



Ontario

Ministry of  
Consumer and  
Commercial  
Relations

Registration

Division

BULLETIN NO. 35011

DATE: December 6, 1985

TO: ALL LAND REGISTRARS AND  
ASSISTANT EXAMINERS OF  
SURVEYS.

DEPOSIT OR REGISTRATION  
OF PLANS.

REVISED PROCEDURES

Effective January 1, 1986 a new approach to the examination and subsequent deposit or registration of survey plans will be implemented by the Real Property Registration Branch.

(1) Outline of Revised Approach.

The major provisions of this new approach are:

- (a) a repealing of the requirement, for most Land Titles Act plans, that they be approved by the Examiner of Surveys before they are registered or deposited.

Under this new approach, these plans are to be checked by land registry office registration clerks primarily only in relation to the land registration system's requirements for registration or deposit.

Under Subsection 3 (2) of Regulation 898, R.R.O. 1980, as revised by O. Reg. 638/85, the following plans will require the approval of the Examiner of Surveys, in accordance with existing Branch examination procedures, before they are registered or deposited:

- (i) plans prepared under the Boundaries Act;
- (ii) plans prepared under the Certification of Titles Act;
- (iii) plans prepared under the Condominium Act;
- (iv) plans prepared in support of an application for first registration under the Land Titles Act;
- (v) three-dimensional plans (strata plans) to be registered or deposited under the Land Titles Act or the Registry Act;
- (vi) Registrar's Compiled Plans and Municipal Plans prepared under the Registry Act;
- (vii) plans to be registered or deposited under the Registry Act or the Land Titles Act where a Land Registrar requests such an examination; and
- (viii) plans required by the Examiner to be examined under subsection 3 (1) of Regulation 898.

Plans which require the approval of the Examiner of Surveys will be examined at the following locations:

Boundaries Act plans,  
Condominium Act plans,  
and Strata plans

Confirmation and  
Condominium Section  
543 Yonge Street,  
3rd Floor  
Toronto, Ont.  
M7A 2J8

Land Titles first  
application plans,  
Certification of Titles  
Act plans, Land Registrar's  
Compiled Plans, Municipal  
Plans, and plans referred  
to the Examiner or which  
the Examiner required to  
be examined.

Regional Survey  
Services Section,  
c/o Regional Surveyor.  
See Appendix A for  
appropriate addresses.

- (b) a severe reduction in the extent of the "checklist" examination previously carried out by land registry office staff for plans to be registered or deposited under the Registry Act. The examination of these plans will be based on the items in the new, simplified checklist illustrated in Appendix B.
- (c) an emphasis on post-registration/deposit monitoring of plans by the Regional Surveyors, including field examinations.

(2) Revised Organization.

The revised organization, which will be fully in place effective January 1st, 1986, is as follows:

- (i) The Legal and Survey Standards Branch (L.S.S.B.) no longer exists. The staff lawyers and the Legal Standards Audit Section now form a new Property Law Branch under the direction of Tom Rundle who is also the Director of Titles and the Director of Land Registration. The title examination and survey staff from the former Legal and Survey Standards Branch and the property mapping staff from the Land Registration Improvement Project (POLARIS) now constitute the Surveys, Mapping and Title Examination Office, Real Property Registration Branch, with Tom Seawright as Manager and Examiner of Surveys.

(ii) The Surveys, Mapping and Title Examination Office will have four Sections as set out in Appendix A:

- (a) The Title Examination Section under Don Haig. This Section processes applications for first registration under the Land Titles Act and applications for certification under the Certification of Titles Act.
- (b) The Confirmation and Condominium Section under Jim Gardiner. This Section processes Boundaries Act applications and examines Condominium plans and three-dimensional (strata) reference plans.
- (c) The Property Mapping Development Section under Ray Scott. This Section conducts research and develops procedures in relation to the preparation of automated property maps.
- (d) The Regional Survey Services Section under Henry Roeser. A list of the six Regional Surveyors and their regions is included in Appendix A.

