



**Information
Services
Corporation**

POLICY AND PROCEDURE

**Number
GO-11/001**

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Owner/Manual
Geomatics

Section
Surveys

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Policy Name
Survey Monument Restoration Program
(SMRP)

Effective Date
January 01, 2011 - Part A
January 01, 2012 - Part B

Revised Date
Feb. 18, 2014

Policy Statement:

Upon conducting legal surveys for subdivision or establishment of boundaries of a quarter section of land, the surveyor may find that there are lost primary monuments or that there is an error in the location of primary monuments which would require additional effort to resolve before conducting a secondary survey. In these situations the surveyor may submit a claim for payment for the effort to resolve the error and move the primary monuments to their correct location or to re-establish the lost primary monuments.

For the purpose of this policy, the primary monuments include quarter section, section, legal subdivision and river lot monuments. The policy covers the two parts of the program, these being Part A (Re-establishment of Lost monuments) and Part B (Resolution of Errors)

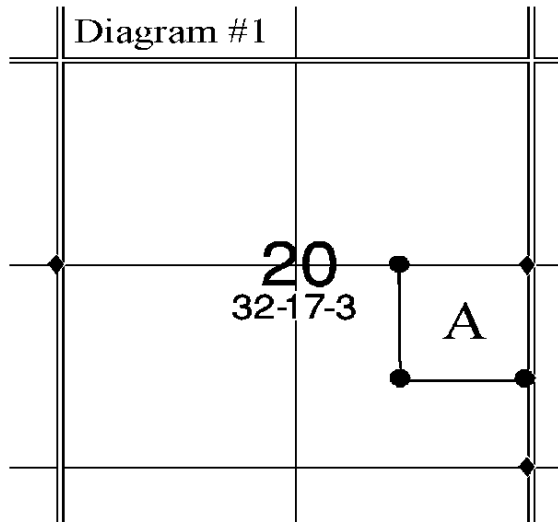
Funding will be allocated to Part A and Part B, at the discretion of the program manager. The fund may be reallocated dependant on the claim activity through the year. Surveyors may check with the program administrator for availability of funds prior to submission of the claim.

Part A – Primary Monument Re-Establishment, provides for re-imburement of costs for re-establishing primary monuments required, in order to undertake the secondary survey or re-establishment of the boundaries of a quarter section of land.

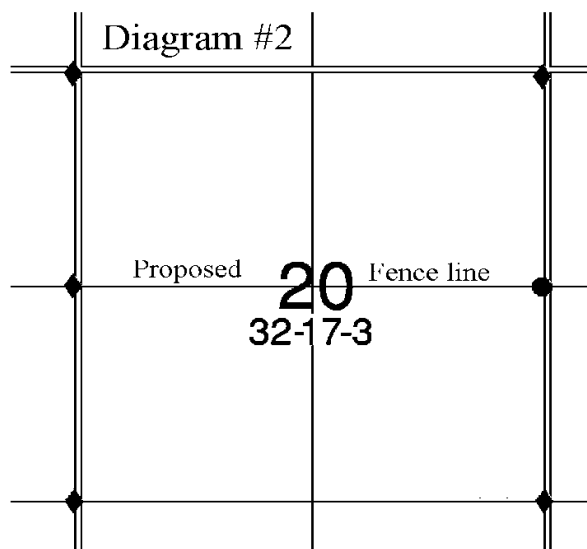
Four types of surveys are applicable under the SMRP. These surveys generally apply to a legal survey that establishes, subdivides or re-establishes a quarter- section(s), where no secondary surveys have been undertaken.

Only surveys that are being conducted on behalf of a private land owner are allowed for under this program.

