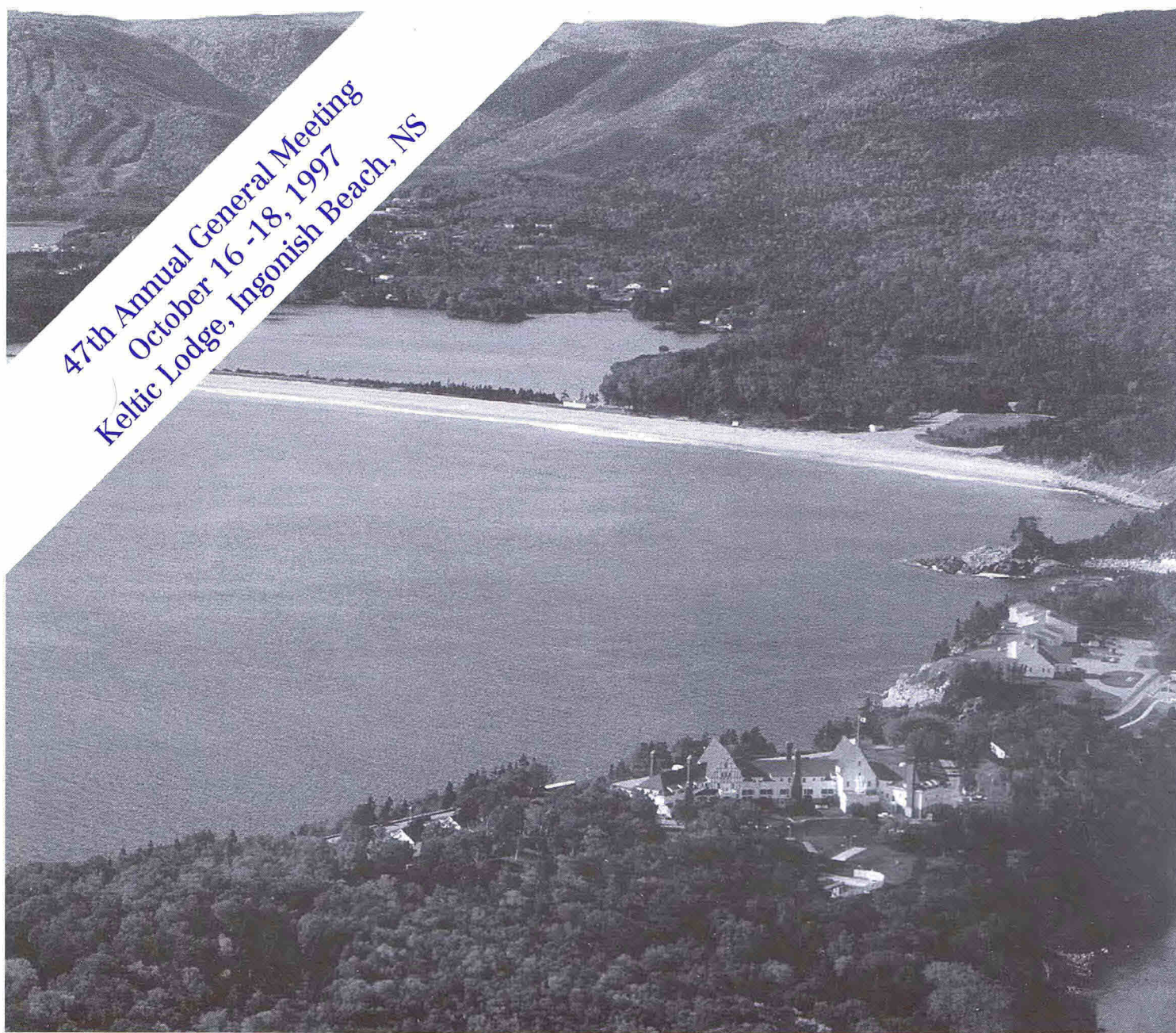


# THE NOVA SCOTIAN SURVEYOR

Fall 1997

No. 156

47th Annual General Meeting  
October 16 -18, 1997  
Keltic Lodge, Ingonish Beach, NS



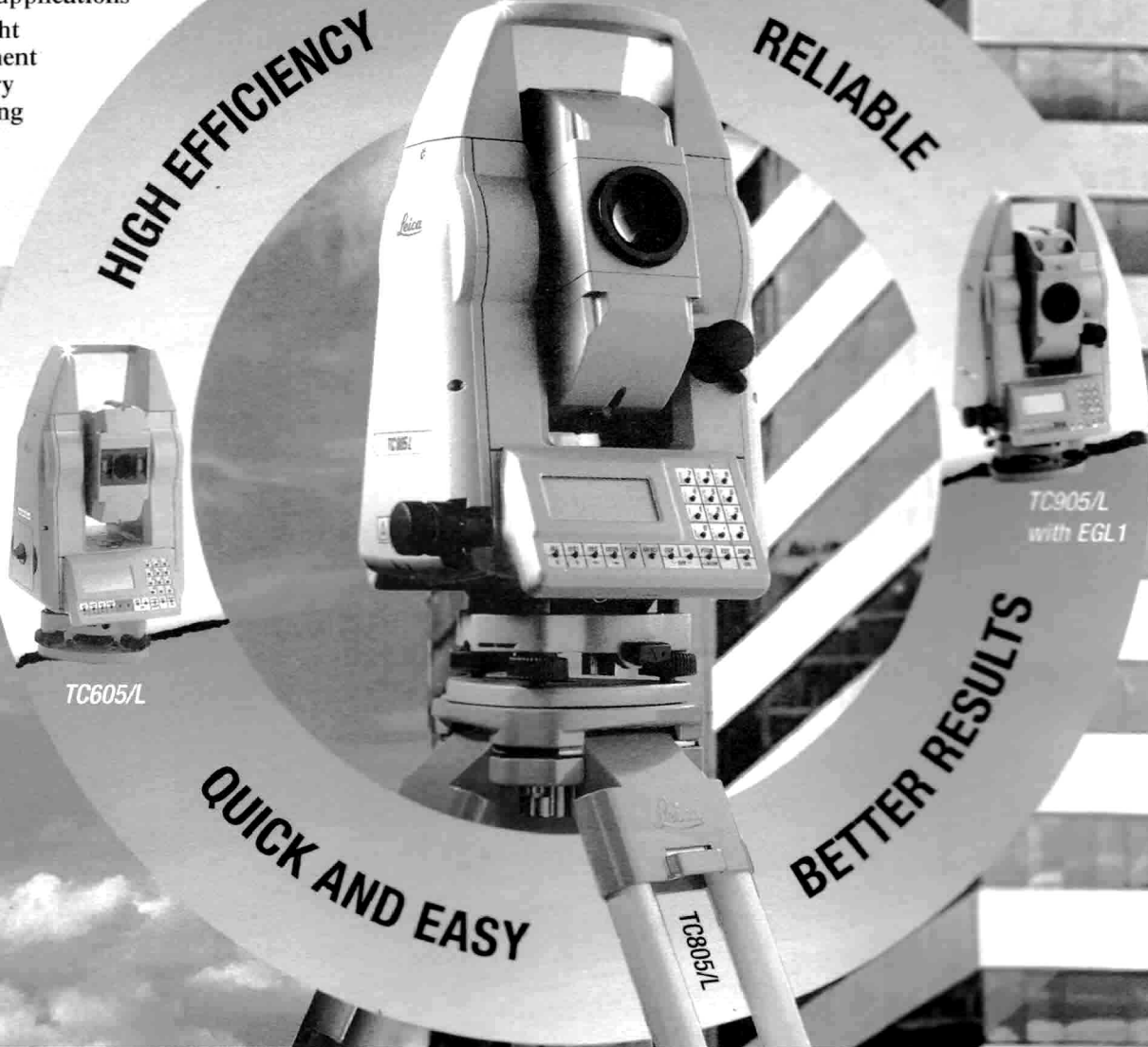


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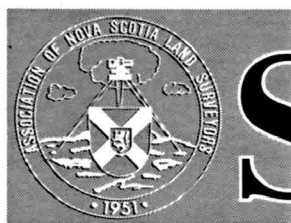
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# THE NOVA SCOTIAN SURVEYOR

FALL 1997

No. 156

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## THE NOVA SCOTIAN SURVEYOR

**Editor:** Robert A. Daniels

**Production:** Kathy Alcorn  
Norman Wade Company Limited

**Cover:** Photo courtesy of Bill Budge, Highland Photographs, Ingonish, NS.

**Circulation:** Free of charge to ANSLs members. To non-members at a yearly rate of \$12.00 in Canada and the USA; \$16.00 for other countries, plus handling charges.

The Nova Scotian Surveyor is published three times a year. Address all enquiries to: Association of Nova Scotia Land Surveyors, 159 Portland Street, Suite 301, Dartmouth, Nova Scotia, B2Y 1H9 Canada. Tel: (902) 469-7962 Fax: (902) 469-7963 E-mail: [ansls@atcon.com](mailto:ansls@atcon.com)

Views expressed in articles appearing in this publication are those of the author and not necessarily those of the Association.

Letters to the Editor should be limited to one page.

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## PRESIDENT'S REPORT

*Valerie George, NSLS*



Well, it's almost that time of year again. Our AGM is just around the corner. Looking back at the year, it certainly has been a fulfilling one. Council has met 3 times already, with one more meeting scheduled in September. The meetings were all well attended and productive. My thanks to the Complaints Committee for the presentation and input into the last meeting.

