

Information Letter – Process Change Affecting Surface Contracts and Survey Plan Requirements for Oil and Gas Activities on Indian Lands

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Introduction

Indian Oil and Gas Canada (IOGC), as part of the "Streamlining Lease Administration" project, will be implementing the following as of **October 1, 2016**:

- new requirements for survey plans related to oil and gas activities on Indian lands
- a change to the surface disposition process as it relates to surveys and submission of the Band Council Resolution

To assist affected stakeholders, this Information Letter includes a detailed overview of the changes (Appendix 1), as well as a summary of the survey plan requirements (Appendix 2), and suggested IOGC survey checklists for Application Survey Plans (Appendix 3). In addition, IOGC will conduct a joint webinar with Natural Resources Canada, Surveyor General Branch on **July 27, 2016**, details for which will be posted to our website www.iogc.gc.ca, and a new checklist is being incorporated into MyCLSS for IOGC CLSR Survey Plans.

Applicants and surveyors are encouraged to begin utilizing these requirements immediately. Any applications that do not adhere to these requirements as of October 1, 2016 will not be accepted.

Background

The property rights infrastructure on Indian lands is jointly managed by two federal departments:

- Indigenous and Northern Affairs Canada (INAC) is responsible for maintaining interests under the *Indian Act*, and the *Indian Oil and Gas Act* when those interests pertain to oil and gas.
- The *Canada Lands Surveys Act* mandates Natural Resources Canada (NRCAN) through the Surveyor General Branch (SGB) to manage the Land Survey System on Indian lands.

IOGC is a Special Operating Agency under Lands and Economic Development of INAC, and is responsible for the management, administration and timely disposition of oil and gas rights on designated Indian lands located across Canada.

In carrying out these responsibilities, IOGC grants rights under mineral contracts (permits and leases) as well as surface contracts (leases, rights-of-way and exploratory licences; individually or collectively referred to as "surface contracts") to explore, drill, produce and transport oil and gas on designated Indian lands. Contracts are issued under a regulatory framework including the *Indian Act*, *Indian Oil and Gas Act* and *Indian Oil and Gas Regulations, 1995* (Regulations). The day-to-day administration of these agreements rests with the Lease Administration unit.

Pursuant to Section 40 of the Regulations, every survey plan required under the Regulations shall be recorded in the Canada Lands Surveys Record.

Currently, IOGC grants surface contracts prior to the corresponding survey plan being recorded in the CLSR. The Lessee/Grantee ("Contract Holder") is then responsible for ensuring the survey plan is subsequently recorded. Unfortunately, this practice has resulted in the following:

- numerous unrecorded plans
- First Nations, INAC regional offices and Canada Lands Surveyors being unable to readily identify IOGC surface contracts when associated with unrecorded plans
- the need to amend existing surface contracts if the recorded plan differs from the one used to acquire the surface rights (e.g. as-built plan)
- a misunderstanding of the purpose of the CLSR recorded plan (i.e. growing number of applicants under the impression that only as-builts are recorded)

To remedy this situation, IOGC will no longer grant surface contracts until the corresponding survey plan has been recorded in the CLSR. This change is expected to result in the following:

Elimination of:

- outstanding CLSR survey plans on a go-forward basis
- discrepancies between the IOGC surface contract and the CLSR survey plan

Significant reduction in:

- time spent monitoring by IOGC, SGB, surveyors and industry
- processing times for surrender applications for newer agreements

Real-time access to IOGC surface disposition information:

- assists First Nations members, INAC regional staff, surveyors and land professionals
- reduce risk of overlapping land tenure arrangements
- CLSR will be available for viewing in various sources (e.g. eRIP, CLSS Map Browser, NRCan-SGB website)