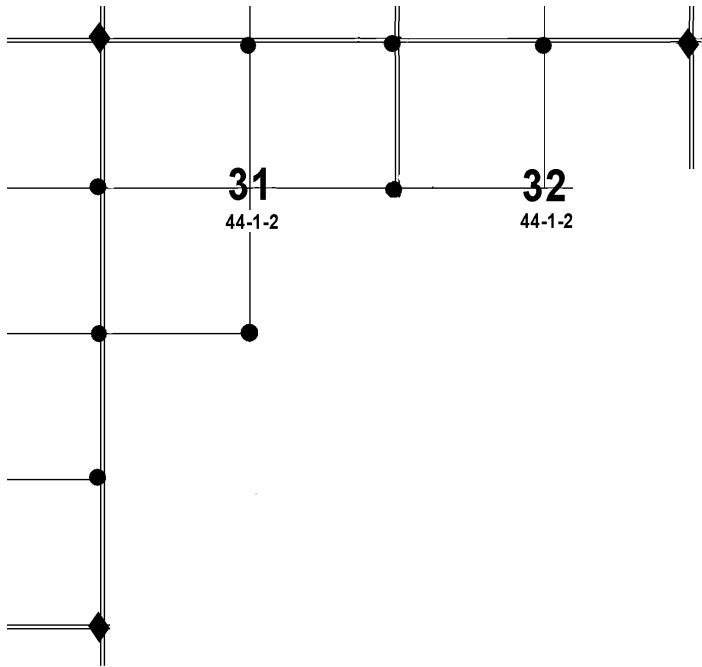
Firstly, for subdividing a quarter section into one parcel with a remainder. Note, the creation of a road strip or access road that results in an additional parcel would not disqualify the application. Example: where the land owner wishes to retain a portion to continue to live on, and to dispose of the remaining quarter. (See Diagram #1)



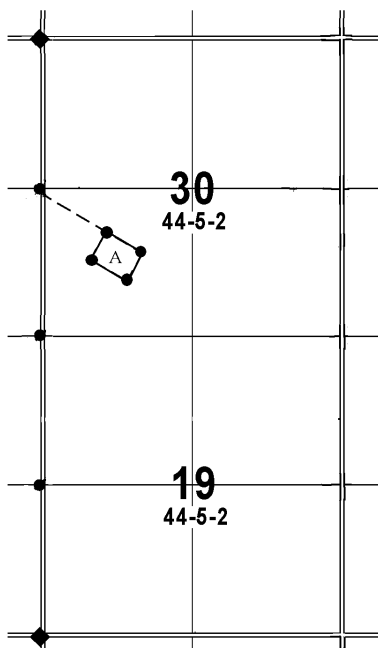
Secondly, for locating quarter section boundaries to determine property limits for present or future land use, e.g. the construction of the fence line. (See diagram #2)



Thirdly, where a private land owner requires a survey that would create a new quarter section parcel of land i.e. where the primary survey system would be extended resulting in a new or amended township plan.