At last report, the Building Commit-

tee was actively seeking a site for our new office. I want to thank the committee for all the time and effort they have put into the search. Having recently moved myself, I empathize with the task they are faced with and wish them luck!

Barry and I have attended the AGM's in Alberta, Newfoundland, Saskatchewan and PEI since my last report. We are planning to attend the Manitoba AGM in September. Each meeting has been a great experience. Although many have different formats and agendas, most areas share similar concerns. The topic of title insurance keeps rearing its head again and again.

The past year has seen us liaise with several other professional groups with interest in land-related topics, as well as government ministers and representatives. My thanks to Bob Daniels, Joe Alcorn, Phil Milo and Ken Robb for representing us at those meetings. I firmly believe that through honest, open discussion, we

can learn a great deal from each other and better understand each others' concerns, not to mention the new business prospects we acquire, such as on-site sewage disposal inspections and stopping sight distances.

To that end, I encourage everyone to attend the Atlantic Geomatics Conference in Halifax in October. This year we are official co-sponsors, which entitles our membership to reduced registration fees, as well as some great publicity. To be leaders in the geomatics industry, we must make our presence known at such events.

In wrapping up, I want to thank all of the volunteers who have given so much of their time and energy to the association this year. Special thanks to Bob and Kathy for their guidance and patience throughout the year. I look forward to seeing you all in Ingonish in October. I can assure you that Jim and Sharon and their committee have a great meeting planned. See you at the 19th hole! ■

## NOTICE OF ANNUAL MEETING

***Pursuant to by-law 5.5, you are hereby given notice that the 47th annual meeting of the Association of Nova Scotia Land Surveyors will be held at Keltic Lodge, Ingonish Beach, Nova Scotia, beginning Friday, October 17, 1997 at 9:30 am and continuing on Saturday, October 18, 1997.***

***Robert A. Daniels, Secretary  
Association of  
Nova Scotia Land Surveyors***



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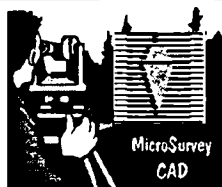
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## EXECUTIVE DIRECTOR'S REPORT

*Robert A. Daniels, NSLS, CLS*

We are rapidly coming up to the 47th AGM at another quality Nova Scotian resort, Keltic Lodge. It is good to see the members of this professional association continue to hold their meetings at outstanding locations. I will attempt to highlight a few of the issues that have been dealt with by this office during the past year. Some items are new, while others are ongoing.

The negotiations with APENS with respect to their new act and our definition are proceeding at a snail's pace. After the APENS agm in 1996, there was a definite change in their position. Many of the issues we thought we had settled were brought back to the negotiating table by APENS. The committee met several times in 1997 with little progress being made. Currently there is correspondence being exchanged by the presidents in an effort to have the two professions reach agreement.

We continue to liaise with the provincial government on a number of issues, including the Planning Act and on-site sewage disposal systems. Presently, the new Planning Act has not been put forward for approval. The regulations for on-site sewage disposal systems are causing some delays and difficulties. We plan to present our concerns to the government on this issue in the near future.

At a municipal level, the association offered comments for new Consolidated Subdivision By-law for the Municipalities of the County of Inverness, the County of Richmond, the County of Victoria and the Town of

Port Hawkesbury. I did not attend the public meeting, but it is my understanding that several land surveyors did attend and offered comments to improve the new by-law. It is always encouraging to see our members involved in issues that affect this profession.

In the new Halifax Regional Municipality, we have forwarded our concerns with certain sections of the new Lot Grading and Drainage By-law to representatives of HRM and municipal councillors. We have also met with representatives of the HRM engineering department and provided written recommendations for change. I have been asked to sit on a sub-committee to discuss our concerns and other issues related to the by-law.

Earlier this year, this association was asked to be part of a provincial discussion group known as Professionals in Land Development. This group consists of representatives from other professions, including architects, landscape architects, planners, development officers, engineering technicians and others. The main topic of discussion was the proposed APENS act. All of the groups represented expressed concern with the new engineering act. The group meets about once a month and the discussions are very casual at this point.

Our association will be a co-sponsor of the Geomatics Atlantic 97 Conference to be held at the World Trade and Convention Centre on October 27, 28 & 29, 1997. We are also trying to present a one-day workshop in conjunction with COGS on Copyright

at the Conference. Arrangements have not yet been finalized.

We are a bronze sponsor along with Servant, Dunbrack, McKenzie and MacDonald for the 1997 World Canoe Championships held in Dartmouth, NS on August 20 - 24, 1997. Over a period of several weekends during the spring, Mike Tanner, NSLS and myself donated our time and resources to survey the race course, set references and prepare a plan. The association logo was included in much of the promotional material for the event. A banner recognizing the contribution of the survey company and the association was also displayed at the site.

The association office continues to receive both bricks and bouquets by means of letters and phone calls. We still receive too many concerns from the public over work performed by our members. Most of the problems stem from delays in completing the work and poor communication with the client and other land owners. We do have some success in resolving these issues. Both Kathy and I continue to receive kind words from many of our members. It is gratifying to know that our efforts are appreciated even if they are not always successful.

For years there has been a debate over what is the world's oldest profession. I have finally come to the conclusion it is surveying. There had to have been a boundary around the Garden of Eden in order for God to throw Adam and Eve out of it. Who surveyed that boundary? ■



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This seminar is intended to provide surveyors with an understanding of what it takes to perform an accurate, reliable and efficient GPS survey. GPS concepts and theory are not described; only practical matters such as how to design a GPS survey to catch errors, how to realistically assess results, and how to derive elevations with GPS.

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## SRD MANAGER'S REPORT

*by Jim Gunn, NSLS, CLS*



The following graph shows the volume of plans processed through SRD in the past 12 months. As always, we are showing them in comparison to the averages of past years. The number of plans we

have received at SRD during this period is about 5% below average. Ordinarily, this shortfall would have us watching our budget and biting our nails. But this year is different. On June 1, 1997, Surveyor's Location Certificates (SLC's) became subject to the SRD process and that has dramatically increased our workload and our revenue. As it looks now, SRD should finish the year with a surplus of approximately \$15,000.

By mid-August, when this article was written, we had processed 2244 plans and issued 4400 SLC numbers. We had 35 field checks partially completed and we were about one third of the way through our systematic plan checks. With

the exception of the systematic plan checks, we are pretty well on schedule. The introduction of the location certificates has definitely set us back, but we plan to be caught up by year's end.

This September will mark the third full year of operation for the Survey Review Department out of the Ingonish office. The location has worked out well. Our operation is efficient and effective and our members seem pleased with the level of service. Having said that, we still welcome all comments and suggestions both positive and negative. You can reach us by phone, fax or mail and you can even track us down on the Internet at "srd@nscn.ns.ca". ■

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NOVA SCOTIA  
LAND SURVEYORS'  
47TH ANNUAL MEETING

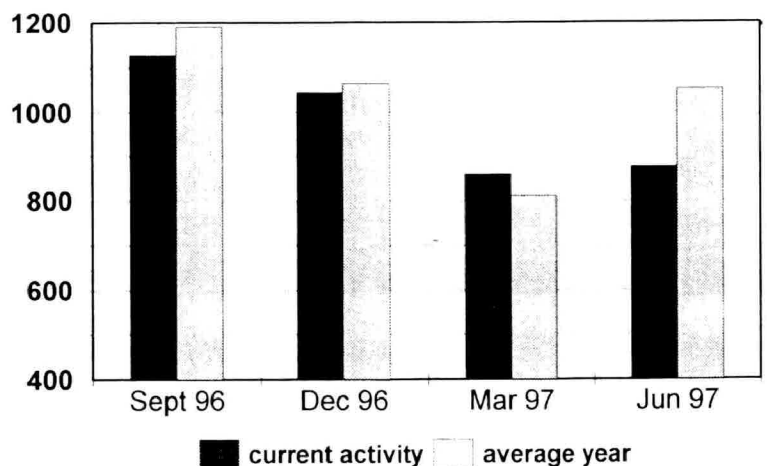


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Keltic Lodge  
Ingonish Beach, Nova Scotia

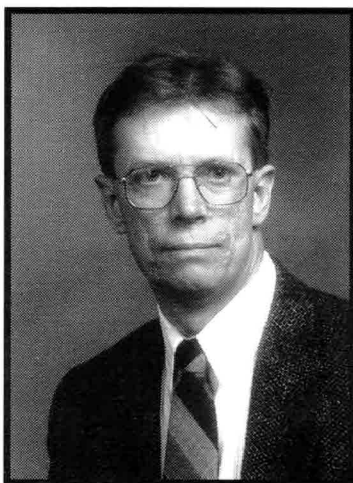
October 16, 17 and 18, 1997

### SRD Quarterly Activity

Survey Plans Only



**CANDIDATE FOR PRESIDENT  
JOSEPH R. ALCORN, NSLS**



Joseph R. Alcorn, NSLS, was born in Middleton, Nova Scotia in 1953. Joe graduated from the Nova Scotia Land Survey Institute in 1976. After graduation, he spent some time working in Alberta and upon return to Nova Scotia, he joined Wallace Macdonald and Lively Ltd., where he articulated under Harold Lively, NSLS. Joe received his commission as a Nova Scotia Land Surveyor in 1981. Joe is currently with Alderney Consultants Limited, where he has been since 1986.

