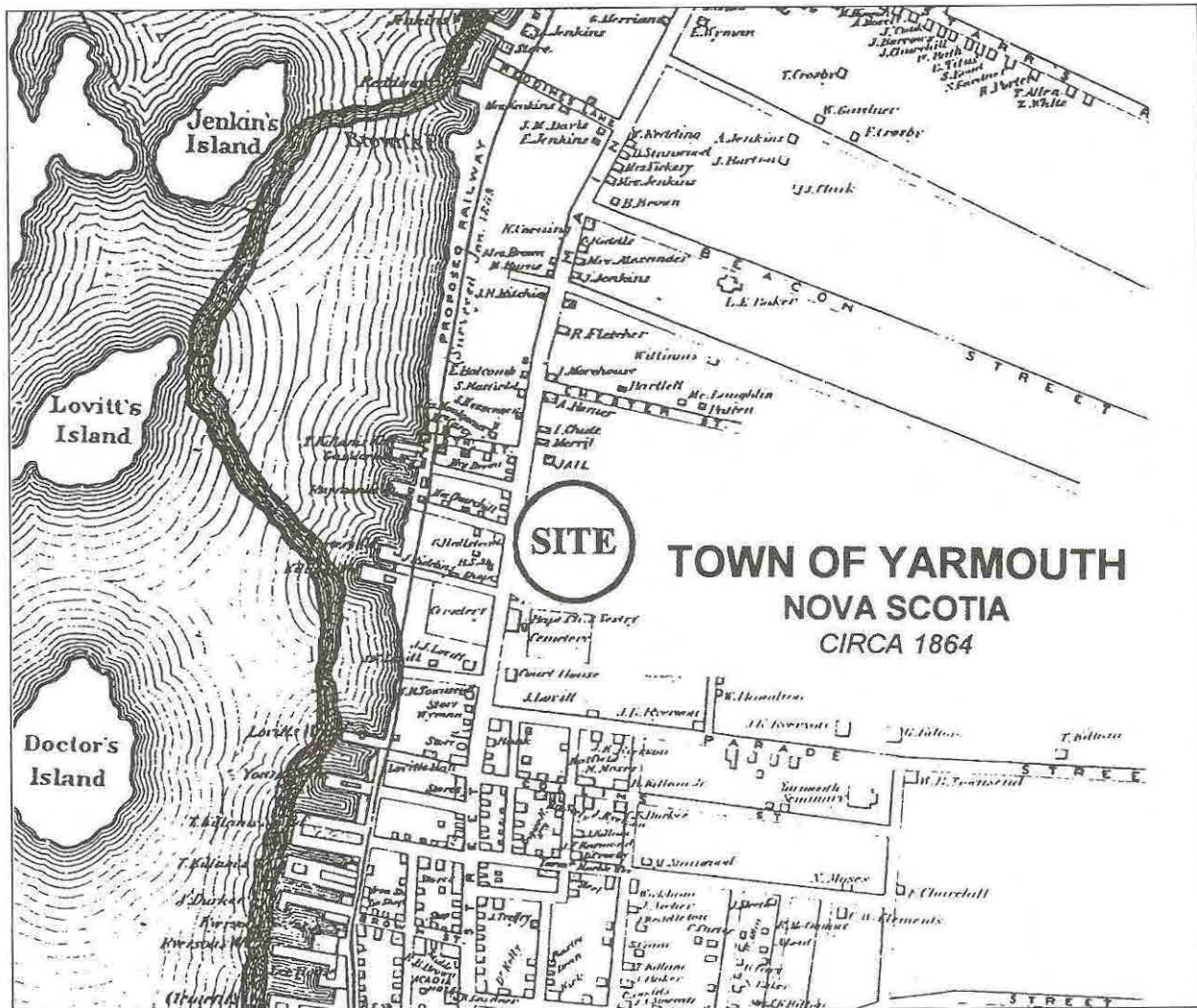


THE NOVA SCOTIAN SURVEYOR

Fall 1999

No. 160



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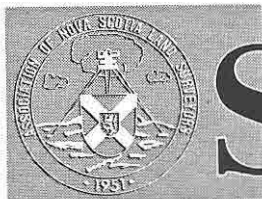
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THE NOVA SCOTIAN SURVEYOR

FALL 1999

No. 160

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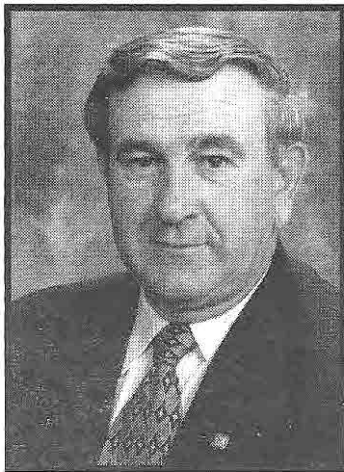
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Letters to the Editor should be limited to one page.

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PRESIDENT'S REPORT

Gerald A. Pottier, NSLS



Greetings once again. It is already summer and our last one in the 1900's.

As you are well aware the Association lost its Executive Director, Robert Daniels, in June. Mr. Daniels has accepted a position with a private practice firm in Halifax. A combination open house and send off party for Bob was held on June 4th and was well attended. The association will miss him greatly, however he has offered to help us out should we be in need of his expertise. Bob has also recently accepted a nomination by the CCLS as one of three Land Surveyors from Canada to represent the CCLS in the new proposed amalgamation of various National Geomatics Organizations.

Our new Executive Director, Fred Hutchinson, is well known to most members and appears to be adjusting well in his new role. Fred wishes to thank the membership for their cooperation during the past year as manager of the Survey Review Department and hopes that he made a bit of progress in helping surveyors provide a better quality of service to the public. On July 13, 1999, inter-

views took place for the position of SRD Manager. The Administration/SRD Review Committee, along with members of the Executive hired Sandy MacLeod as our new SRD Manager. We wish him well in his new job and I know that he will encourage constructive dialogue between his department and the membership.

Since our last newsletter the Executive Committee met only once, but several telephone conversations on matters of general business took place. There was a Council meeting in Dartmouth on May 21, 1999, at which time most members of Council were present. The everyday affairs of our association continue to be well handled by our staff with due respect to the major changes occurring.

One of the more enjoyable duties of the President is to attend the annual general meetings of our sister associations across Canada. The unique opportunity of meeting, working with and sharing ideas with other surveyors is extremely rewarding and informative, not only for the President, but for the association as a whole. Since March, I have attended the AGM's of the Alberta Land Surveyors' Association in Jasper; the Saskatchewan Land Surveyors' Association in Saskatoon; l'Ordre des arpenteurs- géomètres du Québec in Quebec City; the Association of Newfoundland Land Surveyors in St. John's; and the Association of PEI Land Surveyors in Charlottetown. Reports of all these meetings have been, or will be, presented to Council.

On behalf of the association, Bob Daniels and I attended the graduation exercises for the Survey Assistant's in Cornwallis on April 15. We also attended the graduation ceremonies at COGS in May, at which time we participated in the presentation of the association sponsored awards.

In our last newsletter, I made a commitment to attend at least one zone meeting in each zone and to further attempt to visit as many members as possible, especially the less active members, in the hope of encouraging them to become more aware of the benefits of our association. Due to time limitations, I have not been able to do as much as I had hoped to. I will continue my visits during the summer and try to attend zone meetings in the fall. I would like to encourage everyone to participate in their respective zone meetings in anticipation of our up-coming annual general meeting in Yarmouth on October 21-23, 1999. It is hoped that all committee members will do their utmost to have their reports and projects completed in time for the annual meeting.

The association web site has been created and is being maintained and updated/revised periodically. Visit our web site at www3.ns.sympatico.ca/ansls. Any comments or suggestions are well appreciated.

The 1999 Convention Committee, chaired by Ed Rice, is focused and has much planning already completed.

In closing, I would like to wish everyone a very enjoyable and productive summer. Please contact myself,

your Councillor or our Executive Director should you have concerns regarding our association or suggestions on ways to promote our Geomatics profession. We will strive to address your comments in a satisfactory manner. Let us not forget that the primary goal of our association is to serve and protect the interest of the general public. ☐

BE SURE TO ATTEND

THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS'
49TH ANNUAL MEETING
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EXECUTIVE DIRECTOR'S REPORT

F.C. Hutchinson, BA, NSLS, CLS

This is my first official report since I took over the position of Executive Director and it will likely be my last of this century. It is a different work load than my former job as manager of the Survey Review Department (SRD). I do hope that my experience with SRD and 22 years of self-employment will aid in doing the job expected of me by the members.

Our new SRD manager, Alexander (Sandy) MacLeod, B.Sc., B.Ed., NSLS, started on July 20th, 1999 and appears to have a good grasp of the work required. I would ask that all members support SRD by the timely submissions of drawings, accounts payable and correspondence. Your cooperation is also required when your work is being reviewed as a result of either plan or field inspection.

The combination open house and send off party for Bob Daniels was held on June 4th, 1999 and was attended by over 40 people. Light snacks and refreshments were provided during the affair along with a large cake. It was a chance to show off our new digs to those who had not yet visited the office and also a chance to look at old pictures of surveyors or should that be pictures of old surveyors. Always interesting to be able to say "He sure was thin" or "Hey, he had hair".

The Computers and Drafting seminars, held in early summer, were well received. There were 16 at the Dartmouth session and 13 at the one in Port Hawkesbury. I would

like to thank Rod Humphreys, NSLS for his computer expertise and assistance at the Dartmouth session and Brian Anderson for looking after the arrangements at the Port Hawkesbury site.

The association, with several survey companies and suppliers acting as sponsors, had a two page advertisement in the Sunday issue of the *Daily News* on August 22, 1999. A copy of the advertisement will be available for viewing at the annual meeting and can also be seen at the association office.

It seems that surveyors are still unwilling to talk to each other to resolve a boundary position. I remind the members that only one line can represent common ownership. You can have more than one opinion of where the line could be, but there is only one line. Please talk to each other in an attempt to resolve the issues before your clients get more upset than they may already be. Many of the positions seem to be based on what the clients are advocating and not what the surveyor should be addressing. Advise the client, do your research in the Registry, do a complete review of the field evidence, weigh the evidence and, please, try not to create a problem where one did not previously exist.

Evidence considered in a survey should be fully described in order to withstand the scrutiny of your peers and the courts. Do the job that you were hired to do. If you under priced the job then that is a business

matter and should not be reflected in the product. Do it right or don't do it at all.

The Registry 2000 Committee, which is a commitment that Bob previously performed, meets bi-weekly. It is hoped that draft legislation will be available by the end of October 1999. The purpose of the committee is to revise the Registry Act, enabling the Government to guarantee title and eliminate the searching of back title.

