylaws (Bylaws). The governance policies and roles articulated in the Manual support the Board in its oversight role of ensuring efficient business operations and delivering the land title and survey systems. The Manual is a “living document”. The Board regularly reviews and revises the Manual as necessary to reflect developments in the Board’s practice, while remaining consistent with the *Land Title and Survey Authority Act* (LTSA Act), Bylaws, and Land Title and Survey Enactments (Enactments).



2024/25 Activities:

The following activities were undertaken and effected during the reporting period:

- The Board conducted its annual governance review which resulted in minor changes to various governance manual documentation to ensure continued relevance with current and evolving best practices.
- The Board undertook a comparative self-assessment review against the report “Charting the Future of Canadian Governance: A Principled Approach to Navigating Rising Expectation for Board of Directors”. The Board reviewed the results of the self-assessment which provided results of ranking for degree of alignment with the principles. The Board determined that the LTSA is mostly aligned with the best practice principles outlined in the report and that no further action was deemed required at this time.
- To support ongoing efforts for continuous improvement, the Board implemented a time tracking exercise for the full fiscal year to ensure that time used at meetings is appropriately apportioned for foresight matters and oversight matters. The Board reviewed the results data summarized from 26 meetings and determined that an appropriate proportion of time is spent on each at the Board and Committee level.

Board Compensation

The LTSA Act requires that the Board must establish bylaws that, among other things, set rules respecting the remuneration and reimbursement of Board Directors. The Board Chair, Committee Chairs and Board Directors are compensated for their time by way of Annual Director Fees, as set out at Part 5 of the LTSA Bylaws and summarized below. Directors are requested to serve on two Board Committees that meet quarterly, in addition to attendance at a full Board meeting each quarter.

- Board Director Annual Director Fee - \$40,000;
- Committee Chair Annual Director Fee - \$50,000; and
- Board Chair Annual Director Fee - \$70,000.

The Board reviews its compensation annually. The Board compensation philosophy includes comparators made up of both:

- public sector peer group focused on public sector board, agencies and commissions in BC or companies working specifically for a government entity; and
- private sector peer group consisting of general market and technology industry companies of comparable size to LTSA.



2024/25 Activities:

- The Board conducted its annual review of Director compensation during the previous 2023/24 fiscal year and determined that no changes be made to Board compensation amounts for this period.
- Total compensation paid to eleven Board Directors collectively for the 2024/25 fiscal year was \$506,666.67. There were 27 Committee/Board meetings during the reporting period.

Board of Directors Committee Memberships and Chairs

For the reporting period, the following represents the Committee composition and Chairs:

- **Board Chair*** – Robert Simmons
- **Vice Chair** – Bronwyn Denton

Audit and Finance	New Ventures	Governance	Human Resources
Ahmed, Sarf (Chair)	Walton, Richard (Chair)	Denton, Bronwyn (Chair)	Popatia, Anar (Chair)
Abbott, George	Ahmed, Sarf	Farmer, Shawna	Abbott, George
Denton, Bronwyn	Farmer, Shawna	Houghton, BJ	Julian, Patrick
Houghton, BJ	Julian, Patrick	Smythe, Scott	Smythe, Scott
Popatia, Anar	Wesley, Angela	Wesley, Angela	Walton, Richard

**Board Chair is an ex-officio member of all Board Committees*



Reporting Board Meeting Outcomes

The LTSA Act, section 26(4)(f) requires that the Annual Report must include the date, type and outcome of any meetings held by the Directors or by Committees of the Directors in that fiscal year. (See Schedule A to this Governance Report for this information).

Board Orientation, Board Group Education and Individual Director Education

LTSA believes that it is important for Directors to have the skill, experience, and knowledge required to facilitate fully informed decision-making and effective contribution by Directors. As such, the Board ensures comprehensive orientation and ongoing education opportunities are available to Directors to supplement and augment existing skills. Education includes opportunities for the Board as a whole, and individual educational opportunities for ongoing Director development.