The major duties of the Regional Surveyors will be to:

- examine all plans relating to first applications under the Land Titles Act and applications for certification under the Certification of Titles Act, including field examinations;
- receive and process applications for plan corrections;
- randomly monitor ten percent of the plans after they have been registered or deposited. Five to ten percent of the plans randomly monitored will be examined in-depth, including field examinations;
- provide technical support and resource services for the land registry offices in their respective regions. This includes staff training, relating to surveying, for land registry office staff, support for parcelization and property mapping projects and liaison with local surveyors.

Except where special circumstances dictate otherwise, Registrar's Compiled Plan production has been discontinued since parcelization will replace this process.

(3) Procedures.

(a) Plans not requiring approval of the Examiner:

All plans not requiring the approval of the Examiner prior to their registration or deposit, i.e. reference plans, subdivision plans and expropriation plans to which subsection 3 (2) of Regulation 898, as revised, does not apply, shall be submitted directly to the appropriate land registry office for a pre-registration or pre-deposit check.

In the case of plans to be registered or deposited under the Registry Act, the initial submission shall consist of one paper print of the plan signed by the surveyor. This print is in addition to the original, the duplicate(s), if any, and the paper prints to be submitted at the time of the actual registration or deposit.

In the case of plans to be registered or deposited under the Land Titles Act, the initial submission shall consist of one paper print of the plan signed by the surveyor, a white print of every registered or deposited plan that shows the land included in the plan or that shows lands adjoining the lands included in the plan; and a photocopy of the parcel register of the lands included in the plan, certified by the surveyor as being current to the date of the plan.

The land registry office staff will check the print submitted by the surveyor for its acceptability for registration or deposit by ensuring that the items on the new checklist (Appendix B) have been adhered to. The survey content of the plan will not be checked.

(b) Approval Times.

Approval times for plans to be registered or deposited under the Registry Act are expected to be minimal. However, over-the-counter service may not always be possible. Surveyors are therefore advised to consult with the appropriate land registry office staff in order to establish realistic time frames.

Approval times for plans to be registered or deposited under the Land Titles Act are expected to be longer than those anticipated for Registry Act plans, since additional time will have to be allowed for the land

registry office staff to compare the plans with the parcel register. In this case over-the-counter service should not be expected.

In order to avoid delays at the time of registration or deposit of a plan, either due to staff workload or necessary corrections to plans, it is highly recommended that surveyors make their submission to the land registry office in advance of the required registration date. This will be particularly important in the case of plans of subdivision which require planning approval. Any necessary plan corrections prior to the registration of these plans will have to be cleared with the appropriate planning authority, and the plan may have to be resubmitted for planning approval.

(c) Routing of Plans of Subdivision.

Commencing January 1, 1986 plans of subdivision to be registered under the Land Titles Act will be routed the same way as plans of subdivision to be registered under the Registry Act. Prior to registration these plans are submitted to the appropriate planning authority for approval. The planning authority will now forward the plan, together with all duplicates and paper prints directly to the appropriate land registry office, where the owner should make application to have the plan registered.

As indicated above, it is highly recommended that an advance examination print be submitted to the land registry office prior to the final subdivision plans being submitted to the planning authority for approval.

The "Form J", presently used for land titles subdivision plans to indicate the approval in principle of the Examiner of Surveys, will be discontinued as of January 1, 1986. After that date, outstanding "Forms J" and plans of subdivision should be routed directly to the appropriate land registry office instead of being returned to the address indicated on the Form.

N.B. the procedure for Condominium Plans has not changed. Form J-1 will still be issued and after having having been approved by the appropriate planning authority Condominium Plans will be routed via the Confirmation and Condominium Section in Toronto.

(d) First Application and C.T.A. Plans.

As of January 1, 1986 plans in support of applications for first registration under the Land Titles Act, or for certification under the Certification of Titles Act will be examined and approved by the Regional Surveyors listed in Appendix A. Any new submissions are to be directed to the appropriate Regional Surveyor for processing.

Files received after July 1, 1985 for which no legal applications have been received by the Title Examination Section by December 31, 1985 will automatically be forwarded to the appropriate Regional Surveyor.