Joe's past involvement with the association has included service on the Continuing Education Committee and the COGS Liaison Committee. Joe has also served two terms as Councillor for Zone 6. He is currently the Chair of the Administration / SRD Review Committee and is a member of the Title Insurance Committee.

Joe and his wife, Donna, reside in Halifax. ■

**CANDIDATE FOR VICE-PRESIDENT  
GERALD A. POTTIER, NSLS**



Gerald A. Pottier, NSLS, was born in Belleville, Yarmouth County, Nova Scotia in 1946. After graduation from the Maritime Forest Ranger School in 1966, Gerald attended the Nova Scotia Land Survey Institute and graduated in 1971. He obtained his commission as a NSLS a year later.

Recently Jerry retired from the Department of Natural Resources after 30 years of employment with the department. He is presently in private practice in the Yarmouth area.

Gerald has served on various association committees. He has also been very active on a local level in municipal government, school boards and hospital board affairs.

Jerry and his wife, Audrey, live in Belleville. ■

**CANDIDATE FOR COUNCILLOR  
ZONE 2  
MICHAEL F. MacNEIL, NSLS**



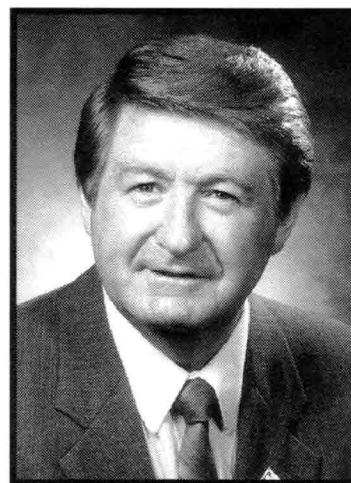
Michael F. MacNeil, NSLS, was born in Louisdale, Cape Breton, in 1946. He graduated from Isle Madame District High School in 1964, the Nova Scotia Land Survey Institute in 1971, and received his commission as a NSLS in 1972.

Michael worked in Alberta and the Northwest Territories and articulated with Art Briggs in Port Hawkesbury. He is currently employed with the NS Department of Transportation and Public Works.

Michael resides with his wife, Maureen, and two girls, Wendy and Jennifer, in Lawrencetown, The One in the Valley.



**CANDIDATE FOR COUNCILLOR  
ZONE 5  
JOHN S. POPE, NSLS, CLS**



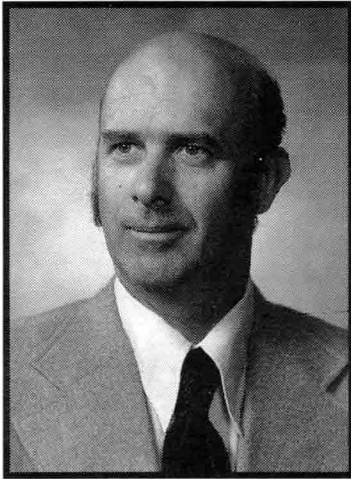
John S. Pope, NSLS, CLS, graduated from Major Church's Land Surveyors School in Lawrencetown, Nova Scotia in December 1951. He was co-founder of the survey firm of Pope & Adams, 1953. The firm dissolved in 1957, and he formed John S. Pope & Associates Limited in 1958 until present time. He received his commission as a Nova Scotia Land Surveyor in 1954, and his commission as a Canada Lands Surveyor in 1982. John served several terms on Council and was President of the Association in 1968. He is a former director of the Canadian Institute of Surveying, and is a member of both the Royal Astronomical Society of Canada and the American Congress on Surveying and Mapping.

John's community involvement includes the following: member of Nova Scotia Yachting Association; Past Commodore of the Royal Cape Breton Yacht Club; Past Director of Cape Breton Family YMCA; Past vice-chairman of Cape Breton Branch of Navy League of Canada; member and past-president of the Cape Breton Victorian Order of Nurses.

John lives in Sydney with his wife, Lynne, and his daughter Jennifer. He also has a son, Christopher. John's hobbies include bird watching and philately. ■



**CANDIDATE FOR COUNCILLOR  
ZONE 6  
J. FORBES THOMPSON, NSLS**



J. Forbes Thompson, NSLS, was born in Liverpool, Queens County, Nova Scotia.

He attended Queen Elizabeth High School, Halifax. He then took two years' engineering at Dalhousie before enrolling in the Nova Scotia Land Survey Institute at Lawrencetown. Forbes graduated from NSLSI in 1959 with a diploma in land surveying. He was commissioned as a Nova Scotia Land Surveyor in November 1959.

Forbes was County Surveyor for the Municipality of the County of Halifax from 1961 to 1970. Since 1970 he has been in private practice in Halifax and is president of Thompson and Purcell Surveying Limited.

He served a year as Chairman of the Nova Scotia Branch of the Canadian Institute of Surveying. Forbes has also served 3 previous terms on the ANSLC Council and is currently a member of both the Nova Scotia Board of Examiners and the APENS Resource Committee.



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**OBITUARY**

**Richard J. Theriault  
NSLS (Ret.) # 158**

Richard Joseph Theriault, 65, of Annapolis Royal, died on July 30, 1997 at the QEII Health Sciences Centre, Halifax, as the result of an accident at home. Born in Annapolis Royal, he was a son of Leah (LeBlanc) Theriault and the late Melbourne Theriault.

Richard was a land surveyor with the Department of Transportation for 37 years. He was a devout member of St. Louis Roman Catholic Church, Annapolis Royal.

He is survived by brother, Donald; sister, Mary Gilbert; three nephews and four neices.

We extend our deepest sympathy to his family.

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## SRD Takes the Gloves Off!

*by Jim Gunn, NSLS, CLS*

**Price Cutting** - Without a doubt, the most common complaint we hear from our members is that far too often they have to compete with members who charge unreasonably low prices for their services. It is even more maddening when a member loses a job to a lower price and later discovers that the surveyor cut corners by not following the regulations. This is usually when SRD gets asked what we are going to do about it. Well, we have been doing something about it. Any member who undercuts prices to attract business is hurting everyone in the profession. If SRD can help to level the playing field through stricter enforcement of the regulations, then we will do just that.

**E-do-over** - When we encounter a problem with a plan or a survey, or if a member brings a problem to our attention, we take a careful look at other plans and other surveys done by the surveyor. If we find similar problems, we get them fixed. In the last year we have sent many members back into the field to cut out lines or to set markers. One member had to travel the entire length of the province just to fix a survey. Another inspection uncovered a pattern of reoccurring problems that resulted in amendments to eighteen separate surveys.

We have found that most members want to cooperate with SRD but, of course, there are always a few who end up being referred to the Complaints Committee. We know as well as anyone who the problem

surveyors are and we monitor them as best we can. When we suspect that a member is cutting corners, we conduct spot checks at every opportunity. And we get lots of help from those members who never hesitate to report a violator. Especially when the violator is also undercutting prices.

**The SRD / Administration Review Committee** has informed us that they will be recommending to Council that SRD begin a cursory review process for all plans. This means that all 4000 or more plans will be viewed when they arrive at SRD. In addition, we will continue our systematic review of a minimum of one plan per member per year. As in the past, we will conduct comprehensive reviews as we see fit. The SRD / Administration Review Committee would also like to see us adopt a near-zero tolerance policy. They estimate that approximately 40% of all plans contain some minor violations and they feel that is simply not acceptable. They have expressed the opinion that SRD should take a firm stand with violators by sending more of them to the Complaints Committee.

### Surveyor's Location Certificates

As you all know, since June 1, 1997, members have been sending their Surveyor's Location Certificates (SLC) to SRD. By the middle of August, we had issued about 4400 SLC numbers. The certificates are now flowing in at a regular pace and, in general, the quality appears to be very good. Having said that, members are reminded that the lettering quality is to be

equivalent to that given by mechanical lettering guides. This seems to be one of the more common problems we are faced with. Members are also reminded that SLC numbers are to be placed on all types of location certificates, including plans.

**Key Plans** - All too often we encounter a key plan that simply does not get us to the site. This is, after all, what it is supposed to do. A good key plan works in conjunction with the diagram to provide very specific directions to the property. Keep in mind that all sorts of people will be using the key plan. Power crews, telephone installers, culvert installers, health inspectors, prospective purchasers and even the client, in some instances. And let's not forget the SRD manager! If we spend an hour driving around in circles looking for the property, we can't guarantee a very favourable report. Oh, and another thing, please show the civic number if it is available. This makes the search a lot easier. Incidentally, you can now find us on the Internet at "srd@nscn.ns.ca".

### GEOMATICS ATLANTIC '97

Our association will be a co-sponsor of the Geomatics Atlantic '97 Conference to be held at the World Trade & Convention Centre in Halifax on October 27 - 29, 1997.

Our members are entitled to a reduced registration fee of \$225 as well as lower workshop fees.



## COMMITTEE REPORTS

### ATLANTIC PROVINCES BOARD OF EXAMINERS FOR LAND SURVEYORS

February 1997 - I attended, as Chairman of APBELS, a joint meeting in Ottawa with representatives of the Western Provinces Board of Examiners for Land Surveyors (WPBELS), the Board of Examiners for Canada Lands Surveyors (BECLS) and the Canadian Council of Land Surveyors (CCLS). The meeting was regarding participation in the signing of a Memorandum of Understanding (MOU) between APBELS, WPBELS and BECLS.

Starting in February 1998, candidates from the three boards will, where required, write common exams set and marked by BECLS.

Applications will continue to be processed by the respective boards.

May 1997 - The 25th meeting of APBELS was held in St. John's, Newfoundland in conjunction with the Association of Newfoundland Land Surveyors' agm.