2024/25 Activities:

During the reporting period, the following activities were undertaken:

- Board Group Education Sessions on the following topics: Generative Thinking; Cyber-Security Table Top Exercise; ESG Trends and Implications to LTSA; Land Title Trends and Innovations in other Jurisdictions; Disaster Management in BC; Artificial Intelligence (AI) Governance.
- Individual Directors engaged in development activities relating to organizational resilience, the Board's role in artificial intelligence, Board oversight of strategy, Board oversight of artificial intelligence, audit committee effectiveness, ESG, audit committee fundamentals, AI from the top: strategic and responsible leadership and the future of governance.
- Board Directors are invited to attend all monthly LTSA employee Lunch and Learn sessions at their discretion.



Business Ethics

Code of Business Conduct and Ethics Policy

The LTSA Board of Directors, through the Chief Executive Officer (CEO), sets the standard of conduct for the LTSA and ensures that it is communicated. The Code of Business Conduct and Ethics Policy (the “Code”) describes the standards of conduct that all LTSA Personnel are expected to follow in their day-to-day work and describes the responsibilities, roles and procedures respecting disclosures and investigations of matters which arise under the Code. The Code policy applies to the LTSA and to its subsidiaries.

Reporting procedures for known or suspected breaches of the Code are set out in Code document which include avenues to report to the Board of Directors directly through either the Governance Committee Chair or the Audit and Finance Committee Chair (for matters related to questionable accounting or auditing matters). A designated Conduct and Ethics Advisor has responsibility for monitoring and reporting to the Governance Committee (and the Audit and Finance Committee for those items relating to accounting and auditing matters) of the Board of Directors on compliance with the Code.

2024/25 Activities:

The Board reviewed the Annual Code of Conduct Compliance Report in September 2024 for the period August 1, 2023 to July 31, 2024.

Matters arising during the reporting period (April 1, 2024 to March 31, 2025) were:

- **Code Communications and Training** – all employees have received the required training and have acknowledged their responsibilities under the Code;
- **Annual Code Disclosure Requirements** – completed (see Conflict of Interest below);
- **Matter arising disclosures of potential conflicts of interest**, and of any governance or financial irregularities:
 - the Conduct and Ethics Advisor responded to nine inquiries from employees during the reporting period relating to unsolicited gifts, food and beverages from customers, stakeholders, professional associations or service providers. Each case was reviewed and for six of them, no conflict, or perception of conflict was identified. In two cases, a gift received was deemed not acceptable under the Code policy and was returned. One case related to a disclosed relationship between two personnel; it was determined that there was no working relationship between the parties and guidance was offered on maintaining appropriate workplace conduct.
 - several disclosures were received outside of the annual conflict of interest disclosure process and all were duly reviewed by the Conduct and Ethics Advisor and the Governance Committee Chair and duly reported to the Board. All matters of actual or perceived conflict of interest were handled in compliance with established protocols and policies with no outstanding issues.
 - there were no governance or financial irregularities reported.
- **Code breaches** – there were no reports of Code breaches during the reporting period.



Conflict of Interest Provisions, Procedures and Processes

The LTSA Act, Part 4 (Conflict of Interest) and the LTSA's Code of Business Conduct and Ethics Policy include provisions relating to annual and ongoing disclosure requirements. The LTSA Board has established policies and procedures for disclosure and reporting of conflict of interest. Personnel must avoid conflicts of interest with the LTSA. The results of the annual disclosure process and any matter arising disclosures are reported to the Board through the Governance Committee.

2024/25 Activities:

The Board received, and duly reviewed, the Annual Conflict of Interest Disclosure Process report in June 2024 which reported that all Directors and Officers submitted the required disclosure statement forms, all Forms were reviewed as set out in the Policy and no issues were identified.

Board and Committee meeting agendas include a standing call for Conflict of Interest Disclosures before the start of every meeting.

Complaints Mechanism

The *LTSA Act* requires that the LTSA Bylaws set procedures governing the handling and disposition of written complaints made by a person in respect of the LTSA [(section 19(1)(f))] and the LTSA Board has established these procedures in the LTSA Bylaws at Part 15. Additionally, the LTSA is subject to the *Ombudsperson Act* which provides an added layer of public accountability via an independent mechanism. The Board is also notified of any complaints received from the Office of the Information and Privacy Commissioner (OIPC). The Board receives an annual report on any matters arising under these complaint provisions.

2024/25 Activities:

The Annual Public Complaints Report was duly reviewed by the Board at June 2024.