Files received prior to July 1, 1985 for which no legal applications have been received by December 31, 1985 are being returned to the signing surveyor who should inform his client or his client's solicitor that the number originally assigned to the file should no longer be referred to in the legal application. Should the file become active again, the surveyor should submit the plan and supporting material to the appropriate Regional Surveyor who will assign a new file number to the plan.

Files for which legal applications have been received by the Title Examination Section will continue to be processed at the office where the plans were originally submitted. The exception to this will be plans submitted to the Regional Surveyors in Bracebridge and Thunder Bay. Since these regional survey offices will be closed as of December 31, 1985, current First Application/C.T.A. files will be forwarded to the appropriate Regional Surveyor listed in Appendix A.

(e) Strata Plans.

Strata Plans to be registered or deposited under the Registry Act or the Land Titles Act will be examined and approved by the Confirmation and Condominium Section. See Appendix A for the address.

(f) Transition Period.

(i) Land Titles plans which have been submitted for approval prior to January 1, 1986 and which no longer require the Examiner's approval after that date.

Reference and Expropriation Plans to be deposited or registered after January 1, 1986 for which a preliminary approval (Form K) has been issued by the Survey Standards and Title Exami-

nation Office are to be submitted directly to the appropriate land registry office, together with the Form K.

Similarly, Plans of Subdivision for which a Form J has been issued are to be forwarded by the planning authority directly to the proper land registry office.

Current files will be forwarded by this office to the respective land registry offices to assist staff in processing plans submitted for deposit or registration. Files submitted prior to January 1, 1985 will be closed and destroyed. Should the plans become active, they are to be forwarded to the appropriate land registry office as a new submission together with the required supporting material.

- (ii) In-Depth-Examination (I.D.E.) Files.  
As of January 1, 1986 I.D.E. files, with the exception of strata plans, will be processed by the Regional Surveyors listed in Appendix A.

I.D.E. files for strata plans will be processed by the Confirmation and Condominium Section of the Surveys, Mapping and Title Examination Office in Toronto.

(4) A.O.L.S. Plan Submission Form.

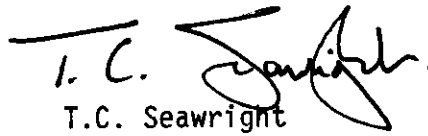
Subsection 3 (9) of Regulation 898, R.R.O. 1980, as amended by O. Reg. 638 /85 provides that a plan certified by a surveyor after December 31, 1985 and submitted under subsection (2) or (7), except Registrar's Compiled Plans and plans attached to instruments to be registered or deposited under the Registry Act or registered under the Land Titles Act, shall be accompanied by the plan submission form of the Association of Ontario Land Surveyors.

The A.O.L.S. plan submission form is to be affixed to a final print of the plan to be registered or deposited. This print will be forwarded by the land registrar to the Survey Review Department of the Association of Ontario Land Surveyors. The print of the plan to which the plan submission form will be affixed is an additional print beyond the prescribed number of prints required to be submitted at the time of deposit or registration.

Any plan submission form erroneously affixed to a "not final" print of a plan is not to be accepted; however, the surveyor may wish to detach the form and staple or otherwise attach it to a final print.

(5) Amendment to Reg. 898, R.R.O. 1980.

O.Reg. 638/85 which comes into force on January 1, 1986 amends Reg. 898 to provide for the revised procedures for the examination and subsequent registration or deposit of plans, and is reproduced in Appendix C.

  
T.C. Seawright  
Examiner of Surveys.



## APPENDIX "A"

## REAL PROPERTY REGISTRATION BRANCH

## SURVEYS, MAPPING AND TITLES EXAMINATION OFFICE

MANAGER AND  
EXAMINER OF SURVEYS

Thomas C. Seawright

543 Yonge Street  
3rd Floor  
Toronto, Ontario  
M7A 2J8Telephone:  
(416) 963-0436

## TITLE EXAMINATION SECTION

(Applications for: First Registration under the Land Titles Act, and  
Certification under the Certification of Titles Act)

SECTION HEAD

Don Haig

543 Yonge Street  
3rd Floor  
Toronto, Ontario  
M7A 2J8Telephone:  
(416) 963-0431

## CONFIRMATION AND CONDOMINIUM SECTION

(Boundaries Act Applications, Condominium Plans and Strata Reference Plans)

