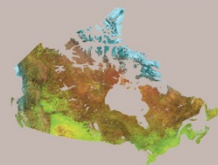




Natural Resources
Canada

Ressources naturelles
Canada

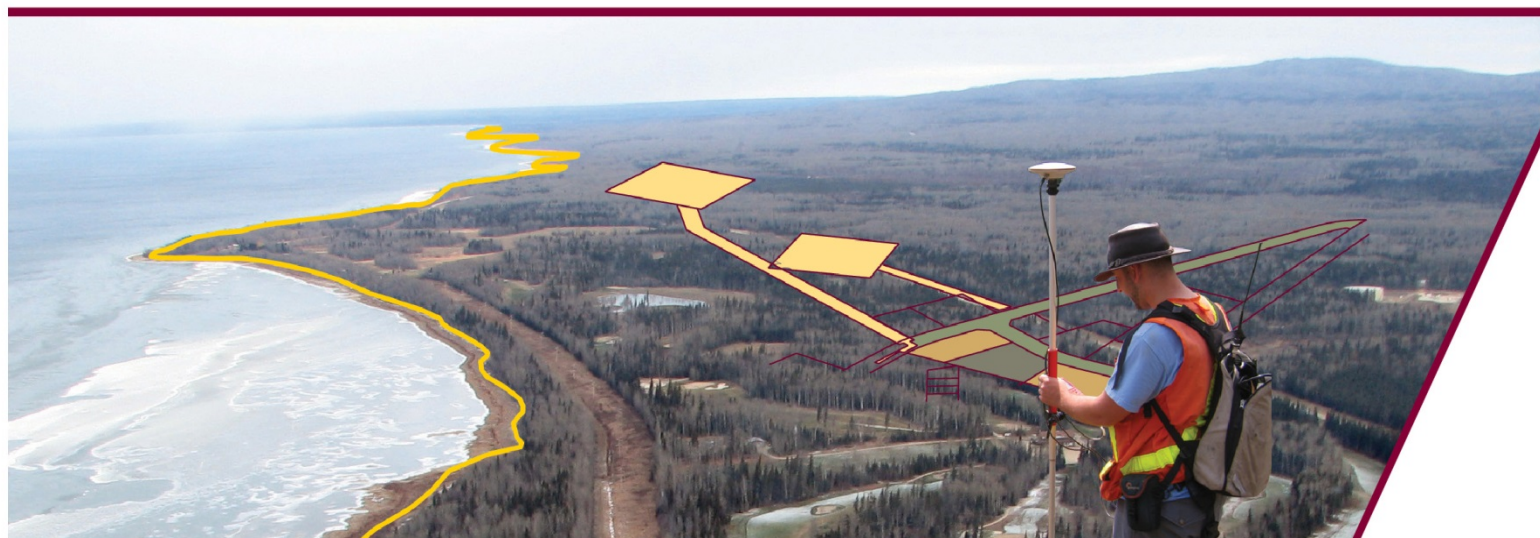


Surveyor General Branch

Beyond Boundaries



MAINTENANCE PLAN FOR NATIONAL STANDARDS FOR SURVEYS ON CANADA LANDS



sgb.nrcan.gc.ca



EDITION 1
July 8, 2015

Canada

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Introduction

This report is the result of online meetings within Surveyor General Branch (SGB) as well as several presentations, discussions and communications with the Association of Canada Lands Surveyors (ACLS), Council and Standards of Practice Committee.

The goal of this project was to work out the mechanics of a maintenance process to ensure timely updates, corrections and amendments to the **National Standards for the Survey of Canada Lands** herein referred to as “the Standards” and related support document “Getting a Survey Done”.

For the most part, the maintenance of the Standards will be done in collaboration with the ACLS Standards of Practice Committee (SOPC) using an agreed upon process. The Standards of Practice Committee would be instrumental in creating the necessary work groups based on selection of individuals having relevant expertise and experience with the particular subject matter .

SGB will monitor changes in administrative frameworks in the Government of Canada and the territorial governments to ensure that “**Getting a Survey Done**” remains current and relevant.