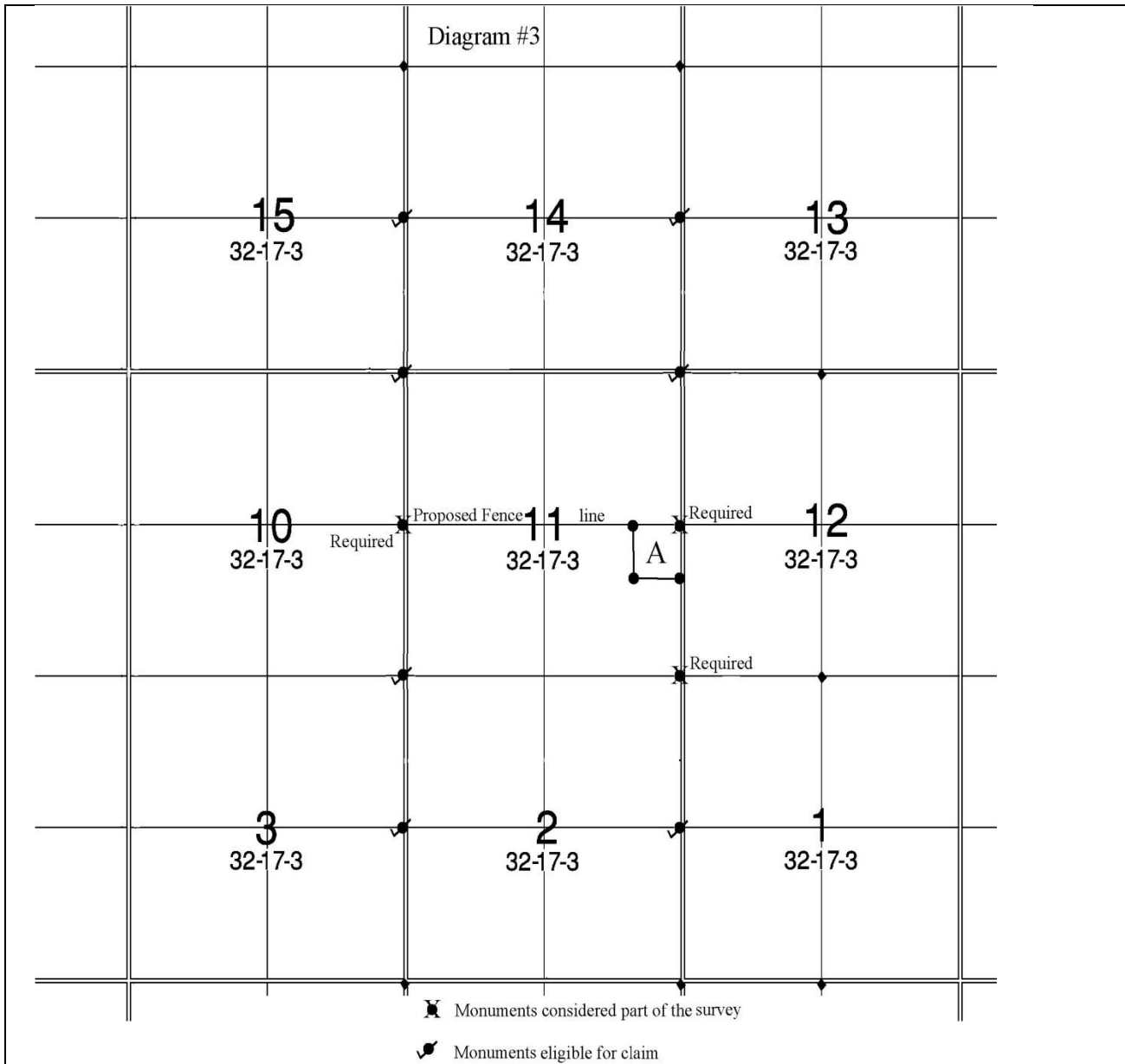
And fourthly, for the survey of a private surface lease for private or recreational non commercial use i.e. cabin site on crown land.



Claims are only accepted for the re-establishment of the primary monument(s) outside those primary monuments required for the secondary survey. Where a partial monument is found, and / or where the position of the monument is uncertain, then payment may be issued for the re-establishment of that primary monument. Note that “FIP bent” would not be considered eligible for a claim, but “Fd Pits Good Pl IP” is eligible.

Claims may be made for the re-establishment of primary monuments inside a road right of way, when the adjacent road monument is also lost. It will be required that both the primary and road monument are re-established for the re-established primary monument to be claimed.

The program does not cover the locating or re-establishment of the three primary monuments required for the survey as its point of reference. (See diagram #3).



Upon determining that there is a potential claim for the re-establishment of primary monuments, the surveyor may submit a notification of claim and estimate, with supporting documentation which may include but is not limited to field notes, sketch plan, proposed plan of subdivision, re-establishment plan or plan of survey.

Surveyors may chose to submit a notification of claim and estimate commencing as early as January of the program year, so funds can be set aside for a time period of 90 days while the surveyor completes the survey, prepares and submits the plan of survey or re-establishment plan for review and approval of the survey information.

Upon completion of the field survey, the surveyor may adjust the estimate and resubmit the notice of claim. Notification of a claim and or revision to an original claim may be made with the

submission of the plan number, coordinate file and invoice for the re-establishment.

OR

Surveyors not wishing to submit a notification of claim and estimate may choose to wait for approval of the plan of survey to submit the claim. The surveyor should first check with the program administrator or check their members' only site for status on availability of funds for claims within the current program year.

Payments will be based upon the unit rate of \$400 per re-established primary survey monument. Minimum claim can be for one monument up to a maximum allowable claim of 24 monuments or \$9,600, plus applicable taxes. (Note ISC as of July 9, 2013 is no longer GST exempt for these claims)

Surveyors must submit their invoices by **December 15** of the program year to allow time for processing of the payment for surveys completed and approved during that program year. For surveys commencing late fall that are intended to be completed early in the following program year, the claim and invoice will be considered for submission in the next program year, upon completion of the work and submission of the survey plan.

The final invoice for the claim is required upon submission of the plan number and coordinate file, for the found, restored and re-established primary monuments and must be accompanied by a signed affidavit which states that the client of the survey has not been billed for the re-establishment referenced on the invoice for the claim.