Statistics for the period July 1, 1996 to June 1997:

- Four APBELS exams were written, three of which earned passing grades.
- Nine new candidates registered with the board.
- Two candidates received their certificates.
- Four files were closed due to inactivity.

- A syllabus review is ongoing.
- Financial: the year started in the red and ended in the black due in part to reduced travel.
- The board approved an increase in dues of \$2 per land surveyor (from \$3 to \$5 each).

The Nova Scotia appointees to the board are: Grant McBurney, Paul Slaunwhite and John MacInnis.

John C. MacInnis, NSLS  
Chairman  
August 1997

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### CCLS

The Canadian Council of Land Surveyors held two meetings during the past year. The fall meeting was held in Digby, NS, in conjunction with ANSL's 46th agm. At that meeting, the NAFTA presentation was finalized and presented to our members. Since then, representatives of CCLS have made the NAFTA presentation to other provincial associations. The NAFTA agreement on geomatics focuses on two aspects - setting standards for providing geomatics services in the international marketplace; and reserving cadastral surveying as a special case that is still subject to specific provincial requirements. There are still ongoing discussions between representatives of Canada, the USA and Mexico to develop a draft agreement.

The subject of self-funded liability insurance was discussed in detail in Digby. The CCLS Professional Liability Insurance Committee proposed a separate insurance corporation offering a reciprocal insurance plan. The Association of Ontario Land Surveyors made a presentation which proposed expanding their existing partially self-funded program to the national level under CCLS. In order to determine which proposal was most suitable, the CCLS directors decided to have an insurance actuary evaluate each proposal and prepare a report which was presented at the CCLS agm in June 1997.

The CCLS agm was held in PEI in conjunction with the Association of PEI Land Surveyors' annual meeting. The actuarial report was the main topic of discussion. In essence, the report indicated that now would not be a good time to start a self-funded insurance program. The competition in the insurance marketplace is keeping premiums down and the number of claims is low. Insurance claims are cyclical and are usually low following an economic recession. However, the report indicated that self-funded insurance may be a viable option in the next few years as competition drives some of the insurance companies out of business and the number of claims rises due to increased workloads.

There will be number of changes to the CCLS Board of Directors in the upcoming year. Brian Munday, CCLS Executive Director, has resigned and taken the position of Executive Director with the Alberta

## Committee Reports (continued)

Land Surveyors' Association. John Pope has taken over as the Nova Scotia director and will undoubtedly do a very good job. Gordon Isaacs, who is a member of both the Nova Scotia and New Brunswick associations, will be representing New Brunswick. The CCLS president for the upcoming year is Dick Wright of British Columbia.

Robert A. Daniels, NSLS, CLS  
Past CCLS Director

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### COMPLAINTS

The Complaints Committee has held regular meetings once a month over the past twelve months (September 96 to August 97).

Individually and in small groups, we have met at other times with complainants and surveyors and have carried out field investigations.

Twelve new files were opened during this report period. Six complaints were laid in 1997 to August 22, 1997. These formed part of twenty-four active files. Presently there are sixteen active files.

Two of the complaints are being referred to the Discipline Committee.

The complaints were laid by the general public, a land surveyor and the Survey Review Department. The nature of the complaints received and reviewed by the committee over the twelve month reporting period include: not responding to SRD, communications and boundaries.

The committee for 1997 consists of Carl Hartlen, David Hiltz, Allen Owen, Ted Webber and John MacInnis.

I would like to thank all the committee members for their dedication, support and time in attending meetings and carrying out the necessary investigations and the preparation of reports and letters.

John C. MacInnis, NSLS  
Chairman  
August 1997

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### DISCIPLINE

During this past year, there were no matters forwarded to the committee for discipline action. We welcome David Wedlock as the new public sector member of the committee, replacing Wayne Hardy. After 20 years of dedicated service to the committee, Wayne has stepped down. We applaud your efforts and dedication, Wayne, and thank you for a job well done.

On January 16, 1997, a meeting was held at the association office with John MacInnis, Arthur Backman and Harold Lively present. This group discussed the complaints and discipline process.

Council discussed proposed changes to the complaints and discipline process as forwarded by the Statutes Committee. The Complaints and Statutes Committees are currently reviewing the information.

Members of the Discipline Committee this year are Harold Lively (C), Walter Rayworth (VC), Allen Hun-

ter (Sec), Errol Hebb, John Pope, Peter Lohnes and David Wedlock.

Harold Lively, NSLS  
Chairman

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### FEE STUDY

Committee members are:

- Zone 1 Alex McDonald  
Kevin Fogarty (C)
- Zone 2 Everett Hall  
Norval Higgins
- Zone 3 Dave Roberts  
Steve Rutledge
- Zone 4 Ed Hanifen  
Albert MacCallum
- Zone 5 Stewart Setchell  
David Attwood
- Zone 6 Rod MacInnis  
Kirk Nutter

Subsequent to the 46th annual meeting at Digby, each member of our committee has reviewed the advisory opinion of the Director of Investigation and Research for the Competition Bureau, Industry Canada (R.W. McCrone, Chief, Division 'A' Criminal Matters Branch). This opinion was with respect to our proposed fee study.

On February 1, 1997 a meeting was held at the committee workshop in Truro. Members anticipating inability to attend were encouraged to send written submissions detailing any desired direction or concerns regarding the proposed study. It should be noted that all members present were active in the area of private practice. Discussions considered the usefulness in the light of investigations and charges of price-fixing in other Canadian and US jurisdictions, as well as the response of the Competition Bureau.

## Committee Reports (continued)

The consensus of the committee was not to proceed with a fee study. This is the recommendation of the Fee Study Committee to the ANSLS Council concerning the fee study.

Discussions of the fee study did, however, produce the following conclusions of the committee:

1. Area rates - Charge for services seems to be heavily weighted by the area of operation. Competition, size of service area, proximity to research facilities, salaries, travel costs, etc. all dictate the cost of a survey. A fee schedule would have to be regional to be realistic.

2. Business practice - The consensus of the committee members was that while some surveyors may provide an hourly rate for certain services, the general practice was to estimate individual projects. It was felt that survey fees should be left to individual practitioners who best understand their own situations. The unique nature of individual surveys mandates local knowledge as a necessity in pricing.

3. Survey standards - Examples of poor quality work performed at low rates seem to be common across the province. This could indicate that SRD is only a plan check and not really identifying problem areas in research and field execution. This type of situation tends to dramatically slant the results of a study. When surveys are performed at low rates, subsequent costs to resurvey a parcel or any of the adjoiners are increased.

Kevin Fogarty, NSLS  
Chairman

## GANS LIAISON

The Geomatics Association of Nova Scotia (GANS) is comprised of members from the private sector, government and educational institutes. The object of GANS is to provide a forum for those who have an interest in geomatics. As with many volunteer organizations, there is a constant struggle to increase membership and provide worthwhile services to members. GANS is presently revitalizing their newsletter in an effort to keep members informed about what is happening in the geomatics sector. Earlier this year there was a presentation by Roger Tomlinson in Halifax. Mr. Tomlinson is considered one of the foremost experts in geomatics in Canada.

Plans are currently underway for the Geomatics Atlantic 97 Conference, which will be held at the World Trade and Convention Centre in Halifax on October 27, 28 and 29, 1997. The Association of Nova Scotia Land Surveyors is co-sponsoring this conference. ANSLS is also considering presenting a one-day workshop on "Copyright" in conjunction with the College of Geographic Sciences. Plans for the workshop are still preliminary.

GANS is in the process of seeking administrative support for their on-going operation. Our Council approved submitting a proposal to provide administrative support to GANS for a specified fee. We have not learned if they will accept our offer.

It is definitely worthwhile for land surveyors to become members of GANS. As a member, you can at-

tend various conferences and would be more informed about geomatics activity in Nova Scotia. The more you understand about the broad field of geomatics, the better prepared you will be to compete in business in the future.

Robert A. Daniels, NSLS, CLS  
Chairman

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## MANUAL OF GOOD PRACTICE

Early this year, the Manual of Good Practice Committee made the following suggestions:

1. The finished manual will be in 8.5" by 11" loose-leaf binder format.
2. In the event that only certain sections are ready for printing, we should provide members with the completed sections.
3. The manual should never be considered "complete", as all sections will require periodic up-dating.
4. The previously agreed upon format will be used, with a final section to show examples of plans, etc.

Progress to date:

- Part "A" - Legislation. Basically complete except for updating.
- Part "B" - Government Information Sources. Completed.
- Part "C" - Suggested Procedures. Partially complete but awaiting additional input from some private practice members.
- Part "D" - Directives and Responsibilities. Incomplete.
- Part "E" - Examples of Plans Etc. Incomplete.



*Attention: Canada Lands Surveyors*

The Association of Canada Lands Surveyors will be holding an informal information meeting during the Association of Nova Scotia Land Surveyors' AGM at:

**Keltic Lodge, Ingonish Beach, Nova Scotia.**

The purpose of the meeting will be to update Nova Scotia CLS's on recent activities and initiatives of the ACLS.

**ACLS Board Member, Jim Banks**

will speak and be available for questions. ANSLS members interested in CLS affairs are encouraged to attend.

The meeting will be held on

**Friday, October 17, 1997 from 4:30 to 5:30 pm**

following the ANSLS business meeting.

