

THE NOVA SCOTIAN SURVEYOR

Fall 2001

No. 165



Golden Anniversary Issue

1951-2001

51st Annual Meeting - October 18, 19, & 20, 2001
Bridgewater, Nova Scotia

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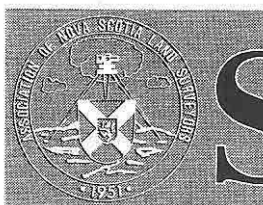
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THE NOVA SCOTIAN SURVEYOR

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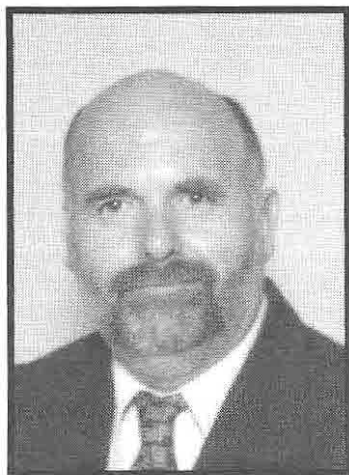
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Letters to the Editor should be limited to one page.

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PRESIDENT'S REPORT

Lester Berrigan, NSLS



It is hard to believe that almost a year has passed since I was sworn in as President in Digby in October of 2000.

As I reflect on the past year, I believe we were successful in holding Continuing Education seminars, dealing with the proposed revisions to APENS' act and a proposed Licensed Professional Planners' act.

We have not achieved the results we were hoping for from many of our committees. Some of the outstanding issues include: Mandatory Continuing Education, Alternate Dispute Resolution and a major overhaul of our Regulations.

With our busy lifestyles and workloads, there appears to be very little time for volunteer work. In future years, our association will have to decide whether we should hire extra staff to complete these tasks, contract the projects out to members or continue the same course.

Since writing my last President's Report, Rosalie and I have represented our association at the AGM's of the Association of PEI Land Surveyors in June and of the Association of Manitoba Land Surveyors in September.

Vice-president George Bruce and his wife, Barbara, attended the Association of Newfoundland Land Surveyors' AGM in May. Gerald Pottier and his wife, Audrey, represented the ANSLs at the AGM of l'Ordre des arpenteurs-géomètres du Québec held in Trois-Rivières in June.

Attending annual meetings in other provinces enables our association to stay informed about happenings on national and international levels. The sharing of ideas regarding future developments in the survey profession as well as discussion of past problems can only benefit survey associations nation-wide.

By now all members should have received their convention registration packages. The Convention Committee, under the chairmanship of Ray Pottier, has finalized all details for our annual general meeting, which will be held in Bridgewater on October 18, 19 and 20, 2001.

This year, our regular meeting will be shortened from 2 to 1.5 days, with the other half day being dedicated to a complimentary Continuing Education seminar. The seminar will deal with business practice. The first portion of the seminar will

be from a surveyor's point of view, the second part will be from an accountant's point of view. The emphasis for the seminar will be on "Obtain a Reasonable Return on Your Investment".

We have all heard stories of contracts going for labour rates only. Let's all work together and charge professional fees for our services.

As our membership numbers continue to decline, our association will have to look at an increase in dues to continue the regular services provided by our association staff. In lieu of the increase, our association can cut services to our members. The draft budget for 2002 proposes an increase in dues from \$670 to \$800. I am looking forward to lively discussion from the floor at the AGM.

In closing, I will present the following statistics and pose a question.

- In 1994, our association had 254 regular members.
- In 1998, our association had 225 regular members.
- In 2001, our association had 208 regular members.
- In 2001, the average age of a regular member was 52.
- In eight years we have commissioned four new members.

Where will our association be in 2011?

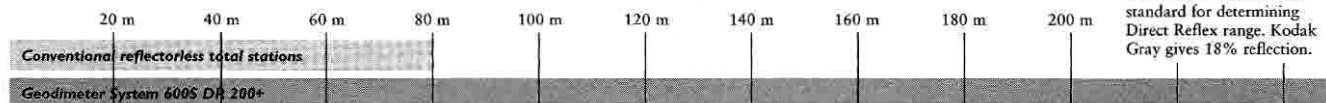
See you in Bridgewater on October 18, 19 and 20, 2001!

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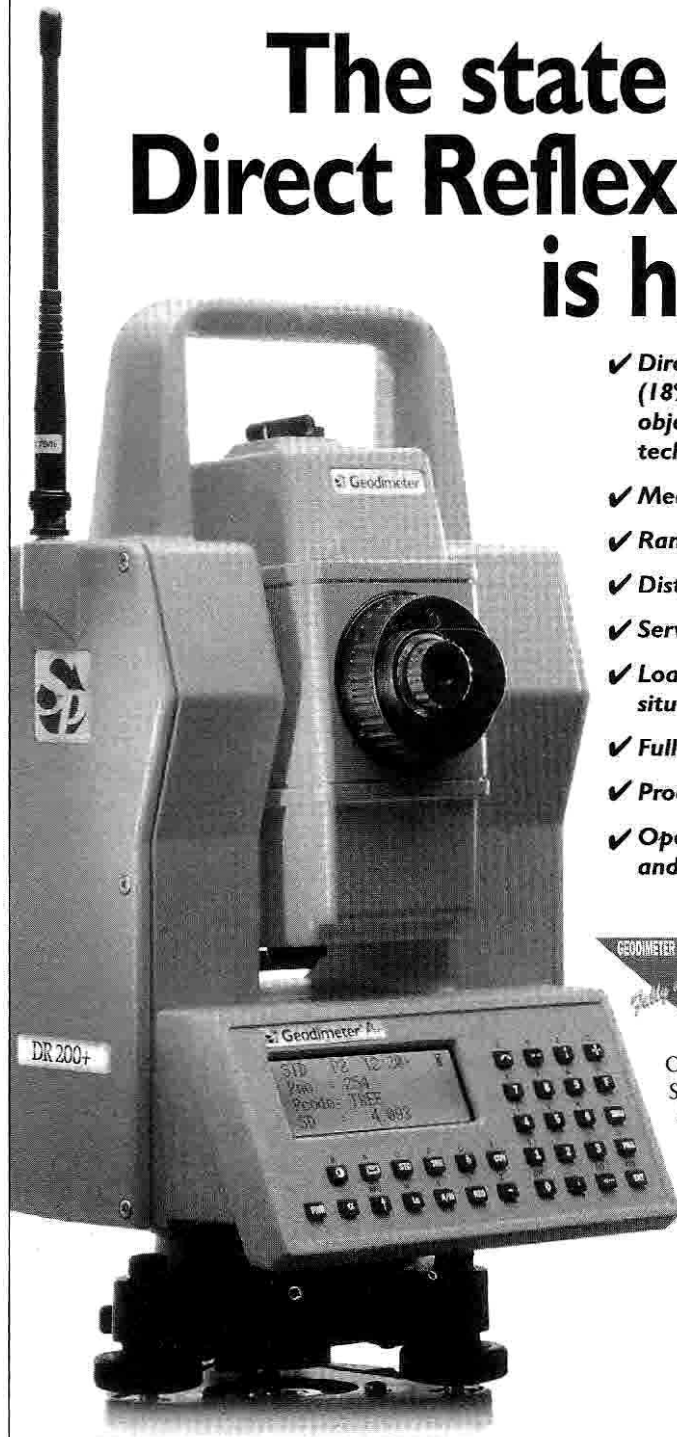
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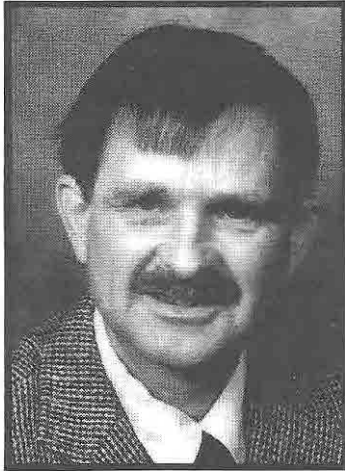
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EXECUTIVE DIRECTOR'S REPORT

F.C. Hutchinson, BA, NSLS, CLS



Welcome to issue 165 of *The Nova Scotian Surveyor*. The production and evolution of such a journal over the past 50 years has not been an accident. It is the result of the dedicated effort and talent of many members, staff and friends, all of whom deserve a round of applause. Let's hope that the effort continues for another 50 years.

The Land Registration Act received Royal Assent on June 1, 2001. This statute is one of the key features in the implementation of guaranteed land titles in the Province of Nova Scotia, the ultimate goal of the Registry 2000 project. The first municipality to be placed under the new land titles system is scheduled for the Fall of 2002 with the rest to follow over the next year.

Surveyors have played a role in the registration of property in Nova Scotia for over 250 years and their expertise will continue to be called upon under the Land Registration

Act. Under the new Act, the government will guarantee title but not boundaries. The position or opinion of the location of boundaries remains the responsibility of the land surveyor. A word of caution, however, is in order. The public's perception of title and boundaries are one and the same. That is... *"if the government is willing to guarantee that I am the owner of a parcel of land then I feel that the ground measurements should match the title document"*. Where have we heard that before?

Conflicts resulting from boundary disputes will not be eliminated, but another player, the government, will be added to the conflict. I encourage surveyors to evaluate all options when establishing boundaries, especially disputed ones. Remember, the placement of a line or corner by a surveyor is an opinion only and is not a guarantee. Care should be taken not to make a bad situation worse. Review all relevant information, talk to property owners, remain impartial and be prepared to walk away from a no-win situation.

Never place a line by the "flip of a coin". The coin toss, however, might be a solution if all parties are present, agreeable and the coin has both a head and tail. This would certainly save on court costs.

The Labour Mobility Agreement is now a reality and was signed by the Association of Canada Lands Surveyors and all provincial associations except Prince Edward

Island. The main impact of the agreement is that "article time" is eliminated when moving to another jurisdiction in Canada. The host association retains the right to impose professional exams and a survey project upon the applicant as a membership entry requirement. Maybe the next step is to review student "article time" and its mobility throughout the country?

A revision of the Regulations remains a priority. In addition, a look at the Act and By-laws is needed to ensure they are not affected by any regulation change. Mandatory Continuing Education is standing in the wings awaiting an audition. A stage appearance will not likely happen until a membership database has been established for the office. A database committee will be formed and mandated with this project. We already have a chairperson for the committee and welcome volunteers who have some experience on the subject.

Please consider the association in your business promotions. Does your yellow page ad and business card state that you are a member? One of the best forms of advertisement that you can support is a strong association. It is hard to promote your personal ability if the profession is not accorded a high level of respect and trust by the public.

New Year's resolution ... join a committee and be active! ❧

SRD MANAGER'S REPORT

by Gerry Bourbonniere, NSLS

In the years 2000 and 2001, plan submissions to SRD have increased but SLC sales have decreased. This comment is based on the calendar year of previous years and projecting the trends over the remaining 3 months of 2001. See Appendix "A" on page 6 for monthly totals for each product. Note the increase from 7.5% to 65.7% in CAD generated stickers in 5 years.