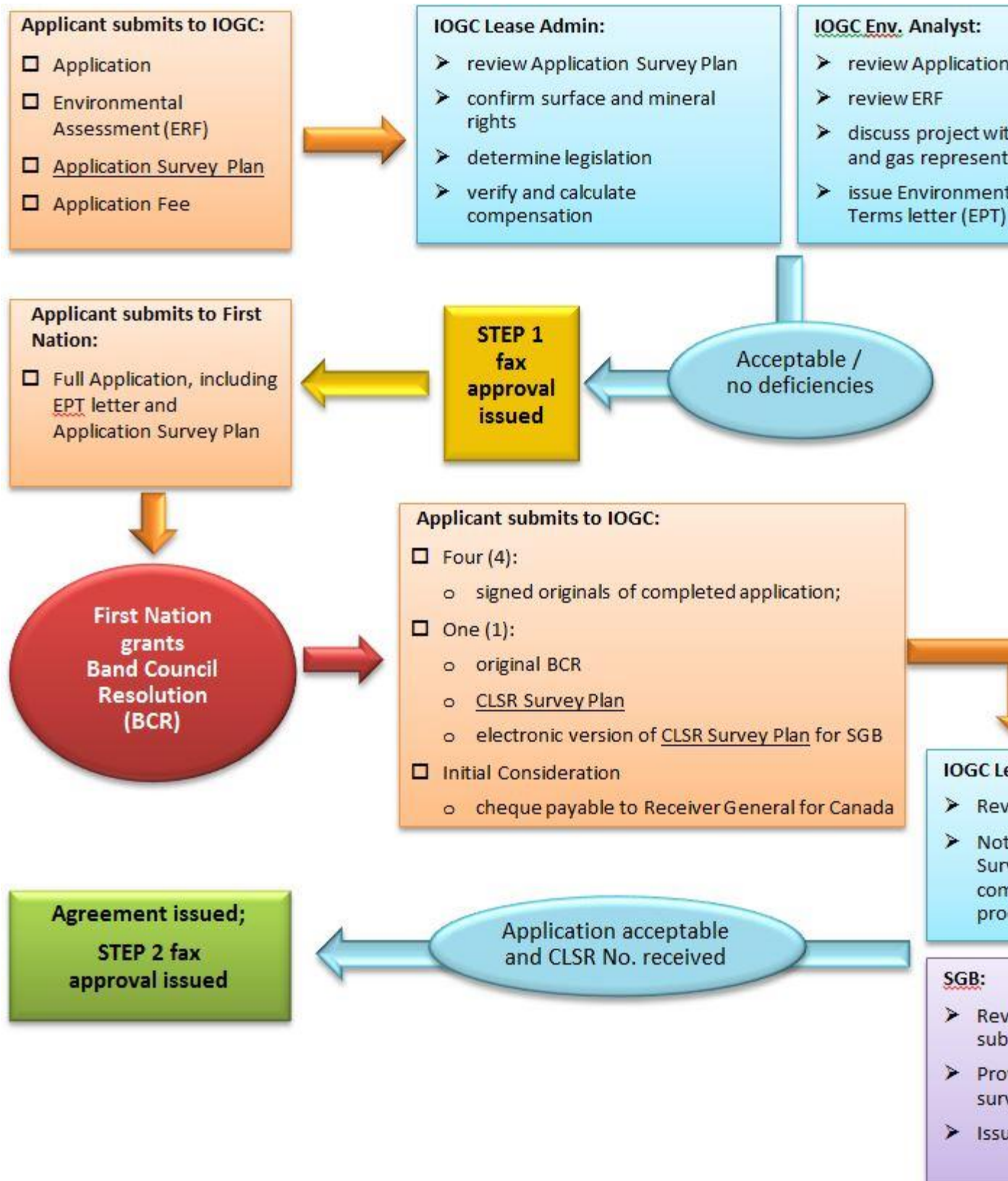
Enquiries

Enquiries regarding this information letter should be made to:

Supervisor, Lease Administration
Indian Oil and Gas Canada
Suite 100, 9911 Chiila Boulevard
Tsuu T'ina, AB T2W 6H6
Tel.: 403-292-6022
Fax: 403-292-5618
mariedke.gibson@canada.ca

APPENDIX 1 – Application Process to Obtain a Surface Contract

IOGC utilizes a two-step process for the granting of surface contracts and subsequent amendments. The first step includes an IOGC review of the application and a prescription of environmental terms. The second step is IOGC's execution and issuance of the surface contract.



Text description of the flowchart for the Application Process to Obtain a Surface Contract

This flowchart depicts the two-step process for granting surface contracts and their subsequent amendments. The first step starts with an applicant submitting an application to IOGC. IOGC's Lease Administration and Environment units will conduct a review of the application and, if acceptable, IOGC will grant a "Step 1 Fax Approval". At this point, the applicant proceeds to Step 2 by making a submission to the affected First Nation; if the First Nation supports the application they will grant a Band Council Resolution ("BCR") documenting same. Once the BCR has been granted, the applicant will submit a final application to IOGC, which is reviewed by the Lease Administration unit. If the application is acceptable, IOGC will notify the applicant, the applicant's surveyor and the Surveyor General Branch to commence the recording of the related survey plan into the Canada Lands Surveys Record. Once the survey has been recorded, IOGC will issue the surface contract and grant a "Step 2 fax approval" to the applicant.