For the 2024/25 reporting period, the following complaints were received:

- Complaints directed to the LTSA or the Ministry about LTSA customer services:
 - No formal complaints were directed to the LTSA or the Ministry about LTSA Customer Service during this reporting period. One outstanding complaint referred to the Ministry in 2023/24 has resulted in no follow up actions.
- Formal complaints to the Ombudsperson:
 - There were no formal complaints made to the Ombudsperson during the reporting period and there are no current, ongoing investigations.
- Formal complaints to the Office of the Information and Privacy Commissioner:
 - The OIPC received three complaints concerning LTSA's handling of access to information requests. As of February 2025, all three complaints were resolved, with the OIPC concluding that LTSA's responses were appropriate and closing each file without requiring formal adjudication.



Risk Management

LTSA has a comprehensive Enterprise Risk Management (“ERM”) framework in place and reports to the Board quarterly on areas of new risk, risk increase, risk reduction and any other changes. An overall annual review of ERM is conducted during the Strategic Planning Session with the Board of Directors. LTSA has a robust crisis management and business continuity program and regularly exercises its plans to ensure staff are aware of their roles and recovery is well coordinated.

Data Policy, Privacy and Management

Cybersecurity Program

LTSA has a robust cyber security program in place, recognizing that the majority of LTSA services are delivered online with modern technology. LTSA has implemented preventative measures to minimize risk, including frequent vulnerability and threat assessments, application and network penetration testing, regular security risk reviews, regular reviews and updates to IT policies and procedures, vendor security and privacy impact assessments, and regular security awareness training and testing for employees and contractors.

2024/25 Activities:

LTSA continued to mature its cyber security program with new security capabilities added to the portfolio to strengthen both the protection of LTSA data and access to LTSA systems. This included completing a maturity assessment of the cyber security program by an external third-party vendor.

Privacy Management Program

LTSA is subject to requirements of the *Freedom of Information and Protection of Privacy Act* (FIPPA) which has oversight by the Office of the Information and Privacy Commissioner (OIPC) of BC. In addition to complying with its legal obligations under FIPPA, LTSA has in place a Privacy Management Program (PMP) framework consistent with the OIPC’s published recommendations.

The PMP framework ensures that privacy protection is built into LTSA’s day-to-day operations, supports compliance with applicable laws (including FIPPA and the *Personal Information Protection Act*) and is a demonstrable accountability tool for meeting privacy best practices.



2024/25 Activities:

During the reporting period, the following activities occurred:

- privacy training for all new hires to LTSA and subsidiaries;
- over 20 privacy impact assessments completed, including assessments for IT system modernization and LTSA's use of generative AI technology in the workplace; and
- 16 Freedom of Information requests received and fulfilled.

Data and Information Technology Policy Framework

LTSA has established a comprehensive policy framework which sets out LTSA's corporate approach to information security management aligned with industry standards. The Information Security Policy (ISP) defines the framework under which LTSA and its subsidiaries must operate in order to ensure that information security practices are reasonable, appropriate and efficient. This aims to ensure reasonable protection of personal and confidential information in a manner that is compliant with applicable legislated privacy and data protection requirements.

LTSA's Vice President and Chief Information Officer (CIO) has overall accountability for information security and provides regular reports to the Chief Executive Officer and LTSA Board of Directors on the current state of security and the external cyber threat landscape. The CIO additionally provides policy and operational guidance to ensure ongoing security and integrity of LTSA information in electronic form.

2024/25 Activities:

During the reporting period, the following activities occurred:

- conducted annual review of all information technology policies.



Schedule A

Summary of Board and Committee Meetings and Outcomes¹

As required by Section 26(4)(f) of the *Land Title and Survey Authority Act*, outcomes resulting from Board and Board Committee meeting deliberations during the 2024/25 fiscal year are outlined in the table below [Audit and Finance (AF), Governance (GV), Human Resources (HR), New Ventures (NV) and Board (BD)].

