

APPENDIX 15-B (Section 15.16)

MILESTONE PROJECTS AND REPORTS

- Each intern, prior to writing each set of milestone examinations is required to complete a practical surveying project with a full report on each project. One of the projects will include a subdivision of land. The other two projects will be selected by the intern and will involve work of a project-based nature such as a complex Surveyor's Building Location Certificate, a detailed topographical and legal survey, a remonumentation or retracement survey, a condominium survey, a right-of-way survey or Land Entitlement survey.
- The projects are to be based on actual work undertaken by the firm or agency with which the intern is associated or with another firm or agency that can provide a suitable project.
- The Board, or a person delegated by the Board, shall review each project and report. The Board may accept, reject or request modifications to the report. A letter shall be sent to any intern whose report is rejected or for which modifications are required, explaining the reasons for the rejection or outlining and explaining the requested modifications.

THE SUBDIVISION PROJECT

- The subdivision selected by the intern shall be submitted to the Board for approval. Upon review, the Board may accept or reject any submission. The Board may make recommendations that would make a rejected submission acceptable. If the intern accepts the recommendations, the project may be undertaken in a modified form that will accommodate the recommendations.
- The subdivision project is intended to give the intern exposure to a number of real-life situations that may be encountered in the practice of land surveying. These include:
 - Preparing an application to subdivide together with all required supporting documentation, sketches and schedules required by the approving authority
 - Preparing an application to acquire mines and minerals with all required supporting documentation and sketches
 - Preparing documentation supporting a cancellation of a plan by the Municipal Board
 - Preparing documentation supporting a Real Property Application
 - Preparing documentation to facilitate the registration of the plan

- If these elements are not identified as being required by the actual scope of work, the Board will supply material that can be used as the basis for the aforementioned situations. It is recommended that the subdivision include more than one title to expose the intern to various aspects of registration of multi-owner lands.

THE PROJECTS SELECTED BY THE INTERN

- The project topics selected by the intern shall be submitted to the Board for approval. The Board may accept or reject any submission. The Board may make recommendations that would make a rejected submission acceptable. If the intern accepts the recommendations, the project may be undertaken in a modified form that will accommodate the recommendations.

GUIDELINES FOR THE REPORTS ON THE PROJECTS

- The intern will be required to report on the following items:
 - Preliminary Data and Considerations
 - Initial contact with the client
 - Initial detailed estimates of resources and time required
 - How any formal contracts and the scope of the work being undertaken were arrived at
 - Potential problems or delays and how they can be dealt with
 - Approvals required
 - Job Setup
 - Title Searches
 - Plan Searches
 - Other research
 - Field Work
 - Instructions to the field crew
 - Field Notes
 - Data collector and coordinate files
 - Analysis of evidence and determination of boundaries
 - Plan Preparation
 - Instructions for draughting personnel including sketches
 - Correspondence with the Land Titles Office and other agencies
 - Correspondence with other surveyors
 - Correspondence with the client

- Registration of Plans
 - Legal descriptions required for the registration or filing of any plans
 - Documentation to be supplied to the Land Titles Office to support the registration or filing of any plans
 - Detailed instructions to the client outlining approvals, fees and other requirements to facilitate the registration or filing of any plans
- Closing the File
 - An analysis of resources and time expended on the project
 - A comparison of the estimate of resources and time required to the actual resources and time expended
 - Other comments or recommendations
- The final report is to be done in a professional quality and format. The intern should include all forms submitted to, or received from, reviewing or approving agencies as well as internal checklists, field notes, searches, correspondence etc.
- It is understood that it may not be possible for the intern to be involved in all details of every aspect of the projects. A table outlining the extent or ratio of the involvement of the intern and other contributors shall be attached to the report. A certification by the principal that the work was prepared by the intern under the personal supervision of the principal shall also be included.