



Practice Bulletin No. 2

Version 1.8

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APPROVAL:

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Change Record

Version	Date	Page	Description
Initial Version of Document was 1.0	April 1, 2007		
Version 1.1	January 17, 2011	Front page, page 4, page 5 (x2)	<ul style="list-style-type: none"> – Reformatted cover page – Updated link to electronic plan information on LTSA website – Authorized use of updated CLRS forms 6-11 – Updated <i>Petroleum and Natural Gas Act</i> to <i>Oil and Gas Activities Act</i>
Version 1.2	November 16, 2012	Front page and pages 2, 5 and 6,	<ul style="list-style-type: none"> – Updated Front page – Added new CLRS Form version (version 12) in section 5 – Added Post Renewal Form to sections 5, 6, 8 and 9 – Corrected reference to the Oil and Gas Activities Act General Regulation in section 6
Version 1.3	March 11, 2013	Front page and page 5	<ul style="list-style-type: none"> – Updated Front page – Added new CLRS Form version (version 13) in section 5 – Added new Post renewal Form (version 2) to section 5
Version 1.4	July 9, 2013	Front page and pages 4, 5 and 6	<ul style="list-style-type: none"> – Updated Front page – Amended the LTSA website address – Deleted CLRS Form versions 5, 6 and 7 – Clarified that sections of this document refer to the <i>Land Act</i>

Version 1.5	March 18 , 2019	Front page and pages 5 and 6	<ul style="list-style-type: none"> – Listed additional CLRS Form versions (versions 16, 17 and 18) in section 5. – Deleted certain CLRS Form versions (versions 8, 9, 10, 11, 12 and 13) in section 5. – Listed additional SGPR Form version 4 in section 5. – Deleted SGPR Form version 2 in section 5
Version 1.6	November 15, 2019	Front page and pages 4 to 7	<ul style="list-style-type: none"> – Updated to match changes in Part 7.2 of the <i>Land Act</i> brought about by Bill 37, the <i>Land Statutes Amendment Act 2018</i>
Version 1.7	June 15, 2020	Front page and pages 6 to 7	<ul style="list-style-type: none"> – Introduction of Web Filing form
Version 1.8	August 28, 2020	Front page and pages 6 to 7	<ul style="list-style-type: none"> – Retirement of PDF Post Renewal form v.5

1. BACKGROUND:

This Bulletin arises in consequence of certain powers of the Surveyor General under Part 7.2 of the *Land Act, R.S.B.C. 1996, C. 245*, as amended (the "Act"). Part 7.2 of the Act provides the Surveyor General with authority to establish designations and requirements in respect of plans and other documents which may be submitted to the Surveyor General electronically, the form and content of such plans, the technology to be used, and the processes to be followed. This Bulletin sets out the manner in which the Surveyor General has chosen to exercise this authority.

2. SCOPE:

This Bulletin addresses the Surveyor General's designations and requirements in respect of the following sections of the Act:

Section Provision

- 93.9** "**electronic plan**" means
(a) a plan that is made in relation to Crown land and that is in electronic format, and
(b) any other document that is in the electronic form designated by the Surveyor General;
- 93.901** This Part applies only to those plans and other documents the electronic form of which is designated by the Surveyor General for the purposes of this Part.
- 93.92(1)** Electronic plans submitted to the Surveyor General under section 93.94 must
(a) be in the form designated by the Surveyor General,
(b) contain the information required by the Surveyor General, and
(c) be completed in the manner established by the Surveyor General.
- 93.93(3)** An electronic plan is signed for the purposes of this section when a British Columbia land surveyor electronically signs the electronic plan in accordance with the requirements established by the Surveyor General.
- 93.94** An electronic plan is submitted to the Surveyor General when the plan is transmitted electronically to the Surveyor General in the manner established by the Surveyor General using the technology established by the Surveyor General.