DATE AND TYPE	OUTCOMES	
Quarterly Meetings June 6, 2024 [NV, AF] June 7, 2024 [GV, HR] June 26-27, 2024 [BD]	Reviewed: <ul style="list-style-type: none"> Strategic Oversight Framework Update [NV/BD] Inorganic Growth Strategy [NV/BD] New Ventures Opportunities [NV/BD] Updates on Approved Initiatives [NV/BD] Quarterly Operations Reporting and Customer Transactions, Branding Update [NV/BD] Customer Relationship Health Survey Results Report [NV/BD] External Audit Report for 2023/24 [AF] Financial Forecast [AF/BD] Facilities Update – Victoria Office Lease [BD] Policy and Legal Quarterly Report [GV] 5 and 10 Year Performance Reviews under the Operating Agreements [GV/BD] Annual Public Complaints Report [GV] Annual Board Renewal Process - Initiate [GV] Board Evaluation 2024 (approach) [GV] Board Compensation – Annual Review (approach) [GV/BD] Annual Conflict of Interest Disclosure Process Report [GV] Annual Governance Review – LTSA Practices Review [GV/BD] Quarterly Human Resources Report [HR] Collective Bargaining (status update) [HR] CEO's Report on Senior Mgmt Accountabilities and Resp. [HR] Board Education: Generative Thinking [BD] Strategic Planning 2024 (approach) [BD] ESG Strategy (update) [BD] CEO's Quarterly Report on Key Performance Measures [BD] LTSA Stakeholder Advisory Committee Meeting Records March 6, 2024 [BD] Quarterly Enterprise Risk Reporting (incl. Annual Cyber Security Report; Quarterly Cyberbrief and System Availability protocols) [BD] LTSA Annual General Meeting (approach) [BD] Board Development Quarterly Report [BD] 	Approved: <ul style="list-style-type: none"> New Data Product – Ministry Energy, Mines and Low Carbon Innovation [NV/BD] 2023/24 Audited Consolidated Financial Statements and Management Discussion and Analysis [AF/BD] 2023/24 LTSA Annual Report [AF/BD] Travel Policy Updates [AF/BD] Audit and Finance Committee Timetable [AF/BD] Delegation of Authority for LTSA Assurance Fund and associated updates to Section 9 of the Board Governance Manual [AF/BD] 2023/24 CEO Performance Report [HR/BD] CEO Compensation Decisions [HR/BD]
July 10, 2024 [BD]	Conducted: <ul style="list-style-type: none"> LTSA Annual General Meeting 	

¹ As required by Section 26(4)(f) of the *Land Title and Survey Authority Act*.