The coordinate file will contain the positions of all found, restored and re-established primary monuments. The positions will be in geographic latitude and longitude values to seconds displayed to five decimal places and in UTM extended zone 13 map coordinate values to meters displayed to three decimal places. Observations and computations are to have the appropriate Geographic PPP or equivalent corrections applied. Coordinates shall be determined and have a supporting positional accuracy statement of 0.2 meter in rural areas and 0.05 meter in urban areas. (Canadian Council on Geomatics resolution # S05-10). The coordinate file should be supported with sufficient meta data to describe the equipment and methodology used for field observation and positional computation along with statistical report to support the observation and computation accuracies.

Payment of the invoice is conditional upon the acceptance and approval of the coordinate file and plan of survey for survey information and completeness of the claim submission documentation.

Claims may be refused at anytime through the claim process, depending on the following:

- The availability of funds;
- The validity of the claim or performance on existing or outstanding claims with the SMRP
- If the surveyor is not licensed or is not in good standing with their professional association.

Part B – Primary Monument Error Correction, provides financial assistance for correcting survey errors found in the primary survey system that require resolution in order to undertake the secondary survey or re-establishment of the boundaries of a quarter section of land. The program

is intended for errors that require resolution where the surveyor responsible for the error is no longer available to perform the work.

Claims for resolution of an error found in the primary survey monuments are eligible for each of the four types of survey as defined in Part A of the program:

Firstly for subdividing a quarter section into one parcel with a remainder, secondly for locating quarter section boundaries to determine property limits for present or future land use, thirdly for creation of a new quarter section parcel of land and fourthly for the survey of a private surface lease for private or recreational non commercial use.

Please note that claims under Part B of this program are not intended for resolution of errors found in surveys performed by surveyors while under the employment of a Federal or Provincial Ministry or Crown Corporation. If the surveyor wishes to seek compensation for error resolution under this circumstance they should approach the appropriate Federal or Provincial Ministry or Crown Corporation employer directly.

The program is intended to compensate the surveyor for effort to resolve the error and move the primary monuments to the proper location as determined by the surveyor such that the new secondary survey may be undertaken. The program is not intended for compensation for movement of any non primary monuments that define secondary surveys that may be affected by the movement of the primary monuments. In these situations the surveyor should follow their existing practice of working directly with the surveyors of the affected plan in order that the surveyor or firm can correct the affected secondary monuments in the field or prepare a change order to amend the affected plan. Under policy GO-06/001, ISC does not charge for the change order if the surveyor in error is no longer licensed to practice.

Claims under Part B of this program will adhere to the same policy procedures and guidelines as with Part A and specifically as follows:

Upon determining that there is a potential claim for the resolution of an error with the primary monuments, the surveyor may submit a notification of claim and estimate, with supporting documentation which shall include a report detailing the primary monuments in error and may include but not be limited to field notes, sketch plan, proposed plan of subdivision, re-establishment plan or plan of survey. Surveyors may chose to submit a notification of claim and estimate commencing as early as January of the program year, so funds can be set aside for a time period of 90 days while the surveyor completes the survey, prepares and submits the plan of survey or re-establishment plan for review and approval of the survey information.

Upon completion of the field survey, the surveyor may adjust the estimate and resubmit the notice of claim. Notification of a claim and or revision to an original claim may be made with the submission of the plan number, coordinate file and invoice for the re-establishment.

Surveyors not wishing to submit a notification of claim and estimate may chose to wait for approval of the plan of survey to submit the claim. The surveyor is required to check with the program administrator or to check their members' only site for status on availability of funds for claims within the current program year.

Payments will be based upon the unit rate of \$400 per re-established primary survey monument. Minimum claim can be for one monument up to a maximum allowable claim of 24 monuments or \$9,600, plus applicable taxes. (Note ISC as of July 9, 2013 is no longer GST exempt for these

claims) Monuments that are claimed for under Part A will not be eligible for payment under Part B. A claim may be submitted where both Part A and B apply to the survey. The maximum claim in the circumstance will not exceed 48 monuments or \$19,200, plus applicable taxes.