Step 1

1.1. The applicant must first gain permission from the First Nation to access their lands to conduct surveys and collect environmental field information.

1. This is required for all surface projects, including exploratory programs.

1.2. The applicant must then submit to IOGC:

1. a [Surface Lease](#), [Right of Way](#) or [Exploratory Licence](#) application form; and
2. the [Environmental Review Form](#); and
3. a survey plan ("**Application Survey Plan**");
 1. surveys for Surface Leases and Right of Way Agreements must be prepared in accordance with the *Canada Lands Surveys Act* and the "National Standards for the Survey of Canada Lands";
 2. surveys for Exploratory Licences must be prepared in accordance with applicable provincial standards;
 3. all surveys must adhere to the requirements outlined in Appendix 1 (table); and,
4. a cheque payable to the Receiver General for Canada for the administration fee.

1.3. If the application is acceptable, IOGC will return the reviewed application to the applicant in the form of what is called "Step 1 fax approval", which includes the environmental protection terms.

Step 2

2.1. The applicant completes and prints four copies of the surface contract, executes same and then submits them to the First Nation for their review and approval.

1. It is the applicant's responsibility to fully disclose all terms and conditions of the surface contract to the First Nation prior to obtaining the required Band Council

Resolution (BCR). The signed BCR represents the First Nation's approval and forms part of the contract.

2.2. The applicant will then submit to IOGC for final execution:

1. a transmittal letter containing:
 1. the **contact information of the surveyor** who prepared the survey (name, phone number and email address) and,
 2. if applicable, **identification of any changes** made to the contract and/or survey subsequent to Step 1 fax approval; and
2. four originals of the completed surface contract;
3. one original of the following:
 1. the BCR, signed by a quorum of the Band Council
 2. the final version of the survey ("**CLSR Survey Plan**"), with an Association of Canada Lands Surveyors (ACLS) MyCLSS checklist number clearly shown;
 1. the CLSR Survey Plan will contain only that information required by SGB for registration in the Canada Lands Surveys Record (CLSR), as well as any incidental activities (temporary workspace, log decks etc), but will exclude other items such as pipeline specifications, radius maps, topographic detail etc.
4. a CD or USB containing an electronic copy of the CLSR Survey Plan in PDF format;
5. a cheque payable to the Receiver General for Canada for the initial consideration.
6. If any revisions were made to the survey subsequent to the Step 1 application survey:
 1. two (2) printed copies of the revised Application Survey Plan must also be submitted; and
 2. an electronic copy of the revised Application Survey Plan must be included.

2.3. Upon receipt of the above, and a final review, IOGC will direct the applicant and surveyor by email to submit the associated final mylar (mylar soon to be replaced by digitally approved image) and Digital Spatial File (DSF) to SGB for review and subsequent recording in the CLSR, excluding those for exploratory licences;

1. It is the applicant's responsibility to ensure that any CLSR Survey Plan submitted meets the requirements of the *Canada Lands Surveys Act* and the "National Standards of the Survey of Canada Lands", and to obtain a CLSR plan number, pursuant to section 40 of the Regulations.

2.4. The surveyor, upon receiving IOGC's direction, must send the final mylar and Digital Spatial File (DSF) of the CLSR Survey Plan with any other necessary returns (e.g. survey report etc.) to SGB **within 10 business days** for approval and recording.

1. SGB will perform a critical item review on the CLSR Survey Plan

1. SGB has a 15 working day service standard that commences upon receipt of a complete submission package.
2. When the review is complete and the plan is satisfactory, SGB will issue a CLSR plan number and notify both the surveyor and IOGC.
3. If critical deficiencies are identified, SGB will send an email to the surveyor with a request to rectify **within 10 business days**, and will notify IOGC and the lessee under separate cover that critical issues have been identified.
 1. **If these deficiencies are not rectified within the specified time, IOGC will reject the application in its entirety**, unless there are extenuating circumstances (e.g. timing restrictions due to season or wildlife)

2.5. Upon notification from SGB of the CLSR plan number (the "recorded plan"), **IOGC will complete the surface contract and issue Step 2 approval** in the form of a fax which gives the applicant (now the Contract Holder) approval to begin the project. An original copy of the completed surface contract will be sent to the Contract Holder via Canada Post in due course.

