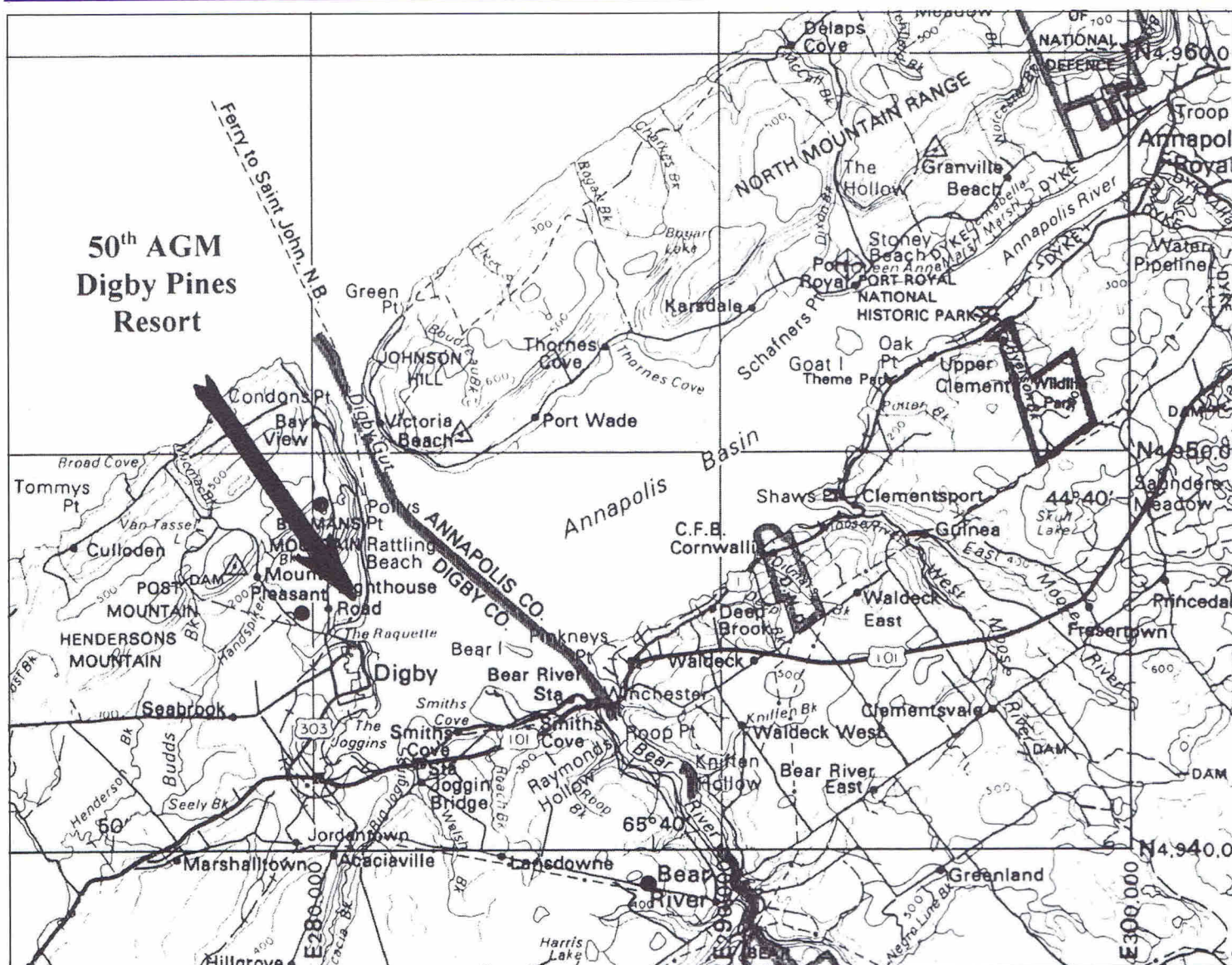


# THE NOVA SCOTIAN SURVEYOR

Fall 2000

No. 163



**50th Annual General Meeting  
Pines Resort, Digby  
October 19, 20, 21, 2000**



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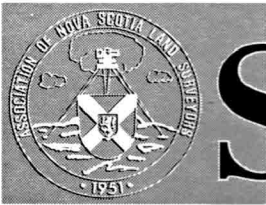
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# THE NOVA SCOTIAN SURVEYOR

FALL 2000

No. 163

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## THE NOVA SCOTIAN SURVEYOR

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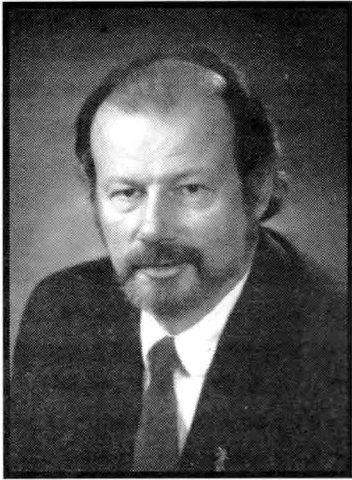
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Letters to the Editor should be limited to one page.

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## PRESIDENT'S REPORT

*David Wedlock, NSLS*



This past year has been a busy year for both myself and for council. During the course of the year council held five meetings dealing with many complex and difficult issues. At this time I would like to thank all council members for their input, efforts and attendance at these meetings. As we all know councilors volunteer their time to work on council and are only compensated for travel expenses for attending these meetings. Without their continued dedication, our association would not be able to function.

I would also like to thank Fred Hutchinson for his efforts during the year. Fred, through his involvement with GANS, Registry 2000, The Nova Scotia Real Estate Board and with the Development Officers' Association has helped maintain a high profile for the Association of Nova Scotia Land Surveyors. Fred was also instrumental in organizing two seminars held during the past year. One entitled,

"The Surveyor and The Internet" and a second entitled "Legal Descriptions and Plan Reviews". These seminars were well attended and received positive comments from those in attendance. This past year we also tried something a bit different regarding seminars and offered, for the first, time a seminar on GPS. Staff from Cansel traveled to all but one Zone in the province and presented a Trimble GPS seminar. This concept of a traveling seminar is one that should be revisited for future continuing education efforts as it allows for greater attendance and gets the message out to more members.

During the year I represented our association at survey association meetings across Canada. The summary and reports of these trips have been included in past "Surveyors" and council minutes. By attending these meetings and through discussions held with other presidents at the "President's Forums" I have been able to keep our association up to date with the survey activity and concerns in the other provinces. Even though president's travel is a fairly heavy budget item, I feel that we get good value for the money spent and this tradition is one that should be carried on by future presidents.

As president, one of the most difficult tasks that I had to deal with was the dismissal of the SRD manager. This topic consumed many hours and many telephone conver-

sations. In the end, I feel that council made a correct, well-informed decision and that they made their decision in a fair and professional manner.

I would also like to comment on the state of our membership. Many of our members are moving towards the plus side of fifty and the following questions must be asked "Where will this association be in ten years?" and "Will our membership be large enough to sustain our operating costs?" I have my doubts and I think that it time that we look at the concept of an "Expanded Profession".

