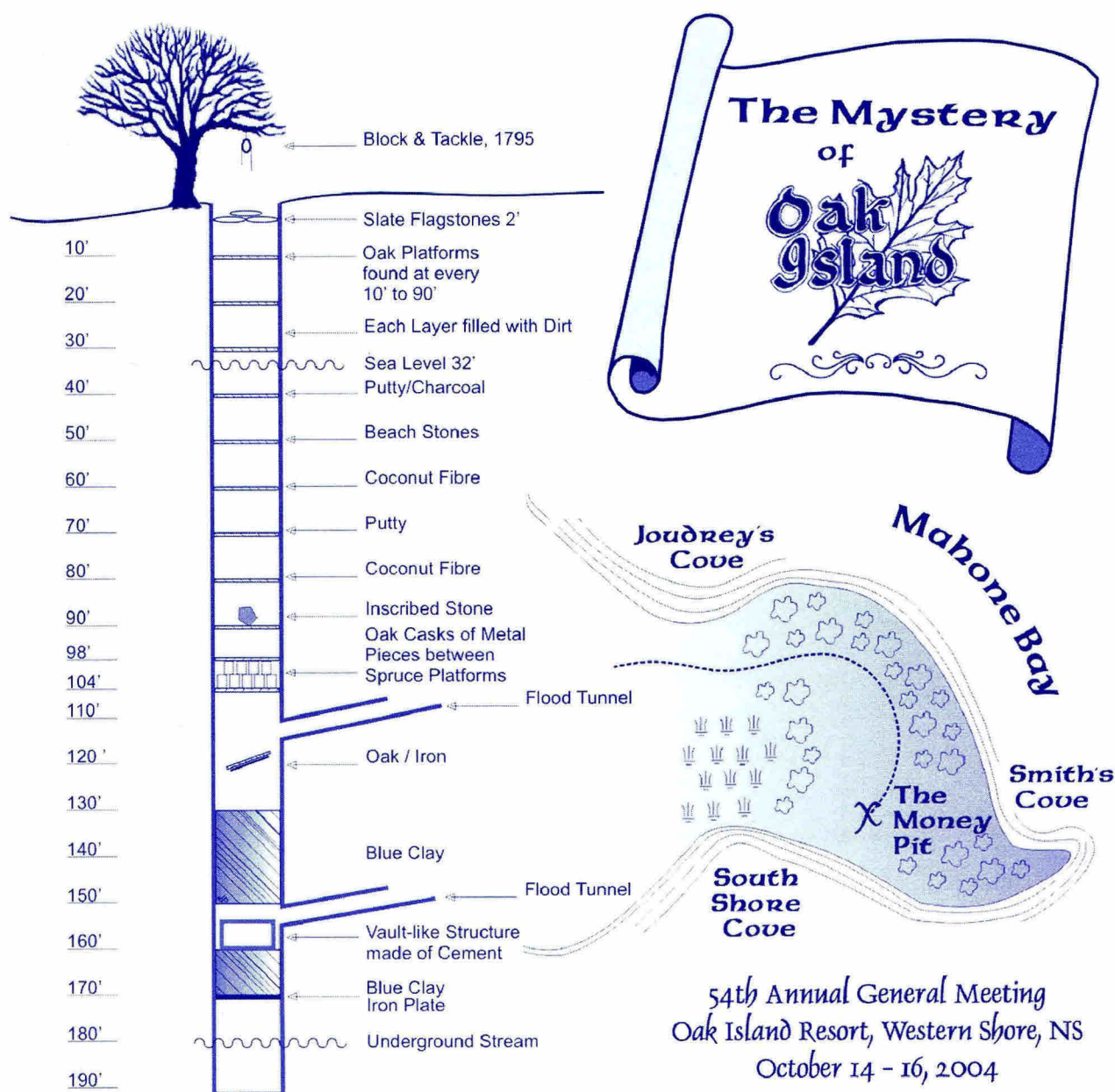


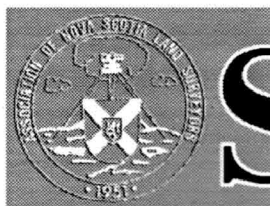
THE NOVA SCOTIAN SURVEYOR

Fall 2004

No. 172



54th Annual General Meeting
Oak Island Resort, Western Shore, NS
October 14 - 16, 2004



THE NOVA SCOTIAN SURVEYOR

FALL 2004

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THE NOVA SCOTIAN SURVEYOR

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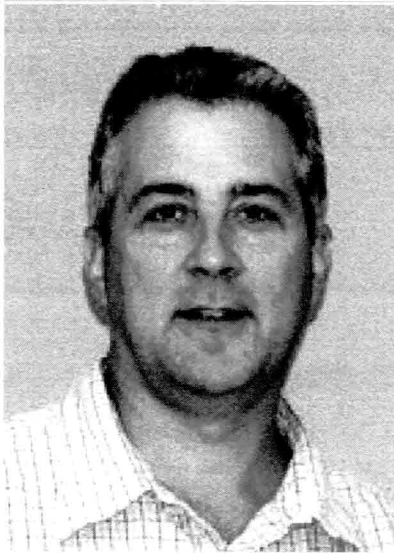
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Letters to the Editor should be limited to one page.

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PRESIDENT'S REPORT

J. Fee, P.Eng., NSLS, CLS



The crisp, cool mornings of September are a reminder that the land surveyor's favourite season has returned. Black flies are almost a distant memory and the snow has yet to fly. Autumn is the time of year that office dwellers like myself look for an excuse to check out a job or visit a crew on site.

Of course, in Nova Scotia, this is also hurricane season. At this time last year, many of us were cleaning up after "Juan". The aftermath of Juan continues to be felt in the surveying business. In many parts of HRM, the cost of opening up boundaries in the woods has increased 2 to 3 times. Fallen trees and hanging limbs present an ongoing safety hazard for field per-

sonnel.

The Fall is also a time to reflect on our accomplishments and look forward to the challenges and opportunities of the future. We have much to be thankful for as land surveyors living and working in Nova Scotia. Many of us are enjoying the rewards of a relatively robust economy. In 1994 our Association had 255 regular members competing for too little work. Ten years later our membership is at 185 and land surveyors are finally in demand.

We are challenged to work smarter to keep up with the increased demand for our services. That means investing in technology and people and providing a competitive work environment. It means that we can be more selective in the work that we do and charge for our services accordingly. How many of us continue to do Location Certificates at 1980's prices while our real clients are left waiting?