<p>Quarterly Meetings</p> <p>September 9, 2024 [NV, AF]</p> <p>September 10, 2024 [GV, HR]</p> <p>September 25-26, 2024 [BD]</p>	<p>Reviewed:</p> <ul style="list-style-type: none"> • Strategy Oversight Framework Update [NV/BD] • Inorganic Growth Strategy [NV/BD] • New Ventures Opportunities [NV] • Initiatives Exploration [NV/BD] • Updates on Approved Initiatives [NV] • Quarterly Operations Reporting and Customer Transactions and Branding Update [NV] • Code of Business Conduct and Ethics Annual Compliance Report [AF/GV] • Quarterly Financial Forecast Review [AF/BD] • Quarterly Financial Reporting Package Components (annual review) [AF/BD] • Subsidiary Financial Statements [AF] • Selection and Appointment of External Auditor for 2024/25 (approach) [AF] • Policy and Legal Quarterly Report [GV/BD] • LTSA Assurance Fund (briefing) [GV/BD] • 5 and 10 Year Performance Reviews under the Operating Agreements [GV] • Annual Governance Review – LTSA Practices Review (update) [GV] • Board Compensation (annual review update) [GV] • Annual Board Renewal Process – Status Update [GV] • Quarterly Human Resources Report [HR] • Employee Engagement Results for 2024 [HR/BD] • Collective Bargaining (status update) [HR] • LTSA Board/Executive Strategic Planning Session [BD] • Board Education: Cyber Security Table-Top Exercise [BD] • Board Education: Disaster Management in BC [BD] • CEO's Quarterly Report on Key Performance Measures [BD] • Annual Joint Meeting with the Board and SAC (approach) [BD] • ESG Strategy (review) [BD] • Enterprise Risk Management Framework (annual assessment) [BD] • Quarterly Enterprise Risk Reporting (incl. Quarterly Cyberbrief) [BD] • Board Development Quarterly Report [BD] • Artificial Intelligence (AI) Governance (approach) [BD] 	<p>Approved:</p> <ul style="list-style-type: none"> • Unaudited Condensed Consolidated Interim Financial Statements for the three months ended June 30, 2024 [AF/BD] • Facilities Update – Victoria Office Lease and associated increase to 2024/25 Annual Operating and Capital Plans [AF/BD] • Authorization for Payment from LTSA Assurance Fund [BD]
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<p>Quarterly Meetings</p> <p>November 14, 2024 [AF, NV]</p> <p>November 15, 2024 [GV, HR]</p> <p>December 3-4, 2024 [BD]</p>	<p>Reviewed:</p> <ul style="list-style-type: none"> • Strategy Oversight Framework Update [NV/BD] • Initiatives Exploration [NV/BD] • Updates on Approved Initiatives [NV/BD] • Quarterly Operations Reporting and Customer Transactions [NV] • Financial Forecast – Quarterly Review [AF/BD] • Annual Statutory Fee Review for 2025/26 (approach) [AF/BD] • LTSA Investment Policy (annual review) [NV] • Audit and Finance Committee-Terms of Reference [AF] • Policy and Legal Quarterly Report [GV/BD] • 5 and 10 Year Performance Reviews under the Operating Agreements [GV] • Board Chair Selection Process and Criteria for 2025/26 (approach) [GV/BD] • Annual Governance Review 2024/25 (approach) [GV/BD] • Board Renewal Process (update) [GV] • Board Evaluation 2024 Results Report [GV/BD] • Quarterly Human Resources Report [HR] • Collective Bargaining (status update) [HR] • Executive Compensation Philosophy (annual review) [HR/BD] • CEO's Report on Senior Management Succession Plans [HR] • CEO Succession Plan [HR/BD] • CEO Compensation (annual review) [HR/BD] • Annual Meeting of Board, LTSA Stakeholder Advisory Committee and LTSA Executive • LTSA Strategic Plan (2025/26 to 2027/28) (review draft) [BD] • CEO Quarterly Board Report on Performance [BD] • Board Education Session: ESG Trends and Implications for LTSA [BD] • Quarterly Enterprise Risk Reporting (incl. Quarterly Cyberbrief) [BD] • Board Development Quarterly Report [BD] • Board Education Session: Land Title Trends and Innovation in other Jurisdictions [BD] 	<p>Approved:</p> <ul style="list-style-type: none"> • New Ventures Opportunities-Verified Transaction [NV/BD] • Selection and Appointment of External Auditor for 2024/25 [AF/BD] • Unaudited Condensed Consolidated Interim Financial Statements for the three and six months ended September 30, 2024 [AF/BD] • LTSA Corporate Seal and Land Title Office Official Seals [GV/BD] • 2024/25 and 2025/26 Annual Board and Committee Schedule [GV/BD]
<p>January 22, 2025 [GV]</p>	<p>Reviewed:</p> <ul style="list-style-type: none"> • Board Chair Selection for 2025/25 (status) [GV] • Board Compensation for 2025/26 (update) [GV] 	<p>Recommended:</p> <ul style="list-style-type: none"> • Board Director Appointments effective April 1, 2025 (Robert Simmons, Government of BC; Bronwyn Denton, Association of BC Land Surveyors; Anar Popatia, BC Association of Professional Registry Agents; Richard Walton, Union of BC Municipalities. [GV]