The GIS industry is a growing industry in Nova Scotia and these people need a professional organization like The Association of Nova Scotia Land Surveyors to take them in and provide professional recognition for the work that they perform. This concept is working well in Ontario and could be adopted very easily in Nova Scotia. I would recommend that the new executive form a committee to study this and make recommendations back to council and to the membership.

In closing I would like to thank you for giving me the privilege to serve as your President and I wish incoming president Lester Berrigan and the new council all the best and a successful year.

Thank You. ■

# DEADLINE MAKER

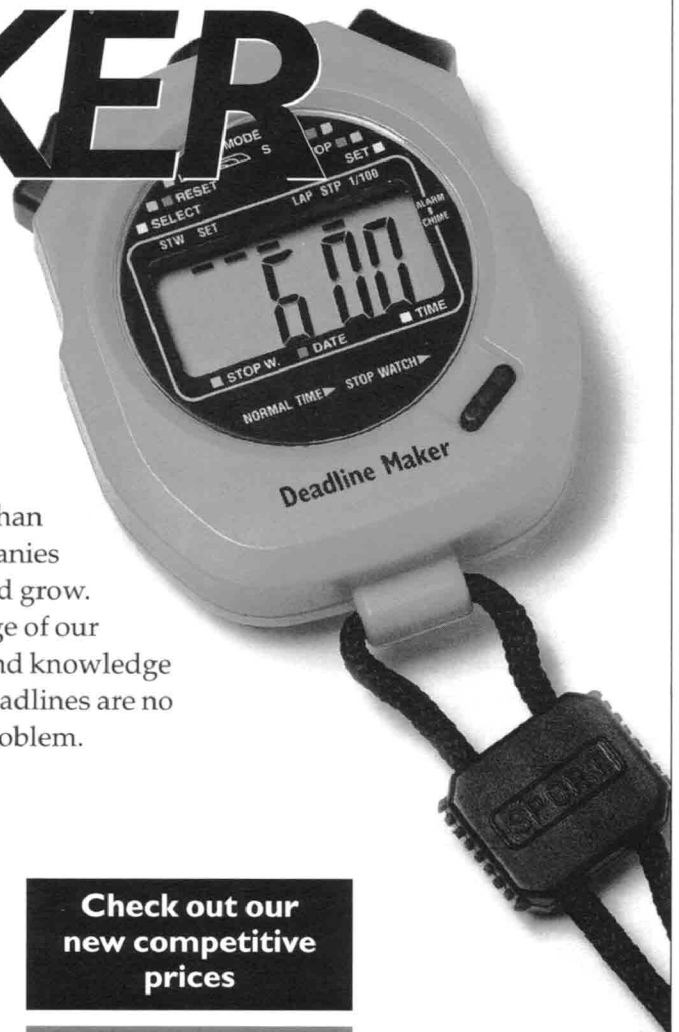


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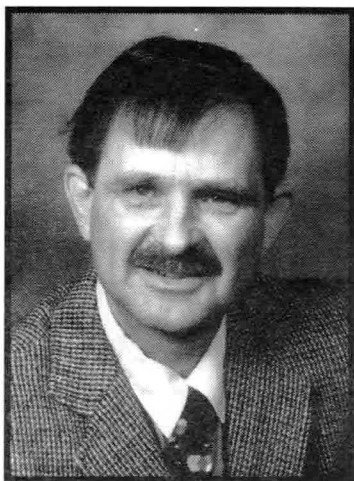
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## EXECUTIVE DIRECTOR'S REPORT

*F.C. Hutchinson, BA, NSLS, CLS*



A milestone event is fast approaching for our association. The 50<sup>th</sup> annual general meeting will be held in Digby from October 19-21, 2000. Will any of us be around for the 100<sup>th</sup> meeting? We can lay the ground work but we have only 50 years to prepare.

The Survey Review Department has been without a Manager since July 17, 2000 and it is hoped that the position will be filled by January, 2001. A Council decision was made July 8, 2000 to dismiss Mr. A. E. (Sandy) MacLeod as manager of SRD. The association provided a severance package along with a letter of reference to Mr. MacLeod.

Two seminars have been presented this year by the Continuing Education Committee and a half-day seminar is slated for

October 19, 2000 in Digby. The presentation of seminars is always a challenge. Who would make a good speaker? What topics should be presented? Where should the seminar take place? I welcome replies to the previous questions from anyone willing to make comments. The Continuing Education Committee plans on presenting a point system for mandatory education at the annual meeting so come prepared for some interesting discussion.

On October 8<sup>th</sup> and 9<sup>th</sup>, I attended a meeting in Ottawa on "labour mobility" as related to the Agreement on Internal Trade. All ten provinces were represented as well as ACLS, CCLS and the five national boards of examiners. A report of that meeting has been completed and is available upon request. A second meeting in Ottawa is scheduled for November 17-18, 2000. The government deadline for agreement is July 1, 2001. It is the goal of these meetings to create common licence requirements by statute and/or regulation when seeking professional membership in another provincial association. CCLS has taken on the responsibility of organizing these meetings and they are being chaired by Phil Milo, President of CCLS.

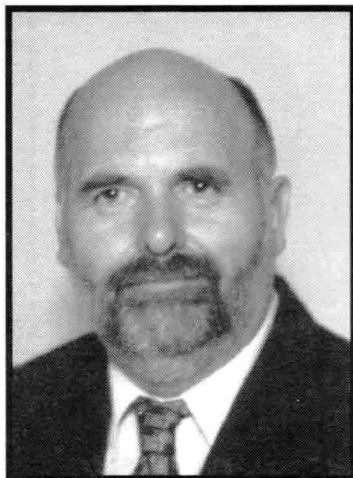
The association was a co-sponsor

of the Geomatics Atlantic 2000 Convention held on September 25-27, 2000 in Halifax. We also sponsored a well attended workshop during this conference titled "Virtual Reality in GIS" and had the assistance of Spatial Geo-Link Limited of Markham, Ontario. The workshop dealt with Digital Image Processing using ERDAS IMAGINE 8.4 software. The conference had 26 exhibitors and a registration close to 250.

The association will also be sponsoring a workshop at the fall meeting of the Municipal Development Officers' Association of Nova Scotia. Survey equipment and field techniques will highlight the morning session with a plan review workshop slated for the afternoon session. It is of mutual benefit to both organizations that a healthy dialog be maintained in dealing with subdivision plans.

I ask every member to work with the association to promote cooperation between members. One should always be mindful that the reputation of a profession is established by the conduct of its members. If you are happy with a service provided to you, you might tell a few people while an unsatisfied customer will relate his/her tale of woe to anyone within earshot. ■

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



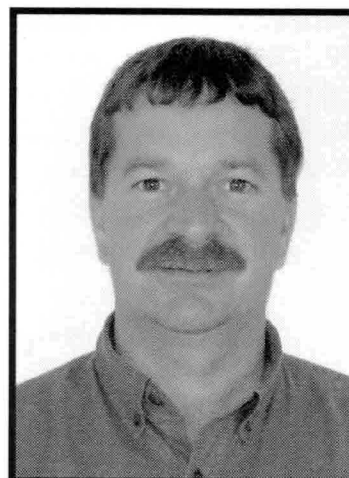
Lester Berrigan, NSLS, was born in Bridgewater in 1949. He graduated from the Nova Scotia Land Survey Institute in 1970 and received his commission as a Nova Scotia Land Surveyor in 1973.