We are fortunate to have an exclusive right of practice supported by provincial legislation. We earned this right through our professional conduct. Our Association is small but our bar is high; from our educational standards to our regulations, from our Survey Review Department to Mandatory Continuing Education and our complaints and discipline process. All of these elements demonstrate that we are professionals and worthy of our unique status.

The work of the surveyor is largely behind the scenes. With our well developed cadastre, real property transactions are routine and boundary disputes are rare. When architects and engineers rely on the surveyor, buildings and structures end up in the right spot. So, while many don't understand how we do what we do, our value to society is clear.


The stage is set for the continued prosperity of our members. However, we must not take our professional status for granted. Demographics are already changing the face of our profession. The average Nova Scotia Land Surveyor is a white male in his 50's. This profile will not carry us into the future. We need to attract new members, from diverse backgrounds, with both new and traditional skill sets. As many of our members move to retirement, our Association will be relying on our newest members for their energy and new ideas.

In the coming year our Association will be developing a Strategic Plan to provide a blueprint for our future. Our resources are limited. We need to identify the issues impacting our profession and prioritize our actions and decision making. Your Council will be looking for your support with this initiative.

Enjoy the Fall and we look forward to seeing you at Oak Island. ❖

NOTICE OF ANNUAL GENERAL MEETING

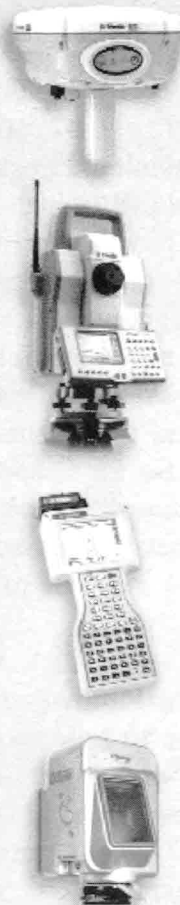
Pursuant to By-law 5.5, you are hereby given notice that the 54th annual general meeting of the Association of Nova Scotia Land Surveyors will be held at Oak Island Resort, Western Shore, Nova Scotia, beginning Friday, October 15, 2004 at 9:00 am and continuing on Saturday, October 16, 2004.



The speed record for this stretch of highway
wasn't set by a sports car, but by a surveyor.

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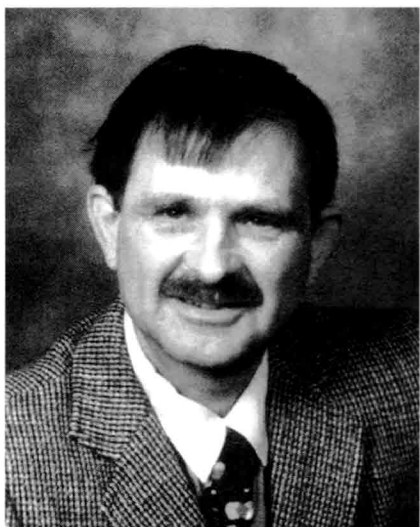


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EXECUTIVE DIRECTOR'S REPORT

F.C. Hutchinson, BA, NSLS, CLS



Mandatory Continuing Education (MCE) is now in full swing. The committee has provided evaluations of activities for several members in the past few months. The evaluations have been beneficial to the committee in establishing various scenarios and precedents for future referral. So far it appears that there is an increased participation by the membership in association activities as a result of the MCE Program.

While I am on the topic of education I would like to talk about a special week in November, **Geography Awareness Week**. Promoted since 1987 by The National Geographic Society, it now includes GIS Day in mid-week, Wednesday, November 17, 2004. How about that, a special day just for us. Yes, surveyors play a very

important role in Geographic Information Systems. The municipal tax system is based almost entirely on the boundaries and parcels created by the surveyor.

Why not capitalize on the opportunity and contact the geography department of a local school to see if they would like a speaker to talk to students. You can promote surveying, geomatics, mathematics, and geography and yes ... you can even get MCE points for your effort. I suggest that you visit www.gisday.com to learn more about this special day and week. Be proud of your chosen profession!

Within the next six months, the Land Registration Act will be proclaimed throughout Nova Scotia, signaling the death knell of our present 255 year old Registry System. The surveyor has, as always, an important role to play in the "real property" game. The profession needs to be vigilant and work with the legal profession and the Government to ensure that the historical documentation of the existing registry system is not lost. Its preservation provides the textual evidence needed to delineate the ownership of future titleholders.

A future endeavor of the land titles program under the Land Registra-

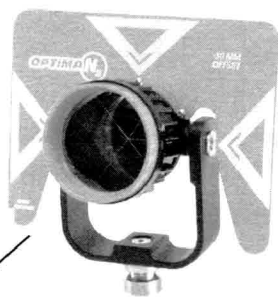
tion Act is the scanning of plans for online viewing. Digital submissions are also being considered but initially only the geometry of the plan may be requested to assist the property mapping database. This may be initiated by the municipal planning authority at the time of subdivision approval.

Members are reminded that survey plans that have been prepared to illustrate boundaries that are not subject to municipal approval can be recorded in the Registry of Deeds Office at no cost. Documenting the extent of title by a retracement survey benefits the property database and preserves the plan in a public registry for the owner and future title holders. It also aids the future surveyor from missing an unrecorded document and thus creating a possible conflict. If the land surveyor places a marker on a property in the public domain then that marker should be supported by a document in the local registry.

It doesn't seem like that long ago that I worked into the wee hours of the night using log tables and calculating areas by coordinates. The concept of "digital plan submissions" was a galaxy away and not even part of my vocabulary. I wonder what new words will be in use by the next generation? ❖

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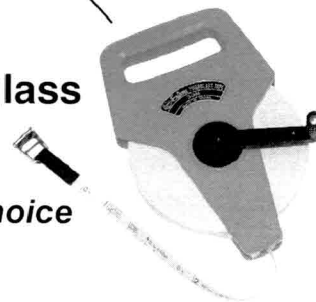
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SRD MANAGER'S REPORT*by Gerry Bourbonniere, NSLS***Administration**

Since 2001, between 9,000 and 10,000 plans and location certificates were submitted annually to SRD. General terms of reference for SRD were to perform a complete review, with a report, on one plan per year for each member who submitted plans (140 to 150), perform a site inspection, with a report, on 50% of those members per year and perform a "cursory review" of all other plans and location certificates. These, together with administrative responsibilities, were very lofty objectives for one individual to accomplish.

