



MyCLSS v.2 Critical Issues and Amend Checklist



Canada 

Critical Issue

After receiving final returns, SGB staff will perform a review according to a list of critical items. If the SGB finds an issue with your final submission, you will receive a critical issue notice by e-mail explaining in detail what the issue is. The **My Projects** page will then show:

My Projects

+ New survey project

Archived projects →

Project Number	Status	Survey Project Description	Canada Lands	Survey Instructions
Test-file SGB number: 201522008	Instructions Issued	Testing application Explanatory Plan	BEAVER LAKE INDIAN RESERVE NO. 17	Download



Critical Issue

You will have two options in addressing critical issues:

- Option 1: You accept that there is a critical issue, amend the survey document, and submit an amended checklist.
- Option 2: Contact the SGB to remove the critical issue notice if you are appealing it.

Click on the hyperlinked **Project Number** to access the Options page. The Critical Issue Found page opens up

Critical Issue

Project: Test-file (SGB #201522008)

PROJECT INFORMATION

SURVEY DOCUMENTS

SDoc-1

+ Add

1 CREATE SURVEY DOCUMENT 

2 COMPLETE CHECKLIST 

3 SUBMISSIONS 

Survey document type Explanatory Plan
ACLS Checklist Name [CL-1](#)
ACLS Checklist Number [5030](#)
CLSR Number Not available

CLS Professional Review	Complete
ACLS Levy Form	Complete
Finalization and Submission	In progress
SGB Final Submission Review	Critical issue found

Resolution Options

The following options are available to you to resolve the issues identified:

Option 1: Amend Survey Document

The ACLS requires completion of an amended checklist if addressing the critical issue requires changes to the survey document.

[Amend checklist](#)

Option 2: Appeal the Critical Issue

You can contact Surveyor General Branch (SGB) to appeal the critical issue. The contact information can be found on the Critical Issue notice. If successful with your appeal, the SGB will withdraw the Critical Issue Notice after which SGB will continue the recording process.

SGB Contact:

Banks, James C.
Suite 100, 136 Victoria Street East
Amherst, NS B4H 1Y1



Critical Issue

Option 2: The surveyor appeals the critical issue decision. This appeal could be that the surveyor contacts SGB and convinces SGB that it is not a case of critical issues. The SGB will then remove the critical issue message and approve the plan. The **SGB Final Submission Review** status will then change to "COMPLETE".



Critical Issue

Option 1:

- Perform the required corrections to the plan
- Click on the **Amend Checklist** hyperlinked text in the previous slide
- You will be back to Checklist page for that document

Critical Issue – Amend Checklist

Create Checklist

PROJECT: 201522008 - Testing application

TYPE OF SURVEY: Explanatory Plan

SURVEY DOCUMENT: SDoc-1 - Explanatory Plan

SURVEYOR: Ottawa, Support SGB2

PERMIT HOLDER: ALPINE LAND SURVEYS LTD.

* CHECKLIST NAME:

COPY PREVIOUSLY COMPLETED CHECKLIST:

CL-1

INCLUDES NATURAL BOUNDARY:

INCLUDES GEOREFERENCING DATA:

CANCEL

CREATE CHECKLIST



Critical Issue – Amend Checklist

- You have to give another name to the checklist
- You can either decide to complete a new checklist or modify an existing one for the same project
- To modify an existing one, click on **Copy Previously Completed Checklist**

Critical Issue – Amend Checklist

When checking of «Copy» a drop down menu appears showing previously completed lists. Select the one you need

Create Checklist

PROJECT:	201522008 - Testing application	
TYPE OF SURVEY:	Explanatory Plan	
SURVEY DOCUMENT:	SDoc-1 - Explanatory Plan	
SURVEYOR:	Ottawa, Support SGB2	PERMIT HOLDER: ALPINE LAND SURVEYS LTD.
*CHECKLIST NAME:	CL-1a	
COPY PREVIOUSLY COMPLETED CHECKLIST:	<input checked="" type="checkbox"/>	CL-1
INCLUDES NATURAL BOUNDARY:	<input type="checkbox"/>	
INCLUDES GEOREFERENCING DATA:	<input checked="" type="checkbox"/>	
CANCEL CREATE CHECKLIST		