2.6. IOGC will then proceed to register the surface contract within the Indian Lands Registry System (ILRS).

- Pursuant to the *Indian Act*, any transaction respecting Indian lands must be registered. To fulfill that requirement, surface and subsurface agreements, and any subsequent transactions including amendments, assignments, surrenders etc., are registered in the ILRS.

Amendment to the Surface Contract

After a surface contract has been granted, the Contract Holder may need to make a change that triggers an amendment as per IOGC's [Surface Lease Amending Agreement](#) or [Right of Way Amending Agreement](#) application process. Amendments are required for:

- Additional wells/pipelines and/or other infrastructure including, but not limited to, remote sumps, borrow pits, access roads, pipeline riser sites
- Additional land or reduction requirements
- Change of use (e.g. wellsite to compressor station), which may or may not include a change in land requirements
- A change in the mineral agreement that pertains to the revised bottomhole location or wellbore path.

All amendments require an Application Survey Plan; however only those that reflect a change to the lands dealt with will require a CLSR Survey Plan for recording in the CLSR.

Amendments not required

For clarification, a change in the well centre, bottomhole location, wellbore path, order of wells to be drilled or intermediate casing point does not require the surface contract to be amended (and thus does not require an Application Survey Plan) unless it results in a change to the:

- lands dealt with on the recorded plan(s) related to the surface agreement, or
- mineral agreement pertaining to the new bottomhole location or path.

Glossary

Amendment:	a change to a surface contract after it has been granted by IOGC
Application Survey Plan:	CLSR quality plan that includes IOGC's requirements (e.g. topography, access routes etc), as well as any other requirements required for provincial licencing
Band Council Resolution:	a written resolution signed by a quorum of a band council evidencing the approval of the band council; abbreviated as BCR. Without a BCR, IOGC has no authority to enter into a surface rights contract on behalf of a Band / First Nation.
CLSR Survey Plan:	CLSR quality plan with additional layers required by the Application Survey Plan turned off at plotting of final mylar.
Lands dealt with:	those lands shown on a Plan of Survey within a dark bold outline, which are the subject of the Plan of Survey
Surface contract:	a surface contract provides companies with surface access rights to Indian lands, rights that are necessary for the exploration and development of oil and gas (surface lease, right of way agreement, and exploratory licence). IOGC drafts, issues and administers these contracts and collects ensuing moneys from companies on behalf of First Nations. Both IOGC and First Nations must approve the granting of surface contracts to companies. The written approval of a First Nation's Band Council in the form of a Band Council Resolution is required before IOGC can grant a surface contract.
Surrender:	once a Contract Holder no longer requires a surface contract and IOGC's environmental reclamation requirements are satisfied, they must apply to surrender the surface contract; this includes sites that the Contract Holder didn't disturb. The reclamation of surface leases and the surrender of surface contracts are approved by IOGC in consultation with the First Nation.

APPENDIX 2 – Summary of Requirements: APPLICATION SURVEY PLAN

Note: this plan is similar to, but not the same as, the CLSR Survey Plan

ADDITIONAL REQUIREMENTS			
	Surface Lease	Right-of-Way	Exploratory Licence
	Legislative Authority		
General	Pursuant to Section 40 of the Indian Oil and Gas Regulations, 1995, surveys related to oil and gas activities on Indian lands must be prepared in accordance with the <i>Canada Lands Surveys Act</i> and the <i>National Standards for the Survey of Canada Lands</i>		N/A prepare in accordance with applicable provincial standards
Exceptions	Surface contracts granted under Sections 28 or 53 of the <i>Indian Act</i>; these surveys must be prepared in accordance with <i>Canada Lands Surveys Act</i> and the <i>National Standards for the Survey of Canada Lands</i>, but will be confirmed by SGB under Section 31 of		

- said Act; and
- Surface replacement agreements issued as part of the Treaty Land Entitlement process. In these cases IOGC accepts the original survey plan that was prepared in accordance with the applicable provincial standards. However, once the agreement is administered by IOGC, if an amendment is required, the survey plan prepared for the amendment must now be prepared in accordance with the *Canada Lands Surveys Act* and the *National Standards for the Survey of Canada Lands*.

