

 <b>Information Services Corporation</b>	<b>POLICY AND PROCEDURE</b>	<b>Number</b> <b>GO-04/009</b>
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<b>Owner/Manual</b> <b>Surveys and Mapping</b>	<b>Section</b>	<b>Last Revision</b> <b>October 20, 2006</b>
<b>Policy Name</b> <b>Charging for Resubmissions</b>	<b>Effective Date</b> <b>June 24, 2004</b>	<b>Revised Date</b> <b>December 6, 2007</b>
<p><b>Policy Statement:</b></p> <p>A minority of clients / Surveyors appear to be using ISC Surveys Plan Examination staff to perform what should be their own internal quality control prior to submitting plans of survey to ISC for examination.</p> <p><b>In view of this, a manual charge based on ½ hour increments at the rate of \$100.00 / hour with a minimum \$100.00 charge may be implemented for the following situations:</b></p> <ul style="list-style-type: none"> <li>- Where significant errors or omissions (e.g. misclosures, extensive drafting changes, survey procedures, etc.) have not been corrected on the 3<sup>rd</sup> and subsequent submissions.</li> <li>- Where the client makes multiple changes to the plan without notifying the examiner of the individual changes being made.</li> </ul> <p><b>Note:</b> The return of a plan unexamined or only partially examined by ISC due to the fact that a client did not perform their own quality control counts as a submission.</p> <p>The Manager of Surveys must review and approve on a plan-by-plan basis, prior to the hourly fee being charged. A standard note will be added to the examination memo on the 2<sup>nd</sup> plan return warning that a \$100.00 / hour resubmission fee may be charged for the 3<sup>rd</sup> and subsequent submissions.</p> <p>This policy will be implemented for all new plans submitted for examination after July 1, 2004.</p>		
<p><b>Purpose:</b></p> <ul style="list-style-type: none"> <li>• Surveys Branch ISC is spending an excessive amount of time re-examining the returns from a minority of Surveyors.</li> <li>• Resubmissions are handled as future events which are given priority over new plan examination thereby delaying the examination of other plans in the queue and affecting all clients / Surveyors.</li> <li>• If a plan is resubmitted with changes made to it without the examiner's knowledge, it may be possible that the plan could be approved without the changes being examined.</li> <li>• Resubmissions contribute significantly to Surveys plan examination costs.</li> <li>• The Saskatchewan Land Surveyors Association expects high standards of ethical practice in surveying from their members.</li> </ul>		
<p><b>Alignment:</b>  <b>Sections 29 &amp; 31 of <i>The Land Surveys Regulations</i></b></p>		
<p><b>Approved By:</b></p> <p style="text-align: center;"><b>Name: <i>Ed Desnoyers, Controller of Surveys</i></b></p> <p style="text-align: center;"><b>Signature: _____</b> <span style="float: right;"><b>Date: <i>December 6, 2007</i></b></span></p>		