Because only an estimate of each product can be obtained for this calendar year the actual totals of each product issued or submitted for the 12 month periods ending September 30, 2001 and to the end of September of each of the previous 3 years have been tabulated below. The figures show the number of SRD stickers submitted and number of SLC's issued.

| <u>Date</u> | <u>Stickers</u> | <u>SLC's</u> |
|-------------|-----------------|--------------|
| Sep 01 | 3592 | 6251 |
| Sep 00 | 3564 | 6798 |
| Sep 99 | 3302 | 7264 |
| Sep 98 | 3101 | 7270 |

It appears that title insurance has had a major effect on the requests for surveyor's location certificates. In reviewing publications and web sites of survey associations in the United States and through personal conversation with an American resident, it appears that title insurance and a location certificate may be part of real estate transactions in the US.

Peter Landzaat was hired as SRD accounts clerk in May. Through the diligence of Peter, and his predecessor, Barb Young, as well as the members' cooperation, the backlog of arrears submissions has been greatly reduced. SRD thanks the members for their assistance in this matter. It is recommended that members

submit their plans and SLC's on a regular basis. There are several benefits to regular submission. The first is somewhat selfish on the part of SRD - it saves us a lot of time and work in requesting the submissions from our members. For the member it saves time in not having to dig through old files in order to respond to SRD's requests. Time is money, if the member does the searching it is only his/her own time. However, the member loses valuable time from other projects. If an employee does the work, wages are paid and the person is unavailable for other work. Also, when SRD receives 40 to 50 plans which have accumulated over several months (or years and parts thereof) the member is thanked with an invoice for \$800 - \$1000.

Alex McDonald has donated his Softdesk software to SRD. A note of thanks was sent to Alex for his generosity.

The SRD Manual of Administrative Procedures is in the final stages of revision. Once finalized it will be presented to Council for approval then distributed to the membership.

Some comments resulting from plan reviews are:

- Found evidence is not fully described.
- Evidence used to establish boundaries is not always shown on the plan. I hope it is in the file.
- Key plans - most are fine if the plan user knows the area. However, the reason for a key plan is to aid any user in finding the site. In some cases the key plan may be more beneficial if the basis used was somewhat enhanced rather than simply using it as obtained from its source; e.g. additional road names, distances from intersecting roads or perhaps

even a civic number (the MGA calls for civic numbers to be shown on plans if a system is in existence).

- Curve data for existing road boundaries may not be correct. With nothing on the plan indicating the curve is non-tangential, two radius points may be created if calculated from opposite points of curvature. Is the chord distance and bearing simply a forced closure between two points on the curve?

The terms of an Order of Discipline served on a member directed SRD to monitor the member for one year (bi-weekly for four months then monthly for the remainder of the year). SRD is to make quarterly reports on the results of the monitoring to the Discipline Committee. By mid-September SRD had performed nine comprehensive reviews, including one field check on a surveyor's location certificate prepared by the member and nine comprehensive reviews, including mathematical and field checks, on plans of survey for subdivision purposes prepared by the member. Two days were also spent in the field observing his procedures. Reports were written on all reviews. A lists of items of concern and recommendations to the member, as well as the reports, were presented to the Discipline Committee and the member.

As this "monitoring" is a first for SRD, the procedure to "do it right" had to be determined. It is believed the process being used is correct but there is always room for improvement with any newly established policy or procedure. SRD will prepare a report for the Discipline Committee with recommendations for the process for any future "monitoring" it orders. ■

SRD STATISTICAL REPORT OCTOBER 2001

SALES OF SLC NUMBERS TO SEP 30/01

| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | Tot end Sep | Actual | Last 3 Mths |
|------|-----|-----|-----|-----|------|------|-----|-----|-----|-----|-----|-----|----------------|-------------|----------------|
| 1997 | - | - | - | - | 2167 | 1183 | 823 | 802 | 605 | 425 | 637 | 292 | 5580 | 6934 | 1354 |
| 1998 | 306 | 322 | 447 | 467 | 526 | 1541 | 835 | 805 | 667 | 590 | 665 | 460 | 5916 | 7631 | 1715 |
| 1999 | 323 | 280 | 620 | 525 | 860 | 870 | 715 | 810 | 546 | 371 | 970 | 350 | 5549 | 7241 | 1691 |
| 2000 | 285 | 681 | 395 | 400 | 630 | 905 | 680 | 805 | 296 | 437 | 467 | 515 | 5077 | 6496 | 1691 |
| 2001 | 245 | 395 | 280 | 565 | 450 | 969 | 859 | 659 | 410 | | | | | est 5900 | |

PLANS RECEIVED TO SEP 30/01

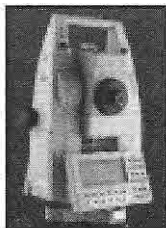
| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | Tot end Sep | Total | % Stickers | % CAD |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------------|-------------|---------------|----------|
| 1995 | 324 | 253 | 248 | 318 | 308 | 360 | 439 | 334 | 381 | 355 | 399 | 362 | 2965 | 4081 | 92.5 | 7.5 |
| 1996 | 189 | 346 | 214 | 321 | 366 | 277 | 385 | 440 | 303 | 353 | 400 | 291 | 2841 | 3885 | 90.8 | 9.2 |
| 1997 | 280 | 355 | 225 | 311 | 290 | 276 | 391 | 358 | 307 | 305 | 206 | 327 | 2793 | 3631 | 77.0 | 23.0 |
| 1998 | 323 | 141 | 203 | 207 | 206 | 233 | 316 | 379 | 255 | 331 | 348 | 266 | 2263 | 3208 | 52.5 | 47.5 |
| 1999 | 282 | 258 | 329 | 258 | 143 | 231 | 298 | 273 | 285 | 291 | 342 | 372 | 2357 | 3362 | 46.8 | 53.2 |
| 2000 | 357 | 266 | 212 | 252 | 226 | 292 | 367 | 412 | 175 | 402 | 236 | 308 | 2519 | 3465 | 34.3 | 65.7 |
| 2001 | 396 | 237 | 271 | 181 | 189 | 312 | 572 | 233 | 255 | | | | | est 3550 | 34.4 | 65.6 |

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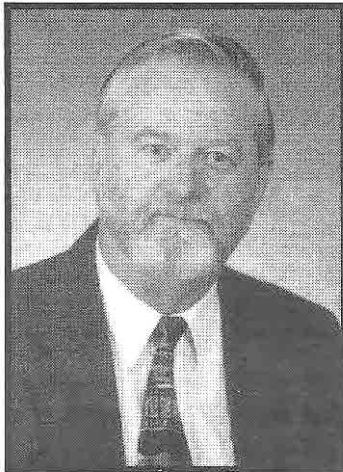
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CANDIDATE FOR PRESIDENT GEORGE BRUCE, NSLS



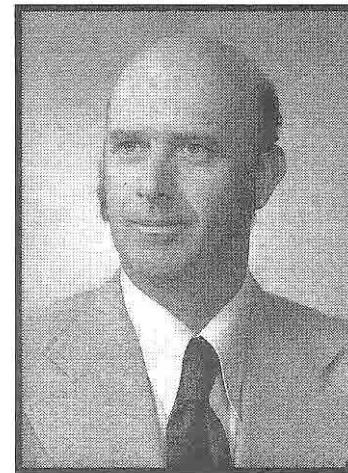
George Bruce graduated from the NS Land Survey Institute (now COGS) in 1977 and became a member of ANSLI in 1985. Exclusive of his time at NSLSI, he worked for 29 consecutive years with the Nova Scotia Department of "Transportation and Public Works".

For the past six years he has been the elected member from the Town of New Glasgow on the Chignecto Central and formerly the Pictou District School Boards.

Much of George's life has been dedicated to various volunteer positions as a soccer coach, in figure skating, Boys Scouts and as member of the Planning Advisory Committee for the Town of New Glasgow. He recently received a Volunteer 2000 Award. Because of the above, his involvement with the Association was limited. George rectified this by serving as vice-president for the past year.

George and his wife, Barbara, who is a music teacher, have three sons - Evan, who has graduated from Community College; Adam who has graduated from Royal Military College; and Adrian who is in Grade eleven. ❧

CANDIDATE FOR VICE-PRESIDENT J. FORBES THOMPSON, NSLS



J. Forbes Thompson was born in Liverpool, Nova Scotia in 1937. He attended Queen Elizabeth High School in Halifax and took engineering at Dalhousie University. He graduated from the Nova Scotia Land Survey Institute (now COGS) with a diploma in land surveying in 1959 and qualified as a Provincial Land Surveyor later that year.

Forbes was County Surveyor for the Municipality of the County of Halifax from 1961 to 1970. He has been in private practice since 1970 as a former partner of the firm Thompson Conn Limited and as a principal of the firm Thompson & Purcell Surveying Limited. He is currently the president of Thompson & Purcell Surveying Limited.

During his 43 year career, Forbes has served as Chairman of the Nova Scotia Branch of the Canadian Institute of Surveying (now CIG), elected to four two-year terms on Council, chaired or been a member of several committees and is presently a member of the Board of Examiners, being first appointed in 1988.

Forbes presently resides in Bridgewater but most of his surveying activities are within Halifax County. ❧

**CANDIDATE FOR COUNCILLOR
ZONE 2
BRUCE LAKE, NSLS**



Upon graduation from Dalhousie University, Bruce articulated under Keith P. AuCoin, NSLS and the late Robert S. Redden, NSLS while completing the requirements of the Board of Examiners through self-study.

Bruce has spent his entire career in private practice. He and his business partner, Curtis Kimball, NSLS, presently own and operate Redden and Lyon Surveys Limited.

Bruce and his wife, Bev, now empty nesters, reside at Tremaine Crescent in Windsor.



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



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 Gaagetown.

Emerson has served as Councillor for Zone 3 for the past two years and is re-offering for another term.



**CANDIDATE FOR COUNCILLOR
ZONE 5
BRIAN A. ANDERSON, NSLS**



Brian A. Anderson was born in Montreal, Quebec on November 7, 1948. He graduated from Kings College in Windsor, NS in 1964 and from NSLSI in 1970, with a diploma in Land Surveying.

He was commissioned as a Nova Scotia Land Surveyor in 1971 and was self-employed in Port Hawkesbury from 1972 until starting Brian A. Anderson & Associates Limited in 1975.