SGB may periodically champion focus groups or individuals for the review of specific chapters. They may be from internal SGB resources or key client groups: administering government departments, Aboriginal lands managers and Association of Canada Lands Surveyors members. All this is aimed at ensuring currency and relevance with key partners in delivering the property rights regimes on Canada Lands.

Addendums (updates) to the source websites will be made as the amendments and additions become available.

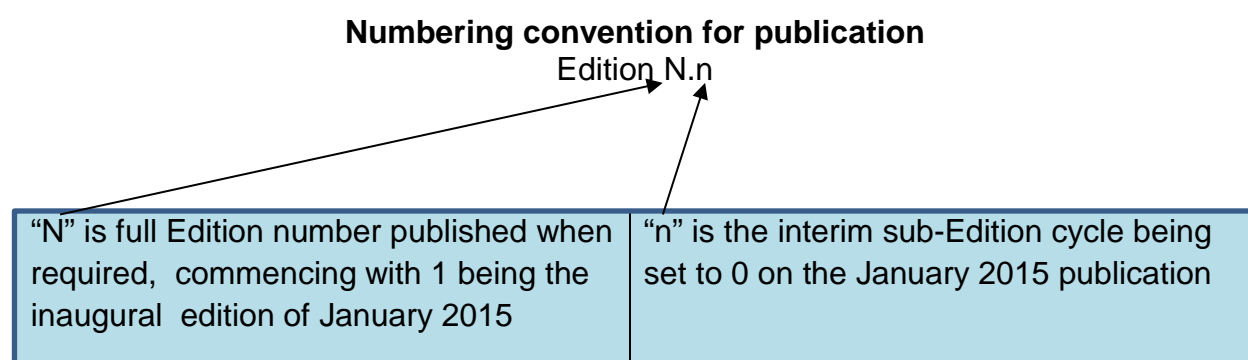
SGB will explore different methodologies to devise and implement ways to minimize the complications of publishing future Full Edition publications of the Standards in synchronization with related ACLS Checklists. This may include engagement of e-publication experts. An example of this might be assignment to each paragraph, section, etc. of a unique ID or “PIN” number to the current edition of the Standards and similarly assigning the same to the Checklists. In any case, the goal would be to reach a state where a new Full-Edition publications would be much less onerous.

This Standards Maintenance Plan is a living document and is meant to be kept up to date with revisions and additions to maintenance process details as SGB cycles through proposals and updates as well as when technologies and policies require.

STANDARDS UPDATE MANAGEMENT CYCLE

A full review of the Standards will be conducted in a cycle not exceeding 5 years.

Within the 5 year period, updates/amendments to individual chapters will be accomplished through “**Addendum Notifications**” as they take place and if applicable, the publication of new “sub-Edition(s)” will be accomplished with the roll up of Addendums.



Using this convention on our next update published, we would have sub-Edition 1.1. Sub-Edition updates 1.2, 1.3, 1.4.... will follow in a similar manner.

Periodic reviews by SGB designated Working Groups of some Chapters may be requested as deemed necessary.

Edition 2.0 is an amalgamation of the interim sub-Edition changes with any new major updates and if applicable, re-packaging of Chapters. This will include any modifications of content in the form of re-numbering, formatting, etc. Similar to sub-Edition publishing, the Full Edition publication will be completed when needed.

All Addendums, sub-Editions and Full-Edition publishing will be done with the assurance that communications with the ACLS will be priority at all times. Only the Full Edition publication is expected to affect re-numbering of paragraphs within the Standards however the checklists and information regarding future examination questions could be affected.

SUB-EDITION PUBLICATION

SGB will be publishing Addendums on a regular basis as and when they have successfully been completed. Details of the Addendum process and cycle are dealt with later in this document.

Publication of a sub-Edition or a Full Edition is a time and resource consuming process. The Publication of an updated sub-Edition of the Standards (e.g., Edition 1.1) will be done once the number of published Addendums is sufficient to justify a roll-up and publication exercise.

During a sub-Edition publishing cycle, proposals for minor changes (simple corrections, typos, etc.) that the Survey Standards unit deem acceptable without consultations will be published as an Addendum, a short publication posted on the National Standards for Survey of Canada Lands web page to officialise the amendment . Those minor amendments will be integrated into the next sub-Edition.