The association web site was originally created and maintained by Ray Pottier, NSLS. This was a big undertaking by Ray and we appreciate all the time that he has spent on the site. We are presently working on more updates and revisions that can be done from the office. A "members only" page is being considered. It might include zone meeting information or snippets of association business. The site can be viewed at www3.ns.sympatico.ca/ansls. Please pay us a visit and submit comments to Ray or to the office. You will notice that the timetable for the 49th meeting in Yarmouth is posted and will be updated to announce that the 50th annual convention will be held Oct. 19-22, 2000 at the Digby Pines.

I look forward to meeting you at the annual meeting and remind you that the motions dealing with **mandatory continuing education** and **alternate dispute resolution** were tabled at last year's meeting will be part of this year's agenda. ☒

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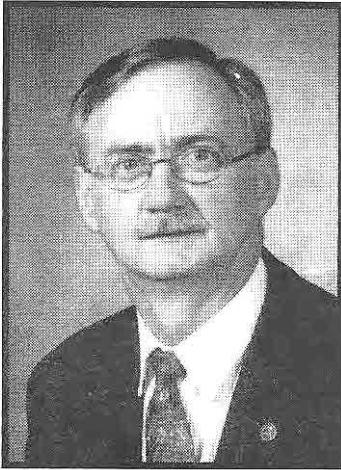
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SRD MANAGER'S REPORT

by A.E. MacLeod, B.Sc, B.Ed, NSLS



On July 20, 1999 I took on the role of Manager of the Survey Review Department (SRD). I see this position as a vital key to increasing our positive profile in today's society. My feeling is that SRD should not only monitor the quality of services that land surveyors offer to the public but also serve as the springboard for continuing education opportunities for our members.

In my short time here I have conducted systematic reviews on over 65 plans and numerous location certificates prepared by members. I have conducted field checks of about 35 sites, initiated comprehensive reviews for 5 surveyors and generated 30 letters to surveyors. I have visited 4 offices to consult with surveyors and continued two comprehensive reviews initiated by my predecessor (closing out one of them).

I would like to thank Fred Hutchinson for all the assistance, guidance and patience he has extended to me. I am continuing to review as many plans and certificates as I can with the intention of trying to give most of them at least a cursory review. Any comments I make to members, either in letters or personal conversation, are based on our regulations, the Manual of Good Practice and some personal opinions. I address concerns that I believe members of the public or other land professionals may have and that can be illustrated on our plans and certificates.

I would also like to thank the members with whom I have had contact, for their positive feedback and prompt responses to my inquiries.

When I arrived here, the process of adopting a new SRD accounting procedure and software was just about complete, thanks to our office assistant, Barb Young, who has also been actively pursuing SLC and plan numbers which were issued quite some time ago but have not been

received back here.

One important philosophy that I promote is the **completeness** of plans. I believe any plan produced should be a 'picture in time' of the conditions and restrictions of the subject land at the time the survey was conducted and all supporting evidence for decisions should be depicted.

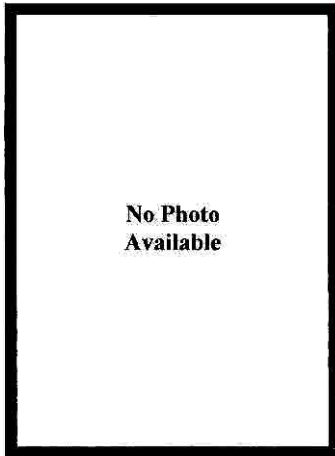
I welcome any comments that members feel will enhance my efforts in this position. ✕

Thank You

The membership would like to thank Mrs. Margaret Ryan for the donation of three survey instruments for our antique collection.

They were the property of her husband, the late Dr. James L. Ryan (NSLS # 49). Dr. Ryan was a life member of our association and the Dean of Engineering at Saint Mary's University for more than 30 years. His obituary was printed in *The Nova Scotian Surveyor*, Vol 50, No. 138, 1990 fall issue.

**CANDIDATE FOR PRESIDENT
DAVID H. WEDLOCK, NSLS**



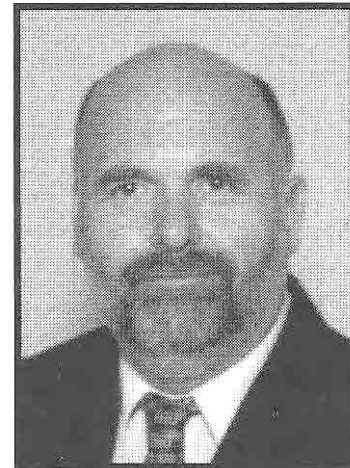
David H. Wedlock, NSLS, graduated from the Nova Scotia Land Survey Institute with a diploma in Land Surveying in 1979 and received his commission as a Nova Scotia Land Surveyor in 1985. He received a certificate in Survey Engineering from UNB in 1991.

David has been an instructor in the Geomatics Department at the Centre of Geographic Sciences, Annapolis Valley Campus from 1981 to present. He has also been a part-time instructor of Survey Engineering at DalTech since 1996. He spends his summers working with Locus Surveys in PEI.

He has served on the ANSLS Council, is a member of the Discipline Committee and has served as vice-president for the past year. David is also a past president of the Halifax branch of CIG.

His interests include coaching a hockey team, with involvement in the minor hockey association. David and his wife, Susan, live in Middleton with their two children, Jonathan, 13, and Anna, 9. ☒

**CANDIDATE FOR VICE-PRESIDENT
LESTER W. BERRIGAN, NSLS**



Lester Berrigan, NSLS, was born in Bridgewater in 1949. He graduated from the Nova Scotia Land Survey Institute in 1970 and received his commission as a Nova Scotia Land Surveyor in 1973.

Lester was employed with Errol B. Hebb & Associates from 1973 to 1979 and has been in private practice since 1979 in the Bridgewater area.

He is currently a member of the Manual of Good Practice Committee, chairman of the QP-2 Committee and a former member of Council.

Lester and his wife, Rosalie, live in Oakhill and have one son, Peter, who is a student member of ANSLS. ☒

**CANDIDATE FOR COUNCILLOR
ZONE 2
J.A.C. KAULBACK, NSLS**



John A.C. (Jack) Kaulback, NSLS, was born in Bridgewater, NS in 1937. He grew up in East Dalhousie, Kings County. Jack attended the Nova Scotia Land Survey School in 1957 and received his commission as a Nova Scotia Land Surveyor in December 1958.

Jack was employed by the Nova Scotia Department of Highways from 1958 until 1975, when he transferred to the Department of Education. He was employed as survey instructor at COGS where he taught the Survey Assistant Program until his retirement in 1994.

He has served on various committees over the years, most recently chairing the Manual of Good Practice Committee.

Jack and his wife, Mavis, reside in Coldbrook, Kings County. They have two children and two grandchildren.



**CANDIDATE FOR COUNCILLOR
ZONE 3
EMERSON C. KEEN, NSLS**

**No Photo
Available**

Emerson C. Keen, NSLS, received his commission as a Nova Scotia Land Surveyor in March 1959.

He is the owner and operator of E.C. Keen Land Surveying Limited, working principally in central Nova Scotia and in Digby - Annapolis Royal for the past 40 years.

Emerson is a member of Stewiacke Lodge # 98 AF & AM and retired from scouting in 1993 after 19 years as a Scout leader, Venturer advisor and leader trainer.

He has 5 children, three of whom work for his company. One is a CAD specialist in Calgary and one is in the army in Gagetown.

Emerson looks forward to serving as Councillor for Zone 3.



**CANDIDATE FOR COUNCILLOR
ZONE 5**

WAYNE D. HARDY, NSLS



Wayne D. Hardy, NSLS, graduated from the Nova Scotia Land Survey Institute in 1966. He received his commission as a Newfoundland Land Surveyor in 1971, as a Nova Scotia Land Surveyor in 1974 and as a Canada Lands Surveyor in 1981.

Wayne was employed with Canada Transport, Air Services from 1966 to 1975 and the Nova Scotia Department of Natural Resources from 1975 to 1996. He is presently in private practice in Sydney.

He has served previously as a Councillor as well as on the Public Relations, Convention and Discipline Committees.

Wayne is currently the Treasurer and a Deacon of the Sydney United Baptist Church. Wayne and his wife, Patricia, have three children - Andrew, attending McMaster University; Erin, attending the University of New Brunswick and Jule Ann in junior high.



**CANDIDATE FOR COUNCILLOR
ZONE 6**

NICHOLAS W. DEARMAN, NSLS



Nicholas W. Dearman, NSLS, was born in Dartmouth in 1951 and attended public schools in Dartmouth until he graduated from Dartmouth High in 1970. He received his commission as a NSLS in 1982.

Nick has worked in private practice since 1970 and has been a partner in the firm Hunter Surveying Limited since 1978.

He served a previous term on council from 1990 to 1991.

Nick and his wife, Ishbel, live with their son David in Cole Harbour.

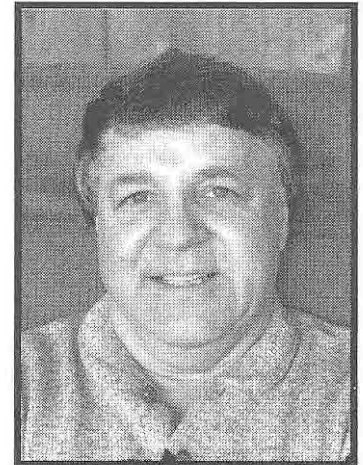


**CANDIDATE FOR COUNCILLOR
ZONE 6
KENNETH W. ROBB, NSLS**

Ken graduated from the Nova Scotia Land Survey Institute in 1956 and, with the exception of a 5 month period after graduation, he has been in private practice for 42 years. Ken, in one way or another, has always been involved in community matters such as the Board of School Trustees, the Dartmouth/Cole Harbour Chamber of Commerce, minor hockey coaching, Kinsman Club, and is director and shareholder of several companies in Nova Scotia.

Ken has served as a Councillor in the past and has been active on several committees. He served on the committee that put the present Act in place. He has also served on the Political Action Committee, Errors and Omissions Committee, Land Court Committee, Surveyors Location Certificate Committee and continues to be active on the APENS Committee.

Ken wants to work on Council to finalize revisions to promote a statute of limitations for our members; revisions to our Code of Ethics; continued activity on a committee to deal with DOT & PW to have all the department's boundary lines established by department NSLS's. He also wants to see changes made in competitive bidding and changes to the regulations regarding research and standards. ☒



NOTICE OF ANNUAL MEETING

Pursuant to By-law 5.5, you are hereby given notice that the 49th annual meeting of the Association of Nova Scotia Land Surveyors will be held at the Rodd Grand Hotel, Yarmouth, Nova Scotia, beginning Friday, October 22, 1999 at 9:00 am and continuing on Saturday, October 23, 1999.