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 4  
ANDY DECOSTE, NSLS**



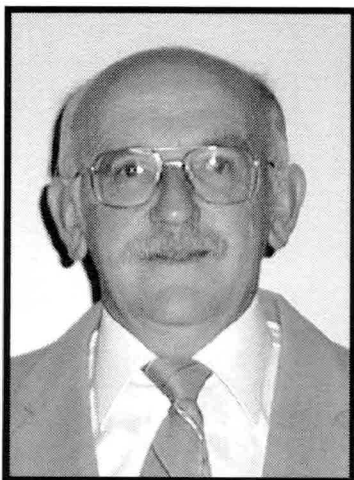
Andy was born and presently resides in East Tracadie, Antigonish County with Hilda Dunnewold and his two sons Jonathan, 15, and Colby, 13.

He graduated from NSLSI (COGS) in 1981 and received his commission as a Nova Scotia Land Surveyor in 1985. He was employed with Valley Surveys for a brief stint following COGS. In the fall of 1981 he was employed by C.J. MacLellan & Associates Inc, where he remains today. Andy is Manager of Surveying and Board Chairman of the employee-owned surveying/engineering firm, which operates in northeastern Nova Scotia.

He is presently a CCLS representative for the Human Resources Sector Study on Geomatics. He also chaired an ad hoc committee to evaluate ANSLs's CCLS membership.

Andy is a member of the Monastery & Area Tourism and Culture Association and has served on Parish Council and as a member of the School Board. He also enjoys his participation in Pee Wee ball. His hobbies include water sports, volleyball and racquetball. ■

**CANDIDATE FOR COUNCILLOR  
ZONE 5  
SIMON E. AUCOIN, NSLS**



Simon Ernest AuCoin, NSLS, was born in 1950 at Terre Noire, the most northerly locality of Margaree. One of fifteen children, he graduated from Margaree Forks District High in 1968. He graduated from St. Francis Xavier University with a general Science degree in 1972. Simon attended the NSLSI, received a Diploma in Land Surveying in 1981, and received his commission in 1985 after articling with Comtec Services Ltd and Alderney Consultants Ltd. He has been carrying on a full-time private practice since 1986 in Inverness and Victoria counties.

Simon, his wife, Nancy, and their three children, Chantal, Melodie and Eric, reside in Terre Noire, Inverness County. In the past, Simon has been involved with the Cubs, Kinsmen and the Margaree Volunteer Fire Department. He is now a member of Cheticamp Search and Rescue and Margaree Area Chamber of Commerce. His hobbies are world travel (35 countries), Internet, organic gardening and wire dowsing. ■

**CANDIDATE FOR COUNCILLOR  
ZONE 6  
JEFF FEE, P.Eng, NSLS, CLS**



Jeff was raised in British Columbia, where he graduated high school in 1973. He worked as a surveyor in northern Alberta from 1975 - 1977. Jeff enrolled in the Surveying Engineering program at UNB in 1977, transferring in 1980 to the University of Calgary, where he graduated in 1982.

He was employed by Geodetic Survey in 1979 working on Doppler surveys. Following graduation, Jeff joined Servant, Dunbrack, McKenzie & Macdonald Ltd (SDMM) where he articulated to Bob Daniels, NSLS, CLS.

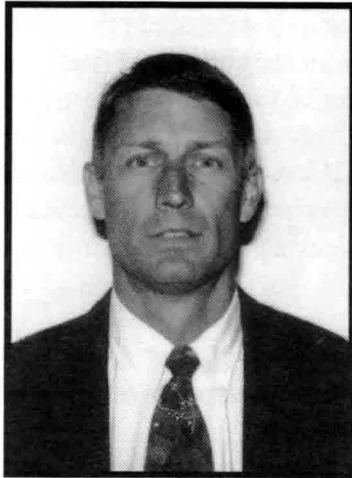
Jeff received his P.Eng. In 1984 and was commissioned as a NSLS in 1986 and as a CLS in 1989. He joined Wallace Macdonald & Lively Ltd in 1994, where he is presently employed.

He was the CIG Branch Chairman from 1993 - 1996 and is currently the Regional Coordinator for ACLS. He has served on the ANSLs Regulations Committee for a number of years and is currently chairman of the NSCRS Task Group. Jeff is interested in the application of GPS Technology and its impact on our profession.

Jeff resides with his wife, Sandy, and their daughter and son in Bedford. ■



**CANDIDATE FOR COUNCILLOR  
ZONE 6  
CARL K. HARTLEN, NSLS**



Carl has served as a Councillor for Zone 6 since 1998 and is re-offering for another 2-year term. He was born in Montreal in 1957 and was raised in Halifax and Lower Sackville, NS. He graduated from Sackville High School in 1975, received a B.Sc. In Biology from Dalhousie University in 1977, graduated from the Nova Scotia Land Survey Institute in 1980 and received his commission as a NSLS in 1984.

Carl has been employed with Servant Dunbrack McKenzie and MacDonald Limited from 1980 to the present. He served on the Convention, Regulations and Complaints Committees.

Carl and his wife, Rhonda, live in Middle Sackville with their children Shane and Lisa. Carl's interests include: golf, slowpitch, softball, curling, soccer and camping.



**AWARD WINNERS AT COGS**

This year's recipients of the prizes awarded annually by ANSLs to deserving students at COGS are as follows:

**G.T. BATES SCHOLARSHIP**

For attaining highest standing  
in the  
Survey Technician Program  
was awarded to

**TONY HALL**

**J.E.R. MARCH PRIZE**

For best kept field book  
in the  
Survey Technician Program  
was awarded to

**CHARLENE MacPHAIL**

**J.A.H. CHURCH PRIZE**

For showing the most  
progress in the  
Survey Technician Program  
was awarded to

**IAN JOHNSON**

*Congratulations!*

***BE SURE TO ATTEND***

**The Association of  
Nova Scotia Land Surveyors'  
50<sup>th</sup> Annual Meeting**

**at the**

**Pines Resort in Digby, NS**

***October 19, 20 and 21, 2000***

## ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS: HIGHLIGHTS OF A HALF-CENTURY

*James F. Doig*

---

### 1951

The Association of Provincial Land Surveyors of Nova Scotia was formed under the Societies Act. Membership was voluntary. First meeting was in mid-March. (NSS 1/1/5, 38/95/27) (An earlier attempt to form an Association had been turned down by the Legislature in 1928.)

### 1954

The Provincial Land Surveyors Act, Chapter 230, RSNS 1954, was passed by the Legislature without any appreciable alteration beyond the revisions recommended by the Association. (NSS 1/1/2)

The composition of the Board of Examiners and the requirements for a certificate of qualification were the principal features of the Act.