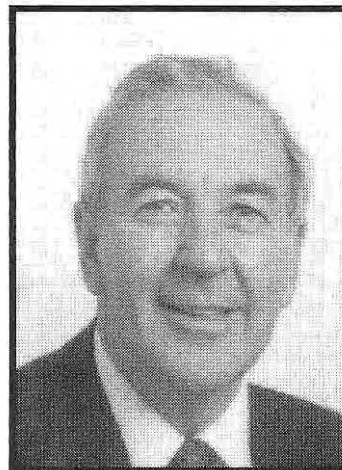
He is a past member of the Port Hawkesbury Town Planning Advisory Committee, the Port Hawkesbury Kinsmen Club and a founding member of the Strait Area Waterfront Development Corporation.

He enjoys curling, golf and snorkeling and has recently joined the local Toastmasters Club.

Brian resides in Port Hawkesbury with his wife, Wendy. He has a son, Shane, who resides in Louisdale, NS.



**CANDIDATE FOR COUNCILLOR
ZONE 6
BRIAN D. WOLFE, P.Eng, NSLS**



Brian Wolfe grew up in River Hebert, NS. He attended Dalhousie University, the Technical University of NS (TUNS) and the Nova Scotia Land Survey Institute, receiving his commission as a land surveyor in 1959. Brian is also a professional engineer and professional quantity surveyor.

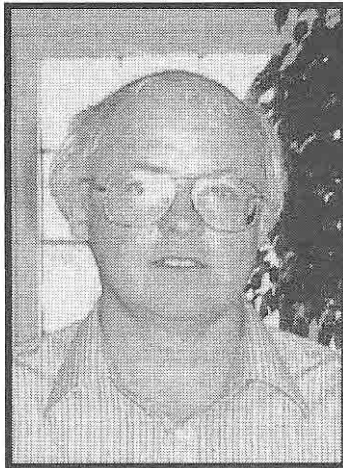
Brian served as a Councillor for ANSLs in the 1960's and is currently a member of the By-Laws Committee.

Brian has worked with Western Geophysical Company of Canada in Alberta as a surveyor; the NS Department of Transportation; and Public Works and Government Services Canada from which he retired in 1995. He is currently the principal of Wolfe Engineering Consultants and Brian D. Wolfe Surveying in Dartmouth.

Brian's interests include golf, photography, family research and fishing.

Brian and his wife, Connie, reside both in Dartmouth and Lawrencetown. Their three children John, Caroline and Janet live in Waterloo, Ontario; Dartmouth, NS; and Riverview, NB respectively.



**CANDIDATE FOR COUNCILLOR
ZONE 6****BRUCE MAHAR, P.Eng, NSLS**

Bruce Mahar, P.Eng, NSLS, graduated from the University of New Brunswick in 1979 with a Bachelor of Science in Surveying Engineering. He received his commission as a Nova Scotia Land Surveyor in 1987.

Bruce has been employed in the private sector since 1979 starting with McElhanney Surveying and Engineering Ltd, Calgary, Alberta. He is currently employed by Alderney Surveys Limited in Dartmouth.

Bruce has previously served on the ANSLS Municipal Affairs Committee and the Surveyor/Technician Liaison Committee.

Bruce and his wife, Carolyn, reside in Dartmouth, NS.

**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

MARK C. HATCHER**J.E.R. MARCH PRIZE**

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

JODI C. ISENER**J.A.H. CHURCH PRIZE**

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

ROBERT N. LITTLE

Congratulations!

BE SURE TO ATTEND

The Association of
Nova Scotia Land Surveyors'
5th Annual Meeting
at the
Wandlyn Inn, Bridgewater, NS
October 18, 19 and 20, 2001

Business Practices in the Survey Profession - The Client (An Opinion)

by Robert A. Daniels, NSLS, CLS

Any business person will tell you that it is impossible to operate a profitable business without clients. Even governments need clients in order to justify their existence. Professional surveyors who provide service need clients in order to survive. As every business person knows, clients come in all shapes, sizes, dispositions and financial capacities.

As a general statement, in any business there are two types of clients, those who want to purchase your service or product and those who need to purchase your service or product. As we have all told our children or

were told by our parents, your wants and needs are two different things. Luckily, professional land surveying services tend to fall in the "need" category.

With the best interests of society in mind, various pieces of government legislation make the land surveyor's services a necessity. Without our services, people cannot subdivide or develop land, they cannot build houses or obtain mortgage funds from various lenders. Other respected professions, such as lawyers, engineers and architects depend on survey services on a daily basis. One interesting attribute of many of the people who need survey services is that they have no idea of what we do or how we do it. All they know is that they need it.

You would assume that by having other professionals depending on your services, having your services mandated by legislation and having a clientele that really doesn't understand what you do, that making a good living would be easy! But in far too many instances, land surveyors fall victim to being told what they can charge by their client. Now it doesn't make sense to me that a client who must have your service and doesn't know what you do has the ability to make any kind of an informed decision about the value of the product and service they will receive can influence fees. This unfortunate state of affairs has come about as a result of too many land surveyors being too quick to reduce their fees for fear of losing a client to a competitor.

Clients who "need" service will always have the financial capacity to pay for that service. They have no choice. Fortunately, clients of land surveyors usually have the most valuable asset of all, land. Other professionals are not so lucky, lawyers sometimes have clients who are destitute and can never pay their bills, architects may have clients who are purely fantasizing about their dream house. When the reality of what it will cost is realized, the dream may disappear along with the architects' chances of collecting for their services. In most cases, the land surveyor's clients have

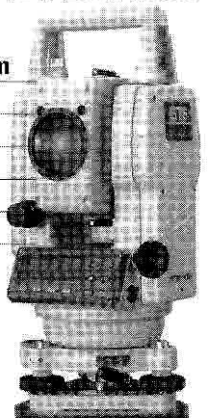
TOUGH JOB.

We've been there.

We don't just sell, rent and service equipment, we stand behind it. Why? Because we understand it.

TOPCON GTS-220 SERIES TOTAL STATION

Range 3,000m to single prism
IP66 water- and dustproof
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your support, your partner,
your one-stop shop.



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a valuable asset (land) that will enable them to raise the funds necessary to pay the account.

As stated earlier, clients come in all shapes, sizes and dispositions. The shape and size of a client have little to do with their potential to be a good client. However, their disposition can make you regret the day they contacted you.

When you are contacted by a client seeking your services, you can sometimes get a sense of what kind of relationship will result. In most instances it is a good relationship, the service is provided, it is satisfactory and the client pays the invoice. These are clients worth keeping. To keep good clients, you may sometimes have to give them a little bit of special service to ensure they become return clients. Sometimes you can sense a problem client at the outset. These people are overly demanding, do not understand that it takes time and effort to provide the service. They twist what you have told them into interpretations that are for their benefit and to your detriment. This is a client we can all do without. Then there are the bargain hunters, they spend a great deal of their time contacting every land surveyor in the yellow pages to get the cheapest price for a service they know nothing about. Often you will know that these people are "shopping" for the best price, because they will tell you. If you expect to make a good living from surveying, you are better off not dealing with these individuals at all. There is little to be gained from these people. You will spend your time providing a cost estimate; they will shop until they find a cheaper price and even if you do have them as a client, there is little chance of return or future business.

I have often heard of the 20/80 rule in life. This rule can be applied to business as well. It works like this, 80% of your profit will come from 20% of your client base and 80% of your business problems will come from 20% of your client base. We could all do without the troublesome 20%.

A couple of basic principles of business are, you do not have to take on all clients that come through your door and you have a right to expect reasonable compensation for the expert services you provide. "AND THAT'S THE BOTTOM LINE" according to Stone Cold Steve Austin of the WWF.

Mr. Daniels is a surveyor in private practice in the province of Nova Scotia with over 30 years of experience. He is a past president of the Association of Nova Scotia Land Surveyors and was also its Executive Director for 5 years. ❏

Things to Think About

- How come wrong numbers are never busy?
- Are part-time band leaders semiconductors?
- Did Noah keep his bees in archives?
- Can you buy an entire chess set in a pawn shop?
- Why is it that night falls, but day breaks?

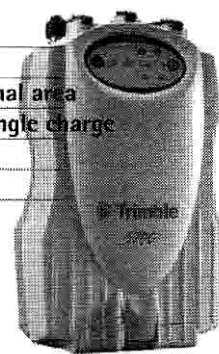
WHAT'S THAT

rustling around in the bushes?

Don't worry, it's just us. When we sell, rent or service equipment we stand behind it, because we understand it.

GPS TOTAL STATION 5700

Simple user interface
Faster initialization
eRTK covers 4x conventional area
Operates 10 hours on a single charge
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your support, your partner,
your one-stop shop.

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Some Things Never Change

John W. Ross, NSLS, CLS

The emphasis in discussion lately in our association, and elsewhere, has been about inequitable remuneration to and lack of respect for those in our profession. Some suggest we are the perpetrators of our own misfortune by not projecting a professional image and by not demanding our just rewards forcefully enough. Our own actions may contribute to these problems to some extent but these attitudes towards surveyors are not new. Witness the story told by this sequence of letters gleaned from the records of the Crown Land Registry.

.....

Big Glen, C.B.
Nov. 12, 1918

Crown Lands Office
Halifax N.S.

Dear Sirs:

I would like to find out about that lot of land on the Salmon River Road bounded on the West by Angus J. MacDonald. on the East by Angus or James MacDonald and on the North by the Salmon River . is it Crown Land or can it be granted.

Yours truly
D. A. J. MacDonald

.....

Halifax, N.S.,
November 15/18

D. A. J. McDonald, Esq.,
BIG GLEN,
Cape Breton Co., N.S.

Dear Sir;-

If I have succeeded in locating the lot referred to in your letter of the 12th inst., it is apparently vacant, but it would appear that at one time it was occupied by Rory Morrison.

If this lot is occupied, a Grant cannot be given you, unless you can secure the consent, in writing, of the occupants, to the grant passing to you.

The price of Crown Land for Agricultural purposes is now \$1.00 per acre, in addition to which the applicants must pay the cost of Survey.

Yours very truly,

F. A. Harrison
DEPUTY COMMISSIONER OF CROWN LANDS

.....

Big Glen. C.B. N.S.
Nov. 25. 1918

Crown Land Office,
Halifax N.S.

Dear Sirs

Reffering (sic) to the Lot mentioned on reverse side of this paper. that Lot has not been occupied for over fifty years and no taxes paid for it. Sometime nearly 60 years ago it was occupied by a Rory Morrison. if there is no claim by heirs or desendants (sic) of said Rory Morrison against that Lot. I would like to Grant it for Agricultural purposes

Yours truly
D. A. J. MacDonald

.....

Halifax, N.S.,
November 28/18

D. A. J. McDonald, Esq.,
BIG GLEN,
Cape Breton Co., N.S.

Dear Sir;-

Replying to your favor of the 25th inst., may say that we have no way here of knowing whether the land to which you refer is claimed by the heirs of Rory Morrison, or not. If, however, you wish to have the matter investigated, upon receipt of the enclosed Petition form, accompanied by the sum of \$25.00, the Surveyor for your County will be instructed to survey and report. Should it prove, upon investigation that this land is unoccupied and not claimed by other parties, a Grant will be given you, otherwise the money which you have deposited, will be repaid. The cost of the Survey and report is to be borne by you.