Any questions, contact:

**Jeff Fee, Regional Coordinator, ACLS 902-835-9955**

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***high on energy GIS & GPS global innovative solutions 1997***  
**An Alberta Land Surveyors' Association Conference**

One of the world's top authorities on surveying, Robert W. Foster, will address Alberta's first *high on energy GIS & GPS global innovative solutions 1997* conference in Calgary, October 1 - 4.

Speaking on the topic of "21st Century Solutions to 18th Century Problems", Mr. Foster will comment on the use and role of new technologies like Geographic Information Systems (GIS) and Global Information Systems (GPS) in the role of land management.

Complete details on *high on energy GIS & GPS global innovative solutions 1997* can be found on the following web site: <http://www.rosecom>  
For further information, contact:

Brian Stecyk  
Conference Coordinator  
Tel: 403-451-5670  
Fax: 403-452-2890

Barry Fleece  
Conference Chairman  
Tel: 403-235-1152  
Fax: 403-272-7367

## Committee Reports (continued)

It was decided to ask individual members in private practice for input into Part "C", Suggested Procedures. If several replies were received regarding a particular topic, they would be combined by the committee for inclusion in the manual. Most of this was to have been done over the summer, but things came to a standstill as most members had no spare time to devote to committee work.

At this time it seems unlikely that anything will be ready for distribution before early next year.

Thanks to committee members Rob Ashley, Lester Berrigan and Jerome MacEachern for their work over the past year.

J.A.C. Kaulback, NSLS  
Chairman

## NS BOARD OF EXAMINERS

The Board of Examiners held two meetings during the past twelve months.

There were no new members who qualified as Nova Scotia Land Surveyors during this report period.

There are at present 15 active student members. One student wrote 1 exam. Retracement projects have been assigned to 2 students.

I would like to thank the members of the board for their dedication and attendance at meetings.

The board for the past year consisted of: J. Forbes Thompson; James Chisholm; Chris Masland; Bruce

Gillis, QC, barristers' representative; David Cushing, engineers' representative; K.P. AuCoin representing the Minister of the Department of Natural Resources - Lee Johnston has recently been appointed to replace Keith AuCoin; John MacInnis (C).

John C. MacInnis, NSLS  
Chairman  
August 1997

## PRIVATE PRACTICE

The Private Practice Committee consists of two sub-committees - the Department of Transportation Liaison Committee and the Planning Act Committee.

The Department of Transportation Liaison Committee has not been as active this year as last. Following the agm in Digby, the committee met to finalize the brief to be sent to the department. The final version of the brief entitled "Authority and Responsibilities of Nova Scotia Land Surveyors within the Department and the Nova Scotia Department of Transportation Resident Engineer Field Manual" was forwarded to the department in December 1996 along with a covering letter requesting an opportunity to review the document with government representatives. A memo was sent to the department in the spring of 1997 as a follow-up to the December correspondence. We have not received a response from the department as of July 31, 1997. A second memo was sent in August requesting a meeting to discuss the issues identified in the brief. We will continue to try and meet with representatives of the Department of Transportation and Pub-

lic Works and hopefully be able to influence the role of land surveyors within the department in a positive manner.

The Planning Act is undergoing a detailed review by the government. It is anticipated that the Planning Act may be included as part of the proposed Municipal Government Act. At this time, the amendments made to the Planning Act have not been approved by the government. Last year our association had the opportunity to review the proposed changes to the Planning Act. We submitted a brief to government identifying concerns and offering recommendations. We also met with representatives of the Department of Housing and Municipal Affairs on several occasions to discuss our views.

In November 1996, we were asked to provide input with respect to "Instrument of Subdivision" and new lots between 4 hectares and 10 hectares in size. The recommendation being put forward by the government committee is to eliminate the Instrument of Subdivision and have all new lots up to 4 hectares in size surveyed and approved. New lots greater than 10 hectares would not need to be approved or surveyed. This leaves new lots between 4 and 10 hectares in a state of uncertainty. After considering input from members, a letter was forwarded to the Department of Housing and Municipal Affairs on February 5, 1997. We recommended that any new boundaries being created for lots between 4 and 10 hectares be surveyed in accordance with our regulations. All other boundaries would only be a graphic representation and not certified. On May 13, 1997, we



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## Committee Reports (continued)

met with representatives of government to discuss our proposal in detail. The government committee is recommending that the Instrument of Subdivision be removed from the revised Planning Act and that all lots up to 10 hectares in size be properly surveyed and approved. If government does not accept their recommendations, they will propose a version of a partial survey for large lots as outlined in our February letter.

Robert A. Daniels, NSLS, CLS  
Committee Member

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## PUBLIC RELATIONS

Members: Brian MacIntyre (C), Wayne Hardy, Raymond Pottier, George Sellers.

This committee was relatively inactive over the past year. The following are a few points of interest.

**1. Internet Home Page Development:** Ray Pottier has compiled general descriptive information relating to the ANSLs and entered it on a temporary basis as a sub-section under his own personal home page titled "Ray and Cathy's Place". This site is presently under construction, with additional information to be added shortly. Ray's work can be viewed on the Internet at the following address:  
<http://www3.ns.sympatico.ca/rvpottier/index.htm>

Should the ANSLs choose to proceed with this form of publicity, a permanent / designated home page site will have to be arranged with Ray's work to be transferred to this

new location. A decision by the executive and council on home page presentation (content and amount of information) will be required at this point.

**2. Geomatics Atlantic 97 Conference in Halifax on October 27 - 29, 1997:** The ANSLs is co-sponsoring this event by contributing \$500 toward conference costs. This will provide additional exposure for our association and give our members the opportunity to attend for a reduced registration fee.

Brian MacIntyre, NSLS  
Chairman  
September 1997

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## REGULATIONS

Committee work relative to the issue of GPS technology and cadastral surveying is ongoing. We expect to make a recommendation to Council by year end.

Committee members are: Jeff Fee (C), Jim McIntosh, Ray Pottier.

Jeff Fee, NSLS  
Chairman

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## SURVEY PROFESSION

The Survey Profession Committee held one meeting in conjunction with the Committee Workshop held in Truro in January 1997. The committee reviewed the overall direction of the association to determine if the Strategic Plan is being followed. At the present time, efforts are focused on:

1. Keeping the association financially stable by maintaining a balanced budget.

2. Proceeding with changes to update our act and regulations, as necessary.

3. Improving relations with the government by means of providing association input on a number of issues such as the Planning Act, on-site sewage disposal systems and lot-grading plans.

4. The Building Committee is actively seeking a building to purchase and has developed a plan to finance the purchase.

5. Increasing public awareness of the land survey profession by co-sponsoring the Geomatics Atlantic 97 Conference and the Canoe 97 World Canoe Championships.

6. Continuing education through COGS, CCLS Liability Insurance Committee and seminars held at the annual meetings. The three-day seminar held in Dartmouth in April 1997 was well attended.

Although slow, progress continues on a number of important issues including the Manual of Good Practice, Expanded Profession and Mandatory Continuing Education. This is due to the broad scope of these issues and the demand for much volunteer time.

Robert A. Daniels, NSLS, CLS  
Chairman

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## ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

# 1998 BUDGET (PROPOSED)

September 4, 1997

## ADMINISTRATION

		1998 Budget (proposed)	1997 Budget	1997 Actual (estimate)
<b>REVENUE</b> (Based on twelve months of 1998)				
Membership Dues				
Regular Members	(226 @ \$670)	\$151,420	\$158,790	\$152,090
Retired Members	(32 @ \$100.50)	\$3,216	\$3,115.50	\$3,517.50
Non Practising Members	(3 @ \$167.50)	\$502.50	\$502.50	\$502.50
Associate Members	(3 @ \$167.50)	\$502.50	\$502.50	\$502.50
Student Members	(15 @ \$67)	\$1005	\$938	\$938
<b>Total Membership Dues</b>		<b>\$156,646</b>	<b>\$163,848.50</b>	<b>\$157,550.50</b>
Nova Scotian Surveyor	(see note 1)	\$2,500	\$2,700	\$2,122
Convention Receipts		\$4,800	\$4,773	\$4,773
Certificates of Authorization	(50 @ \$25)	\$1,250	\$1,250	\$1,225
Continuing Education/Seminars		\$400	\$400	\$12,720
Discipline Committee	(see note 2)	\$1,000	\$1,000	\$0
Interest Income	(see note 3)	\$1,800	\$1,800	\$1,900
Other Revenue		\$ 50	\$50	\$275
<b>Sub Total</b>		<b>\$11,800</b>	<b>\$11,973</b>	<b>\$23,015</b>
Other Operations				
Dues Service Charge		\$1,400	\$1,400	\$1,500
SRD Administration Fee	(see note 4)	\$2,142.	\$2,642	\$2,642
GANS Administration	(see note 5)	\$1,500	---	---
<b>Sub Total</b>		<b>\$5,042</b>	<b>\$4,042</b>	<b>\$4,142</b>
<b>TOTAL REVENUE</b>		<b><u>\$173,488</u></b>	<b><u>\$179,863.50</u></b>	<b><u>\$184,707.50</u></b>