In 2004, the Administration Review Committee met to discuss the problems of fulfilling these objectives. A plan has been worked out which should be attainable and provide the members with the required feedback. Systematic reviews will be performed as per Regulation 96(1), a minimum of one plan per member per year (currently about 140). Of these, 50% will be subjected to site inspections. If necessary, other submissions by the member may be considered in the plan review and/or site inspection. This format was applied to about one half of the reports to date this year. With the existing number of staff at SRD, this is recommended as a very workable process.

See Appendix A for comparisons of annual plan submissions and sales of

SLC numbers. Prompt payment of members' accounts is appreciated. However, there are still some members whose submissions are continually in arrears.

After more than three years as SRD Accounts clerk, Peter Landzaat has retired. SRD certainly benefitted from his knowledge and experience in accounts receivable. Cathy McInnis has been hired for the part-time position, which will continue as three days per week.

Reviews and Reports

In March, significant time was spent finalizing detailed reviews of plans, site inspections and the comprehensive reviews of numerous projects of one member and the subsequent reports. The findings of this investigation resulted in an official complaint being filed in April. Further unsolicited information was sent to SRD since the complaint was filed. This information, after a cursory review by SRD, was forwarded to the Committee and the member was advised of this action. Reports from this investigation are not included in the following statistics.

Site inspections have been performed on 46 projects and reports forwarded to 41 surveyors. 50% of the reviews followed the procedures mentioned above. The others included the minimum of a mathematical check. Site

inspection reports automatically include comments on plan preparation, regulatory or observations.

Reports on eight site inspections performed in 2003 were sent to six surveyors. A further 20 to 25 reports were provided on the random review of one or more plans, at the request of the Complaints Committee, on Location Certificates or in response to requests by members for advice or assistance. The latter may be in the form of e-mail or letter after investigation, including discussion with the Executive Director and/or members of the SRD Advisory Committee. Many requests are dealt with immediately by phone. Calls from the public are normally directed to the Executive Director when available.

Because of the complexity of problems with survey and plan preparation procedures discovered in reviews, members (two this year) may be asked to come to the office to discuss the situation. It is also not uncommon for members to stop by the office with their current projects for advice on either a problem or presentation of data.

The above statistics identify SRD's activities as of August 31. Two more field trips are planned for this year. These inspections, together with additional plan reviews, should attain the goals for SRD in 2004. ☒

Appendix A

SRD STATISTICAL REPORT OCTOBER 2004

Sales of SLC Numbers to August 31, 2004

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Tot at end Aug	Actual	Last 4 Months
2000	285	681	395	400	630	905	680	805	296	437	467	515	4781	6496	1715
2001	245	395	280	565	450	969	859	659	410	831	425	500	4422	6588	2166
2002	511	220	525	465	655	815	930	862	745	525	251	405	4983	6642	1926
2003	360	165	506	392	715	595	810	640	427	615	750	230	4183	6205	2022
2004	135	245	180	630	620	783	735	590					3918	est 5900	

Plans Received to August 31, 2004

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Tot at end Aug	Total	% Stickers	% CAD
1998	323	141	203	207	206	233	316	379	255	331	348	266	2008	3208	52.5	47.5
1999	282	258	329	258	143	231	298	273	285	291	342	372	2072	3362	46.8	53.2
2000	357	226	212	252	226	292	367	412	175	402	236	308	2344	3465	34.3	65.7
2001	396	237	271	181	189	312	572	233	255	288	395	144	2391	3473	31.5	68.5
2002	231	403	186	306	250	315	280	191	340	285	314	155	2162	3256	20.7	79.3
2003	273	274	165	230	209	310	183	275	359	319	320	395	1919	3312	22.3	77.7
2004	268	198	209	246	159	296	264	261					1901	est 2990	18.4	81.6

**CANDIDATE FOR PRESIDENT
JOHN W. ROSS, NSLS, CLS**



John W. Ross NSLS CLS is a Pictou County native who went from high school graduation in 1968 to summer employment with M.H. Wadden Surveys Ltd. and then on to the Nova Scotia Land Survey Institute. Excepting two years of Pre-engineering at Dalhousie University he has worked in surveys ever since. Experience leading to a 1973 commission was in private legal, municipal, control and Crown Land surveys. Fourteen years were spent with Nova Scotia Dept. of Lands & Forests, seven as Crown Land Surveyor for Cape Breton Co. and six as Special Projects Surveyor in eastern Nova Scotia. Half a year was spent in head office as an assistant to the Inspector of Legal and Technical Surveys. From April 1987 to present John has been principal of Landmark Survey Limited.

A commission was obtained in 1982 as a Canada Lands Surveyor and membership in CIG has been maintained since the 1970's.

Within the association John was on the first continuing education committee and served as Councillor for Zone 5 (1978-80) and Zone 4 (1986-88). More recently he was a member of the 2002 Convention Committee and is presently on the administrative review and strategic planning committees. In the community he was, for a time, a volunteer fire fighter and trustee of the local fire department.

John and wife Bev live in Riverton, Pictou County, where they raised four sons. Sandy, lives in BC with his wife and two children where he has obtained BCLS and CLS commissions. Ian and wife live in Ottawa where he has been with Nortel since several years. Ryan is currently completing a U. of Ottawa law degree and masters at Carlton U. concurrently. Mark has just joined the Calgary Fire Department. ❖

**CANDIDATE FOR VICE-PRESIDENT
GARRY S. PARKER, P.Eng., NSLS, CLS**

Garry Parker was born in 1947. He graduated from Acadia University in 1968 with a diploma in Applied Science, and from the Technical University of Nova Scotia in 1970 with a Bachelor of Engineering (Industrial).

Garry articulated with Frank Longstaff and Edward MacDonald and received his commission as a Nova Scotia Land Surveyor in 1977. He became a CLS in 1996.

He served on the Barristers/Surveyors Liaison Committee in 1989 and 1990, on the Private Practice Committee in 1994 and was Councillor for Zone 6 from 1994 - 1996.