Yours very truly,
F. A. Harrison
DEPUTY COMMISSIONER OF CROWN LANDS
Enclosure

.....

Big Glen C.B.
April 8th /19.

Mr. F. A. Harrison,
Deputy Commissioner of Crown lands,
Halifax, N.S.

Dear Sir:-

Enclosed herewith you will please find my application for Crown land. Also the required deposit of \$25.00. This land is not improved or occupied. Neither has been any Tax paid on it by any person. I trust that upon an investigation You will issue me a grant for Same.

And as in duty bound will ever pray.

Yours very truly,
D. A. J. McDonald.
Big Glen.
C.B.Co. Cape Breton.

.....

Halifax, N.S.
April seventeenth
Nineteen nineteen.

D. A. J. McDonald, Esq.,
BIG GLEN,
CAPE BRETON CO., N.S.

Dear Sir:-

I have your favor of the 8th inst., with enclosure of \$ 25.00 and application for 100 acres of Crown Land - bounded on the North by SALMON BROOK, West by the lands of A. J. McDonald, and East by lands occupied by one James McDonald, and in reply may say that from the description given, I have been unable to locate the land applied for, therefore cannot tell whether it is vacant and open for application or not.

I will be much obliged if you will forward me a description giving the names of the original grantees surrounding the lot applied for, also a sketch if possible, showing its position on the Salmon River or Brook, and if upon locating it upon the general plan, it proves to be available for granting, your application will be accepted and a receipt forwarded you for the money deposited, otherwise your money will be returned.

Yours very truly,
F. A. Harrison
DEPUTY COMMISSIONER OF CROWN LANDS

.....

Big Glen, C.B. N.S.
Apr. 24. 1919

Mr F. A. Harrison
Deputy Commissioner of Crown Lands
Halifax NS.

Dear Sir:-

I have your favor of the 17th inst. which I enclose together with your letter to me last Nov. so you shall understand about parcel of Land requested. Land asked for is bounded on the North by the Salmon River, on the East by Angus MacDonald now occupied by James MacDonald on the west by Angus J. MacDonald. Land was occupied by a Rory Morrison over fifty years ago.

Trusting this is plain to you. I am

Yours very truly,
D. A. J. MacDonald

.....

Halifax, N.S.
April twenty eighth
Nineteen Nineteen.

D. A. J. McDonald, Esq.,
BIG GLEN,
Cape Breton Co., N.S.

Dear Sir;-

I beg to acknowledge receipt of your favor of the 24th inst., with enclosures which have enabled me to locate the land applied for under your Petition, dated April 18th, 1919, and I herewith hand you receipt for the sum of \$25.00 which accompanied the same.

An Order of Survey under your application No. 26446 is being to-day forwarded to Mr. Geo. J. Ross of SYDNEY, N.S.

Yours very truly,

DEPUTY COMMISSIONER OF CROWN LANDS
ENCL.

.....

Halifax, N.S.,
April twenty eighth
Nineteen Nineteen.

Geo. J. Ross, Esq.,
SYDNEY, N.S.

Dear Sir;-

Enclosed herewith you will find an Order of Survey under Petition No. 26446 of D. A. J. McDonald BIG GLEN, Cape Breton County.

Mr McDonald is to pay the cost of Survey.

Yours very truly,

DEPUTY COMMISSIONER OF CROWN LANDS
ENCL.

.....

Sydney April 30th 1919
Mr D. A. J. McDonald
Big Glen

Dear Sir:-

I have received an order from the Crown Land Department to make a survey of some land you are applying for at Big Glen - I will be ready to make this survey in a short time - My fees are \$10.00 per day and all expenses - that will mean 1 day going - 2 days making the survey - 1 day returning - and 1 day on the plan and report - You to look after my horse & myself while at Big Glen. Kindly let me know when and where I can meet you re this work.

Yours truly
Geo. J. Ross

.....

Big Glen. C.B. N.S.
May 5, 1919

Mr F. A. Harrison
Deputy Commissioner of Crown Lands
Halifax N.S.

Dear Sir:-

I am in receipt of a letter from Mr Geo. J. Ross concerning Survey of my application No. 26446 and I am enclosing same, by which you will see the Survey will cost about \$60.00.

As the Survey would cost much more than I estimated I have decided to cancel my application. as the Lot of Land would not be worth \$160.00 to me. Therefore would you kindly refund my Deposit of \$25.00 and oblige.(sic)

Yours very truly,
D. A. J. MacDonald

P.S.
I would prefer Mr D. J. Ferguson Provincial Land Surveyor Sydney, NS. If he would suit you for I understand his charges are not so high. Yours very truly D. A. J. McDonald

.....

Halifax, N.S.,
May the eighth
Nineteen Nineteen.

D.A. J. McDonald, Esq.,
BIG GLEN,

Cape Breton Co., N.S.

Dear Sir;-

I have your favor of the 5th inst., in reply may say the money you have deposited upon your Petition No. 26446 will be repaid as you request. It may be some little time before you receive this cheque, as the Estimates for this Department for the present year, have not yet been passed by the Legislature, but at the outside it will not be more than a month.

Yours very truly,

DEPUTY COMMISSIONER OF CROWN LANDS

.....

Halifax, N.S.,
May the eighth
Nineteen Nineteen.

George J. Ross, Esq.,
SYDNEY, N.S.

Dear Sir;-

I am today in receipt of a letter from D. A. J. McDonald, BIG GLEN, Petition No.26446 in which he states that owing to the cost of Survey being so large, he cannot afford to pay this amount, in addition to the cost of the land, and has withdrawn his Petition.

Yours very truly,

DEPUTY COMMISSIONER OF CROWN LANDS

.....

Sydney May 9th 1919
Mr F. A. Harrison
Deputy Commissioner Crown Lands
Halifax

Dear Sir:-

Yours re pet #26446 to hand and noted - Big Glen is 38 miles from here - takes a day to go and one to return the survey will take from two to three days - the plan and report will spoil another day my charge is \$50.00 for the whole work, if I cannot make \$10.00 this to include my horse & wagon, I do not want the work - I have two orders here and the parties do not want to pay for them - It is a very poor class of work the way they would like it is for a chap to charge them the old price \$3.00 per day. the last order you sent me for Peterer's (sic) property Mr L X McDonald has not been paid for yet. Without there is a change I do not wish to have this work. I always try to do the right thing by the Department in every case.

Yours truly
Geo J Ross.

.....

Halifax, N.S.,
May the twenty seventh
Nineteen Nineteen.

D. A. J. McDonald, Esq.,
BIG GLEN,
Cape Breton Co., N.S.
Dear Sir:-

I am enclosing herewith cheque for \$25.00 being the amount deposited by you, upon your Petition No.26446 withdrawn.

Yours very truly,

DEPUTY COMMISSIONER OF CROWN LANDS
ENCL.

Editor's Note: The property referred to in the previous letters actually totals 206 acres. The land remains ungranted, identified as provincial forest and has a 2001 assessment value of \$7,500. An adjacent parcel is privately owned, identified as provincial forest, totals 111 acres and has a 2001 assessment value of \$16,500. ❏

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- ~ for rock or concrete
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- ~ mix
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MARKERS

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- ~ plastic
- ~ steel
- ~ boundary
- ~ terminus type
- ~ CLS-77
- ~ CLS-69

STATIONS

- ~ PK nails
- ~ identified washers
- ~ MAG nails





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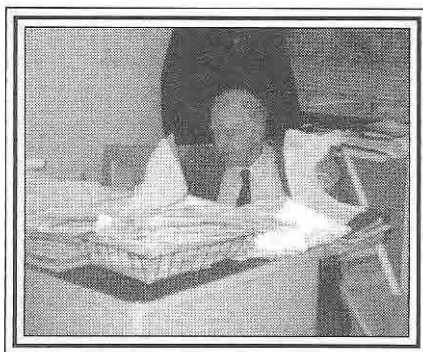
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OBITUARY



ARTHUR ALLAN WHITE
December 20, 1931 - September 16, 2001

On September 16, 2001, Art White, NSLS # 352 passed away after a short illness. He was a well known and well respected surveyor in the Halifax Metro area for over 40 years and noted for his professionalism and involvement in the land surveying profession. He was an active member of the Association, participating in many areas of the profession, but particularly as the Chairman of the Discipline Committee which he chaired for over a decade from the late 70s through the 80s.

In 1958 Art enrolled in a Land Surveying program through the Department of Education, and upon successful completion of the Exams of the Board of Examiners, received his commission as a land surveyor on February 26, 1959.

Art joined the employ of the City of Halifax on July 26, 1951 and worked for 43 years in the Surveying Section of the Engineering and Works Department until his retirement in 1994.

Art rose through the ranks at Halifax City Hall to become the chief surveyor in 1971 shortly after the City of Halifax's first Annexation and capably managed the new and greatly increased demands on the Surveying section which resulted therefrom.

Both his colleagues and his friends will remember Art throughout his career as a dedicated and professional surveyor with a sharp wit, a great sense of humour; an unflappable, level-headed approach to issues large and small and pleasant beyond reproach. One of his favourite expressions: 'If it's worth doing, it's worth doing well' — good advice for all of us.

Excerpts from the Halifax Herald obituary

WHITE, Arthur Allan - 69, Timberlea, passed away September 16, 2001, in the VG Site, QEII, after a short illness. Born in Halifax, he was a son of the late James and Nellie White, Halifax. Art had worked at the City of Halifax for 43 years, the last 23 as chief surveyor until retirement. As a youth Art was active in hockey and softball, being on the Chebucto Road Junior High Hockey Champs "1947" and on the Queen Elizabeth Hockey Team in 49-50. Art also played for the Nova Scotia Softball Champions. He enjoyed camping, travelling and gardening and had an active involvement in the Minor Hockey Programs in his community. Art is survived by his wife of 44 years, Marlene (Mason); son, Jeffrey (Wanda); daughters, Jennifer, Toronto, Alison (David) Brown, Lower Onslow. Art was a very kind person who loved and enjoyed his family and will be missed. He was loved by many and a friend to all. You're a good man Charlie Brown. ☒

Safety Awareness Programs in the Workplace (The Surveyor's Perspective)

Bruce Mahar, NSLS, P.Eng.

In recent years safety awareness in the workplace has taken on a higher profile. Safety regulations instituted by government have made it mandatory for all employers to comply with the Nova Scotia Occupational Health and Safety Act. The requirements of the Nova Scotia Occupational Health and Safety Act obligate all employers to adhere to minimum safety standards. Businesses having 20 or more employees are required to have an Occupational Health and Safety Program. Businesses having 5-19 or more employees are required to have a written occupational health and safety policy. Many surveying practices around the province fall below 5 employees, however all employers employing 1 or more employees must still comply with the requirements of the Occupational Health & Safety Act. Section 13 of the OH&S Act details the employers' precautions and duties.