Critical Issue – Amend Checklist

- Click on **Create Checklist** and you get the new checklist filled as in the next slide
- You go through same process as when you created the first list except that questions are already answered. You just have to amend answers that need to be changed

Critical Issue – Amend Checklist

View / Update Checklist

[VIEW / PRINT CHECKLIST](#)

[VIEW / PRINT EXTENDED CHECKLIST](#)

[BACK TO PROJECT](#)

[VIEW NOTICE OF FEES](#)

[VIEW PRACTICE REVIEW](#)

PROJECT: 201522008 - Testing application

TYPE OF SURVEY: Explanatory Plan

SURVEY DOCUMENT: SDoc-1 - Explanatory Plan

SURVEYOR: Ottawa, Support SGB2 PERMIT HOLDER: ALPINE LAND SURVEYS LTD.

AMENDS CHECKLIST: CL-1

*CHECKLIST NAME: CL-1a

INCLUDES NATURAL BOUNDARY:

INCLUDES GEOREFERENCING DATA:

[SAVE CHECKLIST](#)

[RESET CHECKLIST](#)

[DELETE CHECKLIST](#)

Your checklist is comprised of the following categories. Please access each category sub-list and address each line item. Once all category sub-lists are complete you will be given the opportunity to submit the completed checklist to the ACLS.

Plan Title	12 of 12 complete
Legend	12 of 12 complete
Signatures	9 of 9 complete
Plan Diagram	23 of 23 complete
Background Information	7 of 7 complete
Plan legibility, format	8 of 8 complete
Survey Report	3 of 3 complete

[SUBMIT YOUR CHECKLIST](#)



Critical Issue – Amend Checklist

- Once list is amended, click on the **Submit Your Checklist** button
- The remainder of the process is the same. The Levy Form comes up showing the new checklist number. There will not be a plan fee, since it was included in the invoice the first time. But you need to include a number in # of **New Monuments Placed** if you placed new monuments since the first Plan Submission (0 for none) and click on **Calculate Fees**

Critical Issue – Amend Checklist

ACLS Levy Form

Checklist Name: CL-1a
Checklist Number: 5030A

Add your checklist number on the plan

Billing Address

new monuments placed:

CALCULATE FEES

PLAN FEE:

MONUMENT FEE:

Total:

CANCEL

SUBMIT



Critical Issue – Amend Checklist

- Click on **Submit** to send the Levy form
- The Final Submission page comes up
Upload files and submit
- Remember to add the amended checklist number to your amended plan before submission

Critical Issue – Final Submission

Project: Test-file (SGB #201522008)

PROJECT INFORMATION

SURVEY DOCUMENTS

SDoc-1

+ Add

1 CREATE SURVEY DOCUMENT

2 COMPLETE CHECKLIST

3 SUBMISSIONS

4 COMPLETED

ACLS Checklist Number

5030A

Survey Plan

* Survey plan with no signature

Browse...
(PDF)

-- OR --

* Survey plan digitally signed
using Entrust

Browse...
(PDF)

⚠ You must supply files of the following types before you may submit and finalize your survey document:

- Survey Plan
- Digital Spatial File

i Survey Plans and Survey Reports will be shared with the ACLS Practice Review Committee.

Associated Documents

Survey Report / Field notes

Browse...
(PDF)

* Digital Spatial File

Browse...
(DWG,DXF)

Other

Browse...
(PDF, JPG, JPEG, TXT, DWG, RTF, TIF, DXF)

Reset

Upload

Submit & Finalize

Critical Issue – Final Submission Completed

When submission is completed the Critical Issue alert is removed and **SGB Final Submission Review** status changes to **In Progress**

Project: Test-file (SGB #201522008)

PROJECT INFORMATION | SURVEY DOCUMENTS

SDoc-1 [+ Add](#)

1 CREATE SURVEY DOCUMENT 2 COMPLETE CHECKLIST 3 SUBMISSIONS 4 COMPLETED

Submission complete

Thank you for your Submission.
The Surveyor General Branch and other agencies will be reviewing the survey documents.
You will receive an email from SGB with additional information.

Survey document type	Explanatory Plan
ACLS Checklist Name	CL-1a
ACLS Checklist Number	5030A
CLSR Number	Not available

CLS Professional Review	Complete
ACLS Levy Form	Complete
Finalization and Submission	Complete
SGB Final Submission Review	<u>In progress</u>