The Board consisted of a chair and two members. All were appointed by the Governor in Council.

Deputy Crown Land Surveyors or Dominion Land Surveyors were eligible for certificates without further examination. Graduates of university civil engineering programs qualified by writing an exam in legal principles. Other candidates had to write a more extensive set of examinations. Both kinds of applicants had to have six months field experience with a land surveyor.

Prior to the first annual meeting, the Council of five members had met in February, May, August and October. (NSS 1/1/2)

The first issue of *The Nova Scotian Surveyor* appeared in November. Editor was R.E. Millard of Liverpool who reported that the cost to print 150 copies of the four-page publication was \$12.00. (NSS 1/1/4)

### 1955

The Association of Provincial Land Surveyors of Nova Scotia was incorporated under the provincial Companies Act. Membership was voluntary. (NSS 2/2/1)

### 1959

The Provincial Land Surveyors Act was revised on 26 March. The major change was in the composition of the Board of Examiners: The Board now consisted of the Deputy Minister of Lands and Forests; one member of his staff who was a member of the Association of Provincial Land Surveyors; the president of the Association; two other members of the Association; and one member appointed by APENS who was both a P.Eng and a PLS.

### 1960

Dues were increased from \$6.00 to \$10.00 per annum. (NSS 11/28/3)

### 1961

Receipts and expenditures during the fiscal year were \$4,599 and \$4,787 respectively. (NSS 16/38/5)

### 1963

Association consisted of 192 paid-up members. (NSS 16/41/1)

### 1968

On 1 July Provincial Land Surveyors became Nova Scotia Land Surveyors, and the governing Act became the Nova Scotia Land Surveyors Act. (NSS 20/56/4, 11)

### 1970

Membership: honorary 6; life 13; non-practicing 21; practicing 188; arrears 32. (NSS 23/65/3)

### 1973

Association became a member of the Canadian Council of Land Surveyors. (NSS 27/76/11)

### 1975

Association hired a part-time business manager and rented office space at 2519 Oxford St., Halifax. NSS (29/80/4)

Dues were raised from \$50 to \$150. (NSS 30/82/47)

**1976**

Association conducted its first disciplinary hearing. (NSS 31/83/14)

First ANSLs-APENS liaison committee began to function. Meetings reported as "very gratifying." (NSS 34/86/32)

An external assessment of the accounting system was undertaken and improvements made. (NSS 34/86/32)

**1977**

On 1 January the first part-time executive-secretary was appointed, replacing a business manager. An office was occupied in the Construction Association building at 5450 Cornwallis St., Halifax. (NSS 33/85/4)

ANSLs entered the year with 252 regular members and 42 associate, junior and non-practicing ones. (NSS 35/87/20)

On 18 May a new Land Surveyors Act, substantially different from its predecessor, was given Royal Assent.

Act applied to companies and partnerships, as well as to individuals. Following a period of grace, membership became obligatory.

Older regulations and by-laws would remain in effect until modified. (NSS 35/87/3)

**1978**

Office space was increased and a full-time stenographer was hired. (NSS 37/90/3, 38/93/37)

Special General Meeting to examine and approve new Regulations and By-Laws. (NSS 38/93/37)

Fiscal year ending 30 September reported Revenues of \$65,600 and Expenditures of \$60,800. Investments stood at \$21,700. (NSS 38/93/8)

**1980**

ANSLs accepted the syllabus of the Atlantic Provinces Board of Examiners for Land Surveyors (APBELS). (NSS 39/100/29)

(New Brunswick had joined the Board in 1978, Newfoundland would also in 1980, and PEI in 1986.) 152/21

A Code of Ethics was adopted. (NSS 39/100/10)

**1981**

Much of the year's activity involved discussions with the Department of Transportation on monumentation of highway boundaries, highway plans, and subdivision specifications. (NSS 41/104/7)

**1984**

The Association office moved from Halifax to 159 Portland St., Dartmouth, in time for the January 1985 issue of *The Nova Scotian Surveyor* to bear the new address. (NSS 44/117/i)

**1985**

On 1 July ANSLs Board of Examiners became responsible only for students who had received their APBELS Certificate of Qualification. (NSS 43/116/18)

**1987**

In June a College of Geographic Sciences/ANSLs Liaison Committee was formed. This was intended to remedy the perception that the College and Association had been growing apart in recent years. (NSS 46/127/4)

Two months later the NS Supreme Court handed down a decision which clarified the capacity of the Association and the Board of Examiners to specify the experience surveyors had to have before articling students. (NSS 47/131)

**1988**

Theme of the annual meeting, "Expanding Our Horizons," was emblematic of the many responses ANSLs has made to continuing technological change. (NSS 47/152/7)

**1989**

On 10 April the Association's first full-time Executive Director began work. (NSS 48/134/4)

**1990**

Survey Review Department became operational in late February. (NSS 50/138/5)

*The Nova Scotian Surveyor* Spring/Summer Issue adopted a magazine-style format. (NSS 50/137/5)

Mandatory Liability Insurance came into force during the summer months. (NSS 50/138/5)



**1991**

Council met every two months; executive committee met four times.

**1992**

A difficult year, financially. *The Nova Scotian Surveyor* came out in only two issues; all setup and formatting was done in-house, as it still is. (NSS142/22)

**1993**

Considerable time expended in discussions with federal Bureau of Competition Policy. In due course its "suggestions" would be accepted. (NSS 144/2, 146/2)

**1994**

Survey Review Dept. Re-located at Ingonish for a two-year period. (NSS 147/4)

**1995**

Plans submitted to SRD have begun to be saved for future database, so long as members who have provided them agree. (NSS 145/7)

**1996**

Ms. Valerie George took office as the Association's first female President. (NSS 154/2)

**1997**

For all practical purposes, the ANSLS-APENS Liaison Committee had made no significant progress since 1991 toward reaching an agreement on items of mutual concern. (NSS 51/140/15, 158/12)

**1998**

Association took possession of its new office building on Prince Albert Road, Dartmouth. (NSS 158/2)

**1999**

Membership: 3 honorary; 220 regular; 15 life; 35 retired; 3 non-practicing; 1 associate; 18 student. Certificates of authorization to proactive were issued to 47 companies or partnerships.

Receipts and expenditures budgeted for this fiscal year were \$ 191,100 and \$ 189,300 respectively. (NSS 160/41)

**2000**

Fiftieth Annual Meeting

**Note:** The principal source has been *The Nova Scotian Surveyor*. References are in the form NSS Vol/No./Page until 1993. After this they become NSS No./Page.

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## COMMITTEE REPORTS

### ATLANTIC PROVINCES BOARD OF EXAMINERS FOR LAND SURVEYORS

The board met in Yarmouth in October 1999 in conjunction with the Association of Nova Scotia Land Surveyors annual meeting.

Dr. James Secord was welcomed as the new registrar, replacing Wolfgang Faig.