There are several benefits to putting in place a safety awareness program, not the least of which is the increased awareness of safety issues which will result in fewer injuries or reduce the potential for injury. There is sometimes an infusion of better morale amongst staff that could also lead to better work attitudes and increase the "comfort level" of employees while on the job.

A formal safety program that is independently audited will raise the profile of the company and will give potential clients assurance that a professional attitude is at work. In the competitive world of the private sector, a safety program is one more feather in your cap and may assist in winning a contract. In addition, large projects and government tenders for the most part, require bidders to have a safety program in place. Gas pipeline construction, industrial sites, and large construction projects normally require safety programs of virtually all contractors, sub-trades, and consultants before they are even considered for work.

Another benefit of a safety program is that it provides proof that "due diligence" was exercised by the company and can aid in settling claims, fines, court orders, etc. A properly maintained safety program will result in a documented record of the steps taken by your company or agency towards avoiding serious injury and

loss of life due to accidents.

The requirements for safety training are also being increased. Several tasks that we would not have considered training for a few years ago now require the successful completion of courses before an employee can perform the duty. For instance, any person opening a manhole (even if they do not intend to enter it) must have up-to-date courses in confined space entry (introduction and practical).

The OH&S Act requires all workplaces to have at least one person present with an up-to-date course in First-Aid. In the case of a survey crew, this means one member of each crew must have a current Emergency First-Aid course (taken within the last 3 years).

Other requirements include courses in traffic signage and traffic control. The N.S. Department of Transportation and Public Works has a detailed manual for each situation and highway type.

Operation of a chain saw does not require a formal course, however, it is covered in OH&S Act under section 66 (Code of practice). The Department of Labour has adopted the document "The Forest Professional" as its code of practice for forest operations (which includes operation of chain saws). Included in this booklet is a requirement that "mobile equipment" must only be operated by a trained operator. The method of training is not specified but in the event of an accident the onus would be on the employer to prove that the operator was "trained". Chain saw safety courses are available that consist of both classroom and practical (hands on) instruction at reasonable costs.

A safety program generally consists of several elements. A company safety policy is one key feature... it sets out the roles of owners, managers and staff. Responsibilities and accountability are clearly designated in a policy. Companies can be fined for violations and employees can refuse to perform certain tasks if not properly trained or asked to work in what could be considered "unsafe conditions".

Participation by employees is an essential element. Employees should have input into the content of the program to ensure commitment. There are several ways to involve staff, including participation in "tool box" meetings, safety committees, and designating certain employees as safety representatives on the safety committee and courses.

There should also be a system to identify and control hazards, through the use of site inspections, work procedures and hazard assessments training in the use of PPE (personal protective equipment). The OH&S committee establishes minimum safety standards and monitors the program by regular site inspections and feedback through "tool box" meetings and safety representatives.

A safety awareness program must also be subject to an annual audit, both internal and by an outside agency qualified to monitor a safety program.

There are several agencies in Nova Scotia that offer

courses and/or programs in safety certification. You may wish to contact the Occupational Health and Safety Division for the Province of Nova Scotia on the web at www.gov.ns.ca/psc or www.gov.ns.ca/en/la/ohs. The yellow pages of your phone book (under safety) is another source of information.

The increasing requirements of regulations and prospective clients make a safety program almost essential to remain competitive in the workplace. These requirements will likely increase in the future, making a safety program a required asset.

Bruce Mahar is a land surveyor, a professional engineer and the safety coordinator for Alderney Surveys Limited, Dartmouth, NS. Alderney Surveys Ltd. recently received a certificate of recognition from the Nova Scotia Construction Safety Association.



Motions for consideration at the 51st annual general meeting of the Association of Nova Scotia Land Surveyors.

Motion 1

Moved by Jim Gunn

Seconded by Paul Harvey

That subsection (b) of Regulation 105, requiring a minimum deductible amount of \$5,000 per professional liability insurance claim, be deleted.

Motion 2

Moved by Andy DeCoste

Seconded by Emerson Keen

That the annual member dues be increased to \$800 annually, effective January 1, 2002.

*A richly deserved
Congratulations
on your
50th Anniversary
and for the many
years of service
to the profession*



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Who Wants To Be A Student?

A student member of the Association is required to write two professional exams, complete a survey project as well as serve 24 months of detailed "articled time" after completing the academic requirements in order to become a practicing land surveyor. One of the professional exams is the "statute law exam". It consists of 50 questions that are to be completed in 3 hours. The student is required to cite the relevant statute by name and section reference, it is an open book exam and the pass mark is 70%.

Listed below are five questions as they appeared on the June 2001 exam. Remember, if you cannot quote the relevant statute and section within 3.6 minutes it is unlikely that you would be able to complete the exam.

5. Under what condition does a person possess a marketable title to an interest in land?
15. To be effective in conveying a property right, what must the conveyance identify?
25. If the Halifax-Dartmouth Bridge Commission decides to expropriate land, must a plan of the land in question be prepared?
35. What is the usual breadth of land that may be taken for railway purposes without the consent of the land owner?
45. Under what condition may a Nova Scotia Land Surveyor enter upon or pass over any land if he is engaged in professional land surveying?

ATTENTION: CANADA LANDS SURVEYORS

The Association of Canada Lands Surveyors will be holding an informal information meeting during the Association of Nova Scotia Land Surveyors' AGM at the **WANDLYN INN** in Bridgewater, Nova Scotia.

ACLS Council member, Jim Banks, will bring an update on recent activities and initiatives. The meeting is open to anyone interested in attending.

The meeting will be held on **Friday, October 19, 2001 from 4:30 to 5:30 pm** immediately following the ANSLS business meeting.

Anyone wanting more information can contact:

Jeff Fee, Regional Coordinator, ACLS

tel: 902-835-9955

or

e-mail: wml@wml.ns.ca

THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2000

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, 2000 and the statement 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 Canadian 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, 2000 and the results of its operations and the cash flow for the year then ended in accordance with Canadian generally accepted accounting principles.

CHARTERED ACCOUNTANTS

August 27, 2001

THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

BALANCE SHEET AS AT DECEMBER 31, 2000

| | 2000 | 1999 |
|--|----------------|----------------|
| ASSETS | \$ | \$ |
| CURRENT ASSETS | | |
| Cash | 43,480 | 76,162 |
| Accounts receivable - | | |
| Administration | 1,622 | 92 |
| Survey review department | <u>17,082</u> | <u>18,819</u> |
| | 62,184 | 95,073 |
| CAPITAL ASSETS (notes 3 and 4) | <u>154,574</u> | <u>160,760</u> |
| | <u>216,758</u> | <u>255,833</u> |
| LIABILITIES | | |
| CURRENT LIABILITIES | | |
| Accounts payable and accrued liabilities - | | |
| Administration | 3,670 | 20,930 |
| Survey review department | 12 | 393 |
| Deferred revenue | 6,251 | - |
| Current portion of long-term debt | <u>5,600</u> | <u>5,200</u> |
| | 15,533 | 26,523 |
| LONG-TERM DEBT (note 4) | <u>70,235</u> | <u>85,872</u> |
| | <u>85,768</u> | <u>112,395</u> |
| MEMBERS' EQUITY | | |
| ACCUMULATED OPERATING SURPLUS | <u>130,990</u> | <u>143,438</u> |
| | <u>216,758</u> | <u>255,833</u> |

SIGNED ON BEHALF OF THE MEMBERS

J.C. Hutchinson, BA, NSLS, CLS

Executive Director

THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS
STATEMENT OF OPERATIONS AND ACCUMULATED OPERATING SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2000

| | Budget (Unaudited) 2000 \$ | 2000 \$ | 1999 \$ |
|--|-------------------------------------|----------------|----------------|
| REVENUE | | | |
| General operations (schedule A) | 172,096 | 175,393 | 184,716 |
| Other operations (schedule A) | <u>18,350</u> | <u>19,571</u> | <u>17,429</u> |
| | <u>190,446</u> | <u>194,964</u> | <u>202,145</u> |
| EXPENSES | | | |
| Administration (schedule B) | 154,010 | 169,833 | 171,065 |
| Committees (schedule B) | 10,275 | 5,802 | 1,324 |
| Grants, levies and awards (schedule C) | 14,255 | 13,425 | 13,810 |
| Board of Examiners (schedule C) | 450 | 103 | 476 |
| Office accommodations (schedule C) | 12,500 | 16,675 | 10,074 |
| Miscellaneous (schedule C) | <u>920</u> | <u>1,258</u> | <u>12,367</u> |
| | <u>192,410</u> | <u>207,096</u> | <u>209,116</u> |
| OPERATING SURPLUS (DEFICIENCY) BEFORE THE FOLLOWING | (1,964) | (12,132) | (6,971) |
| SURVEY REVIEW DEPARTMENT (schedule D) | <u>-</u> | <u>(316)</u> | <u>9,948</u> |
| OPERATING SURPLUS (DEFICIT) | <u>(1,964)</u> | (12,448) | 2,977 |
| ACCUMULATED OPERATING SURPLUS - BEGINNING OF YEAR | | <u>143,438</u> | <u>140,461</u> |
| ACCUMULATED OPERATING SURPLUS - END OF YEAR | | <u>130,990</u> | <u>143,438</u> |

THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

STATEMENT OF CASH FLOW

FOR THE YEAR ENDED DECEMBER 31, 2000

| | 2000 \$ | 1999 \$ |
|--|----------------------|----------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | |
| Operating surplus for the year | (12,448) | 2,977 |
| Adjustments to operations for charges not involving cash - Amortization | <u>6,186</u> | <u>4,759</u> |
| | <u>(6,262)</u> | <u>7,736</u> |
| Changes in non-cash working capital - | | |
| Decrease (Increase) in accounts receivable | 207 | (2,610) |
| Increase (Decrease) in accounts payable | (17,641) | 16,437 |
| Increase (Decrease) in deferred revenue | <u>6,251</u> | <u>(17,600)</u> |
| | <u>(11,183)</u> | <u>(3,773)</u> |
| | <u>(17,445)</u> | <u>3,963</u> |
| CASH FLOWS FROM FINANCING ACTIVITIES | | |
| Repayment of 6.35% mortgage | <u>(15,237)</u> | <u>(20,356)</u> |
| CASH FLOWS FROM INVESTING ACTIVITIES | | |
| Purchase of building | <u>-</u> | <u>(5,700)</u> |
| DECREASE IN CASH | (32,682) | (22,093) |
| CASH - BEGINNING OF YEAR | <u>76,162</u> | <u>98,255</u> |
| CASH - END OF YEAR | <u>43,480</u> | <u>76,162</u> |

THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2000

1. PURPOSE OF THE ORGANIZATION

The Association of Nova Scotia Land Surveyors was incorporated as a professional organization 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 expensed as incurred.