SECTION HEAD

James N. Gardiner

543 Yonge Street  
3rd Floor  
Toronto, Ontario  
M7A 2J8Telephone:  
(416) 963-0436

## PROPERTY MAPPING DEVELOPMENT SECTION

(Research and Development of Procedures for Automated Property Mapping)

SECTION HEAD

Ray Scott

10 Wellesley Street,  
East, 5th Floor  
Toronto, Ontario  
M7A 2J3Telephone:  
(416) 963-0650

## APPENDIX A (continued)

## REGIONAL SURVEY SERVICES SECTION

(First Application and C.T.A. Plans, including Field Examinations; Plan Corrections; Quality Control (Random Monitoring); Technical Support and Resource Services through six Regional Surveyors)

SECTION HEAD	Henry Roeser	543 Yonge Street 3rd Floor Toronto, Ontario M7A 2J8  Telephone: (416) 963-0436
REGIONS AND LAND REGISTRY OFFICES	REGIONAL SURVEYOR	ADDRESS
Central Region I (Toronto)  Dufferin (No.7), Orangeville Peel (No. 43), Brampton Simcoe (No. 51), Barrie Metropolitan Toronto (No. 66), Toronto, Land Titles	E.S. (Ted) Smith	543 Yonge Street 3rd Floor Toronto, Ontario M7A 2J8  Telephone: (416) 963-0436
Central Region II (Toronto)  Haldimand (No. 18), Cayuga Niagara North (No. 30), St. Catharines Niagara South (No.59) Welland Wentworth (No. 62), Hamilton Toronto City (No. 63), Toronto, Registry Toronto Boroughs (No. 64), Toronto, Registry York Region (No. 65), Newmarket	T.L. (Tom) Glassford	543 Yonge Street 3rd Floor Toronto, Ontario M7A 2J8  Telephone: (416) 963-0436
Eastern Region (Kingston)  Port Hope (No.9), Port Hope Newcastle (No.10), Bowmanville Frontenac (No. 13), Kingston Grenville (No. 15), Prescott Haliburton (No. 19), Minden Hastings (No. 21), Belleville Leeds (No. 28), Brockville Lennox (No. 29), Napanee Northumberland East (No. 38), Colborne	C.M. (Cam) McKay	1055 Princess Street Suite 109* Kingston, Ontario K7L 5T3  Telephone: (613) 547-4650*  * After February 1, 1986: Suite 202 Telephone: (613)-544-4460

## APPENDIX A (continued)

REGIONS AND LAND REGISTRY OFFICES	REGIONAL SURVEYOR	ADDRESS
Eastern Region (Kingston), continued		
Northumberland West (No. 39), Cobourg Durham (No. 40), Whitby Peterborough (No.45), Peterborough Prince Edward (No.47), Picton Victoria (No. 57), Lindsay		
Eastern Region (Ottawa)	R.J. (Bob) Meisner	67 Nicholas Street Ottawa, Ontario K1N 7B9
Ottawa-Carleton (No. 4), Ottawa, Land Titles Ottawa-Carleton (No. 5), Ottawa, Registry Dundas (No.8), Morrisburg Glengarry (No. 14), Alexandria Lanark North (No. 26), Almonte Lanark South (No. 27), Perth Prescott (No. 46), L'Orignal Renfrew (No. 49), Pembroke Russell (No.50), Russell Stormont (No.52), Cornwall		Telephone: (613) 566-3791
Northern Region (Sudbury)	M.E. (Mike) Brooke	199 Larch Street 3rd Floor Sudbury, Ontario P3E 5P9
Algoma (No.1), Sault Ste. Marie Cochrane (No.6), Cochrane Kenora (No. 23), Kenora Manitoulin (No. 31), Gore Bay Muskoka (No. 35), Bracebridge Nipissing (No. 36), North Bay Parry Sound (No. 42), Parry Sound Rainy River (No. 48), Fort Frances Sudbury (No. 53), Sudbury Timiskaming (No. 54), Haileybury Thunder Bay (No. 55), Thunder Bay		Telephone: (705) 675-4300
Southwest Region (London)	John Keating	80 Dundas Street Box 5600 London, Ontario N6A 2P3
Brant (No.2), Brantford Bruce (No.3), Walkerton Elgin (No. 11), St. Thomas Essex (No. 12), Windsor Grey North (No. 16), Owen Sound		Telephone: (519) 679-7188