John C. MacInnis, NSLS

### CCLS

The Canadian Council of Land Surveyors held three meetings during the past year. The Annual General meeting was held during the month of February 2000 in Ottawa, in conjunction with the Association of Ontario Land Surveyors' AGM. One of the decisions reached at the annual meeting was to discontinue publication of *Focus* magazine due to increasing costs and decreasing advertising revenue. The use of Bulletins will increase to make all members aware of the ongoing activities of CCLS.

Currently on the CCLS Board of Directors from Nova Scotia are CCLS President, Philip Milo and ANSLs representative, Gerald A. Pottier.

It has been a busy year and more for the CCLS Board and Executive, with many interesting initiatives and projects. The focus has been on the evolving nature of the sur-

veying community and how best we can continue to serve its members on a national level. Some initiative were as follows:

1. Geomatics 2000 Report on Amalgamation — After the inaugural presentation of the Amalgamation Steering Committee in Ottawa in February 2000, CIG decided to withdraw its support of the initiative. It was further decided by the Board of Directors not to favour a two-party amalgamation with GIAC at that time.

2. HRDC Geomatics Sector Study Progress — The Human Resources Study for the geomatics sector is jointly sponsored by CCLS, CIG and GIAC with funding from HRDC. Profiles of the industry, markets, technologies, human resources and education and training will be prepared. Strategic planning workshops will be conducted and the final report, due in the spring of 2001, will include a strategic plan to address the issues of human resources facing the geomatics sector now and in the next five years.

3. Labour Mobility Consortium for Surveyors — In order to evaluate the licensing practices of the provincial land surveyors' associations, a consortium of representatives of each association has been formed. Funding is being provided by HRDC and the project is being chaired and administered by the CCLS. Nova Scotia's representative is Fred Hutchinson.

4. CCLS Membership for Quebec and the ACLS — There have been a series of talks with both L'Ordre des arpenteurs-géomètres du Québec and with the Association of Canada Lands Surveyors. We have promising responses from both organizations, including their participation in the consortium noted above and their support of the CCLS as administering body for the meetings.

5. Professional Liability Insurance Committee — The PLIC continues to represent land surveyors across Canada in the CCLS Professional Liability Insurance program. The Chair of the committee is Jim Gunn, NSLS.

6. Office Administration — A decision was recently made to move the CCLS office to Ottawa and share space with CIG and ACLS in a new co-location agreement. The CCLS will be increasing the hours of work for the Executive Director.

7. Membership Fee Increases — The CCLS Board of Directors decided at a special meeting in August 2000 to increase the annual fee for membership from \$50 per member to \$65 per member. 30-day notices were given to member associations to comply with by-law 7.2.3.

In conclusion, issues such as the proposed amalgamation, the Agreement on Internal Trade, NAFTA, the evaluation of the University Programs from Calgary to New Brunswick, the National Insurance

## Committee Reports (continued)

Program, the talks with Quebec and the ACLS all illustrate how important a national forum for land surveying is. Each individual land surveyor is a member of the team that is the Canadian Council of Land Surveyors and our involvement is the key to the current and continued success of CCLS.

Gerald A. Pottier, NSLS  
NS CCLS Director

---

### COMPLAINTS

The Complaints Committee has held regular meetings once a month over the past twelve months (September 1999 to September 2000).

We met at other times individually and in groups with complainants and surveyors and have carried out field investigations.

Seven new files were opened during this reporting period. Six new complaints were laid in the January to September 2000 period. Presently there are twenty-two active files.

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

Seven complaints are being referred to the Discipline Committee. Only one report has been completed and forwarded to the Executive Director for presentation to the Discipline Committee. Several others are nearly ready.

The general nature of the com-

plaints received during the past twelve months includes boundaries, communications and not complying with the regulations. The committee for 2000 consists of David Hiltz, Ted Webber, Jim McIntosh, David Whyte and John C. MacInnis.

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

John C. MacInnis, NSLS  
Chairman

---

### DISCIPLINE

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.

During the past year, no matters were forwarded to the committee for action.

Harold Lively, NSLS  
Chairman

---

### MANUAL OF GOOD PRACTICE

The committee has not been active during this year. There have been some update to the manual. A more detailed report will be presented at the annual meeting.

J.A.C. Kaulback, NSLS  
Chairman

### NS BOARD OF EXAMINERS

The board held two meetings during the past twelve months.

Presently there are seventeen active student members. One student became a member in January 2000, a second is expected to take the oath of membership in early October.

The board for the past year consisted of: J. Forbes Thompson; Kevin Fogarty; Chris Masland; Bruce Gillis, QC, Barristers' representative; D. Lee Johnston, representing the NS Department of Natural Resources; George Sellers, who replaced Chris Masland in June; John C. MacInnis (C).

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

John C. MacInnis, NSLS  
Chairman

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### NS BOARD OF EXAMINERS SPECIAL EXAMINING COMMITTEE

The committee met once to review the report on an assigned project. The student successfully completed the project.

John C. MacInnis, NSLS  
Chairman

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### NSCRS TASK GROUP

This committee was formed early in the year to deal with the new Nova



**Committee Reports (continued)**

Scotia Coordinate Referencing System (NSCRS). The NSCRS will replace the current Nova Scotia Coordinate Survey System (NSCSS). This will involve a move from the ATS77 datum to NAD83. The transition is expected to occur in the next year or so.

Our group has met on a number of

occasions both in-house and with officials from the NS Department of Housing & Municipal Affairs (DHMA) and the Nova Scotia Geomatics Centre (NSGC). We have identified technical and implementation issues of mutual concern and are working towards workable solutions. This work is ongoing

and is expanded upon in a report to membership under separate cover. Our objective is to develop a comprehensive implementation plan to ensure a smooth transition for members.

Jeff Fee, NSLS  
Chairman



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THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 1999

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, 1999 and the statements of operations and accumulated operating surplus and cash flow 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, 1999 and the results of its operations and the cash flow for the year then ended in accordance with generally accepted accounting principles.

CHARTERED ACCOUNTANTS

June 26, 2000

THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS  
BALANCE SHEET AS AT DECEMBER 31, 1999

	1999	1998
ASSETS	\$	\$
<b>CURRENT ASSETS</b>		
Cash	76,162	98,255
Accounts receivable -		
Administration	92	1,247
Survey review department	<u>18,819</u>	<u>15,054</u>
	95,073	114,556
<b>CAPITAL ASSETS (notes 3 and 4)</b>	<u>160,760</u>	<u>159,819</u>
	<u>255,833</u>	<u>274,375</u>
LIABILITIES		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued liabilities -		
Administration	20,930	4,679
Survey review department	393	207
Deferred revenue	-	17,600
Current portion of long-term debt	<u>5,200</u>	<u>3,800</u>
	26,523	26,286
<b>LONG-TERM DEBT (note 4)</b>	<u>85,872</u>	<u>107,628</u>
	<u>112,395</u>	<u>133,914</u>
MEMBERS' EQUITY		
<b>ACCUMULATED OPERATING SURPLUS</b>	<u>143,438</u>	<u>140,461</u>
	<u>255,833</u>	<u>274,375</u>