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LETTER TO THE EDITOR

Dear Editor:

I found the article titled "*Surveying History*" on page 13 of the Winter / Spring 1999 issue of your journal very interesting. For those not familiar with the township survey practices in Lower Canada, the measurements made by the surveyor may be a little puzzling. The following is an attempt to clarify the situation. (In the description below, the full four-rod chain is used, not the half-chain mentioned in the article.

In Quebec in the 1840's, the standard township was 12 miles square. The first step in opening a township was the survey of the outline. This was usually done by an experienced government surveyor who also surveyed the centre line that divided the township into left and right halves. At times, but not always, he also surveyed the median range line that further divided the township into four six-mile square quarters.

The next step in subdividing the township was the survey of the range lines. These were run left and right from the centre line. Lot front corner posts were set every 13 chains along these lines. The range lines were spaces 80.80 chains apart, thus providing lots 1055 square chains or 105.5 acres. This work was normally done by contract surveyors. The lots were listed in the cadastre as being 100 acres, the excess 5.5 acres being the road allowance.

In the article, the writer finds to his satisfaction that his chaining of his first range agrees "with the corners of the lots on the opposite side of the division line". Obviously, the lower quarter of the township had been surveyed, or at least the median range (ie. the division line) had been set out at some previous time.

In subdividing a township, the sidelines of lots

were not run except in special circumstances, but guide lines of 1.5 chains were set out at each post to assist the settler in placing his fence line.

The dimensions of townships and lots changed from time to time, as they did in Ontario, but the dimensions given above appear to be those in use in 1840.

Yours sincerely,
Lou M. Sebert

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A YARMOUTH COUNTY SURVEYOR: PETER LENT HATFIELD

by Peter Crowell

Municipal Historian & Archivist, Argyle Township Court House & Archives



Peter Lent Hatfield, 1835-1917
Argyle Township Court House Archives Photo P199/266

It seems appropriate with the with upcoming annual meeting of the Association of Nova Scotia Land Surveyors being held in Yarmouth, Nova Scotia to write something of one of the well known land surveyors who worked in this part of Nova Scotia in the past.

The majority of the very first land surveying done in this part of Nova Scotia was carried out

by Samuel Goldsbury, Deputy Surveyor, and Charles Morris, Deputy Surveyor. These were surveyors who worked for the provincial government at Halifax, and who were given the task of surveying those lands being apportioned out to the original settlers of the area. In Yarmouth County these original settlers were New England Planters in the 1760's, returning Acadians who had been deported, and after 1784, United Empire Loyalists. Samuel Goldsbury was responsible for the surveying of Yarmouth Township, about one half of Yarmouth County, in 1787, and for dividing this land mass into lots for the various grantees.

Charles Morris, also Deputy Surveyor, was responsible for most of the original survey work in Argyle Township, the other half of Yarmouth County. In addition to his regular salary he was also compensated for his work by being granted one entire island in this part of the county. Morris Island still bears his name.

After this initial survey work was done, land surveyors were still much in demand. For it is not long after people settle on new lands before the buying, selling, trading and division of property begins to take place. Often original surveys were also somewhat inadequate in determining the amount of land grantees owned precisely. When the surveyors were ordered to run out 250 acres of good upland, they would often have to subtract from a parcel of land any swamp land or other inferior land which might be encountered. It is not

impossible that it would take 300 acres on the ground to make up 250 acres of "good upland."

Yarmouth County has seen many surveyors since the years of settlement. One of the best known of those has been Peter Lent Hatfield of Tusket. Peter Lent Hatfield was born 25 February 1825, the son of Capt. James and Elizabeth (Lent) Hatfield of Tusket Falls, Yarmouth County. His cousin, James M. Lent of Tusket, is known to have been at King's College in New York for at least a year or two, where he studied land surveying. Peter Lent Hatfield may well have gone there himself, certainly it is he, and not James M. Lent, who later became a prominent land surveyor in Yarmouth County.

Most of Peter Lent Hatfield's work was carried out within the private sector, comprising surveys for people who were dividing or subdividing various properties around Yarmouth County. While at the time, these were simply working maps and plans for him, much of his work has become important historical evidence that is indispensable in understanding the history of land development in Yarmouth County. Due to the fact that such tools as blueprint machines and other modern conveniences were not available to these surveyors, there is a true artistic quality to much of their work. This is very much the case with work of Peter Lent Hatfield. All of the plans are hand drawn of course, and the lettering on all of the maps and plans is also done by hand. Hatfield also had the reputation during his working life of being the most accurate and dependable land surveyor in the county.

It is interesting to find in our archives evidence of other work carried out by this man. He was involved in sketching plans and plots for more than one cemetery and, in one case, his handiwork on behalf of the "Tusket Lake Cemetery" falls more into the category of landscape architecture than surveying.

Hatfield also took a very active role in the public life of the area, holding amongst other positions, that of Municipal Treasurer for many years. He prospered in his chosen field of work, and the handsome home which

was built for him in the 1860's still stands at Tusket. Our local historical society which has produced a series of ceramic replicas of local buildings, produced one of the Peter Lent Hatfield house in 1998.

From October 21st - 23rd, the Argyle Township Court House & Archives invites those attending the Association of Nova Scotia Land Surveyors' annual meeting to visit Canada's oldest courthouse at Tusket, Nova Scotia, and to view the temporary display we will present on this local surveyor. ❖

The Peter Lent Hatfield House



The Peter Lent Hatfield House at Tusket, N.S.
Heritage Property Inventory Photo 14m/94 no. 10A

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Liability of Surveyor for Retired Member's Files

by Peter Lohnes, NSLS, LL.B.

I have recently addressed the issue as to whether or not a Nova Scotia Land Surveyor, having taken control and possession of a retired surveyor's files, assumes liability for those files.

There are numerous issues that arise on the broad question above and I will deal with them under several headings as follows: (1) Liability of Retiring Surveyor; (2) Indemnification or Transfer of Liability by Agreement, and; (3) Liability of New Surveyor receiving files.

First of all, there is a distinction between professional liability as a surveyor in the context of discipline as a member and civil liability in the case of money damages. Although I will raise certain issues relating to the surveyor's professional liability, we are specifically addressing the issue of civil liability in the case of money damages. In a general context, there is no liability attached to "the files" themselves, so we are specifically looking at liability for damages arising out of the performance of certain work documented in those files. The damages can arise by either a contractual breach or negligence on the part of the surveyor.

Liability of Retiring Surveyor

The files of the retiring surveyor document survey work performed by that surveyor during his/her career. Since a contract was made between the retiring surveyor and client, liability for breach of that contract rests solely with that sur-

veyor and/or the survey firm, if any. Additionally, the retiring surveyor and survey firm owe a duty of care to the client and anyone that it is reasonably foreseeable would rely on that work carried out by the surveyor. Therefore, the retiring surveyor and firm would be liable for damages caused by their negligence to that class of persons.

In any case, the retiring surveyor as a professional will have to respond to a liability claim against his/her work performed, whether they have the files in their possession or not. This duty is imposed upon the surveyor and is carried through to their death. This means that whether the original surveyor is in business or retired, they are still professionally responsible for their work. In most cases, if the surveyor is still alive today, they will have insurance that should step in to defend a liability claim. If the surveyor is in business, the deductible (or split deductible, as the case may be) is the limit of the surveyor's out of pocket expense. If the surveyor is retired, hopefully for his/her sake, there is still past actions insurance coverage to protect him/her and there may not even be a deductible to pay. If there is no insurer, there would be a personal judgment against that surveyor for damages if he/she is found liable. A personal judgment would even attach to the surveyor after death in that his/her estate could be liable to pay.

Indemnification or Transfer of Liability by Agreement

Let us assume that the original surveyor who performed the work is now retired. Whether he/she is in possession of the files or not, again, they are still liable as a professional for the work they did and must respond to a liability claim. If they are found liable in breach of contract or negligent, then one looks as to whether there is something that transfers their liability for damages to someone else.

In one case, the retired surveyor may have had an agreement with the survey firm to indemnify the surveyor for damages. This has the effect of transferring the liability for paying those damages to "the firm" or its shareholders. Taking this a step further, if another surveyor or survey firm buys the retired surveyor's business (i.e. the company) or the survey firm, the new surveyor or survey firm may be responsible for paying the damages that result from the breach of contract or negligence of the retired surveyor. This would arise where the transaction provided that the new surveyor assumes the liability for the past work. Again, the probability of an insurer stepping in to cover the damages applies and this is a matter of which party or insurer has assumed the risk.

There are, of course, many considerations from an insurance point of view regarding the transfer of liability to or indemnification by the new surveyor. Certain disclosure requirements and ultimate assumption of the risk by the insurer will operate to determine whether the insurer has

to respond to the claim. This issue is related to liability to pay money damages but I will not deal with it further here.

At any rate, the retired surveyor was the one who breached the contract or was found negligent but the liability to pay the damages could be found to have been transferred to another party by way of indemnification or transfer of liability by agreement.

Liability of new Surveyor Receiving Files

As pointed out, unless there has been a transfer of liability by agreement or indemnification provided by the new surveyor under a scenario as above, a breach of contract or negligence by a retired surveyor will not result in the new surveyor having to cover the liability for those damages. In the case of a retired surveyor only selling or giving the files to the new surveyor, they are only assets being transferred and not a "business," which in the latter case could include liabilities for the work documented in those files.

There are some scenarios where liability could be in issue between the retired surveyor and the new surveyor. As an example, if the new surveyor relies on the retired surveyor's work, and damages arise as a result of an error in the retired surveyor's work, two arguments arise. First, the new surveyor could be negligent in relying on the retired surveyor's work (in the form of information documented in the file), and may therefore have assumed any ensuing liability with respect to damages arising from that error. Secondly, there would be an argument that the retired surveyor owes a duty of care to the new surveyor

for the information contained in those files and it is reasonably foreseeable that the new surveyor would rely on that information. This would mean that the retired surveyor could share in the liability also or end up liable for further work that was done relying on his information from the files.

Another example where liability could be in issue, is where the new surveyor passes on information from the retired surveyor's files without actually relying on the information to generate his/her own new work. For instance, if a new surveyor gives out a copy of an existing Location Certificate from the retired surveyor's file to a person not normally having access to that document, (i.e. not the original client of the retired surveyor for which it was prepared), the new surveyor is possibly assuming the liability for any errors associated with the past work of the retired surveyor because it is reasonably foreseeable that the person is going to rely on that document. In this case, but for the actions of the new surveyor, the person would not have sustained damages caused by the original error of the retired surveyor.