General

Format

- Plan of Survey only (construction plans, individual ownership

	- within unsurveyed territory (e.g. Theoretical, Unsurveyed) - Reserve names(s) and number(s)		
	Table Requirements		
Areas Table	- Area is provided for each facility shown surveyed on the plan, separate for each parcel affected (e.g. 1/4 section, road allowance, lot or parcel) - The total area and any subtotals are provided and shown in hectares (ha)	Riser sites and/or access roads that are less than or equal to 0.1 hectares must also be shown in meters-squared (m²)	
Incidental Activities	Incidental Activities are to be summarized in a separate table, and sub-totaled by activity type (e.g. Temporary Workspace, Temporary Access, Log Decks)		
Project Information	Total length and width is	the numbe	Program Name

n	required for linear dispositions • <i>Separate table required if criteria identified in "Additional Requirements" column</i>		r of pipelines proposed for construction within the right of way, along with the proposed diameter, depth and substance for each	• Total Old Cut • Total New Cut • Total On-Reserve km ◦ 3D: total km for receiver and source lines ◦ 2D: total km
Crossing Table		• Not Required	• Required	• Not Required
Access Route Table		• Required	• Required	• Required
General				
	• Reserve name(s) and number(s) are shown clearly on the plan body • Clearly identify which portions are surveyed on which Reserve numbers (some First	Body		
		• Each LSD must be clearly identified		

**Environmental
Information**

- Nations have several Reserves)
- The lands dealt with by the survey are shown in the diagram of the plan by a bold line, coinciding with the exterior boundaries (colours and shading are allowed)
 - Provincial boundaries must be clearly shown
 - Each Section must be identified clearly
 - Show sufficient information to establish the general character of the topography, predominant drainage patterns, and surface improvements
 - Elevation at beginning and end of access roads and right-of-ways with a notation of when there is an elevation change of 10 m or greater along
 - residences within 500 metres of the well centre
 - elevations at well center and corners of leases

This section does not apply to Exploratory Licences

**Incidental
Activities**

- the route
- Topographic features such as escarpments, texas gates, fences, waterbodies/low wet areas, depressions (class I wetland or ephemeral draw) within 100 m of the surface agreement edge
- Surrounding land use: cultivated, native prairie, forested , peatland/muskeg, non-registered roads and trails
- Distance and direction to nearest residence
- To be shown using a light solid line and NOT as being a part of the lands dealt with
 - Unless will form part of permanent lands (e.g. borrow pit)
- Shading may be

	permitted so long as it does not obscure information, but acceptance is at the discretion of SBG	
Road Allowances	Confirm which jurisdiction holds the road, Federal or Provincial, when drafting the survey as not all Reserves have title to certain road allowances	
Overlap	Overlapping of surface dispositions that grant exclusive use is not permitted (i.e. riser site overlapping a wellsite, wellsite overlapping an access road etc.)	
Waterbodies/ Watercourses	Label named waterbodies/watercourses (show direction of flow)	If the intent of the activity is to have the current bank as part of the

				boundary of the lease, indicate as such.
		• Show and label all dispositions, authorizations, plans recorded in the CLSR, and/or instruments registered in the Indian Lands Registry adjacent to and/or through proposed activity		
Existing Contracts	• Where possible, identify related IOGC agreements by the IOGC agreement number (OS/TS/RW/TW etc.). This information is available from the Indian Lands Registry System			• Not Required
			• Wellsite and pad site etc. plans must show the surface and	• The entire route of the proposed pipeline must be shown
Project Specific Information	• <i>As identified in the "Additional Requirements" column</i>			

**Surveys
required
when
applying
for a
Partial**

- Body of survey:
must clearly
identify (1) the
lands to be
surrendered as
"Parcel A", and

Other

- bottom
hole
locatio
ns.
- The
wellbor
e path
must be
shown
for
directio
nal and
horizon
tal
wells.
- The
interme
diate
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point
must be
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d for
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tal
wells.
- to the
end
points
within
the
bound
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of the
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lease.
- Where
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applic
ant
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es to
tie into
a riser,
a
facility
or
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r
pipelin
e it
must
be
shown
within
the
bound
aries
of the
surfac
e
contra
ct.