SIGNED ON BEHALF OF THE MEMBERS

F.C. Hutchinson, BA, NSLS, CLS  
Executive Director



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THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS  
STATEMENT OF OPERATIONS AND ACCUMULATED OPERATING SURPLUS  
FOR THE YEAR ENDED DECEMBER 31, 1999

	Budget (Unaudited) 1999 \$	1999 \$	1998 \$
<b>REVENUE</b>			
General operations (schedule A)	173,102	184,716	170,493
Other operations (schedule A)	<u>18,005</u>	<u>17,429</u>	<u>13,547</u>
	<u>191,107</u>	<u>202,145</u>	<u>184,040</u>
<b>EXPENSES</b>			
Administration (schedule B)	146,451	171,065	141,034
Committees (schedule B)	9,875	1,324	8,873
Grants, levies and awards (schedule C)	14,475	13,810	14,930
Board of Examiners (schedule C)	400	476	199
Office accommodations (schedule C)	17,294	10,074	8,843
Miscellaneous (schedule C)	<u>850</u>	<u>12,367</u>	<u>536</u>
	<u>189,345</u>	<u>209,116</u>	<u>174,415</u>
<b>OPERATING SURPLUS (DEFICIENCY) BEFORE THE FOLLOWING</b>	1,762	(6,971)	9,625
<b>SURVEY REVIEW DEPARTMENT (schedule D)</b>	<u>216</u>	<u>9,948</u>	<u>9,293</u>
<b>OPERATING SURPLUS</b>	<u>1,978</u>	2,977	18,918
<b>ACCUMULATED OPERATING SURPLUS - BEGINNING OF YEAR</b>		140,461	107,010
<b>TRANSFER FROM BUILDING FUND</b>		<u>-</u>	<u>14,533</u>
<b>ACCUMULATED OPERATING SURPLUS - END OF YEAR</b>		<u>143,438</u>	<u>140,461</u>



## THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

## STATEMENT OF CASH FLOW

FOR THE YEAR ENDED DECEMBER 31, 1999

	1999 \$	1998 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Operating surplus for the year	2,977	18,918
Adjustments to operations for charges not involving cash -		
Amortization	4,759	2,735
SRD Loss on disposal of capital assets	<u>-</u>	<u>773</u>
	7,736	22,426
Changes in non-cash working capital -		
Increase in accounts receivable	(2,610)	(478)
Increase (Decrease) in accounts payable	16,437	(1,603)
Increase (Decrease) in deferred revenue	<u>(17,600)</u>	<u>17,600</u>
	<u>(3,773)</u>	<u>15,519</u>
	<u>3,963</u>	<u>37,945</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Proceeds from share pledges	-	28,000
Proceeds from 6.35% mortgage	-	80,000
Repayment of 6.35% mortgage	<u>(20,356)</u>	<u>(1,072)</u>
	<u>(20,356)</u>	<u>106,928</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of building	<u>(5,700)</u>	<u>(157,470)</u>
<b>DECREASE IN CASH</b>	<b>(22,093)</b>	<b>(12,597)</b>
<b>CASH - BEGINNING OF YEAR</b>	<u><b>98,255</b></u>	<u><b>110,852</b></u>
<b>CASH - END OF YEAR</b>	<u><u><b>76,162</b></u></u>	<u><u><b>98,255</b></u></u>

## THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

## NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 1999

**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**

	1999			1998
	Cost	Accumulated amortization	Net	Net
	\$	\$	\$	\$
Furniture and equipment	14,969	12,990	1,979	2,474
Land	53,597	-	53,597	53,597
Building	<u>111,565</u>	<u>6,381</u>	<u>105,184</u>	<u>103,748</u>
	<u>180,131</u>	<u>19,371</u>	<u>160,760</u>	<u>159,819</u>

## THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

## NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 1999

	1999	1998
4. LONG-TERM DEBT	\$	\$
Share pledges	32,500	32,500
6.35% Mortgage, due August 2013, repayable in blended bi-weekly instalments of \$315, secured by the land and building	<u>58,572</u>	<u>78,928</u>
	91,072	111,428
Less: Current portion	<u>5,200</u>	<u>3,800</u>
	<u>85,872</u>	<u>107,628</u>

The share pledges were to assist with the financing of the building. 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, 2000	5,200
2001	5,600
2002	6,000
2003	6,400
2004	6,800

## THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

## SCHEDULE A

## SCHEDULE OF REVENUE

FOR THE YEAR ENDED DECEMBER 31, 1999

	Budget (Unaudited)		
	1999	1999	1998
	\$	\$	\$
GENERAL OPERATIONS			
Membership dues -			
Regular	149,410	147,679	150,019
Retired	3,417	3,476	3,417
Non-practicing	503	503	503
Associate	167	167	167
Student	<u>1,005</u>	<u>1,206</u>	<u>1,197</u>
Total membership dues	154,502	153,031	155,303
Nova Scotian Surveyor	2,500	1,080	1,751
Convention receipts	12,000	12,114	9,679
Certificates of authorization	1,150	1,200	1,175
Discipline committee	1,000	-	-
Interest income	1,500	2,743	2,344
Miscellaneous	50	175	241
Continuing education	<u>400</u>	<u>14,373</u>	<u>-</u>
	<u>173,102</u>	<u>184,716</u>	<u>170,493</u>
OTHER OPERATIONS			
Service charges	1,400	1,387	1,637
SRD Administration fee	15,105	14,483	10,711
GANS Administration fee	<u>1,500</u>	<u>1,559</u>	<u>1,199</u>
	<u>18,005</u>	<u>17,429</u>	<u>13,547</u>

## SCHEDULE B

THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS  
SCHEDULE OF EXPENSES  
FOR THE YEAR ENDED DECEMBER 31, 1999

	Budget (Unaudited)		
	1999	1999	1998
	\$	\$	\$
<b>ADMINISTRATION</b>			
Salary - Executive director	48,300	51,551	48,477
- Office administrator	22,491	24,035	22,574
Benefits - medical and dental	4,250	3,291	3,530
CPP, EI and workers' compensation	4,300	4,975	4,451
General meeting - convention	24,000	25,465	18,118
Council meetings	2,800	3,243	2,495
Zone meetings	1,500	543	518
Executive expenses	1,000	833	166
Executive director expenses	1,200	1,054	592
Staff training and education	200	90	-
Postage	4,500	4,228	3,732
Printing	1,000	620	1,294
Office supplies	3,000	5,493	5,001
Telephone and fax	3,200	2,196	2,373
Equipment rental and maintenance	2,600	2,008	2,123
Equipment purchases	200	2,845	879
President's travel	9,000	12,500	11,657
Accounting services	1,200	1,506	1,177
Legal services	4,500	1,996	5,267
Professional dues and fees	885	1,140	885
Seminars	500	12,873	-
Advertising	325	755	-
Nova Scotian Surveyor	5,000	3,130	3,070
Amortization	<u>500</u>	<u>4,695</u>	<u>2,655</u>
	<u>146,451</u>	<u>171,065</u>	<u>141,034</u>