One further consideration is that, as a member, a surveyor is responsible for keeping a supporting file for each survey as per S. 32 and S. 33 of the Regulations made under the *Land Surveyors Act*:

S. 32 Each survey shall have a supporting file kept by the member or survey firm...

S. 33 All original field notes, plans and supporting files shall belong to the member or survey firm whose responsibility it shall

be for their safekeeping.

If the retired surveyor is no longer a member of the Association, there is still a procedure to hold that retired surveyor accountable for the keeping or safekeeping of their files because they are subject to the *Act* by virtue of S. 13(4). If the new surveyor is now holding the files of the retired surveyor, it is arguable that two obligations arise. First, the new surveyor may have accepted the responsibility under those sections of the *Act* to maintain that file which could include not losing or misplacing documents from that file. It is impossible to determine all cases where this may give rise to liability on behalf of the new surveyor. However, as an example, if the loss of the file or loss of certain documentation in that file jeopardized the ability of the retired surveyor to defend a claim, it could lead to certain liability being attached to the new surveyor.

Secondly, there are instances where information from the file may be sought by an original client of the retired surveyor or may be sought by a third party pursuant to S. 14 of the *Act*. In these cases, timely disclosure of that information by the new surveyor may be required. If it is not forthcoming and damages arise therefrom, it is possible further liability could attach to the new surveyor.

Conclusion

If a retired surveyor gives or sells only his/her files as an asset to a new surveyor or firm, the new surveyor in receipt and possession of those files does not *prima facie* assume the liability for damages arising out of a contractual breach

or negligence of the retired surveyor. If circumstances exist where the liability has been transferred by agreement or an agreement for indemnification was obtained by the retired surveyor, then it may be that the new surveyor or firm would ultimately be liable to pay damages arising out of the retired surveyor's error.

Further, depending on the use of the information by the new surveyor,

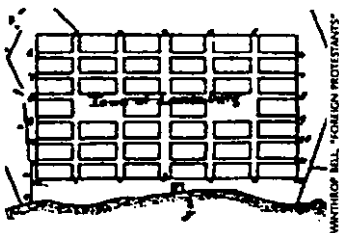
either relying on it himself/herself or passing it on to another person to rely on, the new surveyor may be assuming the liability of the retired surveyor for damages.

The above analysis is not intended to be exhaustive, as the area of law involving liability is very broad. I have tried to point out the most obvious issues that would arise regarding the transfer of files from a retired surveyor to a new surveyor and

liability flowing therefrom. I also have tried to address those issues through an analytical approach that ultimately would be used from a legal perspective and which I hope gives the membership some guidance in determining their particular exposure. ■

Old Town Lunenburg

by Dane Lanken



An early plan for Lunenburg

Old town Lunenburg, where all streets are straight and all corners square, is the best surviving example of British colonial policy of creating new settlements by imposing a pre-designed "model town" plan on whatever tract of wilderness it was the King's pleasure to colonize. At least 21 North American settlements, from Cornwall and Niagara-on-the-Lake in Ontario to Savannah, Georgia, and Philadelphia, benefitted from this policy. But none has survived in such pristine condition as the little south-coast Nova Scotia town of Lunenburg.

The settlement was created in June 1753 as a home for 1,453 mostly German-speaking Protestant German, Swiss and Montbéliardian French colonists. The townsite, true to then-current convention, consisted of seven north-south streets, 48 feet wide (with the exception of King Street, which is 80 feet wide), intersected at right angles by nine east-west streets, each 40 feet wide, creating blocks that were further divided into 14 lots of 40 by 60 feet each. Each family received one town lot. The London-based Board of Trade and Plantations developed the plans without regard to local topography, which is why Lunenburg's streets are never less than straight but sometimes dizzyingly steep.

There are some 400 major buildings within the old town, 70 percent of them from the 18th and 19th centuries, almost all of them wood, and many colourfully painted. ■

As seen in Canadian Geographic in an article entitled World Wonders: Canada's 12 extraordinary sites on UNESCO's World Heritage List. Reprinted by permission of the author.

COMMITTEE REPORTS

ANSLS / APENS

The committee has not been active this year, as we have been waiting for the amended Engineering Act. In 1998, APENS withdrew their proposed legislation due to concern expressed by many other groups. It is our understanding that they have been reviewing their position, trying to create new legislation that is acceptable to their members and other professions.

During 1999, we have contacted APENS several times asking for a copy of their proposed legislation when it is available. They have assured us that we will receive a copy when it is ready.

We have not done anything further with our proposed definition of surveying and professional land surveying. We have been told by the provincial government that they will consider our changes when we have reached an agreement with APENS.

The committee members are Ken Whalen, Grant McBurney, Phil Milo, Bob Daniels, Ken Robb, Bob Feetham, Forbes Thompson and Jim Doig.

Robert A. Daniels, NSLS, CLS
Committee Member

ANSLS / DOT & PW

The ANSLs / DOT & PW Committee has completed their review of

the regulations made under the Land Surveyors Act. A draft subset of the regulations has been prepared with the intent of seeking input from the NS Department of Transportation and Public Works and the ANSLs members.

We have tried several times throughout the year to contact the NS DOT & PW representatives to find out if the proposed regulations may be accepted. To date, we have not had any response. The proposed regulations were presented to our Council at the May 1999 meeting. Council seemed pleased and recommended the draft be presented to our members at the annual meeting. Hopefully, we will have a response from NS DOT & PW representatives before the.

Our members on the committee are Doug MacDonald, Ken Robb, Paul Slaunwhite and Bob Daniels.

Robert A. Daniels, NSLS, CLS
Committee Member

ATLANTIC PROVINCES BOARD OF EXAMINERS FOR LAND SURVEYORS

The 22nd year of the board was completed on June 30, 1999.

The 27th meeting of the board was held at Cornwall, PEI on June 24, 1999, in conjunction with the annual meeting of the Association of PEI Land Surveyors.

The syllabus review is ongoing.

Dr. Wolfgang Faig has retired from UNB and recently resigned as Registrar for APBELS. Dr. James Secord, OLS, P.Eng. has agreed to accept the position. This will be confirmed at the next meeting of the Board. Dr. Secord is acting Assistant Dean of Engineering at UNB; teaches the Survey Law Course in Geodesy & Geomatics Engineering and is Director of Undergraduate Studies in Geomatics Engineering.

Many thanks to Dr. Faig for 22 years of dedicated service as Registrar of the Atlantic Board.

Statistics:

- Three examinations were written, two of which earned passing grades.
- Six new candidates registered with the Board, bringing the total to 239 (1 from NB, 1 from Nfld and 4 from NS).
- Three candidates received their Certificates.
- Six files were closed due to inactivity, bringing the total to 83.
- Revenue: \$2755.00
Expenses: 2209.79

Concern was expressed with the low number of articulated students in Atlantic Canada - 4 in New Brunswick, 2 in Newfoundland, 0 in PEI and 13 in Nova Scotia.

The 1999/2000 meeting will be held in October 1999 in Yarmouth,

Committee Reports (continued)

Nova Scotia in conjunction with the annual meeting of the ANSLs.

John C. MacInnis, NSLS

BUILDING

The first anniversary of our new office has come and gone. We were able to apply a 15% payment (\$12,000) toward the mortgage principal in February of this year. The mortgage balance and expenses are reflected in the annual financial report. Our open house was celebrated on June 4, 1999 along with a goodbye party for our former Executive Director, Bob Daniels.

Air conditioning was installed in July and has made a big difference in the comfort level. The installation contract was awarded based on quotes and references. The work was carried out during and after office hours with no interruption of normal business.

It is the recommendation of this committee that the Building Committee be dissolved and that the responsibilities associated with the building be handled by staff and Council.

Fred Hutchinson, BA, NSLS, CLS
Chairman

BY-LAWS

Committee Members:
Glenn M. Crews (C)
Gerry Bourbonniere
Peter Lohnes

Our committee has been quiet for awhile now, however we understand that this will change. The Mandatory Continuing Education Committee, under Ray Pottier's chairmanship, is preparing a package that will require changes to our by-laws.

This committee met with Ray in February 99 and discussed some general wording for the by-laws. In a subsequent discussion with Ray, we concluded that until a credit point system was established and passed at an annual meeting, we could not provide the appropriate wording necessary to be most effective.

We wish Ray and his committee good luck and look forward to our opportunity to serve the association.

Glenn M. Crews, NSLS
Chairman

CCLS
CCLS Activity since the last Nova Scotia Annual Meeting

Three full meetings of the directors of CCLS have been held since the last annual meeting of the Association of Nova Scotia Land Surveyors. The directors met by teleconference on January 27th 1999, and April 13th 1999. On June 14th 1999, the directors met in St. John's, Newfoundland in conjunction with the Newfoundland Land Surveyors' annual general meeting. The meeting was held in the Gal-

lery Room of the Battery Hotel. Outlined below is a synopsis of the major issues CCLS has been focusing on throughout the year.

North American Free Trade Agreement

A delegation of Mexican surveyors will attend the next annual meeting of CCLS which is being held in conjunction with the 108th AOLS annual meeting in Ottawa in February, 2000. This will be the first time for Canada, through the CCLS, to host a meeting of Canada / USA / Mexico. NAFTA / CCLS representatives, Wayne Brubacher and Dick Wright, are coordinating this meeting with the annual meeting chairman, Doug Simmonds, for Ontario.

CCLS, representing the professional land surveyors in Canada, has signed a preliminary NAFTA agreement with the United States, represented by the National Society of Professional Surveyors; and Mexico, represented by the Federación de Colegios de Ingenieros Topógrafos de los Estados Unidos Mexicanos, A.C.

The NAFTA Committee is presently working on making enquiries on additional funding that may or may not be available from the government; they are considering translating the NAFTA presentation into French; they are looking for a Spanish interpreter to assist with upcoming meetings. The committee is reviewing the definition for surveying in the North American Industrial Classification which presently has been identified as less than

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ideal and could be detrimental to NAFTA and other negotiations.

Education

In June 1998, the Board of Examiners of the Canadian Council of Land Surveyors (BECC) submitted a report which recommended accreditation of the University of Calgary program for a further five years. Recently the directors of CCLS approved, by motion, the reaccreditation until September 2004. A lot of work went into the re-evaluation and several recommendations were included in the report to ensure that the University of Calgary maintains their accreditation through CCLS.

The BECC is now moving on to review the University of New Brunswick.

Proposed Amalgamation of CCLS / CIG / GIAC

So far this year the "Geomatics 2000 Report" has been a major discussion item.

The contents of the proposed Memorandum of Understanding (MOU) and draft Terms of Reference for the interim board, renaming of the joint restructuring committee were reviewed. The MOU with amendments was approved by CCLS. CCLS has agreed to commit to financial support for the interim period in the amount of one third of the budgeted cost of the interim period, to a maximum of \$50,500 on conditional or equal proportions of the cost being contributed by CIG and GIAC and recognizing

potential contributions by other Canadian geomatics organizations.