**ADMINISTRATION**

	<b>1998 Budget (proposed)</b>	<b>1997 Budget</b>	<b>1997 Actual (estimate)</b>
<b>EXPENSES</b> (Based on the twelve months of 1998)			
Salary - Executive Director	\$46,000	\$46,000	\$46,000
- Office Administrator	\$21,420	\$21,420	\$21,420
Benefits	\$3,500	\$3,200	\$3,241
- Medical and Dental	\$3,500	\$3,200	\$3,241
- CPP	\$1,500	\$1,450	\$1,474
- UIC	\$2,700	\$2,700	\$2,500
- Workers Compensation	\$350	\$285	\$350
<b>Sub Total</b>	<b>\$75,470</b>	<b>\$75,055</b>	<b>\$74,985</b>
Accounting	\$1,200	\$1,200	\$1165.25
Advertising	\$325	\$350	\$325
Annual Meeting & Convention	\$22,000	\$22,000	\$22,000
Council Meetings	\$2,800	\$3,000	\$2,500
Depreciation	\$600	\$800	\$700
Equipment Rental/Maintenance (see note 6)	\$2,700	\$2,700	\$2,300
Executive Director Expenses (see note 7)	\$1,200	\$1,400	\$1,200
Executive Expenses (see note 8)	\$1,000	\$1,000	\$1,000
Legal Services	\$4,500	\$4,500	\$4,500
NS Surveyor (see note 1)	\$5,000	\$6,000	\$4,500
Office and Computer Equipment	\$100	\$100	\$100
Office Expense	\$3,000	\$3,000	\$3,000
Postage	\$4,500	\$5,000	\$4,400
President's Travel (see note 9)	\$9,000	\$9,000	\$9,200
Printing (see note 10)	\$1,000	\$1,000	\$1,100
Professional Dues and Fees (see note 11)	\$900	\$1,000	\$885
Staff Training	\$200	\$200	\$200
Seminars	\$500	\$500	\$6,653
Zone Meeting	\$1,500	\$1,800	\$1,200
<b>Sub Total</b>	<b>\$62,025</b>	<b>\$64,550</b>	<b>\$66,928.25</b>

<b>ADMINISTRATION (continued)</b>		<b>1998 Budget (proposed)</b>	<b>1997 Budget</b>	<b>1997 Actual (estimate)</b>
<b>Committees</b>				
Administration Review Committee	(see note 12)	\$200	\$500	\$100
APENS Liaison Committee		\$500	\$250	\$1,000
Building Committee		\$200	\$200	\$100
By-Laws Committee		\$125	\$125	\$100
Committee Workshop		\$1,000	\$1,000	\$760.41
Complaints Committee		\$700	\$700	\$400
Continuing Education Committee		\$500	\$500	\$200
Discipline Committee	(see note 2)	\$3,000	\$3,000	\$1,000
Manual of Good Practice		\$1,000	\$1,000	\$200
Private Practice Committee		\$200	\$200	\$100
Public Relations Committee	(see note 13)	\$1,000	\$1,000	\$800
SRD Review Committee	(see note 12)	—	\$0	\$606.01
Statutes Committee		\$250	\$250	\$250
Surveyors Forum	(see note 14)	\$500	\$0	\$0
Other Committees		\$500	\$500	\$710.16
<b>Sub Total</b>		<b>\$9,675</b>	<b>\$9,225</b>	<b>\$6,326.58</b>
<b>Grants, Levies and Awards</b>				
APBELS levy	(see note 15)	\$1,130	\$711	\$693
CCLS levy	(see note 16)	\$11,300	\$11,850	\$11,550
COGS Awards	(see note 17)	\$1,600	\$1,600	\$1,600
COGS Outreach	(see note 18)	\$0	\$0	\$0
<b>Sub Total</b>		<b>\$14,030</b>	<b>\$14,161</b>	<b>\$13,843</b>
<b>Boards of Examiners</b>				
Atlantic Board	(see note 19)	\$300	\$300	\$100
Nova Scotia Board		\$100	\$100	\$113.01
<b>Sub Total</b>		<b>\$400</b>	<b>\$400</b>	<b>\$213.01</b>



<b>ADMINISTRATION (continued)</b>	<b>1998 Budget (proposed)</b>	<b>1997 Budget</b>	<b>1997 Actual (estimate)</b>
Accommodation			
Cleaning	\$50	\$50	\$0
Insurance and Bonding	\$500	\$500	\$475
Rent	\$9,840	\$9,840	\$9,840
Taxes	\$800	\$700	\$847.80
Utilities (see note 20)	\$0	\$0	\$0
<b>Sub Total</b>	<b>\$11,190</b>	<b>\$11,090</b>	<b>\$11,162.80</b>
<b>Telephone, Fax &amp; E-Mail</b>	<b>\$3,200</b>	<b>\$4,000</b>	<b>\$3,000</b>
Miscellaneous			
Interest and Bank Charges	\$325	\$350	\$310
Courier	\$150	\$150	\$150
Miscellaneous Expense	\$100	\$100	\$100
Refreshments (see note 21)	\$300	\$300	\$200
Surveyors Stamp (see note 22)	\$0	\$0	\$0
<b>Sub Total</b>	<b>\$875</b>	<b>\$900</b>	<b>\$760</b>
<b>TOTAL EXPENSES</b>	<b><u>\$176,865</u></b>	<b><u>\$179,381</u></b>	<b><u>\$177,218.64</u></b>
<b>SURPLUS/(DEFICIT)</b>	<b>(\$3,377)</b>	<b>\$482.50</b>	<b>\$7,488.86</b>

# **SURVEY REVIEW DEPARTMENT 1998**

## **REVENUE**

		<b>1998 Budget (proposed)</b>	<b>1997 Budget</b>	<b>1997 Actual (estimate)</b>
Stickers	(see note 1)	\$74,000	\$77,700	\$74,000
SLC Numbers		\$21,000	\$0	\$15,000
<b>TOTAL REVENUE</b>		<b><u>\$95,000</u></b>	<b><u>\$77,700</u></b>	<b><u>\$89,000</u></b>

## **EXPENSES**

Sticker Purchases		\$0	\$0	\$0
Salary - Manager		\$43,700	\$42,500	\$43,400
- Technician		\$14,040	\$11,700	\$12,825
Benefits - CPP		\$1,300	\$1,200	\$1,220
- UIC		\$2,350	\$2,200	\$2,105
- Workers Comp		\$300	\$235	\$290
- Medical & Dental		\$2,100	\$1,800	\$1,865
Manager's Expense		\$5,300	\$4,000	\$4,000
Professional Dues and Fees		\$960	\$910	\$960
Depreciation		\$150	\$200	\$200
Administration Fee (see note 2)		\$2,142	\$2,642	\$2,642
Accounting		\$700	\$550	\$517
Courier		\$50	\$50	\$50
Equipment Rental & Maint.		\$400	\$400	\$200
Insurance		\$250	\$250	\$229
Interest & Bank Charges		\$320	\$320	\$314
Miscellaneous		\$100	\$100	\$0
Office Expense		\$1000	\$650	\$900
Office & Computer Equipment		\$700	\$500	\$600
Postage		\$1,000	\$1,000	\$900
Printing		\$200	\$200	\$0
Rent		\$3,600	\$3600	\$3,600
Staff Training		\$400	\$400	\$527
SRD Review Committee (see note 3)		\$500	---	---
Taxes		\$172	\$200	\$172
Telephone & Fax		\$1,250	\$1,000	\$1,250
<b>TOTAL EXPENSES:</b>		<b><u>\$82,984</u></b>	<b><u>\$76,607</u></b>	<b><u>\$78,766</u></b>
<b>NET SURPLUS/DEFICIT</b>		<b>\$12,016</b>	<b>\$1,093</b>	<b>\$10,234</b>

**ADMINISTRATION NOTES:**

1. It is anticipated that there will be three issues of The Nova Scotian Surveyor in the 1998 budget period.
2. In any discipline action, only the expenses of the committee can be claimed against the member. Expenses incurred by the association for legal counsel to prosecute the member cannot be claimed.
3. Interest accrued from dues being invested in short term T-Bills or GIC's.
4. The SRD Administration Fee is comprised of 10% of the office administrator's salary.
5. The association office will supply up to 10 hours per month of administration support for the Geomatics Association of Nova Scotia.
6. Rental fees and maintenance contracts for the photocopier, postage meter, postage machine and repairs to other office equipment.
  - Photocopier - \$1200
  - Postage Meter - \$400
  - Postage Machine - \$350
  - Repairs - \$750
7. Executive Director expenses are for travel, meals, accommodations etc. incurred by the Executive Director travelling within the province of Nova Scotia to attend zone meetings, executive meetings etc. Travel to other provinces is acceptable, provided the business is directly related to Association affairs and is approved by the Executive.
8. Executive expenses are for travel, meals, accommodations etc. incurred by the President, Vice-President and Past President within the province of Nova Scotia to attend zone meetings, executive meetings etc.
9. President's travel is for out-of-province travel of the President or their designate to attend meetings of other associations.
10. Printing of the Roll, By-Laws, Regulations etc.
11. Professional dues and fees include ANSLs dues, ACLS dues, CIG dues, GANS dues for Executive Director.
12. The expense for the Administration portion of the Administration/SRD Review Committee for 1998 will be part of the administration budget. The expense for the SRD portion of the Administration/SRD Review Committee for 1998 will be part of the SRD budget.
13. The 1997 expenditures for Public Relations includes the \$500 fee to co-sponsor the Geomatics Atlantic 97 Conference.
14. The Surveyors' Forum is held at COGS every two years. It is anticipated there will be a forum in 1998.
15. The APBELS levy is based on \$5 per regular member.
16. This CCLS levy is based on \$50 per regular member.
17. This is for three awards that are presented annually to students at COGS.