<p>Quarterly Meetings</p> <p>February 10, 2025 [NV, HR]</p> <p>February 11, 2025 [AF/GV]</p> <p>February 25-26, 2025 [BD]</p>	<p>Reviewed:</p> <ul style="list-style-type: none"> • Strategy Oversight Framework Update [NV/BD] • Initiatives Exploration [NV/BD] • Updates on Approved Initiatives [NV/BD] • Quarterly Operations Reporting and Customer Transactions and Branding Update [NV] • ParcelMap BC Adoption (update) [NV] • LTSA Business Plan (25/26-27/28) (draft text) [AF/BD] • LTSA Insurance (annual review) [AF/BD] • Financial Forecast – Quarterly Review [AF/BD] • LTSA Investment Policy (annual review – update) [AF] • External Audit Plan for 2024/25 [AF] • Policy and Legal – Quarterly Report [GV] • Committee Memberships and Chairs for 2024/25 (approach) [GV] • Skills and Experience Profile (Schedule A, Bylaws) (annual review) [GV] • Board Group Education Plan and Budget 2025/26 (confirmed) [GV/BD] • Annual Governance Review Matter -- Board Time Tracking (results) [GV/BD] • Conflict of Interest Disclosure Statements (report on reviews) [GV] • New Director Orientation Program (approach for annual review) [GV] • Quarterly Human Resources Report [HR] • Employee Engagement Survey 2025 (approach) [HR] • Employee Engagement – Culture (annual update) [HR] • Collective Bargaining (status update) [HR] • CEO's Report on Senior Management Perf. Evaluation 2024/25 (approach) [HR] • CEO Performance Evaluation for 2024/25 (approach) [HR] • Board Education: Artificial Intelligence (AI) Governance [BD] • Strategic Reporting Update (incl. CEO Quarterly Board Report on Performance and Stakeholder Engagement) [BD] • Quarterly Enterprise Risk Reporting (incl. Quarterly Cyberbrief) [BD] • Cyber Security Table-Top Exercise Debrief [BD] • Environmental Scan and LTSA Strategic Direction [BD] • Board Development Quarterly Report [BD] 	<p>Approved:</p> <ul style="list-style-type: none"> • New Venture Opportunities – Marketplace Initiative [NV/BD] • Unaudited Condensed Consolidated Interim Financial Statements for the three and nine months ended December 31, 2024 [AF/BD] • Audit and Finance Committee Terms of Reference [AF/BD] • LTSA Bylaws Amendments – Results of Annual Fee Review: [AF/BD] <ul style="list-style-type: none"> • Part 13 (Service Fees) to authorize the following to be in effect April 1, 2025: <ul style="list-style-type: none"> • a 3% CPI increase to fees established under the Operating Agreement between the Province and the LTSA; • a 3% increase to Land Owner Transparency Act Fees; • a comparable increase to LTSA Administrative Fees and some Electronic Transaction Service Charges. • 2025/26 Annual Operating and Capital Plans [AF/BD] • 5 and 10 Year Reviews under Operating Agreements (approval of Terms of Reference for each of the reviews) [GV/BD] • Board Director Appointments effective April 1, 2025 (Robert Simmons, Government of BC; Bronwyn Denton, Association of BC Land Surveyors; Anar Popatia, BC Association of Professional Registry Agents; Richard Walton, Union of BC Municipalities. [GV] • LTSA Bylaws Amendments – Results of Board Compensation Annual Review [GV/BD] <ul style="list-style-type: none"> • Part 5 (Directors Remuneration and Reimbursement) to effect a 3% increase to Board Compensation in effect April 1, 2025 [GV/BD] • Annual Governance Review 2024/25 (results of annual review [GV/BD] <ul style="list-style-type: none"> • Audit and Finance Committee Terms of Reference (Gov Man s.22) • LTSA Stakeholder Advisory Committee Terms of Reference (Gov Man Appx. 4) • Board Chair Appointment – Robert Simmons appointed as Board Chair for one year term effective April 1, 2025 [BD] • LTSA Strategic Plan 2025/26 to 2027/28 [BD] • 2025/26 CEO Performance Plan Targets and Measures [HR/BD]
<p>March 27, 2025 [BD]</p>	<p>Reviewed:</p> <ul style="list-style-type: none"> • LTSA Stakeholder Advisory Committee Meeting Record – March 5, 2025 [BD] • Code of Business Conduct and Ethics – Report on Disclosure Forms review [BD] • Environmental Scan Discussion –Economy [BD] • HR Matter – CFO Retirement [BD] • Collective Bargaining (status update) [BD] 	<p>Approved:</p> <ul style="list-style-type: none"> • Committee Membership, Chairs, Vice Chair (confirm for 2025/26) [BD] • LTSA Business Plan (2025/26 to 2027/28) (approve release) [BD] • Governance Manual Updates [BD] <ul style="list-style-type: none"> • Indemnification and Insurance (Gov Man s.21) • Indemnity Agreement preamble (Gov Man Appx 10)