CCLS has appointed a Joint Restructuring Committee (formerly Interim Board) as outlined in the MOU. The three members of the committee are John Holmlund, Doug Simmonds and Bob Daniels.

The first meeting of the Amalgamation Steering Committee took place on August 20th 1999 in Ottawa. Three representatives from each group made up the Steering Committee. Co-chairs were identified by the respective organizations:

CCLS	John Holmlund
CIG	Rick Beaumont
GIAC	Hugh O'Donnell

Agreement was arrived at to invite other organizations to join the committee. Changes to the Geomatics 2000 Report were identified; Terms of Reference for a Communications Consultant were developed; plans for communications with all members were generally endorsed and financial budgets were discussed for the operation of the Committee. The final version of the MOU between CCLS/ GIAC / CIG is being circulated for signature. The next meeting is tentatively scheduled for November 20th 1999.

CCLS Award

On Saturday, January 16th 1999 at the Lord Beaverbrook Hotel in New Brunswick, the prestigious *Champlain Award* was presented to Dr. John D. McLaughlin, Ph.D., NBLs, P.Eng. The *Champlain Award* is presented to individuals who have demonstrated "... an outstanding contribution in promoting and/or

advancing the profession of land surveying."

HRDC Sector Study

This sector study is being done in partnership with CCLS, GIAC, CIG and the Human Resources Investment Branch of Human Resources Development Canada (HRDC) for the geomatics sector in Canada. This process includes a start up phase, research phase, the recommendations and communications phase and the follow-up phase.

The time line for this study was described as follows:

- Selection of Steering Committee in progress.
- First meeting of the Steering committee in late September 1999 to finalize the Terms of Reference for the study.
- Six weeks posting of the contract for the study.
- Evaluation of the proposals and selection of the consultant in December 1999.
- Meeting of the Steering Committee and Consultant in mid-January 2000.
- A round table on the results of the study, evaluation etc in late fall of 2000.
- Publication of the study within three months or so (ie. winter 2000 / 2001).

It was agreed that to facilitate the communication between sector representatives and the Consultant, CCLS and its member associations would take an active role in informing its members about the importance of the study and the CCLS's participation so that the rate of re-

Committee Reports (continued)

turn and the completeness of the information gathered through surveys and interviews will be maximized.

Kathleen Walford agreed to forward contact people's names and emails for each of the business lines within HRDC to the CCLS office.

Professional Liability Insurance Committee (PLIC)

This section authored by James Gunn

The PLIC has experienced a number of significant events in the past year.

Joint Meeting with the OLS Insurance Committee

In response to a recommendation by the CCLS board of directors, the PLIC met with the OLS Insurance Committee on two occasions in 1998. The first was a meeting between the two chairmen in June and the second was a meeting of the full committees in October.

The purpose of the meetings was to investigate areas of common ground and to establish a favourable working relationship between the two insurance programs. To this end, the meetings were reasonably successful. It was obvious that each program is satisfied with its present structure, so therefore, no move was made towards any form of amalgamation. It was further agreed that both programs probably benefit from each other's presence in the marketplace. A little competition seems to keep everyone sharp.

Self-Insurance Manual

At the request of the PLIC, Jardine Insurance Services has produced an internal working document which will be used to:

- Assist the PLIC in monitoring market conditions.
- Outline the steps to self-insurance.
- Time the implementation of self-insurance.
- Tailor the assembly of claims and related statistics.

This document has been carefully reviewed and edited by the PLIC and is now available for preliminary inspection by CCLS. It is not intended, however, for distribution at this time. In accordance with the model, a structure will be established for the proper introduction and implementation at the appropriate time. The board of directors is invited to participate in the process by forwarding their comments and opinions to the chairman of the PLIC.

Program Renewal

The last major overhaul of our program was three years ago and it has been two years since the last premium negotiation. Since then, we have dealt with a couple of claims that are unusually large for the size of our program. We were told to expect a large hit every few years and this seems to have been the year. One of these claims was settled in excess of \$600,000. Another claim, with a similar potential, is not yet resolved. More than that, we are not at liberty to report

because the details are strictly confidential.

Not surprisingly, these claims have influenced the renewal negotiations. Having said that, we are very pleased to have been able to keep the necessary increases within acceptable levels. We were also pleased to have negotiated a three-year program with guaranteed premiums throughout. Our broker deserves much of the credit for these accomplishments.

We remain on very good terms with ENCON. They continue to involve our committee in all major decisions and they constantly seek our advice on survey matters. Once again, they have demonstrated their support of our committee by renewing their annual grant of \$3200 for another three years.

Loss Prevention Seminars

In association with our broker and ENCON, we continue to host loss prevention seminars across the country. With a few exceptions, the schedule for the seminars is set to coincide with an annual general meeting in each province, once every second year. On request, we will also respond with an interim report at any provincial meeting in an intervening year. The loss prevention seminars have been well attended and are well received. As well, we continue to assist ENCON in producing loss prevention bulletins from time to time.

PLIC Brochure

Last year we produced the first edition of our brochure that details our program and defines the re-

Committee Reports (continued)

sponsibilities of everyone involved. This brochure is an important element in our program as it provides instant reference to the insured in the event of a potential claim. The intent is to keep the brochure current, therefore, it has now been revised to reflect recent changes in the policy. Our broker has agreed to distribute copies with the renewal policies.

Members of PLIC

The members of PLIC are as follows:

- James Gunn, Chairman, private practice, Nova Scotia (term expires 1999)
- Gord Thomson, Executive Secretary, BCLS, British Columbia (term expires 2000)
- Gord Webster, private practice, Saskatchewan (term expires 2001)
- Sarah Cornett, Secretary, Executive Director, CCLS, Ontario.
- Max Sullivan, CCLS Liaison, private practice, Newfoundland.

Our committee meets with our broker and ENCON for a working weekend in Ottawa every six months. We review all claims in excess of \$20,000 and we discuss any items of concern regarding the program. Furthermore, we are in contact with each other on a regular basis through various means of communication. We also feel that the lines of communication between the PLIC and CCLS have improved dramatically with the addition of Sarah and Max on our committee. We look forward to continued good relations and we

welcome any comments or concerns from the board of directors.

John Pope, NSLS
Nova Scotia CCLS Director

COMPLAINTS

The Complaints Committee has held regular meetings once a month over the past twelve months (September 98 to September 99).

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

Twelve new files were opened during this reporting period. Nine complaints were laid in 1999 to September 7, 1999. Presently there are 25 active files.

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

Two of the complaints were laid by the association, one by a land surveyor and nine by the general public.

The general nature of the complaints received during the past 12 months includes boundaries, communications, lack of research, not following the regulations and financial matters.

The committee for 1999 consists of David Hiltz, Allen Owen, Ted Webber, Jim McIntosh and John MacInnis. David Whyte has recently replaced Allen Owen.

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

DISCIPLINE

On March 26, 1999, a meeting was held at the association office with the Complaints Committee, Discipline Committee and the association solicitor.

The purpose of the meeting was to discuss Discipline Hearing procedures and to seek input from the solicitor regarding present legal trends and procedures. The solicitor was requested to prepare a manual of procedure to be used for future Discipline Hearings; however, we have not received it to date.

There were no matters forwarded to the Committee for discipline action during this past year.

The members of the Discipline Committee are: Harold Lively (C), Walter Rayworth (VC), Allen Hunter (Sec), Errol Hebb, John Pope, Peter Lohnes and David Wedlock.

Harold Lively, NSLS
Chairman

Committee Reports (continued)**GANS LIAISON**

The ANSLs Executive Director is a member of and secretary to the board of the Geomatics Association of Nova Scotia (GANS). The ANSLs office provides administrative support for GANS, making the liaison between GANS and ANSLs mutually beneficial. GANS actively promotes the geomatics industry among its members and to the public at large. GANS is presently seeking new board members from the private sector.

Fred Hutchinson, BA, NSLS, CLS

INSURANCE

The Insurance Committee was not active during the last 12 months and there is nothing to report.

Members of the committee are: Paul Slaunwhite (C), Bob Feetham, Stewart MacPhee.

Paul H. Slaunwhite, P.Eng., NSLS
Chairman

**MANUAL OF
GOOD PRACTICE**

A meeting held on February 19, 1999 was attended by Robert Ashley, Lester Berrigan, Bob Daniels and Jack Kaulback. Input received to date, both written and verbal, was discussed. Minor changes and rewording in certain parts of Section "C" were agreed upon.

It was decided to meet again when further input is received. Anyone with comments, suggestions or criticisms is urged to submit them as soon as possible. We hope to be able to send out altered pages early in the new year.

Jack Kaulback, NSLS
Chairman

NS BOARD OF EXAMINERS

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

There are at present 18 active student members.

The Board and Council have approved the addition of an exam dealing with application of the "principles of common law". Members and students will be advised of the date when this will be put in place.

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; Kevin Fogarty; Chris Masland; Bruce Gillis, QC, barristers' representative; David Cushing, P.Eng, engineers' representative; D. Lee Johnston, representing the Minister of the Department of Natural Resources; John MacInnis (C).

John C. MacInnis, NSLS
Chairman

**NS BOARD OF EXAMINERS
SPECIAL EXAMINING
COMMITTEE**

There were no meetings of the committee required within the last 12 months as there were no student retracement survey reports received for examination

One student retracement was assigned.

The committee members are: Douglas K. MacDonald, D. Lee Johnston and John C. MacInnis.

John C. MacInnis, NSLS
Chairman

**THE NOVA SCOTIAN
SURVEYOR**

There have been only two publications of the "Surveyor" during the past year. This is a result of the amount of time available to devote to assembling the issues. We have tried to maintain the high standards set by previous issues and the publication of another issue would have resulted in a decrease in quality.

We are always looking for original articles on survey topics and welcome all suggestions. There is a certain amount of data that is standard in every issue, with the remainder of the content determined by the editor. The convention issue always contains the budget, financial report, committee reports and candidates for council. Other issues have greater flexibility in the variety of content, so get those fingers moving over that keyboard and

Committee Reports (continued)

send in a masterpiece that pleads to be published.

I would like to thank all our contributors and advertisers for their support.

Fred Hutchinson, BA, NSLS, CLS

PUBLIC RELATIONS

The main thrust of the committee this year has been the development of our web site. Our site can be viewed at www3.ns.sympatico.ca/ansls. Ray Pottier has been the driving force behind the creation of this site and the maintenance is slowly being taken over by the ANSLs office. The site has an interactive map of Nova Scotia that lists surveyors by county. It also indicates an e-mail contact (if one is available) and whether the surveyor is available for private practice. We are also proposing a members' page that would be accessible by password only. This page could contain information about zone meetings, SRD updates, highlights of Council meetings and other items of interest to our members.