**COMMITTEES**

Building	100	-	120
Discipline	3,000	-	-
Complaints	1,000	13	3,278
Public relations	1,000	384	750
Statutes and by-laws	375	-	-
Liaison - A.P.E.N.S.	500	-	218
Administration review	200	-	-
Continuing education	500	-	-
Workshop	1,000	605	1,097
Manual of Good Practice	1,000	-	1,000
Other	1,000	322	2,356
Private practice	<u>200</u>	<u>-</u>	<u>54</u>
	<u>9,875</u>	<u>1,324</u>	

8,873



## THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

## SCHEDULE C

## SCHEDULE OF EXPENSES

FOR THE YEAR ENDED DECEMBER 31, 1999

	Budget (Unaudited) 1999 \$	1999 \$	1998 \$
<b>GRANTS, LEVIES AND AWARDS</b>			
C.O.G.S. awards	1,600	1,600	2,600
C.C.L.S. levy	11,250	11,100	11,200
APBELS levy	1,125	1,110	1,130
Outreach	<u>500</u>	<u>-</u>	<u>-</u>
	<u>14,475</u>	<u>13,810</u>	<u>14,930</u>
<b>BOARD OF EXAMINERS</b>			
N.S. Board of Examiners	100	258	199
Atlantic Board	<u>300</u>	<u>218</u>	<u>-</u>
	<u>400</u>	<u>476</u>	<u>199</u>
<b>OFFICE ACCOMMODATIONS</b>			
Mortgage interest	8,200	4,160	2,384
Rent	-	-	3,481
Taxes	5,154	2,804	1,646
Insurance and bonding	1,000	1,151	651
Cleaning	540	135	45
Utilities	<u>2,400</u>	<u>1,824</u>	<u>636</u>
	<u>17,294</u>	<u>10,074</u>	<u>8,843</u>
<b>MISCELLANEOUS</b>			
Interest and bank charges	350	177	243
Courier	100	57	71
Refreshments	300	295	222
Other	<u>100</u>	<u>11,838</u>	<u>-</u>
	<u>850</u>	<u>12,367</u>	<u>536</u>

## THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

## SCHEDULE D

## SCHEDULE OF SURVEY REVIEW DEPARTMENT

FOR THE YEAR ENDED DECEMBER 31, 1999

	Budget (Unaudited) 1999 \$	1999 \$	1998 \$
REVENUE			
Stickers	<u>86,000</u>	<u>84,956</u>	<u>82,756</u>
EXPENSES			
Sticker purchase	-	1,329	-
Administration fee	15,105	14,483	10,711
Manager's salary	43,700	38,322	42,205
Staff salary	13,104	8,608	10,270
Benefits - medical and dental	2,640	-	467
CPP, EI and workers' compensation	4,200	3,422	3,975
Manager's expenses	4,000	1,686	1,287
Professional dues and fees	865	1,149	670
Amortization	100	64	80
Rent and taxes	-	-	900
Office, postage and courier	350	760	555
Telephone and fax	-	-	214
Equipment purchases	200	3,746	-
Equipment maintenance and rental	200	29	-
Accounting	600	600	525
Insurance	-	-	194
Staff training and education	200	332	115
Interest and bank charges	320	73	136
Miscellaneous	100	405	1,159
SRD Review committee	<u>100</u>	<u>-</u>	<u>-</u>
	<u>85,784</u>	<u>75,008</u>	<u>73,463</u>
OPERATING SURPLUS	<u>216</u>	<u>9,948</u>	<u>9,293</u>

# ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS 2001 PROPOSED BUDGET

Prepared September 28, 2000

## ADMINISTRATION

		2001 Budget (proposed)	2000 Budget	2000 Actual (estimate)
<b>REVENUE</b>				
<b>Membership Dues</b>				
Regular Members	(215 @ \$670)	\$144,050	\$148,070	\$144,217.50
Retired Members	(36@ \$100.50)	\$3618	\$3,517.50	\$3,592.88
Non Practising Members	(1 @ \$167.50)	\$167.50	\$502.50	\$167.50
Associate Members	(0 @ \$167.50)	\$0	\$0	\$0
Student Members	(16@ \$67)	\$1,072	\$1,206	\$1,122.25
<b>Total Membership Dues</b>		<b>\$148,907.50</b>	<b>\$153,296</b>	<b>\$149,100.13</b>
Nova Scotian Surveyor	(see note 1)	\$1,800	\$1,800	\$1,700
Convention Receipts		\$12,000	\$12,000	\$12,000
Certificates of Authorization	(49 @ \$25)	\$1,225	\$1,150	\$1,225
Continuing Education/Seminars		\$1,500	\$1,500	\$2,810
Discipline Committee	(see note 2)	\$1,000	\$1,000	\$0
Interest Income	(see note 3)	\$2,500	\$1,300	\$2,850
Other Revenue		\$50	\$50	\$190
<b>Sub Total</b>		<b>\$20,075</b>	<b>\$18,800</b>	<b>\$20,775</b>
<b>Other Operations</b>				
Dues Service Charge		\$1,400	\$1,400	\$1,412
SRD Administration Fee	(see note 4)	\$17,790	\$15,450	\$17,177
GANS Administration	(see note 5)	\$1,500	\$1,500	\$1,352
<b>Sub Total</b>		<b>\$20,690</b>	<b>\$18,350</b>	<b>\$19,941</b>
<b>Total Revenue</b>		<b><u>\$189,672.50</u></b>	<b><u>\$190,446</u></b>	<b><u>\$189,816.13</u></b>

**ADMINISTRATION**

		<b>2001 Budget (proposed)</b>	<b>2000 Budget</b>	<b>2000 Actual (estimate)</b>
<b>EXPENSES</b>				
Salary	- Executive Director	\$48,300	\$48,300	\$48,300
	- Office Administrator	\$25,000	\$25,000	\$25,000
Benefits	- Medical and Dental	\$4,100	\$4,000	4,128
	- CPP	\$2,500	\$2,200	\$2,181
	- EI	\$2,600	\$2,500	\$2,151
	- Workers Compensation	\$600	\$470	\$525
<b>Sub Total</b>		<b>\$83,100</b>	<b>\$82,470</b>	<b>\$82,285</b>
Accounting		\$1,350	\$1,300	\$1,335.50
Advertising		\$500	\$500	\$223
Annual Meeting & Convention		\$24,000	\$24,000	\$24,000
Council Meetings		\$2,800	\$2,800	\$3,500
Depreciation	(see note 6)	\$4,500	\$4,500	\$4,500
Equipment Rental/Maintenance	(see note 7)	\$2,600	\$2,600	\$2,300
Executive Director Expenses	(see note 8)	\$1,500	\$1,200	\$2,500
Executive Expenses	(see note 9)	\$1,000	\$1,000	\$450
Legal Services		\$3,000	\$3,000	\$5,813
NS Surveyor	(see note 1)	\$5,000	\$5,000	\$3,785
Office and Computer Equipment		\$200	\$200	\$2,171.88
Office Expense	(see note 21)	\$3,000	\$3,000	\$4,800
Postage		\$4,500	\$4,500	\$4,045
President's Travel	(see note 10)	\$10,000	\$10,000	\$10,000
Printing	(see note 12)	\$1,000	\$1,000	\$722
Professional Dues and Fees	(see note 12)	\$940	\$940	\$720
Staff Training		\$800	\$800	\$249
Seminars		\$1,500	\$500	\$1,443
Telephone & Fax		\$3,000	\$3,200	\$2,891
Zone Meetings		\$1,000	\$1,500	\$600
<b>Sub Total</b>		<b>\$72,190</b>	<b>\$71,540</b>	<b>\$76,048.38</b>