Garry is in private practice and is a principal in the firm of Longstaff-Parker Surveys in Dartmouth. During the past six years, he has also been conducting legal surveys and practicing engineering in the Arctic, specifically the new Nunavut Territory. ❖

BE SURE TO ATTEND

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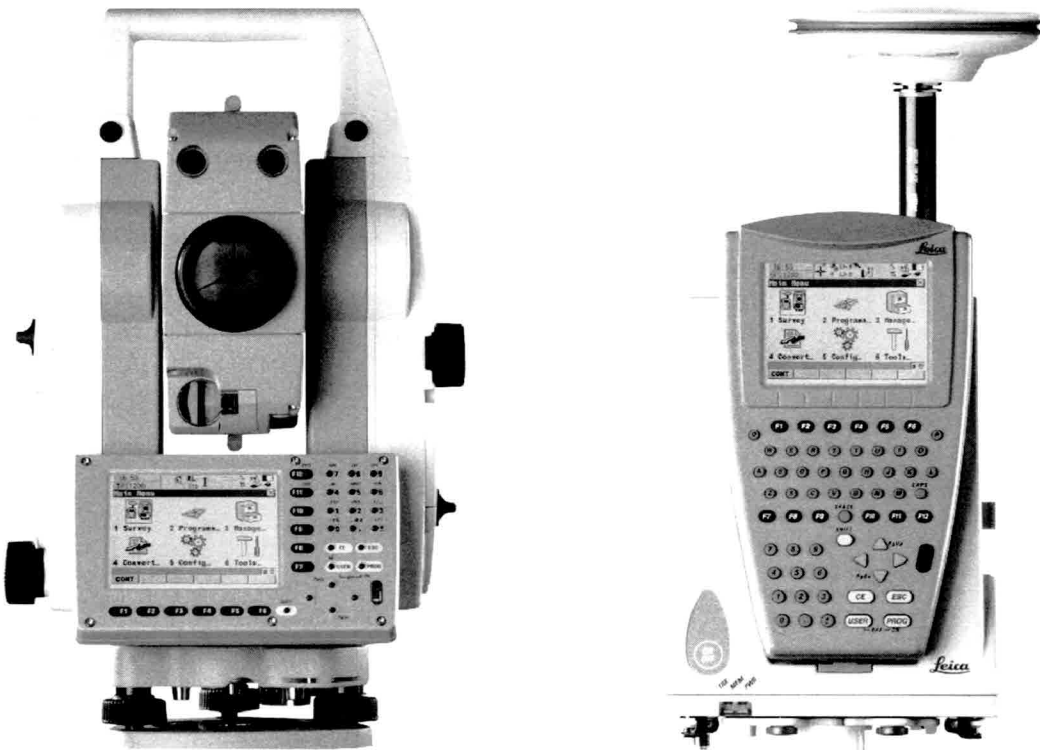
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**CANDIDATE FOR COUNCILLOR
ZONE 4**

FRANK D. GILLIS, P.Eng., NSLS



Frank has been involved with GPS since 1977. He has been self-employed in land surveying under the business name Landex Surveys for the past 16 years. Currently he uses RTK GPS for approximately 80 percent of his fieldwork including data collection and layout.

In 1974 Frank graduated from the Mineral Technology program at what is now UCCB. In 1981 he completed his Surveying Engineering degree at UNB.



**CANDIDATE FOR COUNCILLOR
ZONE 5**

RAYMOND MacKINNON, NSLS

Raymond MacKinnon graduated from the Nova Scotia Land Survey Institute (now COGS) in 1976 and received his NSLS commission in 1978.

From 1976 to 1982 he worked as an instrument man and as an NSLS with the NS Department of Lands and Forests. In 1983, Raymond was employed as surveyor with the District of St. Mary's. Raymond has been self-employed since 1984.

He lives in Sydney with his wife, Rita. They have two sons - John D., who is in his first year of cartography at COGS and Daniel, who is in Grade 12.



**CANDIDATE FOR COUNCILLOR
ZONE 6**

KEVIN BROWN, P. Eng., NSLS, PEILS



Kevin Brown is a partner with Terrain Group, a consulting firm located in Bedford, Nova Scotia and Moncton, New Brunswick. Through their two offices, Terrain offers land surveying, civil/municipal engineering, land-use planning, and management consulting services to a wide range of private and public sector clients. A main area of activity is the provision of services for development projects and projects for municipalities relating to infrastructure and remediation works.

Kevin grew up in Carroll's Corner, Nova Scotia. Upon graduation from high school, he attended the Nova Scotia Land Survey Institute, graduating from the survey program. He then attended the University of New Brunswick, graduating in 1986 with a Bachelor of Surveying Engineering Degree. He received his professional engineering license in 1988 and his land surveying license in 1989.

In addition to his work with Terrain, Kevin is actively involved in several professional associations.

Kevin resides in Waverley with his wife and two children. In his spare time, you can find him at the rink coaching competitive hockey during the winter, or boating on Lake William during the warmer weather.



Editor's Note re: Zones 1 and 6

At press time there were no candidates nominated to fill these two positions.

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COMMITTEE REPORTS 2004

ADMINISTRATIVE REVIEW

The Administrative Review Committee (ARC) has been very active this year. We met on six occasions to deal with a number of Association and SRD administrative issues including:

- Annual reviews for staff
- Association budgets and financials
- Association and SRD work plans and performance

The committee is operating under a newly mandated structure comprised of the three Past Presidents, the Vice-President and the President. We feel that the new structure provides for better communication and continuity with the Executive Director and the SRD Manager.

At the request of the SRD Manager, the committee reviewed the Terms of Reference and Manual of Administrative Procedures for the Survey Review Department. We believe that the mandated deliverables, such as the annual Systematic Review and Report are still an appropriate measure of our member's performance.

Committee members for the past year were; Lester Berrigan, George Bruce, Forbes Thompson, Jeff Fee and John Ross. I would like to thank the committee, Fred Hutchinson and Gerry Bourbonniere for their efforts and significant time commitment.

Jeff Fee, P.Eng., NSLS, CLS

=====

CCLS

I have been representing the Association of Nova Scotia Land Surveyors as your CCLS Director since this past January. It has been a very busy and productive year both for me and for the Canadian Council of Land

Surveyors.

The CCLS has been working on a number of initiatives over the past year, some carried over from previous years and some new initiatives. Most of these initiative are of great importance to every member association across Canada and indeed will impact surveyors in the Association of Nova Scotia Land Surveyors. Early this year we welcomed l'Ordre des Arpenteurs-Géomètre du Québec back into the CCLS after an absence of a number of years. We have once again become a truly national body representing the interests of surveyors across Canada.