A centre page spread was inserted in The Daily News on August 22, 1999, with the support of several sponsors. I would like to thank those companies that made the advertisement possible. A copy of the ad will be available at the annual meeting.

I have continued Bob Daniels' commitment to the NS Real Estate Board in presenting a session on

surveying for the post licensing examinations that are written by agents. This session is offered four times a year and deals with the involvement of the surveyor in the real estate transaction. It also attempts to educate the agent on how to interpret a survey plan, property description and location certificate.

We also offer our services to the public school system if requests are made for a presentation about surveying.

Fred Hutchinson, BA, NSLS, CLS
Chairman

QP-2

The first meeting of this committee was held on January 30, 1999 at our annual workshop in Truro, NS.

Members listed various problems they have encountered in dealing with the Department of the Environment (DOE).

A second meeting of the committee was held on April 30, 1999 with Mr. Clive Oldreive, Director, Department of the Environment. Various concerns were raised by members.

Items discussed at the meeting were as follows:

- promotion of the QP-2's to the general public by DOE
- fees not charged for their services by DOE
- examination process for the QP-2's
- DOE employees assessing more than 5 lots in any subdivision

As a result of the meeting with DOE, the Department now promotes the services of a QP-2 with each application for on-site, which is distributed to the general public.

As this is a new endeavour for surveyors, DOE and the public, I would urge all QP-2's who encounter specific problems to advise the committee members or chairman.

Lester W. Berrigan, NSLS
Chairman

REGULATIONS

The committee is dealing with a number of specific issues brought to our attention by SRD, Council and our members. We are also carrying out a more comprehensive review of the regulations. The committee expects to present a set of amended regulations for approval at the 2000 AGM.

Committee members are:
Jeff Fee (C), Ray Pottier, Jim McIntosh, Dave Roberts and Paul Slaunwhite.

Jeff Fee, NSLS
Chairman

SRD ADVISORY

Members of the SRD Advisory Committee are: Dennis Prendergast (C), Grant McBurney and Ted Webber.

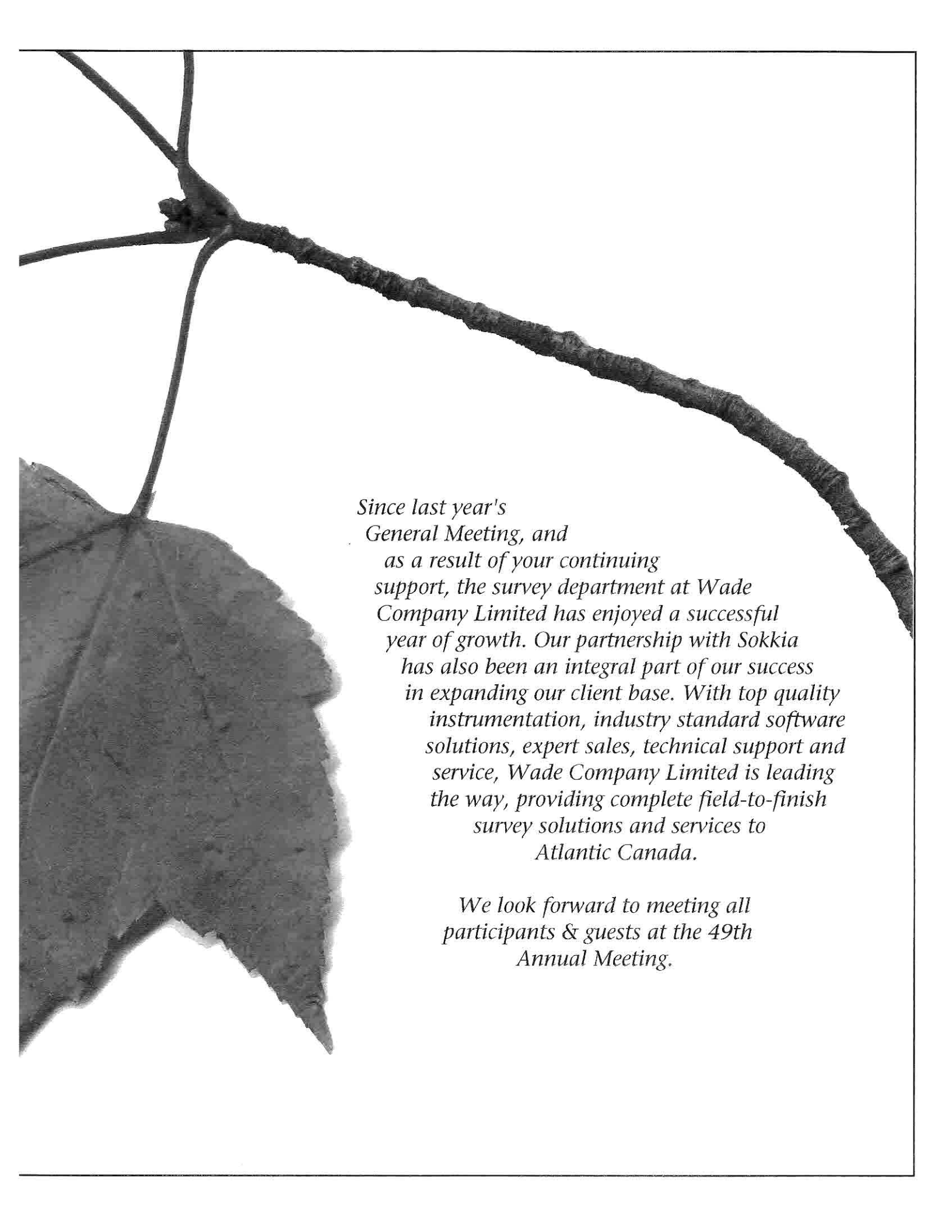


wade
company
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5426 Portland Place
Halifax, Nova Scotia
B3K 1A1
902-429-5002

70 Crown Street
Saint John, New Brunswick
E2L 2X6
506-634-1820

53 Bond Street
St. John's, Newfoundland
A1C 5L4
709-722-8772

A black and white photograph of a tree branch and a leaf. The branch is dark and textured, extending from the top left towards the right. A large, dark leaf is visible on the left side, partially obscuring the branch. The background is white.

*Since last year's
General Meeting, and
as a result of your continuing
support, the survey department at Wade
Company Limited has enjoyed a successful
year of growth. Our partnership with Sokkia
has also been an integral part of our success
in expanding our client base. With top quality
instrumentation, industry standard software
solutions, expert sales, technical support and
service, Wade Company Limited is leading
the way, providing complete field-to-finish
survey solutions and services to
Atlantic Canada.*

*We look forward to meeting all
participants & guests at the 49th
Annual Meeting.*

Committee Reports (continued)

The SRD Advisory Committee is used by the manager of the Survey Review Department for opinions on legal plans, location certificates and field surveys.

This committee met under Fred Hutchinson at the Truro workshop in January of this year. Fred inquired how the committee was used in the past. We discussed survey problem areas with emphasis on location certificates. It seems that some areas of the province use written certificates more so than other areas. This may be because

of poor survey fabric or that it is the accepted practice.

Fred Hutchinson moved on to the position of executive director and the new SRD manager is Sandy MacLeod. I met with Sandy when he was in the Cape Breton area on September 16, 1999. We discussed how the SRD Advisory Committee worked with the past managers.

Many thanks to Fred for his efforts and best of luck to Sandy.

Thanks again to Ted Webber and Grant McBurney for their valued contribution.

Dennis Prendergast, NSLS
Chairman



GEODESY AND GEOMATICS ENGINEERING at the University of New Brunswick

The department of Geodesy and Geomatics Engineering offers a variety of diploma, certificate, undergraduate and postgraduate programmes leading to a wide range of exciting high technology careers in the global marketplace. Interesting and challenging professions in land or cadastral surveying, metrology, deformation monitoring, mining surveying, mapping, photogrammetry, geodesy, hydrography and ocean mapping are open to our graduates.

Graduates can find positions with federal, provincial and municipal government agencies; with the oil, gas and mining industries; and with numerous private organizations, such as photogrammetric mapping firms, geological and geophysical exploration companies and consulting engineers. Our graduates also can be self-employed as professional engineers or as registered land surveyors. There is an ever increasing demand for graduates of our programmes to fill key positions in industrial and scientific projects in Canada and around the world.

Advanced credits are given to certified technicians or technologists in surveying and mapping.

Please contact: Chair, Department of Geodesy and Geomatics Engineering
University of New Brunswick, PO Box 4400, Fredericton, NB E3B 5A3
Telephone: (506) 453-4698 Fax: (506) 453-4943 E-mail: ggchair@unb.ca

More information is on the World Wide Web.

Our home page is: <http://www.unb.ca/GGE/>



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, 1998 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, 1998 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.

Rector Colavecchia Roche

CHARTERED ACCOUNTANTS

August 12, 1999

THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

BALANCE SHEET AS AT DECEMBER 31, 1998

	ASSETS	1998 \$	1997 \$
CURRENT ASSETS			
Cash		98,255	93,811
Accounts receivable -			
Administration		1,247	591
Survey review department		<u>15,054</u>	<u>15,232</u>
		114,556	109,634
RESTRICTED CASH - Building Fund		-	17,041
BUILDING UNDER CONSTRUCTION		-	1,992
CAPITAL ASSETS (notes 3 and 4)		<u>159,819</u>	<u>3,865</u>
		<u>274,375</u>	<u>132,532</u>
	LIABILITIES		
CURRENT LIABILITIES			
Accounts payable and accrued liabilities -			
Administration		4,679	4,235
Survey review department		207	2,254
Deferred revenue		17,600	-
Current portion of long-term debt		<u>3,800</u>	<u>-</u>
		26,286	6,489
LONG-TERM DEBT (note 4)		<u>107,628</u>	<u>4,500</u>
		<u>133,914</u>	<u>10,989</u>
	MEMBERS' EQUITY		
ACCUMULATED OPERATING SURPLUS -			
General Fund		140,461	107,010
Building Fund		<u>-</u>	<u>14,533</u>
		<u>140,461</u>	<u>121,543</u>
		<u>274,375</u>	<u>132,532</u>

SIGNED ON BEHALF OF THE MEMBERS

J.C. Hutchinson

Executive Director


**RECTOR
COLAVECCHIA
ROCHE**
CHARTERED ACCOUNTANTS

THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS
STATEMENT OF OPERATIONS AND ACCUMULATED OPERATING SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 1998