*This section does not
apply to Exploratory
Licences*

Surrender

(2) the lands to be retained as "Parcel B"

- Areas Table: lands and hectares for Parcel A and Parcel B must be identified consistent with regular requirements

- Company transferring the lands:

- Body: Must redraw the remainder of the lands not being transferred

- Title Block: PLAN OF SURVEY OF (whole facility not being transferred, if any, e.g. WELLSITE) AND PORTION OF (portion

Surveys required when applying for a Partial transfer of lands

This section does not apply to Exploratory Licences

of
facility
not
being
transferr
ed, if
any, e.g.
ACCES
S
ROAD)
PLAN
(CLSR
No.)
WITHI
N (Land
Descript
ion)

- Company accepting the addition of lands to their existing surface contract:
 - Body:
Must draw the lands being removed from the original parcel as its own parcel
 - Title Block:
PLAN OF SURVEY OF PORTION OF (facility

being transferred, e.g. ACCESS ROAD) PLAN (CLSR No.) WITHIN (Land Description)				
		Additional Well only / only No New Lands:		
Surveys required when applying to amend an existing Surface Contract	<i>As identified in the "Additional Requirements" column</i>	- current survey plan indicating the additional well name, location of the additional well bore and associated bottom hole is required - this plan will NOT receive a CLSR	Additional Pipeline only / No New Lands current survey plan of the right-of-way this plan will NOT receive a CLSR number	<i>This section does not apply to Exploratory Licences</i>

number

APPENDIX 3 – Suggested IOGC Checklists

- [Surface Lease – Application Survey Plan](#)
- [Right-of-Way Agreement – Application Survey Plan](#)
- [Exploratory Licence – Survey Plan](#)

Surface Lease – Application Survey Plan

		Meets	Does NOT Meet
	FORMAT		
	Plan of Survey only		
General	<i>construction plans, individual ownership plans, or sketch plans not accepted</i>	☐	☐
	Neat, computer drafted and created accurate to scale	☐	☐
Scale	1:5,000	☐	☐
	Details provided where necessary	☐	☐
	TITLE BLOCK		
	Well name(s)	☐	☐
Description of parcels/facilities	Describes the facility being surveyed such that there is a one-to-one correspondence with each facility shown within the lands dealt with on the plan body	☐	☐
	Describes each parcel of land affected by the facilities being surveyed (e.g., 1/4 Section, Lot or Parcel, Road allowance etc.)	☐	☐
	All lands dealt with on the survey plan are indicated in the Title Block	☐	☐
Lands	Description provided when within unsurveyed territory (e.g. Theoretical, Unsurveyed)	☐	☐
	Reserve names(s) and number(s)	☐	☐
	TABLE REQUIREMENTS		
Areas Table	Area is provided for each facility shown surveyed on the plan, is separated for each parcel affected	☐	☐

		Meets	Does NOT Meet
	(e.g. 1/4 section, road allowance, lot or parcel)		
	The total area and any subtotals are provided and shown in hectares (ha)	☐	☐
Incidental Activities	Incidental Activities are to be summarized in a separate table, and sub-totaled by activity type (e.g. Temporary Workspace, Temporary Access, Log Decks)	☐	☐
Access Route Table	Required	☐	☐
	BODY		
	Reserve name(s) and number(s) are shown clearly on the plan body	☐	☐
	Clearly identify which portions are surveyed on which Reserve numbers	☐	☐
General	The lands dealt with by the survey are shown in the diagram of the plan by a bold line, coinciding with the exterior boundaries (colours and shading are allowed)	☐	☐
	Provincial boundaries must be clearly shown	☐	☐
	Each Section must be identified clearly	☐	☐
	Each LSD must also be clearly identified	☐	☐
	Show sufficient information to establish the general character of the topography, predominant drainage patterns, and surface improvements	☐	☐
	Elevation at beginning and end of access roads and right-of-ways with a notation of when there is an elevation change of 10 m or greater along the route	☐	☐
Environmental Information	Topographic features such as escarpments, texas gates, fences, waterbodies/low wet areas, depressions (class I wetland or ephemeral draw) within 100 m of the surface agreement edge	☐	☐
	Surrounding land use: cultivated, native prairie, forested, peatland/muskeg, non-registered roads and trails	☐	☐
	Distance and direction to nearest residence	☐	☐
Incidental Activities	Shown using a light solid line and NOT as	☐	☐