Some of the CCLS initiatives have been in place for a number of years and they continue to be very active. The International Trade Committee represents an ongoing effort to put an agreement in place for mutual recognition of professional credentials as part of the North American Free Trade Agreement. The Labour Mobility Initiative saw the CCLS take an active part in helping the surveyors associations across Canada meet requirements set out in the Agreement on Internal Trade. There is now in place a Memorandum of Understanding signed by all Canadian Associations except Prince Edward Island at this time. The Board of Examiners Coordinating Committee is also a very active committee and among other responsibilities oversees the National Accreditation Program. The Professional Liability Insurance Committee (PLIC) has been and continues to be an active committee and I'm sure most of the membership will attend the CCLS Professional Liability Insurance Committee presentation Friday afternoon at our business meeting.

Some of the new initiatives started this past year that are sure to be of interest to our members are the Distance Learning Initiative and the

National Forum on Entry to the Profession. Distance Learning will be of particular interest to our members as our Mandatory Continuing Education Program gets underway. The objectives of the National Forum on Entry to the Profession are to identify and address key issues facing entry level professionals and to review pre-professional educational requirements across the country. The issues surrounding entry to the profession will become more important as time goes on and the number of surveyors across Canada steadily decline.

I have just touched on some of the initiatives that the Canadian Council of Land Surveyors has been working on over the past year. For a more detailed description of initiative that the CCLS is working on you can visit our web site at www.ccls-ccag.ca at your convenience.

Raymond Pottier, NSLS
CCLS Director

=====

COMPLAINTS

Committee Members:
Glenn Crews (c), Stephen White,
David Lorimer, Ted Webber,
David Whyte

This committee continues to meet every month. Up to September 1st, last year's workload breaks down as follows:

Since last report:
12 complaints were under investigation
8 complaints are new
7 complaints were dismissed,
0 complaints were forwarded to Discipline
13 complaints are currently under investigation.

How many of you have had a com-

Committee Reports (continued)

plaint filed against you? What about two ... or three? We see these complaints and struggle with what is appropriate. We can't send a complaint to Discipline for not returning a phone call to an adjainer, but when we're on the third or fourth complaint that could have being prevented by a courteous reply, then perhaps a formal and costly Discipline action is necessary. Your professional conduct reflects on all of us and the bar for what's acceptable is rising.

Although I can't outline the complexities of "Complaints" in one paragraph, I can tell you that the thoughtful comments of the committee members is very reassuring to me.

Glenn M. Crews, NSLS
Chairman

CONTINUING EDUCATION

As a consequence of the fundamental changes of our Association's approach to continuing education, the Continuing Education Committee met four times over the past year - three under the chairmanship of Bob Becker and one with myself as the new committee chair. These meetings dealt with a number of very detailed issues that now must be considered, issues such as: maximum points allowable under different categories; the validity of various "community involvement" activities; potential topics for future seminars; duties of members of this committee; details re organizing specific seminars; the location and timing for seminars; and a host of other items.

This coming year the committee will be tracking and recording points for each land surveyor.

At the June 18 and 19, 2004 seminars a questionnaire was available, and was completed and returned by most in attendance. One portion of

this form asked for suggestions for future seminar topics. There was no single topic selected by a majority of respondents, but considerable interest was expressed in the following areas, at least some of which will form the basis of upcoming seminars.

- Registry 2000
- more GPS
- case studies
- business related
- practical aspects of field work
- CAD and survey software

I express appreciation for the past work done by chairman Bob Becker, and to the other members of this committee: Gerry Bourbonniere, Mike Crant, Andrew Giles, Cyril LeBlanc and Garnet Wentzell.

Grant McBurney, NSLS
Chairman

DISCIPLINE

This past year to date has not required the Discipline Committee to convene a hearing. A member of our committee, Bill Thompson, retired and Joe Alcorn was approved to fill the vacant position on our committee.

Congratulations on your retirement Bill and thank you for your service on the Discipline Committee. The present members of the committee are: Harold Lively (c), Walter Rayworth (vc), Allen Hunter (sec), John Pope, David Wedlock, Peter Lohnes and Joe Alcorn.

Harold Lively, NSLS
Chairman

LAND TITLES

The first meeting of this committee was held at the association office on May 5, 2004. The committee's main activities include assessing the impact of Registry 2000 on the public

and the surveying profession. At the meeting, members discussed various problems encountered in preparing PDCA's and potential issues with descriptions being prepared for Registry 2000.

On May 25, 2004 Fred Hutchinson and I met with the Project Director (Registry 2000) and the Registrar General of Land Registration. At that meeting they indicated they would be interested in looking at examples of actual problems that have resulted from the process of migrating parcels to the Registry 2000 system.

The committee is currently in the process of collecting these examples for the purpose of demonstrating the impact of current practice (within Registry 2000) on future property transactions.

The members of the Land Titles Committee are: Ernest Blackburn, Don Parker, Valerie George, Derik DeWolfe, Kevin Lombard, Glenn Myra and Bruce Mahar.

Bruce Mahar, NSLS
Chairman

LIFE & HONOURARY MEMBERS

Robert Feetham is the chair and sole active member of this committee. He normally examines the register of land surveyors to see if there are any potential candidates to be considered. He then consults with several other senior members for input to assist in making an appropriate selection. The name of any candidate selected is then put to council for a vote.

Last year two names were put forward as life members. Both were approved by council and the two members inducted at the last general meeting. Bob has indicated that, as far as he can determine, there are no members this year to be considered

Committee Reports (continued)

for life membership. There are also no candidates for honorary membership.

Greg Smith, NSLS
Council Reporter

=====

NSCRS TASK GROUP

In 2003 our committee had extensive consultation with Service Nova Scotia and Municipal Relations (SNSMR) regarding implementation of NSCRS, the new provincial referencing system. SNSMR representatives have assured us that the most of the recommendations put forth by our Association will be incorporated into the final NSCRS Policy Document.

SNSMR staff has not yet produced the Policy Document. When it is available, we will have an opportunity to review the transition plan and provide additional feedback. The projected date for official adoption of NSCRS is Spring 2006.

Committee members are Jim McIntosh, Rod Humphreys, Ray Potier, Dan Gerard, Greg Smith and Jeff Fee.