## APPENDIX A (continued)

REGIONS AND  
LAND REGISTRY OFFICES

## Southwest Region (London), continued

Grey South (No. 17), Durham  
Halton (No. 20), Milton  
Huron (No. 22), Goderich  
Kent (No. 24), Chatham  
Lambton (No. 25), Sarnia  
Middlesex East (No. 33), London  
Middlesex West (No. 34), Glencoe  
Norfolk (No. 37), Simcoe  
Oxford (No. 41), Woodstock  
Perth (No. 44), Stratford  
Waterloo North (No. 58), Kitchener  
Wellington North (No. 60), Arthur  
Wellington South (No. 61), Guelph  
Waterloo South (No. 67), Cambridge

## APPENDIX B

REAL PROPERTY REGISTRATION  
PLAN REGISTRATION CHECK LIST

REVISED 85-12-05

A.	GENERAL	NOTES
1.	LRO Receipt or Certificate of Registration	Items 1 to 10 should appear on the plan.  As to items 6, 8, 9 and 10, neither contents, correctness, nor specific wording need be examined. Check only that the items are present.
2.	Signed Deposit Requisition	
3.	Signed Surveyors Certificate (Original signed in black india ink)	
4.	Schedule	
5.	Metric Note	
6.	North Arrow	
7.	Subdivision Units (Parts, Lots or Blocks, according to plan type) numbered consecutively	
8.	Underlying plans and instruments/parcel numbers	
9.	Adjoining plans and instruments/parcel numbers	
10.	Scale	
11.	Line weight should distinguish new units from old	
<hr/>		
B.	ILLUSTRATED TITLE AND SURVEY INFORMATION	
<hr/>		
12.	Lot/Con, Lot/Plan etc.; Property Identifier Number [P.I.N.], if applicable [Information should be in Schedule, may also be in Title Block]	Sufficient information should be present for abstracting purposes. Part-Lot correlation should be checked.
13.	Geographic township	
14.	Municipality [present and former as necessary]	
15.	County, District, Regional Municipality	
16.	By-law or other instrument if the plan shows a street as closed	
17.	Sufficient information to locate survey with reference to lot limits	
<hr/>		
C.	SUBDIVISION PLANS [ In addition to A & B ]	
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18.	Owners Certificate [name must agree with CTA certificate or parcel register, subdivision units must agree with face of plan]	Also check that ALL of the land to be subdivided is certified under the C.T.A., or is registered under the L.T.A., as appropriate.
19.	Corporate seal or statement that the signing official's signature binds the corporation (if appropriate)	
<hr/>		
D.	EXPROPRIATION PLANS [ In addition to A & B ]	
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20.	Signature of expropriating authority	
21.	Approval Certificate	
22.	Corporate seal or statement that the signing official's signature binds the corporation (if appropriate)	
23.	Compilation Note (if applicable)	
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E.	LAND TITLES PLANS [ In addition to A & B ]	
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24.	Plan and parcel description checked for discrepancies	Items 24 and 25 should be checked against copy of parcel register and underlying/adjacent plans submitted by surveyor with new plan.
25.	Copy of parcel register checked for easements and rights of way	
26.	Parcel register subsearched for current status	
27.	Part-Parcel correlation verified	