	Budget (Unaudited) 1998 \$	1998 \$	1997 \$
REVENUE			
General operations (schedule A)	168,446	170,493	189,599
Other operations (schedule A)	<u>5,149</u>	<u>13,547</u>	<u>4,211</u>
	<u>173,595</u>	<u>184,040</u>	<u>193,810</u>
EXPENSES			
Administration (schedule B)	144,066	141,034	146,038
Committees (schedule B)	9,675	8,873	4,385
Grants, levies and awards (schedule C)	14,030	14,930	13,843
Board of Examiners (schedule C)	400	199	167
Office accommodations (schedule C)	11,190	8,843	11,143
Miscellaneous (schedule C)	<u>875</u>	<u>536</u>	<u>528</u>
	<u>180,236</u>	<u>174,415</u>	<u>176,104</u>
OPERATING SURPLUS BEFORE THE FOLLOWING	6,641	9,625	17,706
SURVEY REVIEW DEPARTMENT (schedule D)	<u>11,909</u>	<u>9,293</u>	<u>7,405</u>
OPERATING SURPLUS	<u>18,550</u>	18,918	25,111
ACCUMULATED OPERATING SURPLUS - BEGINNING OF YEAR		107,010	81,899
TRANSFER FROM BUILDING FUND		<u>14,533</u>	<u>-</u>
ACCUMULATED OPERATING SURPLUS - END OF YEAR		<u>140,461</u>	<u>107,010</u>

THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS
STATEMENT OF CHANGES IN FINANCIAL POSITION
FOR THE YEAR ENDED DECEMBER 31, 1998

	1998 \$	1997 \$
OPERATING ACTIVITIES		
Operating surplus for the year	18,918	25,111
Charges to operations not involving cash -		
Amortization	2,735	965
SRD Loss on disposal of capital assets	<u>773</u>	<u>-</u>
	22,426	26,076
Net change in non-cash working capital balances related to operations	<u>15,519</u>	<u>(35,009)</u>
	<u>37,945</u>	<u>(8,933)</u>
FINANCING ACTIVITIES		
Proceeds from share pledges	28,000	4,500
Proceeds from 6.35% mortgage	80,000	-
Repayment of 6.35% mortgage	<u>(1,072)</u>	<u>-</u>
	<u>106,928</u>	<u>4,500</u>
INVESTING ACTIVITIES		
Purchase of land and building	(157,470)	-
Building under construction	<u>-</u>	<u>(1,992)</u>
	<u>(157,470)</u>	<u>(1,992)</u>
DECREASE IN CASH	(12,597)	(6,425)
CASH - BEGINNING OF YEAR	<u>110,852</u>	<u>117,277</u>
CASH - END OF YEAR	<u>98,255</u>	<u>110,852</u>
CASH COMPRISES:		
Cash	98,255	93,811
Restricted cash - building fund	<u>-</u>	<u>17,041</u>
	<u>98,255</u>	<u>110,852</u>

THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 1998

1. PURPOSE OF THE ORGANIZATION

The Association of Nova Scotia Land Surveyors was incorporated as a professional association under the Land Surveyors Act of Nova Scotia to establish and maintain standards of the profession.

2. ACCOUNTING POLICIES

Capital assets

Commencing on October 1, 1993, expenditures for furniture and equipment are being expensed as incurred.

Amortization

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

The building is being amortized using the declining balance method at an annual rate of 4%.

In the year of acquisition, amortization is calculated at one-half of the annual rate.

3. CAPITAL ASSETS

	1998			1997
	Cost	Accumulated	Net	Net
	\$	\$	\$	\$
Furniture and equipment	14,969	12,495	2,474	3,865
Land	53,597	-	53,597	-
Building	<u>105,865</u>	<u>2,117</u>	<u>103,748</u>	<u>-</u>
	<u>174,431</u>	<u>14,612</u>	<u>159,819</u>	<u>3,865</u>

THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 1998

	1998	1997
	\$	\$
4. LONG-TERM DEBT		
Share pledges	32,500	4,500
6.35% Mortgage, due August 2013, repayable in blended bi-weekly instalments of \$315, secured by the land and building	<u>78,928</u>	<u>-</u>
	111,428	4,500
Less: Current portion	<u>3,800</u>	<u>-</u>
	<u>107,628</u>	<u>4,500</u>

The share pledges to the building were to assist with the financing. These do not bear interest and are not repayable before December 31, 2003. The future redemption value is to be based on an appraisal of the building at the time of redemption.

The aggregate amount of principal payments required over the next five years to meet retirement provisions is as follows:

	\$
Year ending December 31, 1999	3,800
2000	4,400
2001	4,700
2002	5,000
2003	5,300

5. YEAR 2000 ISSUE

The company may experience the effects of the Year 2000 Issue before, on, or after January 1, 2000, and the effects on operations and financial reporting, if not addressed, may range from minor errors to significant systems failure which could affect an entity's ability to conduct normal business operations.

It is not possible to be certain that all aspects of the Year 2000 Issue affecting the company, including those related to the efforts of customers, suppliers, or other third parties, will be fully resolved.

THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

SCHEDULE A

SCHEDULE OF REVENUE

FOR THE YEAR ENDED DECEMBER 31, 1998

	Budget (Unaudited) 1998 \$	1998 \$	1997 \$
GENERAL OPERATIONS			
Membership dues -			
Regular	151,420	150,019	152,090
Retired	3,216	3,417	3,417
Non-practicing	503	503	502
Associate	502	167	502
Student	<u>1,005</u>	<u>1,197</u>	<u>961</u>
Total membership dues	156,646	155,303	157,472
Nova Scotian Surveyor	2,500	1,751	2,207
Convention receipts	4,800	9,679	13,388
Certificates of authorization	1,250	1,175	1,225
Discipline committee	1,000	-	-
Interest income	1,800	2,344	2,222
Miscellaneous	50	241	365
Continuing education	<u>400</u>	<u>-</u>	<u>12,720</u>
	<u>168,446</u>	<u>170,493</u>	<u>189,599</u>
OTHER OPERATIONS			
Service charges	1,400	1,637	1,561
SRD Administration fee	2,249	10,711	2,650
GANS Administration fee	<u>1,500</u>	<u>1,199</u>	<u>-</u>
	<u>5,149</u>	<u>13,547</u>	<u>4,211</u>

SCHEDULE B

**THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS
SCHEDULE OF EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 1998**

	Budget (Unaudited)		
	1998	1998	1997
	\$	\$	\$
ADMINISTRATION			
Salary - Executive director	48,300	48,477	46,177
- Office administrator	22,491	22,574	21,502
Benefits - medical and dental	3,500	3,530	3,126
CPP, EI and workers' compensation	4,550	4,451	4,301
General meeting - convention	22,000	18,118	27,101
Council meetings	2,800	2,495	2,150
Zone meetings	1,500	518	682
Executive expenses	1,000	166	220
Executive director expenses	1,200	592	1,289
Staff training and education	200	-	162
Postage	4,500	3,732	4,086
Printing	1,000	1,294	1,079
Office supplies	3,000	5,001	2,990
Telephone and fax	3,200	2,373	2,362
Equipment rental and maintenance	2,700	2,123	1,861
Equipment purchases	100	879	-
President's travel	9,000	11,657	10,708
Accounting services	1,200	1,177	1,165
Legal services	4,500	5,267	2,235
Professional dues and fees	900	885	885
Seminars	500	-	6,653
Advertising	325	-	320
Nova Scotian Surveyor	5,000	3,070	4,312
Amortization	<u>600</u>	<u>2,655</u>	<u>672</u>
	<u>144,066</u>	<u>141,034</u>	<u>146,038</u>
COMMITTEES			
Building	200	120	-
Discipline	3,000	-	-
Complaints	700	3,278	161
Public relations	1,000	750	709
Statutes and by-laws	375	-	210
Liaison - APENS	500	218	690
Administration review	200	-	889
Continuing education	500	-	-
Workshop	1,000	1,097	760
Manual of Good Practice	1,000	1,000	92
Other	700	2,372	874
Surveyor's forum	<u>500</u>	<u>38</u>	<u>-</u>
	<u>9,675</u>	<u>8,873</u>	<u>4,385</u>

THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

SCHEDULE C

SCHEDULE OF EXPENSES

FOR THE YEAR ENDED DECEMBER 31, 1998

	Budget (Unaudited) 1998 \$	1998 \$	1997 \$
GRANTS, LEVIES AND AWARDS			
COGS awards	1,600	2,600	1,600
CCLS levy	11,300	11,200	11,550
APBELS levy	<u>1,130</u>	<u>1,130</u>	<u>693</u>
	<u>14,030</u>	<u>14,930</u>	<u>13,843</u>
BOARD OF EXAMINERS			
N.S. Board of Examiners	100	199	167
Atlantic Board	<u>300</u>	<u>-</u>	<u>-</u>
	<u>400</u>	<u>199</u>	<u>167</u>
OFFICE ACCOMMODATIONS			
Mortgage interest	-	2,384	-
Rent	9,840	3,481	9,820
Taxes	800	1,646	848
Insurance and bonding	500	651	475
Cleaning	50	45	-
Utilities	<u>-</u>	<u>636</u>	<u>-</u>
	<u>11,190</u>	<u>8,843</u>	<u>11,143</u>
MISCELLANEOUS			
Interest and bank charges	325	243	238
Courier	150	71	76
Refreshments	300	222	164
Other	<u>100</u>	<u>-</u>	<u>50</u>
	<u>875</u>	<u>536</u>	<u>528</u>

THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

SCHEDULE D

SCHEDULE OF SURVEY REVIEW DEPARTMENT

FOR THE YEAR ENDED DECEMBER 31, 1998

	Budget (Unaudited) 1998 \$	1998 \$	1997 \$
REVENUE			
Stickers	<u>95,000</u>	<u>82,756</u>	<u>85,959</u>
EXPENSES			
Administration fee	2,249	10,711	2,650
Manager's salary	43,700	42,205	43,582
Staff salary	14,040	10,270	13,028
Benefits - medical and dental	2,100	467	1,788
CPP, EI and workers' compensation	3,950	3,975	3,645
Manager's expenses	5,300	1,287	2,747
Professional dues and fees	960	670	960
Amortization	150	80	293
Rent and taxes	3,772	900	3,772
Office, postage and courier	2,250	555	1,597
Telephone and fax	1,250	214	1,421
Equipment purchases	700	-	517
Equipment maintenance and rental	400	-	183
Accounting	700	525	517
Insurance	250	194	230
Staff training and education	400	115	1,317
Interest and bank charges	320	136	307
Miscellaneous	100	1,159	-
SRD Review committee	<u>500</u>	<u>-</u>	<u>-</u>
	<u>83,091</u>	<u>73,463</u>	<u>78,554</u>
OPERATING SURPLUS	<u>11,909</u>	<u>9,293</u>	<u>7,405</u>