Jeff Fee P.Eng., NSLS, CLS
Chairman

=====

PUBLIC RELATIONS

This year the PR committee had one meeting as well as some email correspondence. Work on our new brochure took a back seat while web site review and maintenance was center stage. The Association continues to support the Centre of Geographic Sciences with the presentation of three prizes totalling \$1600 at the annual convocation.

The office, with the support of some Councillors and other members, has made presentations to various groups including real estate agents,

lawyers, provincial and municipal governments and schools.

Land surveyors providing a professional service and participating in community affairs is the best public relations program that the surveying industry could ask for. Public respect flows naturally from self-respect.

Thanks to committee members Alan Gallant and Grant MacDonald, who is also our webmaster.

Fred Hutchinson, Chairman

=====

REGULATIONS

The mandate of the Regulations Committee of the ANSLS is to oversee ongoing issues with Regulations to ensure that they are relevant to the profession in the practice of Professional Land Surveying. The general mandate of the committee for 2004 is to review what regulations need to be revised, deleted, moved to by-laws or whether new sections need to be added.

The members of the committee are: Tom Giovannetti (Chair), David Roberts, Emerson Keen, Frank Longstaff, Norval Higgins, Robert Daniels, Walter Jackson.

The committee members were appointed this spring and due to the summer busy season, only one meeting was held. The committee discussed and identified some areas of interest as the result of an inquiry to members as follows:

1. Deferred Monumentation

This subject has been surfacing for the past 20 years and some provision should be considered to facilitate planning approval processes, as many of the survey markers set are destroyed prior to approval.

2. PDCA Sketches

The Committee compiled some specifics with regard to this topic that could be accomplished under the existing regulations. The Committee is concerned that sub-standard sketches could prevail in place of the usual certified plan.

3. SLC as an Addendum to a Survey Plan

Committee discussion is required on this topic in order to make recommendations or provide a report. Advice from SRD will be sought on the matter.

4. Copyright Of Plans

Committee discussion is required on this topic in order to make recommendations or provide a report.

5. Complaints And Discipline

The Committee recommends that changes to the complaints and discipline process are needed. These changes will affect the Act, Regulations and By-laws. It was suggested that the Complaints, Discipline, By-laws and Statutes Committees be consulted on this matter.

6. In House review Of Amendments To Regulations

Committee discussion is required on this topic in order to make recommendations or provide a report.

7. OHWM (Tidal Waters)

The Committee has identified the need for a specific definition defining the tidal and non-tidal water OHWM definitions.

Committee discussion is required on this topic in order to make recommendations or provide a report.

At the time of writing, no changes to the regulations will be brought to the AGM. It was recommended that

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Committee Reports (continued)

discussion at the committee level and at zone meetings would be beneficial prior to seeking membership approval at the AGM.

The Regulations Committee intends to continue discussion on the above-noted topics and any other topics of interest that are forwarded to the Committee.

As the Chair of the Regulations Committee, I would like to thank the committee members for their participation and encourage full attendance at each scheduled meeting. I also want to pass along a special thanks to staff for help in facilitating the meetings.

Thomas F. Giovannetti
Chairman

existing and proposed legislation which has an impact on the surveying profession.

I met with Past Chairman Michael Allison in April and took possession of an active file concerning Retired Member Category. The By-Laws committee under Chairman Allan Owen has requested that the statutes committee review the Act and identify the sections of the Act which will need to be changed. This is ongoing.

Members of the committee are:
Michael Allison, Russell MacKinnon, Stewart MacPhee, Lawrence Miller (c).

Lawrence Miller, NSLS
Chairman

Keith AuCoin (Chair), Jeff Fee, John Ross, David Clarke, Stewart Setchell and for a part of the year, David Attwood. The committee was late getting formed and had its first meeting in June.

Terms of reference were drafted, research was carried out on existing and proposed strategic planning models in several other Canadian surveying jurisdictions and a draft strategic planning outline was formulated.

In July, the committee met with a consultant to discuss strategic planning and received positive feedback on its proposed plan of action. Accordingly, initial presentations will be made at various Fall zone meetings and time will be set aside at the 2004 AGM for further membership input.

The committee plans to present a report to Council for approval in the Spring 2005. ❖

STATUTES

The Statutes Committee reviews

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The 2004 Committee comprises

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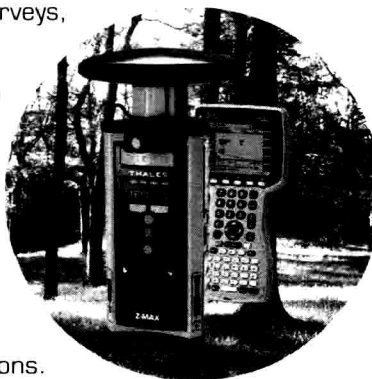
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THALES



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MEASURE TWICE, CUT ONCE

Fred Hutchinson, BA, NSLS, CLS

How often have you heard this saying? How often have you not done it? If experience is the best teacher, then chances are that anyone who has ever stretched a tape measure knows what I am talking about. What I would like to address is how relevant this often quoted cliché “measure twice, cut once” applies to construction surveying.

Survey principles, dealing with boundaries and construction projects, have not changed for thousands of years. The tools, however, have changed and “boy” have they changed. It was not long ago that a house was positioned by pacing from the old rock wall to square the structure with the boundary or roadway. If it looked good, then out came the toolbox. Electronic measurements, computer interfacing, global positioning and digital transfer are but a few of the new tools. Today we are faced with large homes being built on small urban properties having minimum side-yards and street setbacks. The new home, in some developments, is even built with the foundation wall right on the boundary line with an easement over the neighbor’s property for roof overhang and maintenance access.

The accurate placement of structures, no matter what the type, is critical. No one wants to “tear up” any part of a construction project because it was laid out incorrectly or that wrong measurements were provided. The surveyor must ensure that the drawings being used are mathematically correct. A square is only a square when all sides are equal. The same applies to the square when it is physically marked on the ground with the words “dig here”.

Time must also be provided for a review of all drawings

and the evidence or control that will be used during the survey. There is the expectation, in some situations, that the surveyor should be pounding wooden stakes into the ground or providing an alignment within minutes of arriving on the project site. This may be the case with an ongoing familiar project but not so if the job is new. The projects that generally need the greatest attention to detail and accuracy are the ones that are already behind schedule or over budget. The surveyor, who is stooped over a tripod with one eye closed and field book in hand, does not need the assistance of the excavator operator scratching at his heels or the construction foreman stating that the surveyor is holding up work. Yes, time is money but mistakes also carry a price tag.