		Meets	Does NOT Meet
	being a part of the lands dealt with (Unless will form part of permanent lands (e.g. borrow pit))		
Waterbodies/ Watercourses	Label named waterbodies/watercourses (show direction of flow)	☐	☐
	If the intent of the activity is to have the current bank as part of the boundary of the lease, indicate as such	☐	☐
Overlap	Overlapping of surface dispositions that grant exclusive use is <i>not</i> permitted (i.e. riser site overlapping a wellsite)	☐	☐
Road Allowances	Confirm which jurisdiction holds the road, Federal or Provincial, when drafting the survey as not all Reserves have title to certain road allowances	☐	☐
Existing/Pending Agreements	Show and label all dispositions, authorizations, plans recorded in the CLSR, and/or instruments registered in the Indian Lands Registry adjacent to and/or through proposed activity	☐	☐
	Where possible, identify related or pending IOGC agreements by the IOGC agreement number (OS/TS/RW/TW etc.)	☐	☐
	Well surface and bottomhole locations clearly shown	☐	☐
Project Specific Information	Wellbore path shown for directional and horizontal wells	☐	☐
	The intermediate casing point must be indicated for horizontal wells	☐	☐
	Total length and width is required for linear dispositions	☐	☐
	OTHER		
Surveys required when applying to amend an existing Surface Agreement	Additional Well / No New Lands: Survey plan indicating the additional well name, location of the additional well bore and associated bottomhole	☐	☐
Surveys required when applying for a Partial Surrender	Body of survey: must clearly identify (1) the lands to be surrendered as "Parcel A", and (2) the lands to be retained as "Parcel B"	☐	☐

		Meets	Does NOT Meet
Surveys required when applying for a Partial transfer of lands	Areas Table: lands and hectares for Parcel A and Parcel B must be identified consistent with regular requirements	☐	☐
	Company transferring the lands:		
	Body: Must redraw the remainder of the lands not being transferred	☐	☐
	Title Block: PLAN OF SURVEY OF (whole facility not being transferred, if any, e.g. WELLSITE) AND PORTION OF (portion of facility not being transferred, if any, e.g. ACCESS ROAD) PLAN (CLSR No.) WITHIN (Land Description)	☐	☐
	Company accepting the addition of lands to their existing surface contract:		
	Body: Must draw the lands being removed from the original parcel as its own parcel	☐	☐
	Title Block: PLAN OF SURVEY OF PORTION OF (facility being transferred, e.g. ACCESS ROAD) PLAN (CLSR No.) WITHIN (Land Description)	☐	☐

Right-of-Way Agreement – Application Survey Plan

		Meets	Does NOT Meet
General	FORMAT		
	Plan of Survey only		
	<i>construction plans, individual ownership plans, or sketch plans not accepted</i>	☐	☐
	Neat, computer drafted and created accurate to scale	☐	☐
Scale	1:5,000	☐	☐
	Details provided where necessary	☐	☐
Description of parcels/facilities	TITLE BLOCK		
	From and To locations	☐	☐
	Describes the facility being surveyed such that there is a one-to-one correspondence with each facility shown within the lands dealt with	☐	☐

		Meets	Does NOT Meet
	on the plan body		
	Describes each parcel of land affected by the facilities being surveyed (e.g., 1/4 Section, Lot or Parcel, Road allowance etc.)	☐	☐
	All lands dealt with on the survey plan are indicated in the Title Block	☐	☐
Lands	Description provided when within unsurveyed territory (e.g. Theoretical, Unsurveyed)	☐	☐
	Reserve names(s) and number(s)	☐	☐
	TABLE REQUIREMENTS		
	Area is provided for each facility shown surveyed on the plan, is separated for each parcel affected (e.g. 1/4 section, road allowance, lot or parcel)	☐	☐
Areas Table	The total area and any subtotals are provided and shown in hectares (ha)		
	Total length and width is required for linear dispositions	☐	☐
Incidental Activities	Incidental Activities are to be summarized in a separate table, and sub-totaled by activity type (e.g. Temporary Workspace, Temporary Access, Log Decks)	☐	☐
Project Information	The number of pipelines proposed for construction within the right of way, along with the proposed diameter, depth and substance for each	☐	☐
Crossing Table	Required	☐	☐
Access Route Table	Required	☐	☐
	BODY		
	Reserve name(s) and number(s) are shown clearly on the plan body	☐	☐
General	Clearly identify which portions are surveyed on which Reserve numbers	☐	☐
	The lands dealt with by the survey are shown in the diagram of the plan by a bold line, coinciding with the exterior boundaries (colours and shading are allowed)	☐	☐