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

| | 2000 | | | 1999 |
|-------------------------|----------------|-----------------------------|----------------|----------------|
| | Cost | Accumulated amortization | Net | Net |
| | \$ | \$ | \$ | \$ |
| Furniture and equipment | 14,969 | 14,969 | - | 1,979 |
| Land | 53,597 | - | 53,597 | 53,597 |
| Building | <u>111,565</u> | <u>10,588</u> | <u>100,977</u> | <u>105,184</u> |
| | <u>180,131</u> | <u>25,557</u> | <u>154,574</u> | <u>160,760</u> |

THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2000

| 4. LONG-TERM DEBT | 2000 | 1999 |
|--|---------------|---------------|
| | \$ | \$ |
| Share pledges | 32,500 | 32,500 |
| 6.35% Mortgage, due August 2003, repayable in blended bi-weekly instalments of \$315, secured by the land and building | <u>43,335</u> | <u>58,572</u> |
| | 75,835 | 91,072 |
| Less: Current portion | <u>5,600</u> | <u>5,200</u> |
| | <u>70,235</u> | <u>85,872</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, 2001 | 5,600 |
| 2002 | 6,000 |
| 2003 | 6,400 |
| 2004 | 6,800 |
| 2005 | 7,200 |

THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

SCHEDULE A

SCHEDULE OF REVENUE

FOR THE YEAR ENDED DECEMBER 31, 2000

| | Budget (Unaudited) | | |
|-------------------------------|-----------------------|----------------|----------------|
| | 2000 | 2000 | 1999 |
| GENERAL OPERATIONS | \$ | \$ | \$ |
| Membership dues - | | | |
| Regular | 148,070 | 144,567 | 147,679 |
| Retired | 3,517 | 3,565 | 3,476 |
| Non-practicing | 503 | 167 | 503 |
| Associate | - | - | 167 |
| Student | <u>1,206</u> | <u>1,106</u> | <u>1,206</u> |
| Total membership dues | 153,296 | 149,405 | 153,031 |
| Nova Scotian Surveyor | 1,800 | 1,444 | 1,080 |
| Convention receipts | 12,000 | 15,793 | 12,114 |
| Certificates of authorization | 1,150 | 1,225 | 1,200 |
| Discipline committee | 1,000 | - | - |
| Interest income | 1,300 | 4,553 | 2,743 |
| Miscellaneous | 50 | 163 | 175 |
| Continuing education | <u>1,500</u> | <u>2,810</u> | <u>14,373</u> |
| | <u>172,096</u> | <u>175,393</u> | <u>184,716</u> |
| OTHER OPERATIONS | | | |
| Service charges | 1,400 | 1,420 | 1,387 |
| SRD Administration fee | 15,450 | 16,800 | 14,483 |
| GANS Administration fee | <u>1,500</u> | <u>1,351</u> | <u>1,559</u> |
| | <u>18,350</u> | <u>19,571</u> | <u>17,429</u> |

THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS
SCHEDULE OF EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2000

SCHEDULE B

| | Budget (Unaudited) 2000 \$ | 2000 \$ | 1999 \$ |
|-----------------------------------|-------------------------------------|----------------|----------------|
| ADMINISTRATION | | | |
| Salary - Executive director | 48,300 | 48,300 | 51,551 |
| - Office administrator | 25,000 | 25,000 | 24,035 |
| Benefits - medical and dental | 4,000 | 4,128 | 3,291 |
| CPP, EI and workers' compensation | 5,170 | 4,771 | 4,975 |
| General meeting - convention | 24,000 | 31,642 | 25,465 |
| Council meetings | 2,800 | 4,160 | 3,243 |
| Zone meetings | 1,500 | 576 | 543 |
| Executive expenses | 1,000 | 571 | 833 |
| Executive director expenses | 1,200 | 2,414 | 1,054 |
| Staff training and education | 800 | 249 | 90 |
| Postage | 4,500 | 5,235 | 4,228 |
| Printing | 1,000 | 722 | 620 |
| Office supplies | 3,000 | 3,363 | 5,493 |
| Telephone and fax | 3,200 | 2,956 | 2,196 |
| Equipment rental and maintenance | 2,600 | 2,128 | 2,008 |
| Equipment purchases | 200 | 2,375 | 2,845 |
| President's travel | 10,000 | 11,082 | 12,500 |
| Accounting services | 1,300 | 1,647 | 1,506 |
| Legal services | 3,000 | 6,015 | 1,996 |
| Professional dues and fees | 940 | 920 | 1,140 |
| Seminars | 500 | 1,442 | 12,873 |
| Advertising | 500 | 223 | 755 |
| Nova Scotian Surveyor | 5,000 | 3,985 | 3,130 |
| Amortization | 4,500 | 5,929 | 4,695 |
| | <u>154,010</u> | <u>169,833</u> | <u>171,065</u> |
| COMMITTEES | | | |
| Discipline | 3,000 | 1,136 | - |
| Complaints | 1,000 | 3,336 | 13 |
| Public Relations | 1,000 | 79 | 384 |
| Statutes and By-laws | 375 | - | - |
| Liaison - APENS | 500 | - | - |
| Administration Review | 200 | 429 | - |
| Continuing Education | 500 | 52 | - |
| Workshop | 1,000 | - | 605 |
| Manual of Good Practice | 500 | - | - |
| Regulations | 500 | 588 | - |
| Surveyors Forum | 500 | - | - |
| Other | 1,000 | 182 | 322 |
| Private Practice | 200 | - | - |
| | <u>10,275</u> | <u>5,802</u> | <u>1,324</u> |

THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

SCHEDULE C

SCHEDULE OF EXPENSES

FOR THE YEAR ENDED DECEMBER 31, 2000

| | Budget (Unaudited) 2000 \$ | 2000 \$ | 1999 \$ |
|----------------------------------|-------------------------------------|---------------|---------------|
| GRANTS, LEVIES AND AWARDS | | | |
| COGS awards | 1,600 | 1,600 | 1,600 |
| CCLS levy | 11,050 | 10,750 | 11,100 |
| APBELS levy | 1,105 | 1,075 | 1,110 |
| Outreach | <u>500</u> | <u>-</u> | <u>-</u> |
| | <u>14,255</u> | <u>13,425</u> | <u>13,810</u> |
| BOARD OF EXAMINERS | | | |
| NS Board of Examiners | 100 | 103 | 258 |
| Examinations | 50 | - | - |
| Atlantic Board | <u>300</u> | <u>-</u> | <u>218</u> |
| | <u>450</u> | <u>103</u> | <u>476</u> |
| OFFICE ACCOMMODATIONS | | | |
| Mortgage interest | 4,000 | 2,964 | 4,160 |
| Taxes | 5,000 | 10,172 | 2,804 |
| Insurance and bonding | 1,200 | 1,186 | 1,151 |
| Cleaning | 300 | 140 | 135 |
| Utilities | <u>2,000</u> | <u>2,213</u> | <u>1,824</u> |
| | <u>12,500</u> | <u>16,675</u> | <u>10,074</u> |
| MISCELLANEOUS | | | |
| Interest and bank charges | 420 | 418 | 177 |
| Courier | 100 | 113 | 57 |
| Refreshments | 300 | 187 | 295 |
| Other | <u>100</u> | <u>540</u> | <u>11,838</u> |
| | <u>920</u> | <u>1,258</u> | <u>12,367</u> |

THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

SCHEDULE D

SCHEDULE OF SURVEY REVIEW DEPARTMENT

FOR THE YEAR ENDED DECEMBER 31, 2000

| | Budget (Unaudited) | | |
|------------------------------------|-----------------------|---------------|---------------|
| | 2000 | 2000 | 1999 |
| | \$ | \$ | \$ |
| REVENUE | | | |
| Stickers | <u>84,216</u> | <u>82,961</u> | <u>84,956</u> |
| EXPENSES | | | |
| Sticker purchase | - | - | 1,329 |
| Administration fee | 15,450 | 16,800 | 14,483 |
| Manager's salary | 43,700 | 48,910 | 38,322 |
| Staff salary | 11,480 | 6,727 | 8,608 |
| Benefits - medical and dental | 2,240 | 2,411 | - |
| CPP, EI and workers' compensation | 4,055 | 2,985 | 3,422 |
| Manager's expenses | 3,871 | 2,024 | 1,686 |
| Professional dues and fees | 670 | 670 | 1,149 |
| Amortization | 50 | 257 | 64 |
| Office, postage and courier | 250 | 214 | 760 |
| Equipment purchases | 500 | 725 | 3,746 |
| Equipment maintenance and rental | 200 | 46 | 29 |
| Accounting | 600 | 650 | 600 |
| Staff training and education | 800 | 250 | 332 |
| Interest and bank charges | 100 | 61 | 73 |
| Miscellaneous | 150 | - | 405 |
| Bad debts | - | 118 | - |
| SRD Review committee | <u>100</u> | <u>429</u> | <u>-</u> |
| | <u>84,216</u> | <u>83,277</u> | <u>75,008</u> |
| OPERATING SURPLUS (DEFICIT) | <u>-</u> | <u>(316)</u> | <u>9,948</u> |

COMMITTEE REPORTS 2001

ADMINISTRATIVE REVIEW

The Administrative Review Committee (ARC) met twice in 2001 - June 29 and September 7. The structure and mandate of the committee were reviewed and the recommended changes were submitted to Council for approval. Items discussed at these meetings included interviews with staff by the committee; regular staff meetings; job descriptions; performance evaluations of staff.

The committee met separately with Fred Hutchinson, Executive Director; Gerry Bourbonniere, Survey Review Department Manager; and Kathy Alcorn, Executive Assistant.

Items brought up at the meetings with the Executive Director included:

1. Work plans
2. Budget
3. Employee performance evaluations
4. Staff meetings
5. Salaries
6. Minutes

The committee discussed the following topics with the SRD Manager:

1. SRD quarterly report
2. SRD budget
3. Plan review time
4. Draft revisions to SRD Manual of Administrative Procedures
5. Performance reviews and work plans.

Results from the above meetings:

1. Two very productive staff

meetings have been held.

2. The Executive Directors is submitting a budget to Council which includes recommendations for a dues increase and some salary increases.
3. The Executive Director agreed to conduct the mandatory 6-month probationary evaluation of the SRD Manager; also to conduct yearly performance evaluations of the SRD Manager and the Executive Assistant. The SRD Manager will evaluate the SRD Accounts Clerk annually. The ARC will do the yearly evaluation of the Executive Director.
4. The ARC will conduct periodic interviews with all staff.
5. The ARC is recommending that the Executive Assistant be the recorder of the minutes at Council meetings.
6. The committee agreed that Gerry Bourbonniere and Bob Daniels would meet to discuss the proposed revisions to the SRD Manual and that they would forward their recommendations to the committee for input. Gerry will then present the resulting draft to Council for final approval.
7. The committee is recommending that a new software program be purchased for the Survey Review Department.