18. The COGS Outreach account has been deleted.
  19. Costs for our representatives to attend the annual APBELS meeting.
  20. Under the current lease, the power bill is included in the rent.
  21. Coffee, soft drinks, juice etc. kept in the office for members, guests, staff, council and committee meetings.
  22. New members purchase their professional stamp through the Association, but it is a neutral item as far as costs.
- 

**SRD NOTES:**

1. Sticker revenue based on average year sales.
  2. The SRD Administration Fee is comprised of 10% of the office administrator's salary.
  3. The expenses for the SRD portion of the Administration/SRD Review Committee for 1998 will be part of the SRD budget.
-

# RECTOR COLAVECCHIA ROCHE

CHARTERED ACCOUNTANTS

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Kim A. Rector, C.A.  
Robert G. Colavecchia, C.A.  
Lawrence J. Roche, C.A.

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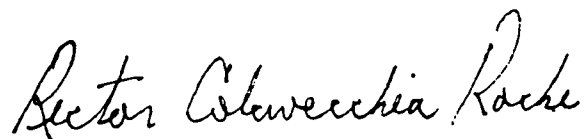
## AUDITORS' REPORT

TO THE PRESIDENT, COUNCIL AND  
MEMBERS OF THE ASSOCIATION  
OF NOVA SCOTIA LAND SURVEYORS

We have audited the balance sheet of The Association of Nova Scotia Land Surveyors as at December 31, 1996 and the statements of operations and accumulated operating surplus and changes in financial position for the year then ended. These financial statements are the responsibility of The Association of Nova Scotia Land Surveyors' management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly in all material respects, the financial position of the Association as at December 31, 1996 and the results of its operations and the changes in its financial position for the year then ended in accordance with generally accepted accounting principles.



CHARTERED ACCOUNTANTS



## BALANCE SHEET AS AT DECEMBER 31, 1996

	1996	1995
ASSETS	\$	\$
CURRENT ASSETS		
Cash	102,744	119,943
Accounts receivable -		
Administration	1,233	298
Survey review department	<u>16,328</u>	<u>14,191</u>
	120,305	134,432
FURNITURE AND EQUIPMENT - at cost, less accumulated depreciation of \$14,448 (1995 - \$13,240)	4,830	6,038
BUILDING FUND - restricted cash and short-term deposits	<u>14,533</u>	<u>12,092</u>
	<u>139,668</u>	<u>152,562</u>
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities -		
Survey review department	7,748	2,392
Administration	2,507	10,286
Deferred revenue	<u>32,981</u>	<u>57,623</u>
	<u>43,236</u>	<u>70,301</u>
MEMBERS' EQUITY		
ACCUMULATED OPERATING SURPLUS	81,899	70,169
BUILDING FUND (note 2)	<u>14,533</u>	<u>12,092</u>
	<u>96,432</u>	<u>82,261</u>
	<u>139,668</u>	<u>152,562</u>

THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS  
STATEMENT OF OPERATIONS AND ACCUMULATED OPERATING SURPLUS  
FOR THE YEAR ENDED DECEMBER 31, 1996

	Budget 1996 \$	(12 Months) 1996 \$	(15 Months) 1995 \$
REVENUE			
General operations (schedule A)	178,158	181,435	231,950
Other operations (schedule A)	<u>3,642</u>	<u>3,738</u>	<u>3,903</u>
	<u>181,800</u>	<u>185,173</u>	<u>235,853</u>
EXPENSES			
Administration (schedule B)	140,645	141,668	179,787
Committees (schedule B)	9,725	3,926	4,667
Grants, levies and awards (schedule C)	14,820	14,438	11,535
Board of Examiners (schedule C)	400	61	909
Office accommodations (schedule C)	11,090	10,969	14,351
Telephone and fax (schedule C)	4,000	3,358	4,303
Miscellaneous (schedule C)	<u>925</u>	<u>697</u>	<u>898</u>
	<u>181,605</u>	<u>175,117</u>	<u>216,450</u>
OPERATING SURPLUS BEFORE THE FOLLOWING	195	10,056	19,403
SURVEY REVIEW DEPARTMENT (schedule D)	<u>2,270</u>	<u>1,674</u>	<u>1,282</u>
OPERATING SURPLUS	<u>2,465</u>	11,730	20,685
ACCUMULATED OPERATING SURPLUS - BEGINNING OF YEAR		<u>70,169</u>	<u>49,484</u>
ACCUMULATED OPERATING SURPLUS - END OF YEAR		<u>81,899</u>	<u>70,169</u>

## THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

## STATEMENT OF CHANGES IN FINANCIAL POSITION

FOR THE YEAR ENDED DECEMBER 31, 1996

	(12 Months) 1996 \$	(15 Months) 1995 \$
OPERATING ACTIVITIES		
Operating surplus for the year	11,730	20,685
Charges to surplus not involving cash -		
Depreciation	1,208	1,509
Loss on disposal of equipment	<u>-</u>	<u>1,373</u>
	12,938	23,567
Net change in non-cash working capital balances related to operations	<u>(30,137)</u>	<u>16,363</u>
INCREASE (DECREASE) IN CASH	(17,199)	39,930
CASH - BEGINNING OF YEAR	<u>119,943</u>	<u>80,013</u>
CASH - END OF YEAR	<u>102,744</u>	<u>119,943</u>

NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 1996

1. ACCOUNTING POLICIES

Fixed assets

Commencing on October 1, 1993, expenditures for fixed assets are being expensed as incurred.

Depreciation

Furniture and equipment acquired prior to October 1, 1993 are being depreciated using the declining balance method at the annual rate of 20%.

Building fund

The Association has designated a portion of its operations into a fund for the purchase of a building. This fund summarizes cash receipts for which the Association has placed restrictions on its use.

	(12 Months) 1996 \$	(15 Months) 1995 \$
2. BUILDING FUND		
Balance - Beginning of year	12,092	11,121
Contributed - Fund raising	1,835	-
- Interest earned	<u>630</u>	<u>971</u>
	14,557	12,092
Expenditures - Bank charges	<u>24</u>	<u>-</u>
Balance - End of year	<u><u>14,533</u></u>	<u><u>12,092</u></u>

3. LEASE COMMITMENT

The minimum requirement under a long-term property lease expiring March 1998 is \$9,820.

The annual requirement under a second long-term property lease is \$3,600.

## THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

## SCHEDULE A

## SCHEDULE OF REVENUE

FOR THE YEAR ENDED DECEMBER 31, 1996

	Budget 1996 \$	(12 Months) 1996 \$	(15 Months) 1995 \$
GENERAL OPERATIONS			
Membership dues			
- regular	148,800	148,955	184,675
- retired	3,255	2,883	3,893
- non-practicing	465	465	562
- associate	620	465	937
- student	<u>868</u>	<u>871</u>	<u>1,122</u>
Total membership dues	154,008	153,639	191,189
Nova Scotian Surveyor	2,700	3,087	3,384
Convention receipts	17,000	19,285	29,948
Certificates of authorization	1,250	1,275	1,625
Discipline committee	1,000	-	-
N.S.L.S. manual	-	-	30
Interest income	1,800	3,332	4,699
Miscellaneous	-	247	445
Continuing education	<u>400</u>	<u>570</u>	<u>630</u>
	<u>178,158</u>	<u>181,435</u>	<u>231,950</u>
OTHER OPERATIONS			
Service charges	1,000	1,645	1,241
SRD Administration fee	<u>2,642</u>	<u>2,093</u>	<u>2,662</u>
	<u>3,642</u>	<u>3,738</u>	<u>3,903</u>



## SCHEDULE B

## SCHEDULE OF EXPENSES

FOR THE YEAR ENDED DECEMBER 31, 1996

	Budget 1996 \$	(12 Months) 1996 \$	(15 Months) 1995 \$
<b>ADMINISTRATION</b>			
Salary - Executive director	46,000	46,354	57,678
- Office administrator	21,420	21,585	26,622
Benefits - medical and dental	2,700	2,861	3,125
CPP, UIC and workers' compensation	4,425	4,176	5,227
General meeting - convention	22,000	22,475	37,881
Council meetings	3,000	3,867	3,003
Zone meetings	1,800	945	1,126
Executive expenses	2,000	1,385	12,661
Executive director expenses	1,500	677	1,285
Staff training and education	400	-	150
Postage	5,000	4,919	5,948
Printing	1,000	1,715	1,072
Office supplies	3,000	3,523	3,623
Equipment rental and maintenance	2,700	1,888	2,332
Equipment purchases	-	235	2,347
President's travel	9,000	10,991	-
Accounting services	1,300	46	1,231
Legal services	4,500	4,881	3,908
Professional dues and fees	900	980	1,213
Seminars	500	362	412
Advertising	400	939	302
Nova Scotian Surveyor	5,700	6,023	7,207
Depreciation	1,400	841	1,051
Loss on disposal of equipment	-	-	383
	<u>140,645</u>	<u>141,668</u>	<u>179,787</u>
<b>COMMITTEES</b>			
Building	200	-	-
Discipline	3,000	-	-
Complaints	700	-	226
Public relations	1,000	636	233
Statutes and by-laws	375	210	210
Liaison - A.P.E.N.S.	250	2,390	571
Administration review	500	-	258
SRD review	-	-	1,555
Continuing education	500	-	-
Workshop	1,000	889	935
Manual of Good Practice	1,000	(331)	665
Other	700	76	14
Surveyor's forum	<u>500</u>	<u>56</u>	<u>-</u>
	<u>9,725</u>	<u>3,926</u>	<u>4,667</u>