<b>ADMINISTRATION (continued)</b>	<b>2001 Budget (proposed)</b>	<b>2000 Budget</b>	<b>2000 Actual (estimate)</b>
<b>Committees</b>			
Admin/SRD Review Committee (see note 13)	\$200	\$200	\$429
APENS Liaison Committee	\$500	\$500	\$0
By-Laws Committee	\$125	\$125	\$0
Committee Workshop	\$0	\$1,000	\$0
Complaints Committee	\$1,000	\$1,000	\$3,000
Continuing Education Committee	\$500	\$500	\$52.50
Discipline Committee (see note 2)	\$3,000	\$3,000	\$0
Manual of Good Practice	\$500	\$500	\$0
Private Practice Committee	\$200	\$200	\$0
Public Relations Committee	\$500	\$1,000	\$0
Regulations Committee	\$500	\$500	\$588.25
Statutes Committee	\$250	\$250	\$0
Surveyors Forum (see note 14)	\$0	\$500	\$0
Other Committees	\$200	\$1,000	\$182
<b>Sub Total</b>	<b>\$7,475</b>	<b>\$10,275</b>	<b>\$4,251.75</b>
<b>Grants, Levies and Awards</b>			
APBELS levy (see note 15)	\$1,075	\$1,105	\$1,075
CCLS levy (see note 16)	\$13,975	\$11,050	\$10,750
COGS Awards (see note 17)	\$1,600	\$1,600	\$1,600
Outreach Program (see note 18)	\$0	\$500	\$0
<b>Sub Total</b>	<b>\$16,650</b>	<b>\$14,255</b>	<b>\$13,425</b>
<b>Boards of Examiners</b>			
Atlantic Board (see note 19)	\$300	\$300	\$0
Examinations	\$50	\$50	\$0
Nova Scotia Board	\$100	\$100	\$103
<b>Sub Total</b>	<b>\$450</b>	<b>\$450</b>	<b>\$103</b>



<b>ADMINISTRATION (continued)</b>	<b>2001 Budget (proposed)</b>	<b>2000 Budget</b>	<b>2000 Actual (estimate)</b>
<b>Accommodation</b>			
Cleaning	\$300	\$300	\$140
Insurance	\$1,200	\$1,200	\$1,186
Mortgage Interest	\$3,000	\$4,000	\$2,969
Taxes	\$11,000	\$5,000	\$10,173
Utilities	\$2,000	\$2,000	\$1,980
<b>Sub Total</b>	<b>\$17,500</b>	<b>\$12,500</b>	<b>\$16,448</b>
<b>Miscellaneous</b>			
Courier	\$100	\$100	\$60
Interest and Bank Charges	\$150	\$420	\$110
Refreshments (see note 20)	\$300	\$300	\$250
Other Miscellaneous Expenses	\$100	\$100	\$0
Penalties & Interest	\$0	\$0	\$54.50
<b>Sub Total</b>	<b>\$650</b>	<b>\$920</b>	<b>\$1,165.02</b>
<b>Total</b>	<b><u>\$198,015</u></b>	<b><u>\$192,410</u></b>	<b><u>\$193,726.15</u></b>
<b>Surplus/(deficit)</b>	<b>(\$8,342.50)</b>	<b>(\$1,964)</b>	<b>(\$3,910.02)</b>

# **SURVEY REVIEW DEPARTMENT 2001**

## **REVENUE**

		<b>2001 Budget (proposed)</b>	<b>2000 Budget</b>	<b>2000 Actual (estimate)</b>
Stickers	(see note 1)	\$64,306	\$61,716	\$65,046
SLC Numbers		\$21,762	\$22,500	\$21,516
<b>TOTAL REVENUE</b>		<b><u>\$86,068</u></b>	<b><u>\$84,216</u></b>	<b><u>\$86,562</u></b>

## **EXPENSES**

Accounting		\$650	\$600	\$650
Administration Fee (see note 2)		\$17,990	\$15,450	\$17,177
Benefits	- CPP	\$1,600	\$1,700	\$1,392
	- EI	\$1,900	\$2,000	\$1,348
	- Medical & Dental	\$2,240	\$2,240	\$2,484.04
	- Workers Comp	\$375	\$355	\$300
Courier		\$50	\$50	\$0
Depreciation		\$50	\$50	\$50
Equipment Rental & Maint.		\$200	\$200	\$45.67
Interest & Bank Charges		\$100	\$100	\$47
Manager's Expense		\$4,000	\$3,871	\$2,023.66
Miscellaneous		\$150	\$150	\$0
Office & Computer Equipment		\$500	\$500	\$725
Office Expense		\$200	\$200	\$200
Printing		\$0	\$0	\$0
Professional Dues and Fees (see note 3)		\$670	\$670	\$670
SRD Review Committee (see note 4)		\$100	\$100	\$428.86
Salary	- Manager	\$43,700	\$43,700	\$48,910.41
	- Assistant	\$9,000	\$11,480	\$6,500
Staff Training		\$800	\$800	\$250
Sticker Purchases		\$0	\$0	\$0
<b>TOTAL EXPENSES:</b>		<b><u>\$84,075</u></b>	<b><u>\$84,216</u></b>	<b><u>\$83,201.64</u></b>
<b>NET SURPLUS/DEFICIT</b>		<b>\$1,993</b>	<b>\$0</b>	<b>\$3,360.36</b>

**ADMINISTRATION and SRD NOTES****Administration Notes:**

1. It is anticipated that there will be three issues of *The Nova Scotian Surveyor* in the 2001 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 not be a forum in 2001.

15. The APBELS levy is based on \$5 per regular member.
  16. This CCLS levy is based on \$65 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 was left at the same amount for 2000 and removed in 2001.
  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.
  21. Office expense includes stationery supplies, photocopy and fax paper, sympathy cards, toilet tissue, paper towels etc.
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#### 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.). See calculation below.
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 2001 budget:

Rent	\$ 300 / month	\$ 3,600
Utilities	\$ 2,000 x 40%	\$ 800
Taxes	\$ 11,000 x 40%	\$ 4,400
Insurance	\$ 1,200 x 40%	\$ 480
Cleaning	\$ 300 x 40%	\$ 120
Tel & Fax	\$ 3,000 x 30%	\$ 900
Exec Asst Salary	\$ 25,000 x 20%	\$ 5,000
Postage	\$ 4,500 x 18%	\$ 810
Office Expense	\$ 3,000 x 30%	\$ 900
Equip Rental & Maint	\$ 2,600 x 30%	\$ <u>780</u>
Total SRD Administration Fee:		\$ <u>17,790</u>