Reports and approved minutes of committee meetings are being sent to Council. They are considered part of this report and are readily available to the membership.

Special thanks are hereby conveyed to all staff and to ARC members Bob Daniels, Gerald Pottier, Dave Roberts and Dave Wedlock for their time and expertise.

George Bruce, NSLS
Chairman

APENS LIAISON

The committee has not been active for several years.

Ken Whalen, NSLS

ATLANTIC PROVINCES BOARD OF EXAMINERS FOR LAND SURVEYORS

The board met in Gander, Newfoundland in May 2001 in conjunction with the Association of Newfoundland Land Surveyors' annual meeting.

Dr. James Secord and the undersigned met in July 2001 in Fredericton with representatives of the Board of Canada Lands Surveyors, the Western Board, Ontario, the Atlantic Board and CCLS. It appears that we are heading down the road to one basic board, replacing the above boards. James Dobbin, NBLS, is preparing a report on this for further consideration. This "new" board will not replace the NS Board, but will administer most of the exams.

John C. MacInnis, NSLS

Committee Reports (continued)

BY-LAWS

This committee did not meet this year.

Glenn Crews, NSLS
Chairman

CCLS

The Canadian Council of Land Surveyors held four meetings during the past year. The Annual General Meeting was held during the month of January in Fredericton in conjunction with the Association of New Brunswick Land Surveyor's AGM

The current Board of Directors is composed of Scott Murphy, NLS; Serge Bernard, PEILS; Gerald Pottier, NSLS; H. Murdock MacAllister, NBLS; Denis Blais, OLS; Selwyn Sanderson, MLS; Roy Pominville, SLS; Monroe Kinlock, ALS; Dave Bazett, BCLS and Carl Friesen, ACLS. The Executive Committee members for this year are President Greg Browne, BCLS; Vice President, James Dobbin, NBLS; Past President Philip Milo, NSLS.; Secretary Treasurer, Gerry Hawryluk, MLS and Executive Director, Sarah Cornett, OLS.

The focus of the CCLS during the past year has been on the evolving nature of the surveying community and how best it can continue to serve its members on a national level. Some initiatives were as follows:

1. HRDC Geomatics Sector Study – The report of the Human Resources Study for the Geomatics

Sector, jointly sponsored by CCLS, CIG and GIAC is complete and will shortly be circulated to land surveyors on CD-ROM through the CCLS and its member Associations. One action identified at a strategic planning workshop which took place at the conclusion of the study itself was the creation of a Geomatics Sector Council as a continuing co-operative effort on a sector-wide basis. The CCLS, along with CIG and GIAC, and with continued assistance from HRDC, is in the initial stages of investigating the options and will be making a series of presentations across the country later this fall to look for input from the geomatics community on the issue. If you have the opportunity to attend one of the presentations, please consider doing so and provide your input into this endeavor.

2. Labor Mobility for Canadian Land Surveyors – After a full year of work and negotiations, a mutual recognition document under the Agreement on Internal Trade – Labour Mobility Chapter was signed by ten Canadian land surveyor associations at the June meeting of l'Ordre des arpenteurs-géomètres du Québec's AGM. Unfortunately, the Association of Prince Edward Island Land Surveyors did not sign the agreement at that time. The Agreement contains provisions for annual reviews and for the implementation of any changes to policy, by-laws or legislation that may be necessary for full implementation. The CCLS is anticipating that it will serve as administrator for those annual reviews and as a resource for facilitating discussion about any issues that may arise surrounding the implementation of the agree-

ment.

3. Professional Liability Insurance – The Professional Liability Insurance Committee will be holding its regular fall committee meeting in Ottawa on October 21-23 and will be meeting with the Program Broker, Roger Brett and the Insurance Managers, ENCON at that time. The Committee continues to invite association members to let CCLS know of concerns with respect to Professional Liability Insurance or the ENCON program so that they can be addressed with the Associations, the broker and the insurers.

4. New CCLS Web Site – Work is moving forward on adding significant content to the CCLS web site. Look for a new design as well as detailed information about CCLS structure, the current work of the various committees and project teams and PDF versions of significant documents by the end of October.

5. Annual Meeting 2002 – The board has set the date and location of the next meeting of the Canadian Council of Land Surveyors for March 17-18, 2002 in Victoria, BC, in conjunction with the next Association of Canada Lands Surveyors annual meeting.

In summary, it is evident that the CCLS is an active organization with many valuable and busy individuals contributing to its work. If you have a particular interest in a specific issue or would like to be involved at the committee level, feel free to contact the CCLS office in Ottawa or your CCLS Director. We are always pleased to explain

Committee Reports (continued)

our work to interested parties and would welcome input and participation from all members.

Gerald A. Pottier
NS CCLS Director

COMPLAINTS

The Complaints Committee has held regular meetings once a month over the past twelve months (September 2000 to September 2001).

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

Nine new files were opened during this reporting period. Six new complaints were laid in the January to September 2001 period. Presently there are sixteen active files.

One of the complaints was laid by a land surveyor and eight by the general public.

Complaints intended to be referred to the Discipline Committee are being reviewed by our solicitor as a result of information received at a seminar on complaints and discipline last spring. Reports re being prepared for the solicitor's review.

The general nature of the complaints received during the past twelve months includes boundaries and communications. The committee for 2001 consists of David Hiltz, Ted Webber, Jim McIntosh, David Whyte and John MacInnis.

I would like to thank all members of the committee for their dedica-

tion, support and time in attending meetings and carrying out the necessary investigations, preparing reports and letters.

John C. MacInnis, NSLS
Chairman

**DEPT OF TRANSPORTATION AND PUBLIC WORKS
LIAISON**

Various meetings have been held for the joint ANSLs / DOT & PW Committee with the goal of producing regulations under which DOT & PW would perform surveys and prepare plans relating to the acquisition and disposal of property.

A draft version of the regulations was prepared and presented to the ANSLs Council for initial comment and to the NS DOT & PW staff for their review.

A meeting with Wayne Franklyn, P.Eng. (DOT & PW); Robert Daniels, NSLS, CLS (ANSLs); and Paul Slaunwhite, P.Eng, NSLS (ANSLs) in April 2001 indicated that the DOT & PW has accepted the proposed regulations in principle, with official approval in writing to be forthcoming.

With official DOT & PW approval, the proposed regulations will then be presented to the Association of Nova Scotia Land Surveyors for approval.

Members of the committee are Douglas K. MacDonald, NSLS, OLS (Ret), CLS; Robert A.

Daniels, NSLS, CLS; Paul H. Slaunwhite, P.Eng, NSLS; Kenneth W. Robb, NSLS.

Paul H. Slaunwhite, P.Eng., NSLS

**MANUAL OF
GOOD PRACTICE**

The committee did not meet this year. Several revisions including Section A were sent out to members.

J.A.C. Kaulback, NSLS
Chairman

NS BOARD OF EXAMINERS

The Board held one meeting during the past twelve months. Our second meeting will be convened prior to the annual general meeting.

Presently there are nineteen student members. One student became a member in July 2001. Several others are expected to take the oath of membership in the near future.

The Board for the past year consisted of: J. Forbes Thompson, Kevin Fogarty; George Sellers; Bruce Gillis, QC, Barristers' representative; David Cushing, APENS' representative; Keith AuCoin, representing the NS Department of Natural Resources; John MacInnis (C).

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

John C. MacInnis, NSLS
Chairman

Committee Reports (continued)**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

NSCRS TASK GROUP

Our committee presented formal recommendations to the provincial government in September of 2000. Since that time we have been waiting for a response and action by Service Nova Scotia and Municipal Relations (SNS & MR).

More recently, representatives at SNS & MR have indicated that they plan to proceed with a Consultant Study prior to the NSCRS implementation. The study and implementation process may take two to three years. In the meantime, SNS & MR have published UTM values for the HPN points together with a grid shift file for the ATS77 to NSCRS conversion.

These two developments have created a dilemma for our Association. Surveyors and others now have the ability to work in NSCRS. However, a number of issues have yet to be resolved including a suitable map projection and ATS77 monument values.

We will be meeting in the coming weeks to decide how to proceed. We plan to address this topic at the zone level. In the meantime, feedback from all members is appreciated.

Jeff Fee, NSLS
Task Group Chair

PUBLIC RELATIONS

The role of committee involvement in public relations has been minimal this past year. The association office has assumed much of the responsibility with committee members being called on to deal only with special projects. Contact with the public in responding to questions and concerns has become a daily occurrence. The office staff has also been successful in various mediation attempts and works closely with the Complaints Committee.

The web site continues to be updated and has an active traffic flow. The association brochure on "How The Profession Serves the Public" is still asked for and is in a reprint stage. Surveyors serve on several committees under the Registry 2000 project including the Steering Committee. The Executive Director makes scheduled presentations to the real estates agents for their continuing education program and serves as a resource person for the Public Relations Committee of CCLS.

Public relations is not a solely a

committee, it is an association activity. You can help by promoting business activities, community involvement and the profession of surveying.

F.C. Hutchinson, BA, NSLS, CLS

QPII

The ANSLs QPII Committee is no longer active.

There may be a meeting of QPII's at the agm to discuss any ongoing problems.

Lester Berrigan, NSLS
Chairman

REGULATIONS

This year the committee compiled a list of changes that had previously been suggested by some committee members. The office maintains a file of member suggestions and concerns as well as issues presented from the Survey Review Department and government. Regulations need to be current with industry standards and they provide a minimum standard for both the profession and the consumer. It is hoped that a review of the regulations will be completed this coming year which will include a section on mandatory continuing education.