In essence, the sub-Edition will be the roll-up of all “current” Addendums and the associated page on the SGB website will be reset to no Addendums. Those affected Addendums will be archived under Historical Publications to allow for the retrieval of the Standards in effect for any period.

FULL-EDITION PUBLICATION

A Full-Edition publication is the culmination of all Addendums and sub-Editions but also takes into consideration a wholesale review of the entire document. Every 5 years, SGB will evaluate the entire contents of the Standards and whether they are to be **re-confirmed**, **revised** or **withdrawn** as well as the need to publish a new Full-Edition. If the decision is that the current edition is still relevant, the decision may be that no new publication is needed at this time.

This publication cycle will include all previous updates/changes since Edition “**N**”.**0** as well as major changes if planned. Major changes will include addition, removal, renumbering of Paragraphs, Sections, Pages, Chapters and any other format related requirements..

The publication of each new Edition creates the potential for major re-numbering or movement of existing paragraphs, sections or even Chapters. This will require maintenance of the MyCLSS Checklists stored on the ACLS web server. SGB will collaborate closely with ACLS to minimize the administrative burden and ensure that the Association is fully informed of all planned updates.

ADDENDUM PROCESS

The overall Addendum Process has been primarily developed for the **Standards** but is intended to be followed for the related **Specimen Plans** and the “**Getting a Survey Done**” document.

The general process can be broken down to four basic components or stages:

- 1) *PROPOSAL* – the initial request or submission to initiate a correction, amendment or other work on the Standards.
- 2) *WORK GROUP* – the team assigned and tasked with specific proposals to work on and submit to SGB with recommendation to accept or reject the same. The Work Group is made up of qualified individuals and typically assigned by ACLS SOPC or in some cases, SGB.
- 3) *SGB RECEIPT AND PREPARATION* - Preparation and submission of the received draft to the Surveyor General for decision.
- 4) *ADDENDUM PUBLICATION* – translation of changes/amendments, coordinated with the ACLS, update of the SGB website and communications of the updates to surveyors and clients.

1) PROPOSAL

Requests for amendments, corrections or other changes to the Standards may be proposed by individual ACLS members; Regional Groups; Client Departments or agencies and specific Working Groups through submission of a standardized form available in PDF format from the SGB website. (See form: changes to National standardst).

The applicant will be requested to submit details supporting the reason for the proposal and the proposed change or amendment. If applicable, they may also indicate their availability to work on the proposal with the work group.

Submission of the proposal will initially be sent to the SGB Cadastral Survey Standards & Archive Unit (CSSA) via e-mail to their generic e-mail box. In the future SGB may explore additional alternative methods for submissions such as utilizing a cloud based site (e.g. Google Docs, Web Browser, etc.); fax or other methods to be worked out. Requests received by CSSA will be processed by assigning a Project number (PMIS) and a decision made on whether the request is to be dealt with by a Work Group or “Fast-Track”. *Note: There may be the rare case where CSSA makes a decision to reject a proposal, before proceeding any further. These rejections will be recorded and the Surveyor General will be informed of the decision and reasoning. The submitter will also be notified of the decision and reasoning.*

Fast-Tracking the request eliminates the Work Group and Surveyor General consultation and is dealt with internally by CSSA. This route is meant only for minor changes or corrections of an administrative nature. e.g. mis-numbered references, spelling, etc..

All proposals will be dealt with as a project under the Project Management Information System (PMIS) with their progress being tracked. A specific project workflow (tracking) template will be developed to best follow and report on various milestones in the process. This tracking will allow for numerous proposals to be in progress at any given time and will ensure that none get missed over time. All related documents will be maintained digitally and stored in a project related e-docket under the GCDOCS regime.