		Meets	Does NOT Meet
Environmental Information	Provincial boundaries must be clearly shown	☐	☐
	Each Section must be identified clearly	☐	☐
	Show sufficient information to establish the general character of the topography, predominant drainage patterns, and surface improvements	☐	☐
	Elevation at beginning and end of access roads and right-of-ways with a notation of when there is an elevation change of 10 m or greater along the route	☐	☐
	Topographic features such as escarpments, texas gates, fences, waterbodies/low wet areas, depressions (class I wetland or ephemeral draw) within 100 m of the surface agreement edge	☐	☐
	Surrounding land use: cultivated, native prairie, forested, peatland/muskeg, non-registered roads and trails	☐	☐
	Distance and direction to nearest residence	☐	☐
Incidental Activities	Shown using a light solid line and NOT as being a part of the lands dealt with	☐	☐
Waterbodies/ Watercourses	Label named waterbodies/watercourses (show direction of flow)	☐	☐
Road Allowances	Confirm which jurisdiction holds the road, Federal or Provincial, when drafting the survey as not all Reserves have title to certain road allowances	☐	☐
Existing Contract	Show and label all dispositions, authorizations, plans recorded in the CLSR, and/or instruments registered in the Indian Lands Registry adjacent to and/or through proposed activity	☐	☐
	Where possible, identify related IOGC agreements by the IOGC agreement number (OS/TS/RW/TW etc.)	☐	☐
Project Specific Information	The entire route of the proposed pipeline must be shown to the end points within the boundaries of the surface lease	☐	☐
	Where an applicant proposes to tie into a	☐	☐

		Meets	Does NOT Meet
	riser, a facility or another pipeline it must be shown within the boundaries of the surface contract		
	OTHER		
Surveys required when applying to amend an existing Surface Agreement	Additional Pipeline / No New Lands: Current survey plan of the right-of-way	☐	☐
Surveys required when applying for a Partial Surrender	Body of survey: must clearly identify (1) the lands to be surrendered as "Parcel A", and (2) the lands to be retained as "Parcel B" Areas Table: lands and hectares for Parcel A and Parcel B must be identified consistent with regular requirements	☐	☐
	Company transferring the lands: Body: Must redraw the remainder of the lands not being transferred	☐	☐
Surveys required when applying for a Partial transfer of lands	Title Block: PLAN OF SURVEY OF PORTION OF (portion of facility not being transferred, if any, e.g. PIPELINE RIGHT-OF-WAY) PLAN (CLSR No.) WITHIN (Land Description) Company accepting the addition of lands to their existing surface contract: Body: Must draw the lands being removed from the original parcel as its own parcel Title Block: PLAN OF SURVEY OF PORTION OF (facility being transferred, PIPELINE RIGHT-OF-WAY) PLAN (CLSR No.) WITHIN (Land Description)	☐	☐

Exploratory Licence – Survey Plan

		Meets	Does NOT Meet
	FORMAT		
General	Prepared in accordance with provincial standards	☐	☐
	Neat, computer drafted and created accurate to	☐	☐

		Meets	Does NOT Meet
	scale		
Scale	1:5,000	☐	☐
	Details provided where necessary	☐	☐
	TITLE BLOCK		
Description of parcels/facilities	Program name	☐	☐
	Description as per the provincial requirements	☐	☐
	All lands dealt with on the survey plan are indicated in the Title Block.	☐	☐
Lands	Description provided when within unsurveyed territory (e.g. Theoretical, Unsurveyed)	☐	☐
	Reserve names(s) and number(s)	☐	☐
	TABLE REQUIREMENTS		
Project Information	Program Name	☐	☐
	Total Old Cut	☐	☐
	Total New Cut	☐	☐
	Total On-Reserve km:		
	3D: total km for receiver and source lines 2D: total km	☐	☐
Access Route Table	Required	☐	☐
	BODY		
General	Reserve name(s) and number(s) are shown clearly on the plan body	☐	☐
	Clearly identify which portions are surveyed on which Reserve numbers	☐	☐
	The lands dealt with by the survey are shown in the diagram of the plan by a bold line, coinciding with the exterior boundaries (colours and shading are allowed)	☐	☐
	Provincial boundaries must be clearly shown	☐	☐
	Each Section must be identified clearly	☐	☐
Incidental	Shown using a light solid line and NOT as being a	☐	☐

		Meets	Does NOT Meet
Activities	part of the lands dealt with		
Waterbodies/ Watercourses	Label named waterbodies/watercourses (show direction of flow)	☐	☐
Road Allowances	Confirm which jurisdiction holds the road, Federal or Provincial, when drafting the survey as not all Reserves have title to certain road allowances	☐	☐

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