Paul Slaunwhite, P.Eng, NSLS

ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS 2002 PROPOSED BUDGET

Prepared September 13, 2001

ADMINISTRATION

| | | 2002 Budget (proposed) | 2001 Budget | 2001 Actual (estimate) |
|-------------------------------|---------------|---------------------------|----------------------------|---------------------------|
| REVENUE | | | | |
| Membership Dues | | | | |
| Regular Members | (200 @ \$800) | \$160,000 | \$144,050 | \$140,203 |
| Retired Members | (36@ \$120) | \$4,320 | \$3,618 | \$3,668 |
| Non Practising Members | (1 @ \$200) | \$200 | \$167.50 | \$168 |
| Associate Members | (0 @ \$200) | \$0 | \$0 | \$0 |
| Student Members | (16@ \$80) | \$1,280 | \$1,072 | \$1,329 |
| Total Membership Dues | | \$165,800 | \$148,907.50 | \$145,368 |
| | | | | |
| Nova Scotian Surveyor | (see note 1) | \$1,800 | \$1,800 | \$1,000 |
| Convention Receipts | | \$12,000 | \$12,000 | \$12,000 |
| Certificates of Authorization | (49 @ \$25) | \$1,225 | \$1,225 | \$1,225 |
| Continuing Education/Seminars | | \$1,500 | \$1,500 | \$10,276 |
| Discipline Committee | (see note 2) | \$2,000 | \$1,000 | \$4,000 |
| Interest Income | (see note 3) | \$2,500 | \$2,500 | \$1,150 |
| Other Revenue | | \$50 | \$50 | \$120 |
| Sub Total | | \$21,075 | \$20,075 | \$29,771 |
| Other Operations | | | | |
| Dues Service Charge | | \$1,200 | \$1,400 | \$1,372 |
| SRD Administration Fee | (see note 4) | \$18,260 | \$17,790 | \$16,627 |
| GANS Administration | (see note 5) | \$1,500 | \$1,500 | \$700 |
| Sub Total | | \$20,960 | \$20,690 | \$18,699 |
| | | | | |
| Total Revenue | | <u>\$207,835</u> | <u>\$189,672.50</u> | <u>\$193,838</u> |

ADMINISTRATION

| | | 2002 Budget (proposed) | 2001 Budget | 2001 Actual (estimate) |
|-------------------------------|------------------------|-----------------------------------|--------------------|-----------------------------------|
| EXPENSES | | | | |
| Salary | - Executive Director | \$50,715 | \$48,300 | \$48,300 |
| | - Office Administrator | \$26,250 | \$25,000 | \$25,000 |
| Benefits | - Medical and Dental | \$4,100 | \$4,100 | \$4,476 |
| | - CPP | \$2,500 | \$2,500 | \$2,434 |
| | - EI | \$2,600 | \$2,600 | \$2,016 |
| | - Workers Compensation | \$600 | \$600 | \$475 |
| Sub Total | | \$86,765 | \$83,100 | \$82,701 |
| | | | | |
| Accounting | | \$1,500 | \$1,350 | \$1,350 |
| Advertising | | \$250 | \$500 | \$700 |
| Annual Meeting & Convention | | \$24,000 | \$24,000 | \$24,000 |
| Council Meetings | | \$2,800 | \$2,800 | \$2,350 |
| Depreciation | (see note 6) | \$6,000 | \$4,500 | \$5,000 |
| Equipment Rental/Maintenance | (see note 7) | \$2,500 | \$2,600 | \$1,100 |
| Executive Director Expenses | (see note 8) | \$1,500 | \$1,500 | \$1,500 |
| Executive Expenses | (see note 9) | \$1,000 | \$1,000 | \$1,200 |
| Legal Services | | \$3,000 | \$3,000 | \$10,000 |
| NS Surveyor | (see note 1) | \$5,000 | \$5,000 | \$3,200 |
| Office Expense | (see note 21) | \$3,000 | \$3,000 | \$3,000 |
| Office and Computer Equipment | | \$200 | \$200 | \$800 |
| Postage | | \$5,000 | \$4,500 | \$3,900 |
| President's Travel | (see note 10) | \$10,000 | \$10,000 | \$10,500 |
| Printing | (see note 12) | \$1,000 | \$1,000 | \$700 |
| Professional Dues and Fees | (see note 12) | \$1,000 | \$940 | \$970 |
| Seminars | | \$1,500 | \$1,500 | \$8,000 |
| Staff Training | | \$800 | \$800 | \$200 |
| Telephone & Fax | | \$3,000 | \$3,000 | \$2,200 |
| Zone Meetings | | \$1,000 | \$1,000 | \$500 |
| Sub Total | | \$74,050 | \$72,190 | \$81,170 |

| ADMINISTRATION (continued) | 2002 Budget (proposed) | 2001 Budget | 2001 Actual (estimate) |
|---|-----------------------------------|--------------------|-----------------------------------|
| Committees | | | |
| Administrative Review Committee (see note 13) | \$250 | \$200 | \$200 |
| APENS Liaison Committee | \$300 | \$500 | \$100 |
| By-Laws Committee | \$125 | \$125 | \$0 |
| Complaints Committee | \$500 | \$1,000 | \$150 |
| Continuing Education Committee | \$500 | \$500 | \$50 |
| Discipline Committee (see note 2) | \$3,000 | \$3,000 | \$3,457 |
| Manual of Good Practice | \$500 | \$500 | \$0 |
| Other Committees | \$200 | \$200 | \$100 |
| Private Practice Committee | \$200 | \$200 | \$0 |
| Public Relations Committee | \$500 | \$500 | \$350 |
| Regulations Committee | \$500 | \$500 | \$200 |
| Statutes Committee | \$250 | \$250 | \$0 |
| Surveyors Forum (see note 14) | \$0 | \$0 | \$0 |
| Workshop for Committees | \$0 | \$0 | \$0 |
| Sub Total | \$6,825 | \$7,475 | \$4,607 |
| Grants, Levies and Awards | | | |
| APBELS levy (200 x \$5) (see note 15) | \$1,000 | \$1,075 | \$1,055 |
| CCLS levy (200 x \$65) (see note 16) | \$13,000 | \$13,975 | \$13,910 |
| COGS Awards (see note 17) | \$1,600 | \$1,600 | \$1,600 |
| Outreach Program (see note 18) | \$0 | \$0 | \$0 |
| Sub Total | \$15,600 | \$16,650 | \$16,565 |
| Boards of Examiners | | | |
| Atlantic Board (see note 19) | \$300 | \$300 | \$1,038 |
| Examinations | \$50 | \$50 | \$50 |
| Nova Scotia Board | \$100 | \$100 | \$1,438 |
| Sub Total | \$450 | \$450 | \$2,526 |

| ADMINISTRATION (continued) | 2002 Budget (proposed) | 2001 Budget | 2001 Actual (estimate) |
|-----------------------------------|-----------------------------------|-------------------------|-----------------------------------|
| Accommodation | | | |
| Cleaning | \$200 | \$300 | \$100 |
| Insurance | \$1,700 | \$1,200 | \$1,757 |
| Mortgage Interest | \$2,800 | \$3,000 | \$2,546 |
| Taxes | \$11,000 | \$11,000 | \$9,981 |
| Utilities | \$2,000 | \$2,000 | \$2,064 |
| Sub Total | \$17,700 | \$17,500 | \$16,448 |
| Miscellaneous | | | |
| Courier | \$100 | \$100 | \$100 |
| Interest and Bank Charges | \$400 | \$150 | \$300 |
| Refreshments (see note 20) | \$300 | \$300 | \$300 |
| Other Miscellaneous Expenses | \$100 | \$100 | \$350 |
| Penalties & Interest | \$0 | \$0 | \$0 |
| Sub Total | \$900 | \$650 | \$1,050 |
| Total | <u>\$202,290</u> | <u>\$198,015</u> | <u>\$205,067</u> |
| Surplus/(deficit) | \$5,545 | (\$8,342.50) | (\$11,229) |

Administration Notes:

1. It is anticipated that there will be three issues of *The Nova Scotian Surveyor* in the 2002 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 supplies 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 for the postage meter and postage machine. Repairs to office equipment, including photocopier. Maintenance contract for photocopier no longer available.
 - Postage Meter - \$462
 - Postage Machine - \$208
 - Repairs - \$1,830
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, brochures, etc.
12. Professional dues and fees include ANSLS dues, ACLS dues, CIG dues, GANS dues for Executive Director.
13. The administration portion of the Administrative Review Committee expenses is part of the administration budget. The SRD portion of the Administrative Review Committee expenses 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 2002.
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.

SURVEY REVIEW DEPARTMENT 2002

REVENUE

| | | 2002 Budget (proposed) | 2001 Budget | 2001 Actual (estimate) |
|----------------------|--------------|-----------------------------------|------------------------|-----------------------------------|
| Stickers | (see note 1) | \$66,600 | \$64,306 | \$65,375 |
| SLC Numbers | | \$16,500 | \$21,762 | \$17,700 |
| TOTAL REVENUE | | <u>\$83,100</u> | <u>\$86,068</u> | <u>\$83,075</u> |

EXPENSES

| | | | | |
|--|--------------------|------------------------|------------------------|------------------------|
| Accounting | | \$700 | \$650 | \$750 |
| Administration Fee (see note 2) | | \$18,260 | \$17,990 | \$16,627 |
| Benefits | - CPP | \$1,800 | \$1,600 | \$1,701 |
| | - EI | \$2,000 | \$1,900 | \$1,290 |
| | - Medical & Dental | \$2,200 | \$2,240 | \$0 |
| | - Workers Comp | \$350 | \$375 | \$271 |
| Courier | | \$50 | \$50 | \$0 |
| Depreciation | | \$50 | \$50 | \$50 |
| Equipment Rental & Maint. | | \$200 | \$200 | \$150 |
| Interest & Bank Charges | | \$100 | \$100 | \$75 |
| Manager's Expense | | \$3,800 | \$3,800 | \$2,500 |
| Miscellaneous | | \$150 | \$150 | \$0 |
| Office & Computer Equipment | | \$500 | \$500 | \$1,710 |
| Office Expense | | \$200 | \$200 | \$200 |
| Printing | | \$0 | \$0 | \$0 |
| Professional Dues and Fees (see note 3) | | \$800 | \$670 | \$587 |
| Administrative Review Committee (see note 4) | | \$250 | \$100 | \$250 |
| Salary | - Manager | \$43,700 | \$43,700 | \$37,300 |
| | - Assistant | \$10,700 | \$9,000 | \$7,130 |
| Staff Training | | \$800 | \$800 | \$800 |
| Sticker Purchases | | \$0 | \$0 | \$0 |
| TOTAL EXPENSES: | | <u>\$86,610</u> | <u>\$84,075</u> | <u>\$71,391</u> |
| NET SURPLUS/DEFICIT | | (\$3,510) | \$1,993 | \$11,684 |

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 SRD portion of the Administrative Review Committee expense is part of the SRD budget.

Calculation of SRD administration fee for 2002 budget:

| | | | | |
|-------------------------------|---------------|---|-----|---------------|
| Rent | \$300 / month | | | 3,600 |
| Utilities | 2,000 | x | 40% | 800 |
| Taxes | 11,000 | x | 40% | 4,400 |
| Insurance | 1,700 | x | 40% | 680 |
| Cleaning | 200 | x | 40% | 80 |
| Tel & Fax | 3,000 | x | 30% | 900 |
| Exec Asst Salary | 26,250 | x | 20% | 5,250 |
| Postage | 5,000 | x | 18% | 900 |
| Office Expense | 3,000 | x | 30% | 900 |
| Equip Rental & Maint | 2,500 | x | 30% | <u>750</u> |
| Total SRD Administration Fee: | | | | <u>18,260</u> |