Care is the key word for any surveying activity. A single measurement, without being verified by a second or third observation can be a costly procedural error. Surveying is involved in every construction project, road layout, property line location and real estate transaction. The results of survey activities last for hundreds of years and are relied upon by the client and general public to be correct and error free.

The next time you stroll along the sidewalk, mow your lawn or fly across the county, look down at the trail that the surveyor has left. “Measure twice, cut once” is a good motto for any industry.

Fred Hutchinson is the Executive Director for the Association of Nova Scotia Land Surveyors. He has been a professional land surveyor for 33 years with experience in both the private and public service sector.



COGS AWARD WINNERS

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

G.T. BATES SCHOLARSHIP
was awarded to
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For attaining highest standing
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Survey Technician Program

J.E.R. MARCH PRIZE
was awarded to
TROY STEVENSON

For best kept field book
in the
Survey Technician Program

J.A.H. CHURCH PRIZE
was awarded to
JASON MacINTOSH

For showing the most progress
in the
Survey Technician Program

CONGRATULATIONS!

THE USE OF EXTRINSIC EVIDENCE AS AN AID TO THE INTERPRETATION OF DEEDS AND THEIR DESCRIPTIONS

By Donald R. Richards and Knud E. Hermansen

Introduction

A deed is an expression of the parties as to what real estate and rights were intended to be conveyed. It should contain an accurate description of the land and appurtenances. However, persons whose services require them to scrutinize and interpret deed descriptions know that deeds and descriptions have often been drafted by unskilled and inexperienced hands. Furthermore, in spite of the care, vigilance, and caution on the part of the skilled scrivener, errors often did and continue to creep into deeds.¹ For a deed that contains errors or ambiguities, it is well settled that it shall not be considered void if the intention of the parties to the grant can be satisfactorily determined.² The object of the law is to uphold, rather than defeat such conveyances.³ Accordingly, there are occasions when it is appropriate to determine what was intended by utilizing information outside the deed or extrinsic evidence.⁴

Defined

Extrinsic evidence is defined as evidence outside the writings — in this case the deed. Extrinsic evidence is held to be synonymous with evidence aliunde and includes parol statements, acts by the parties, unrecorded documents, historical documents, private plans, etc. Extrinsic evidence does not include maps or other documents referred to in the deed. These documents are considered part of the deed and are merged with the deed as if copied into the deed.⁵ It does not matter if the document referred to in the deed is recorded or not.⁶

When Extrinsic Evidence May Be Used

Generally, extrinsic evidence is used to clarify the intent of the parties and reasonably explain the import of the deed or the location and extent of the premises being conveyed. It is sometimes used in situations where the deed would otherwise be void but for the extrinsic evidence. When a deed does not sufficiently describe a tract of land to locate the boundaries, extrinsic evidence is properly admitted to furnish the information needed to clarify the location but only as much as is absolutely necessary to validate the description or supply its

deficiency.⁷ Extrinsic evidence is allowed in the following situations.

Ambiguities - Extrinsic evidence can be used to resolve ambiguities.⁸ An ambiguity in a deed often arises when circumstances which are evident to the parties at the time of a conveyance may not be evident, after many years, to a subsequent owner or one who tries to interpret the deed. An ambiguity may arise when, for example, a deed calls for a monument at a corner and it is discovered that there are two monuments that fit the description, or where a deed calls for a distance easterly to a stream or highway and it is found that there are two potential locations that may meet the call.⁹ In another example, a deed which conveys, "my west pasture as now fenced containing 5 acres", may, 40 years after the conveyance, require reference to the recollections of older individuals who were familiar with the property or information from aerial photos to ascertain what was actually conveyed by the description.

Verification of a Monument or the Location — Often surveyors use extrinsic evidence to identify monuments referred to in the deed. Monuments are often described poorly or partially. In some deeds monuments may need to be verified using extrinsic evidence.¹⁰ It also happens that the monument called for in a deed is not permanent, such as a tree or wood stake, or may have been removed by snow plowing or earth moving. The location of those monuments, even after their disappearance, is subject to proof by extrinsic evidence.¹¹ An example which may require extrinsic evidence is a description that calls for a line running "northerly, passing 15 feet westerly of the Jackson sawmill" when the sawmill burned down years ago. The Jackson sawmill's proper location may be established by extrinsic evidence.

Errors, Omissions, and Conflict — When there is clearly an error, omission, or conflict between two or more parts of a deed, extrinsic evidence can often be helpful in resolving the error, omission, or conflict.¹² This may be particularly applicable when a scrivener's error is revealed such as in the transposition of numbers in bearings or distances, the reversal of a course, missing courses, and so on.

Circumstances — Circumstances surrounding the conveyance have also been the topic of extrinsic evidence.¹³ Examples include the use of tidal shores and marsh, determining a fence type, the location of utility poles, use of slope distances or magnetic bearings, and so on. An example is a deed which conveys "all that land which was the homestead farm of Caleb Daniels at the time of his death." Determining the homestead by looking at the circumstances existing at the time of Daniels' death may require extensive research into deeds, maps, tax records, ancient lines of occupation and other evidence outside the deed to determine what was intended to be conveyed by the terms.

Definitions and Terms — Often extrinsic evidence such as information from history books, technical manuals, journals, and so on must be used to clarify terms used in the deed. It is common for deeds to use terms that were familiar to the parties to the conveyance but which today may be very obscure.¹⁴ For example a deed which contains the wording, "beginning at a balm of gilead on the easterly side of Black Brook 25 rods north of Stones crossing ..." may need to be clarified by knowledgeable witnesses or reliable documentation that a balm of gilead is a balsam poplar tree and that "Stones Crossing" was the point just above Morgan Stone's grist mill where the old county road crossed the brook. The court will utilize credible information outside the deed to define terms and give effect to the deed description.

Validate or Prove Lost Deeds — Less frequent but required from time to time is to use extrinsic evidence to validate or prove lost deeds. If sufficient evidence can be produced by unsigned copies, testimony of credible witnesses who read the deed, or other means of verifying the fact of the conveyance, the conveyance may be supported and proven.¹⁵

What May Be Used As Extrinsic Evidence

There are several sources of extrinsic evidence that have been recognized by the courts. These sources can be used to good advantage when the need arises.¹⁶

Parol — Parol evidence or verbal testimony is perhaps the most common source of extrinsic evidence. Surveyors, attorneys, and the courts, while recognizing the limitations of the recollections and statements of witnesses, make frequent use of this source when boundary locations are being retraced. It is common practice for the surveyor to talk to a landowner and the

neighbors to hear their explanation of the boundary location and compare the testimony with the written descriptions in the deeds and the measurements made on the ground.