Note: The Surveyor General's requirements in respect of a certification authority and a certification practice statement under sections 93.95 and 93.96 of the Act are addressed by the SG Bulletin No. 1, titled "Surveyor General's Requirements for a Certification Authority".

3. DEFINITIONS:

For the purposes of this Bulletin:

"certificate" means a computer-based record created by a certification authority and issued to a subscriber for the purposes of permitting a subscriber to sign electronic plans;

"certification authority" means a certification authority recognized by the Surveyor General under section 93.95 of the Act;

"subscriber" means an individual who is authorized by a certificate to sign electronic plans.

If other terms used in this Bulletin are defined in the Act, the definition in the Act applies in this Bulletin.

4. REFERENCE MATERIALS

In addition to the Act and the Regulations under the Act, the following material is relevant to the Surveyor General's designations and requirements in this Bulletin:

Document	Valid Version	Date
Practice Bulletin No. 1 Surveyor General's Requirements for a Certification Authority	Version 1.2	March 18, 2019

Information on electronic plan preparation and submission, including a User Guide is available on the Land Title and Survey Authority of British Columbia's help website at the following addresses:

<https://help.ltsa.ca/myltsa-enterprise/submit-plan-filing-crown-land-registry>
<https://help.ltsa.ca/myltsa-enterprise/how-submit-package-surveyor-general>

5. SURVEYOR GENERAL'S DESIGNATION OF ELECTRONIC FORM OF DOCUMENT UNDER SECTION 93.901

Under section 93.901 of the Act, the Surveyor General designates the electronic form of the following documents as a document to which Part 7.2 of the Act applies:

Electronic Form of Document	Valid Version	Effective Date
"Survey Plan Submission to the Surveyor General, Land Title and Survey Authority Form" (CLRS Form)	Version 19	November 15, 2019
"Renewal of Survey Monument" form	Web Filing	June 15, 2020

All form versions not listed in the table above are no longer valid, although it is noted that any version of a form electronically signed when the form was valid will be accepted by the electronic filing system (EFS).

New versions of the electronic form of these documents may be approved from time to time. When a new version is approved by the Surveyor General, designations under section 93.901 of the Act of previous versions of the electronic form of document may be cancelled. Persons making use of the electronic filing system (EFS) are responsible for ensuring they only use valid versions of the electronic form of documents, as listed above.

6. SURVEYOR GENERAL'S DESIGNATIONS OF PLANS UNDER SECTION 93.901

The Surveyor General designates the electronic form of plans prepared pursuant to the *Land Act*, the *Mineral Tenure Act*, the *Coal Act* and the *Oil and Gas Activities Act General Regulation* as plans to which Part 7.2 of the Act applies.

The Surveyor General designates the electronic form of Renewal of Survey Monuments to which Part 7.2 of the Act applies.

7. SURVEYOR GENERAL'S REQUIREMENTS UNDER SECTION 93.92(1)

Electronic plans submitted to the Surveyor General under section 93.94 must

- (a) be in the form designated by the Surveyor General,
- (b) contain the information required by the Surveyor General, and
- (c) be completed in the manner established by the Surveyor General.

8. SURVEYOR GENERAL'S REQUIREMENTS UNDER SECTION 93.93(3)

A subscriber, being a practicing British Columbia land surveyor who holds a certificate in good standing, must electronically sign the "Survey Plan Submission to the Surveyor General, Land Title and Survey Authority" Form (CLRS Form) of which the electronic plan forms a part.

A subscriber, being a practicing British Columbia land surveyor who holds a certificate in good standing, must electronically sign the "Renewal of Survey Monument" form in Web Filing.

9. SURVEYOR GENERAL'S REQUIREMENTS UNDER SECTION 93.94

Electronic plans must be submitted to the Surveyor General by being transmitted electronically through the myLTSA customer portal of the Land Title and Survey Authority of British Columbia.

Renewal of Survey Monument forms must be submitted to the Surveyor General by being transmitted electronically through the myLTSA customer portal of the Land Title and Survey Authority of British Columbia.