Surveyors must submit their invoices by **December 15** of the program year, to allow time for processing of the payment for the surveys completed and approved during that program year. For surveys commencing late fall that are intended to be completed early in the following program year, the claim and invoice will be considered for submission in the next program year, upon completion of the work and submission of the survey plan.

The final invoice for the claim is required upon submission of the plan number and coordinate file, for the found, restored and re-established primary monuments and must be accompanied by a signed affidavit which states that the client of the survey has not been billed for the re-establishment referenced on the invoice for the claim.

The coordinate file will contain the positions of all the found, restored and re-established primary monuments. The positions will be in geographic latitude and longitude values to seconds displayed to five decimal places and in UTM extended zone 13 map coordinate values to meters displayed to three decimal places. Observations and computations are to have the appropriate Geographic PPP or equivalent corrections applied. Coordinates shall be determined and have a supporting positional accuracy statement of 0.2 meter in rural areas and 0.05 meter in urban areas. (Canadian Council on Geomatics resolution # S05-10). The coordinate file should be supported with sufficient meta data to describe the equipment and methodology used for field observation and positional computation along with statistical report to support the observation and computation accuracies.

Payment of the invoice is conditional upon the acceptance and approval of the coordinate file and plan of survey for survey information and completeness of the claim submission documentation.

Claims may be refused at anytime through the claim process, depending on the following:

- The availability of funds;
- The validity of the claim or performance on existing or outstanding claims with the SMRP
- If the surveyor is not licensed or is not in good standing with their professional association.

Claims under Part A and Part B are eligible for field surveys conducted in the current and previous program year only. A claim for a field survey conducted two program years previous is not eligible.

Background:

ISC established a Survey Monument Restoration Program (SMRP), to assist in the maintenance and preservation of the province's Primary Survey Infrastructure. The program fund was envisioned as being accessed for two purposes.

Part A – Restoration Program that provides for re-imbusement of costs for re-establishing primary survey monuments required, in order to undertake the secondary survey or re-establishment of the boundaries of the quarter section of land.

Part B – Error Correction Program that would provide financial assistance for correcting survey errors that affect or delay new surveys where the surveyor responsible for the error is no longer available to perform the work.

The program provides funds for re-investment in the provincial survey system, to maintain the integrity of the survey system and to ensure that primary survey monuments exist for subsequent surveys. The intent is to ensure the longevity, quality and strategic value of the primary survey system and the Cadastral system built upon it. These primary survey system monuments and the subsequent secondary surveys define the surveyed boundaries that form the basis for land ownership.

When undertaking a survey where errors or loss of monuments exists, the surveyor is required to follow set procedures and guidelines stipulated within the *Land Surveys Act, 2000*, to perform all necessary work to correct the discrepancy and allow the subsequent survey to be performed to the appropriate standard. This may include having to undertake extensive field work, research and consultation so as to correct the deficiency in the survey fabric, before the secondary survey can be undertaken.

The province's survey system continues to be an essential underlying infrastructure that provides the basic foundation for land tenure and social and economic development of land in the province. Like any infrastructure, the Provincial Survey System requires continual maintenance to remain in a usable condition.

Direct maintenance of the system has been lacking over the years and as a result, the survey framework, as represented by monuments in the ground, has been extensively obliterated in some areas of the province.

The SMRP is designed to improve the availability and usability of the survey system, reducing the time and effort needed to conduct field surveys. It will help to keep the surveyor's client from bearing excessive costs resulting from the re-establishment of monuments and the correction of survey errors which are required to properly conduct new surveys or to define the existing boundaries of the land parcel.

Purpose:

- This policy provides guidelines and criteria for which the surveyor may apply for compensation through the Survey Monument Restoration Program (SMRP). The program provides funding to the surveyor to cover the effort for the resolution of legacy survey errors in the primary survey system and in re-establishment of lost primary survey monuments required to define the boundaries of quarter sections of land, such that a subsequent survey and preparation of a secondary survey plan can be undertaken according to the requirements under the *Land Surveys Act*. This policy applies to claims applicable to four types of surveys, firstly the subdivision survey to subdivide the quarter section into one parcel with a remainder, secondly for the survey to re-establish the quarter section boundaries, thirdly to survey for creation of new township fabric and fourthly surface leases to personal or private use.

Approved By:

Name: Wayne Adams, *Director of Surveys and Geomatic Services*

Signature:

Date: February 18, 2014