2) WORK GROUP

The typical request will be forwarded to the ACLS Standards of Practice Committee (SOPC). The SOPC will designate the members based on their particular experiences and expertise, to participate in a Work Group and deal with the proposal. The Work Group can be made up of several appointees or be as simple as being one individual, depending on the volume of work and the complexity of the task. The work might include discussions, re-wording the proposed changes, consulting others outside the assigned group. A final version of the document with recommendations prepared by the Work Group will be forwarded to the SOPC for validation. SOPC will submit the final document with applicable comments and/or recommendations to SGB via CSSA. In some circumstances, a recommendation to reject the proposal (with reasoning) may be included in the submission to SGB.

There may be specific requests from the Surveyor General to assign a particular Work Group to deal with a task related to the Standards or “Getting a Survey Done”. These might be cases such as the re-writing of an existing chapter or even the addition of the same.

3) SGB RECEIPT AND PREPARATION

CSSA receives the final draft from the Standards of Practice Committee. The document is distributed internally to the Cadastral Services Units (CSU) and/or the Cadastral Survey Integration (CSI) unit and/or Regional Offices (RO) for comments as well as possible word-smithing.

CSSA will forward the document and any additional support information or input as returned from the CSU, CSI and RO to the Surveyor General (SG) for discussion and decision. The SG may approve the document, reject it or suggest further work be required.

If the SG rejects a document, CSSA will forward this information and if applicable, the Work Group's report to the originator of the proposal. SOPC will be informed as well. The project will be closed at this point.

4) *ADDENDUM* Publication

CSSA receives the final document from the SG with the wording for Addendum publication.

- The document must be translated for publication in both official languages.
- Both documents must be prepared to meet Web Content Accessibility Guidelines (WCAG 2.0) per [Treasury Board Policy](#)

The CSSA will consult with the ACLS regarding the changes to allow for harmonizing of the checklist(s) if applicable.

Changes as applicable will be made to Specimen Plans, MyCLSS or other items by CSSA. Within 90 days of receipt of the document from the Surveyor General, CSSA will have the final amendments/additions/corrections posted to the SGB website. Webinars or presentation at the ACLS AGM may be applicable for major changes.

These published changes will be made available on the SGB website on the same web page location as the National Standards and Specimen Plan downloads. The posted changes will be in the form of an **Addendum**.

Addendums will continue to be listed on that web page as long as the particular edition of the Standards is in publication. At the time of publication of a new edition of the Standards, the published Addendums to-date (additions, omissions, clarifications, corrections, etc.) will be rolled up into that edition. Those addendums will be archived accordingly with their related prior edition.

Edition Archiving – Archives of all earlier editions of the Standards will be published under the Historical Publications on the SGB website.

ADDENDUM CYCLE

Step 1 – Proposal for Amendment Change/Amendment submissions will be in PDF form on a template designed to gather the following information:

- a) The type of proposal e.g. Addition of Chapter; Addition of Section; Major Revision of a Chapter or section; Minor Amendment
- b) The reason for or intention of the proposal and the impact it will have on the survey or client or.... (This might be monetary, time impact, environmental, etc.)
- c) Proposed solution (working draft of what the proposed change will be)
- d) Willingness/availability to work on the resulting project if applicable (play an active role in the working group)

Step 2 - SGB Survey Standards and Archive unit will assign a SGB project number, evaluate and pass the proposal to the SOPC for assignment to a Working Group to deal with. Proposed major changes might require in depth work or analysis by this group.

Step 3 - Results of the Working Group will be passed on to SOPC for validation and forwarding to the CSSA. If needed, CSSA may consult with the Working Group to clarify wording or other aspects of their work. Appropriate SGB Cadastral groups (Survey Standards and Archive unit, Cadastral Services and Cadastral Survey Integration) will be requested to vet or comment on the proposal.

Step 4 – Surveyor General reviews and approves/vetos changes/updates.

Step 5 - Translation and preparation for WCAG 2.0 compliancy completed.

Step 6 - Publication of the update to the Standards (e.g., Addendum [April 15, 2015]).

Step 7 – Notification to Surveyors of the update through ACLS e-mail system.

A graphical depiction of the Addendum Process is illustrated on the following page.

Addendum Process

Revision
July 08, 2015

CSSA: Cadastral Survey Standards & Archive Unit
SOPC: Standards of Practice Committee
WG: Work Group
CSU: Cadastral Services Unit
CSI: Cadastral Survey Integration Unit