## APPENDIX B (continued)

REAL PROPERTY REGISTRATION  
PLAN RECEIPT AND DISTRIBUTION CHECK LIST

85-11-12

A.	REFERENCE PLANS	NOTES
RECEIVE:	1 original 3 paper prints or 4 paper prints where applicable 1 paper print with A.O.L.S. Plan Submission Form 1 depositor's duplicate (optional)	Check that deposit requisition and Surveyor's Certificate are signed.
RETAIN:	1 original 1 paper print	Check for A.O.L.S. Plan Submission Form.
DISTRIBUTE:	1 paper print to Regional Assessment 1 paper print to Municipal Clerk 1 paper print to the Clerk of the Regional Municipality 1 paper print (with Plan Submission Form) to A.O.L.S. Survey Review Department 1 duplicate (if any) to depositor	Include deposit details on A.O.L.S. print.
B.	SUBDIVISION PLANS	
RECEIVE:	1 original 3 translucent duplicates 3 paper prints 1 paper print with A.O.L.S. Plan Submission Form 1 owner's duplicate (optional)	Check for approval of Planning Authority.  Check that Owner's Certificate has been signed and sealed (if applicable).
RETAIN:	1 original 1 paper print	Check for A.O.L.S. Plan Submission Form.
DISTRIBUTE:	1 translucent duplicate to Municipal Clerk 1 transparent duplicate and 2 paper prints to Regional Assessment 1 translucent duplicate to Planning Authority 1 paper print (with Plan Submission Form) to A.O.L.S. Survey Review Department 1 duplicate (if any) to owner	Include registration details on A.O.L.S. print.
C.	EXPROPRIATION PLANS	
RECEIVE:	1 original 3 paper prints 1 paper print with A.O.L.S. Plan Submission Form expropriating authority's duplicates (optional)	Check for signatures and seals (if applicable).  Check for A.O.L.S. Plan Submission Form.
RETAIN:	1 original 1 paper print	
DISTRIBUTE:	1 paper print to Regional Assessment 1 paper print to Municipal Clerk 1 paper print (with Plan Submission Form) to A.O.L.S. Survey Review Department duplicates (if any) to expropriating authority	Include registration details on A.O.L.S. print.

## APPENDIX C

O.REG. 638/85  
**REGULATION TO AMEND**  
**REGULATION 898 OF REVISED REGULATIONS OF ONTARIO, 1980**  
**MADE UNDER THE**  
**REGISTRY ACT**

1.--(1) Subsection 3(2) of Regulation 898 of Revised Regulations of Ontario, 1980 is revoked and the following substituted therefor:

(2) Prior to registration or deposit, a person shall submit to the examiner for approval,

- (a) plans prepared under the Boundaries Act, the Certification of Titles Act and the Condominium Act;
- (b) plans prepared in support of an application for first registration and to be deposited under the Land Titles Act;
- (c) three-dimensional plans (strata plans) to be registered or deposited under the Land Titles Act or the Registry Act;
- (d) Registrar's Compiled Plans and municipal plans prepared under the Registry Act;
- (e) plans to be registered or deposited under the Registry Act or the Land Titles Act where a Land Registrar requests such examination; and
- (f) plans required by the examiner to be examined under subsection (1).

(2) Clause 3(5)(d) of the said Regulation, as remade by section 1 of Ontario Regulation 552/81, is amended by inserting after "under" in the third line "the Registry Act or".

(3) Subsection 3(7) of the said Regulation is revoked and the following substituted therefor:

(7) A plan, other than a plan described in subsection (2), for registration or deposit under the Registry Act or the Land Titles Act shall be submitted to the Land Registry Office in which the plan is to be registered or deposited.

(4) Section 3 of the said Regulation, as amended by section 1 of Ontario Regulation 552/81 and section 2 of Ontario Regulation 169/83, is further amended by adding thereto the following subsections:

(8) A person submitting a plan under subsection (7) shall also submit one paper print of the plan signed by the surveyor and if the plan submitted is for registration or deposit under the Land Titles Act,

- (a) a white print of every registered or deposited plan that shows the land included in the plan or that shows lands adjoining the lands included in the plan; and
- (b) a photocopy of the parcel register of the lands included in the plan certified by the surveyor as being current to the date of the plan.

(9) A plan certified by a surveyor after December 31, 1985 and submitted under subsection (2) or (7), except Registrar's Compiled Plans and plans attached to instruments to be registered or deposited under the Registry Act or registered under the Land Titles Act, shall be accompanied by the plan submission form of the Association of Ontario Land Surveyors.

2. This Regulation comes into force on the 1st day of January, 1986.