

STEP BY STEP PROCESS FOR REQUESTING A SURVEY

1. Request Submission by Locatee

- The process begins when a Locatee submits a survey request to the OKIB Lands Department. This can be done via a letter or other forms of communication, detailing the request for a land survey.

2. Preparation of Survey Request Briefing Note

- The Lands Department prepares a Survey Request Briefing Note that includes all relevant information regarding the request. This note is reviewed by the Director of Lands for approval.

3. Approval and Presentation to Chief and Council

- Once the Briefing Note is approved, it is presented to Chief and Council for further consideration. They review the information and make an informed decision based on the data provided.

4. Band Council Resolution for Permission

- If Chief and Council approve the request, they will sign a Band Council Resolution (BCR). This BCR grants permission for a Canada Land Surveyor (chosen by the parties) to conduct the survey.

5. Request for Survey Instructions from Natural Resources Canada

- The Canada Land Surveyor then requests survey instructions from Natural Resources Canada (NRC), specifically from the Legal Surveys Division. These instructions are required to start the survey project.

6. Survey Meeting with Locatee

- Upon receiving the necessary instructions, the Canada Land Surveyor organizes a meeting with the Locatee. In this meeting:
 - The cost of the survey (to be covered by the Locatee) is discussed and agreed upon.
 - Any directions or special instructions related to the survey are clarified and agreed to by the Locatee.
 - The OKIB Lands Department submits all relevant documents regarding the parcel to the surveyor.

7. Surveying of the Property

- After the meeting, the Canada Land Surveyor proceeds with conducting the survey on the property based on the agreed-upon terms and directions.

8. Approval of the Provisional Survey Plan by the Locatee

- Once the Locatee reviews the provisional survey plan and confirms that it aligns with their expectations, they give their approval.

9. Adjacent Locatee Review and Sign-Off (If applicable)

- This step is only required for properties shown on a Fry Sketch Plan or an RSBC Plan, as these plans do not have physical survey pins marking the property boundary. After the Locatee(s) approval, the provisional plan of survey is sent to the adjacent locatees for review before being submitted to Chief and Council for final approval.
- OKIB Lands will send a formal letter to each adjacent Locatee, requesting their signature to confirm approval of the provisional survey plan. The letter will specify a timeline for them to provide either their approval or a valid objection to the survey.
 - If any adjacent Locatee disagrees with the provisional plan, they must provide a valid objection in writing, explaining why the survey should not be registered.
 - If the objections are deemed to be valid, they must be addressed and resolved before proceeding further with the registration process.

10. Final Approval by Chief and Council

- Chief and Council review the provisional plan of survey, and if satisfied, they give their final approval in the form of a signed Band Council Resolution (BCR). The Lands Department will then forward the BCR to the Canada Lands Surveyor. In order for the surveyor to submit the provisional plan to NRCan, the surveyor must first obtain approval from OKIB, to register the survey with Natural Resources Canada (NRCan)
 - If approval is not provided, likely due to a boundary dispute, the surveyor can forward the provisional plan to NRCan's BC Regional Office and request assistance from ISC, as outlined in section 9.2 of the Interdepartmental Agreement between ISC and NRCan.
- If Chief and Council do not approve the of the provisional plan of survey, they must provide the Locatee with reasons for the rejection.