## SCHEDULE C

## SCHEDULE OF EXPENSES

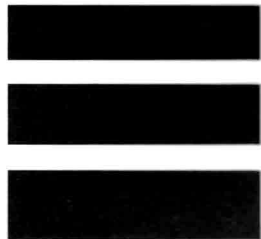
FOR THE YEAR ENDED DECEMBER 31, 1996

	Budget 1996 \$	(12 Months) 1996 \$	(15 Months) 1995 \$
GRANTS, LEVIES AND AWARDS			
C.O.G.S. grant	1,600	1,600	1,600
C.C.L.S. levy	12,000	12,100	9,840
C.O.G.S. outreach program	500	-	95
APBELS levy	<u>720</u>	<u>738</u>	<u>-</u>
	<u>14,820</u>	<u>14,438</u>	<u>11,535</u>
BOARD OF EXAMINERS			
N.S. Board of Examiners	100	61	78
Atlantic Board	<u>300</u>	<u>-</u>	<u>831</u>
	<u>400</u>	<u>61</u>	<u>909</u>
OFFICE ACCOMMODATIONS			
Rent	9,840	9,820	12,721
Utilities	-	-	484
Taxes	700	660	660
Insurance and bonding	500	474	478
Cleaning	<u>50</u>	<u>15</u>	<u>8</u>
	<u>11,090</u>	<u>10,969</u>	<u>14,351</u>
TELEPHONE AND FAX	<u>4,000</u>	<u>3,358</u>	<u>4,303</u>
MISCELLANEOUS			
Interest and bank charges	400	187	445
Courier	125	162	188
Refreshments	300	236	214
Other	<u>100</u>	<u>112</u>	<u>51</u>
	<u>925</u>	<u>697</u>	<u>898</u>

## SCHEDULE OF SURVEY REVIEW DEPARTMENT

FOR THE YEAR ENDED DECEMBER 31, 1996

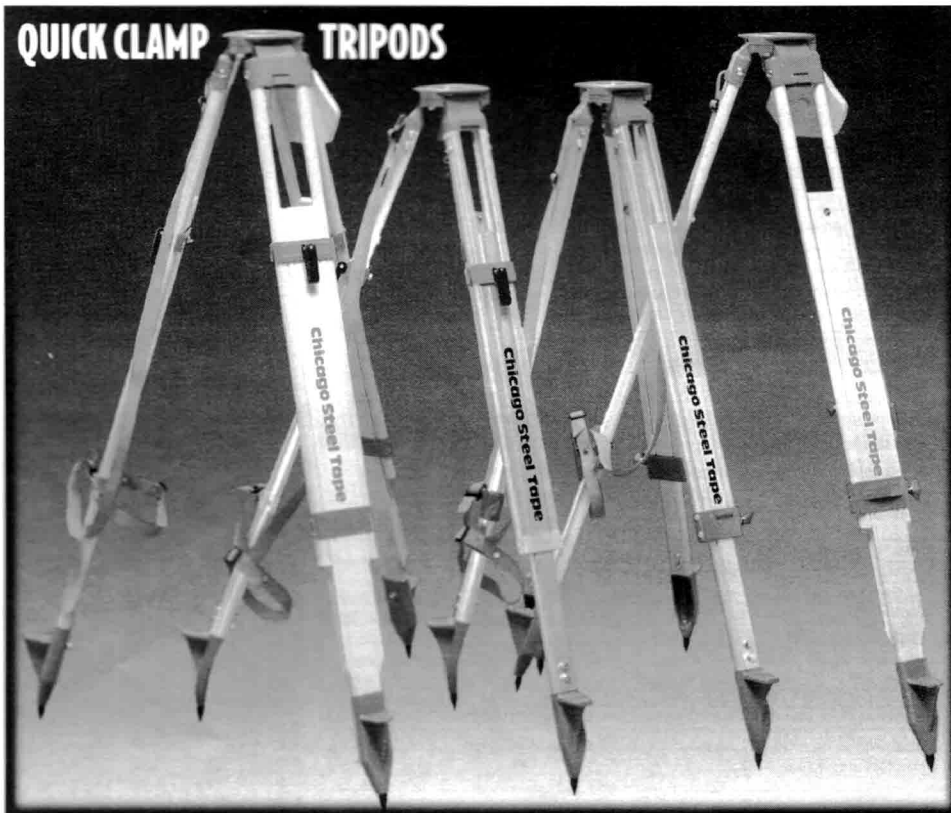
	Budget 1996 \$	(12 Months) 1996 \$	(15 Months) 1995 \$
REVENUE			
Stickers	<u>77,700</u>	<u>75,628</u>	<u>94,524</u>
EXPENSES			
Administration fee	2,650	2,093	2,662
Manager's salary	42,500	42,827	51,314
Staff salary	9,360	11,228	11,700
Benefits - medical and dental	1,575	1,624	1,995
CPP, UIC and workers' compensation	3,520	3,400	3,860
Manager's expenses	4,000	4,163	3,838
Professional dues and fees	815	910	965
Depreciation	660	367	458
Rent and taxes	3,800	3,600	6,583
Office, photocopier, postage and courier	2,100	1,575	2,430
Telephone and fax	1,400	909	1,589
Equipment purchases	1,000	550	2,927
Equipment maintenance	400	156	441
Accounting	500	9	610
Insurance	375	229	354
Staff training and education	400	-	167
Interest and bank charges	275	314	359
Miscellaneous	100	-	-
Loss on disposal of equipment	<u>-</u>	<u>-</u>	<u>990</u>
	<u>75,430</u>	<u>73,954</u>	<u>93,242</u>
OPERATING SURPLUS	<u>2,270</u>	<u>1,674</u>	<u>1,282</u>



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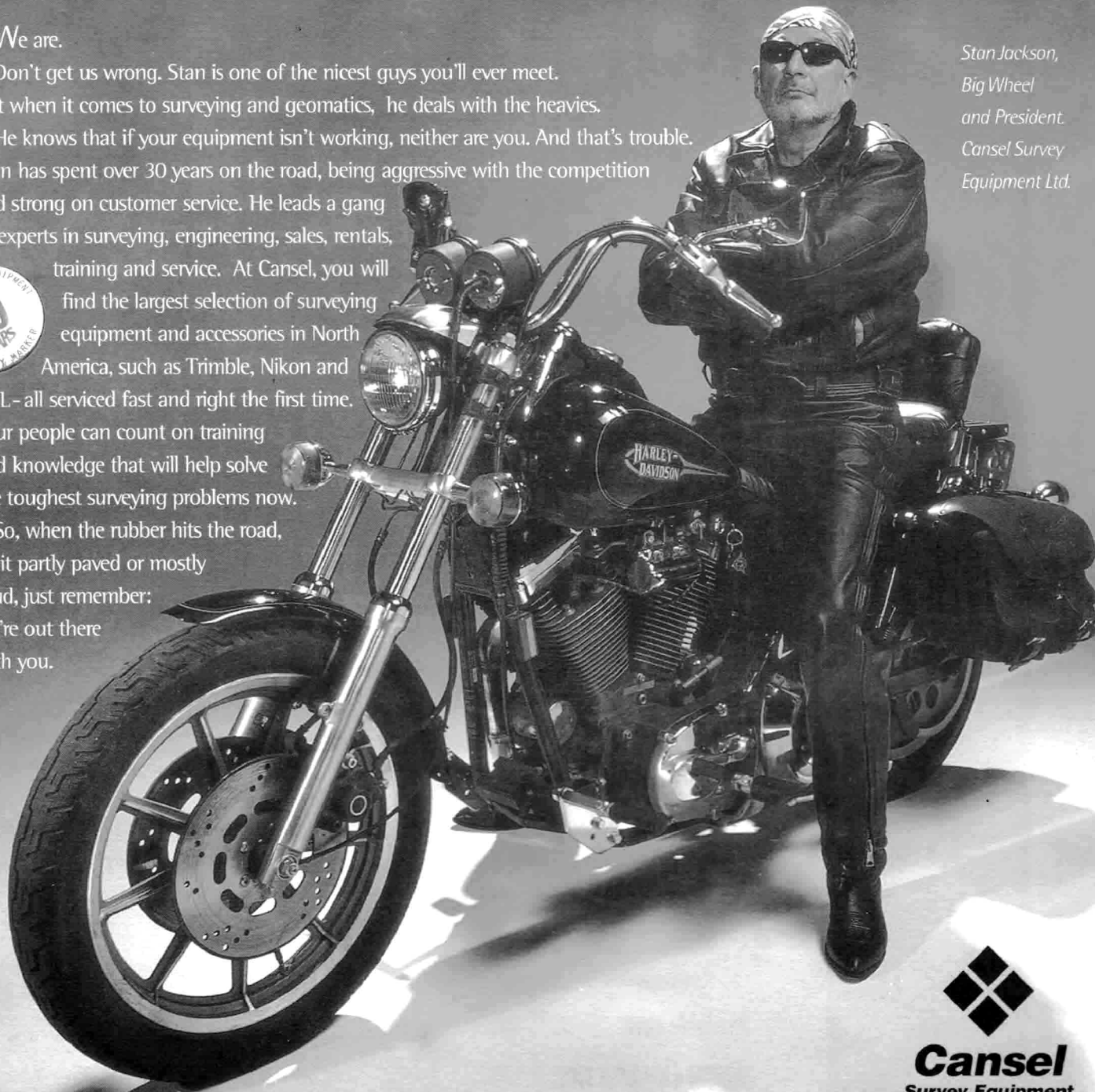
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