**ASSOCIATION OF NOVA SCOTIA
LAND SURVEYORS**

2000

BUDGET

Proposed
September 20, 1999

ADMINISTRATION

		2000 Budget (proposed)	1999 Budget	1999 Actual (estimate)
REVENUE (Based on twelve months of 1999)				
Membership Dues				
Regular Members	(221 @ \$670)	\$148,070	\$149,410	\$147,679.20
Retired Members	(35@ \$100.50)	\$3,517.50	\$3,417	\$3,475.66
Non Practising Members	(3 @ \$167.50)	\$502.50	\$502.50	\$502.50
Associate Members	(0 @ \$167.50)	\$0	\$167.50	\$167.50
Student Members	(18@ \$67)	\$1,206	\$1005	\$1,206
Total Membership Dues		\$153,296	\$154,502	\$153,030.86
Nova Scotian Surveyor	(see note 1)	\$1,800	\$2,500	\$1,194.75
Convention Receipts		\$12,000	\$12,000	\$12,000
Certificates of Authorization	(46 @ \$25)	\$1,150	\$1,150	\$1,150
Continuing Education/Seminars		\$1,500	\$400	\$14,373.02
Discipline Committee	(see note 2)	\$1,000	\$1,000	\$0
Interest Income	(see note 3)	\$1,300	\$1,500	\$1,445
Other Revenue		\$50	\$50	\$149
Sub Total		\$18,800	\$18,600	\$30,311.77
Other Operations				
Dues Service Charge		\$1,400	\$1,400	\$1,387
SRD Administration Fee	(see note 4)	\$15,450	\$15,105	\$15,105
GANS Administration	(see note 5)	\$1,500	\$1,500	\$1,558.63
Sub Total		\$18,350	\$18,005	\$18,050.63
Total Revenue		<u>\$190,446</u>	<u>\$191,107</u>	<u>\$201,393.26</u>

ADMINISTRATION

		2000 Budget (proposed)	1999 Budget	1999 Actual (estimate)
EXPENSES (Based on the twelve months of 1999)				
Salary	- Executive Director	\$48,300	\$48,300	\$51,552
	- Office Administrator	\$25,000	\$22,491	\$24,035
Benefits	- Medical and Dental	\$4,000	\$3,850	\$3,292
	- CPP	\$2,200	\$1,900	\$2,103
	- EI	\$2,500	\$2,400	\$2,436
	- Workers Compensation	\$470	\$400	\$436.50
Sub Total		\$82,470	\$79,341	\$83,854.50
Accounting		\$1,300	\$1,200	\$1,500
Advertising		\$500	\$325	\$755.32
Annual Meeting & Convention		\$24,000	\$24,000	\$24,000
Council Meetings		\$2,800	\$2,800	\$2,800
Depreciation	(see note 6)	\$4,500	\$500	\$4,500
Equipment Rental/Maintenance	(see note 7)	\$2,600	\$2,600	\$2,300
Executive Director Expenses	(see note 8)	\$1,200	\$1,200	\$1,000
Executive Expenses	(see note 9)	\$1,000	\$1,000	\$1,000
Legal Services		\$3,000	\$4,500	\$1,800
NS Surveyor	(see note 1)	\$5,000	\$5,000	\$2,800
Office and Computer Equipment		\$200	\$200	\$2,654.83
Office Expense		\$3,000	\$3,000	\$5,000
Postage		\$4,500	\$4,500	\$4,500
President's Travel	(see note 10)	\$10,000	\$9,000	\$13,500
Printing	(see note 12)	\$1,000	\$1,000	\$323
Professional Dues and Fees	(see note 12)	\$940	\$885	\$940
Staff Training		\$800	\$200	\$0
Seminars		\$500	\$500	\$12,873.02
Telephone & Fax		\$3,200	\$3,200	\$2,500
Zone Meeting		\$1,500	\$1,500	\$710
Sub Total		\$71,540	\$67,110	\$85,456.17

ADMINISTRATION (continued)	2000 Budget (proposed)	1999 Budget	1999 Actual (estimate)
Committees			
Admin/SRD Review Committee (see note 13)	\$200	\$200	\$0
APENS Liaison Committee	\$500	\$500	\$0
Building Committee	\$ —	\$100	\$0
By-Laws Committee	\$125	\$125	\$0
Committee Workshop	\$1,000	\$1,000	\$606
Complaints Committee	\$1,000	\$1,000	\$0
Continuing Education Committee	\$500	\$500	\$0
Discipline Committee (see note 2)	\$3,000	\$3,000	\$0
Manual of Good Practice	\$500	\$1,000	\$0
Private Practice Committee	\$200	\$200	\$0
Public Relations Committee	\$1,000	\$1,000	\$0
Regulations Committee	\$500	\$ —	\$0
Statutes Committee	\$250	\$250	\$0
Surveyors Forum (see note 14)	\$500	\$0	\$0
Other Committees	\$1,000	\$1,000	\$325
Sub Total	\$10,275	\$9,875	\$931
Grants, Levies and Awards			
APBELS levy (see note 15)	\$1,105	\$1,125	\$1,110
CCLS levy (see note 16)	\$11,050	\$11,250	\$11,100
COGS Awards (see note 17)	\$1,600	\$1,600	\$1,600
Outreach Program (see note 18)	\$500	\$500	\$0
Sub Total	\$14,255	\$14,475	\$13,810
Boards of Examiners			
Atlantic Board (see note 19)	\$300	\$300	\$218
Examinations	\$50	\$0	\$0
Nova Scotia Board	\$100	\$100	\$120
Sub Total	\$450	\$400	\$338

ADMINISTRATION (continued)	2000 Budget (proposed)	1999 Budget	1999 Actual (estimate)
Accommodation			
Cleaning	\$300	\$540	\$180
Insurance	\$1,200	\$1,000	\$1,151
Mortgage Interest	\$4,000	\$0	\$4,360
Taxes	\$5,000	\$8,200.66	\$3,180
Utilities	\$2,000	\$2,400	\$1,850
Sub Total	\$12,500	\$17,294.34	\$10,721
Miscellaneous			
Courier	\$100	\$100	\$60
Interest and Bank Charges	\$420	\$350	\$110
Refreshments (see note 20)	\$300	\$300	\$250
Other Miscellaneous Expenses	\$100	\$100	\$0
Sub Total	\$920	\$850	\$420
Total	<u>\$192,410</u>	<u>\$189,345.34</u>	<u>\$195,530.67</u>
Surplus/(deficit)	(\$1,964)	\$1,761.66	\$5,862.59

Administration Notes:

1. It is anticipated that there will be three issues of *The Nova Scotian Surveyor* in the 2000 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 investments.
4. The SRD Administration Fee is comprised of percentages of various expenses (eg. utilities, taxes, insurance, administrative assistant's salary, etc.)
5. The association office will supply up to 10 hours per month of administration support for the Geomatics Association of Nova Scotia.
6. Increase in depreciation is to account for annual building depreciation.
7. Rental fees and maintenance contracts for the photocopier, postage meter, postage machine and repairs to other office equipment.
 - Photocopier - \$1,380
 - Postage Meter - \$462
 - Postage Machine - \$208
 - Repairs - \$550
8. 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.
9. 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.
10. President's travel is for out of province travel of the President or their designate to attend meetings of other associations.
11. Printing of the Roll, By-Laws, Regulations etc.
12. Professional dues and fees include ANSLs dues, ACLS dues, CIG dues, GANS dues for Executive Director.
13. The expense of the administration portion of the Administration/SRD Review Committee is part of the administration budget. The expense of the SRD portion of the Administration/SRD Review Committee is part of the SRD budget.
14. The Surveyors' Forum is held at COGS every two years. It is anticipated there will

be a forum in 2000.

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 was deleted, but an amendment at the 1998 AGM created a budget of \$500 in an "Outreach Program" for the 1999 budget. It has been left at the same amount for 2000.
19. Travel costs for our representatives to attend the annual APBELS meeting.
20. Coffee, soft drinks, juice etc. kept in the office for members, guests, staff, council and committee meetings.

SURVEY REVIEW DEPARTMENT 2000

REVENUE

		2000 Budget (proposed)	1999 Budget	1999 Actual (estimate)
Stickers	(see note 1)	\$61,716	\$65,000	\$60,014
SLC Numbers		\$22,500	\$21,000	\$22,500
TOTAL REVENUE		<u>\$84,216</u>	<u>\$86,000</u>	<u>\$82,514</u>

EXPENSES

Accounting		\$600	\$600	\$600
Administration Fee (see note 2)		\$15,450	\$15,105	\$15,105
Benefits	- CPP	\$1,700	\$1,850	\$1,457
	- EI	\$2,000	\$2,350	\$1,710
	- Medical & Dental	\$2,240	\$2,240	\$400
	- Workers Comp	\$355	\$400	\$324
Courier		\$50	\$50	\$0
Depreciation		\$50	\$100	\$50
Equipment Rental & Maint.		\$200	\$200	\$0
Interest & Bank Charges		\$100	\$320	\$110
Manager's Expense		\$3,871	\$4,000	\$2,500
Miscellaneous		\$150	\$100	\$430
Office & Computer Equipment		\$500	\$200	\$2,851
Office Expense		\$200	\$200	\$800
Printing		\$0	\$100	\$0
Professional Dues and Fees (see note 3)		\$670	\$865	\$1,149.17
SRD Review Committee (see note 4)		\$100	\$100	\$0
Salary	- Manager	\$43,700	\$43,700	\$38,322
	- Assistant	\$11,480	\$13,104	\$9,600
Staff Training		\$800	\$200	\$130
Sticker Purchases		\$0	\$0	\$1,328.50
TOTAL EXPENSES:		<u>\$84,216</u>	<u>\$85,784</u>	<u>\$76,866.67</u>
NET SURPLUS/DEFICIT		\$0	\$216	\$5,647.33

SRD Notes:

1. Sticker revenue based on average year sales.
2. The SRD Administration Fee is comprised of percentages of various expenses (eg. utilities, taxes, insurance, administrative assistant's salary, etc.).
3. ANSLs dues for SRD manager.
4. The expense of the SRD portion of the Administration/SRD Review Committee is part of the SRD budget.

Calculation of SRD administration fee for 2000 budget:

Rent	\$300 / month	3600
Utilities	2000 x 40%	800
Taxes	5000 x 40%	2000
Insurance	1200 x 40%	480
Cleaning	300 x 40%	120
Tel & Fax	3200 x 30%	960
Exec Asst Salary	25,000 x 20%	5000
Postage	4,500 x 18%	810
Office Expense	3000 x 30%	900
Equip Rental & Maint	2600 x 30%	<u>780</u>
Total SRD Administration Fee:		<u><u>15,450</u></u>