Historical Survey Plans — Surveys, both old and recent, are also a source of evidence which may shed light on circumstances surrounding the conveyance and the relative location of monuments and physical features on the ground. Surveyors may locate stone wall remnants, old wire fence remnants, physical features like brooks, old roadways, wells, foundation remains, timber cut lines, logging roads, buildings, utilities and easements. Without that information, which may verify or explain ambiguities, discrepancies, or errors in the deed, it is often difficult or impossible to properly fit the description to the ground.

Aerial Photographs — In addition to surveys and plans, aerial photos of a property may give clear evidence to the trained eye of the relative position of many physical features on the ground including buildings, roads, utility lines, streams, fences, and many other physical features.

Unrecorded Papers — Unrecorded papers and previous agreements between the parties may also, in some situations, be utilized to clarify an ambiguity or identify an obvious error in a deed.¹⁷ The evidence may take the form of purchase and sale agreements, sketches, annotated drawings, or memoranda of the transaction. Because of the Doctrine of Merger, this source of information cannot enlarge or diminish the grant or contradict the clear writings of the deed — it may only supply necessary information that was omitted from the deed.

Contemporaneous and Subsequent Acts — Another form of extrinsic evidence which the courts have relied on is information pertaining to the contemporaneous and subsequent acts of the parties to a deed.¹⁸ If the description in a deed is ambiguous the acts of the parties in recognizing a certain line by setting boundary markers, and blazing lines or making improvements such as erecting fences, building roads, placing utility poles, or landscaping may give the only evidence of the intent of the parties to the deed.¹⁹

Declarations With Knowledge — Persons with some peculiar means of knowledge such as near-by-residents,

Continued on page 24



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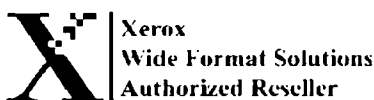
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surveyors, farm hands, etc. have all been used to clear up ambiguity. After the tract of land has been conveyed, the declarations of a former owner regarding his or her understanding of the boundaries and their use of the property may be admissible to clarify an ambiguous deed.²⁰

Limitations

Extrinsic evidence is not used perfunctorily. The court has gone to great lengths to state and make clear that extrinsic evidence cannot be used to control, vary, or contradict the clear language in a deed. In other words, extrinsic evidence cannot enlarge or diminish that which is clearly described.²¹ For example, a plan or deed not referenced or cited in a conveyance is evidence aliunde and therefore cannot control, vary or contradict the clear written description contained in a deed.²² The reasoning behind the principle is obvious. Why would people go to the trouble to clearly articulate their contract and solemnly execute a deed if those writings could be annulled by verbal contradictions or extraneous memoranda? The court has recognized that titles would be completely unsettled.²³

Exception Not A Commonplace — The use of extrinsic evidence is to be an exception or a last resort when the language of the deed is found deficient after harmonizing all the calls in the deed under the standard rules of construction.²⁴ In the interpretation of deeds, the intention of the parties must govern, and that intention is to be determined if possible from the words expressed in the deed.²⁵ Where the words are clear, extrinsic evidence is not allowed.²⁶ Accordingly, extrinsic evidence was inadmissible to show that in drafting a deed the scrivener erroneously inserted the words, "the north half" preceding the number of the lot to be conveyed or that instead of a certain parcel described in a deed, another tract was intended to be conveyed.²⁷

No Substitution — In other cases, extrinsic evidence cannot be substituted where common sense, plain meaning, rules of construction, and logic adequately provide recourse. For example, when a deed calls for the ending point of a line to be opposite a certain and definite point on the other side of a street, the line must end at a point at right angles to the point called for.²⁸

Cannot Vary Rules of Law or Legislature — Extrinsic evidence has not been allowed to vary rules established to protect purchasers and the sanctity of the deed.²⁹ For

example, the Court did not permit a deed to be used as a security for a debt or as a mortgage or allow that the delivery of a deed was to be void on the fulfillment of a certain condition when these conditions are not cited in the deed.³⁰ Neither can a parol reservation of fixtures, crops, manure or the like be considered valid.³¹ Even if the act of conveying a deed does not make sense or appears to have been unwise or absurd in what it accomplishes, if the language is clear, it is not to be altered by extrinsic or parol evidence.³²

Conclusion

As can be seen from this discussion, extrinsic evidence, while not always the favored tool for the interpretation of deeds, is often a necessary one. Persons who must interpret, retrace, or delineate the descriptions in deeds must be familiar with the rules pertaining to these matters so that their construction will coincide with that of the court.

Notes

See e.g., *Cushing v. State of Maine*, 434 A.2d 486 (1981)

1 *Madden v. Tucker*, 46 Me. 367 (1859) and *Wing v. Burgis*, 13 Me. 111 (1836)

2 "...it is well settled law, that a deed shall not be held void for uncertainty, but shall be so construed wherever it is impossible as to give effect to the intention of the parties and not defeat it; and that this may be done whenever the court placing itself in the situation of the grantor at the date of the transaction, with knowledge of the surrounding circumstances and of the force and import of the words used, can ascertain his meaning and intention from the language of the conveyance thus illustrated. Greenleaf's Cruise, vol. IV, p. 306; ed. of 1850, tit. XXXII, chap. XX, note to § 24. And this, even where it becomes necessary to reject parts of the description given as false and inconsistent." *Vose v. Handy*, 2 Maine, 322, 330 citing *Worthington v. Hyler*, 4 Mass. 196; *Jackson v. Clark*, 7 Johns. 217. To the same effect are *Wing v. Burgis*, 13 Maine, 111, and *Vose v. Bradstreet*, 27 Maine, 156, 171. Also see *Cilley v. Childs*, 73 Me. 130 (1882)

3 *Pelletier v. Langlois*, 130 Me. 486 (1931); *Patrick v. Grant*, 14 Me. 233 (1837); and *Wing v. Burgis*, 13 Me. 111 (1836)

4 See e.g., *St. Pierre v. Grondin*, 513 A.2d 1368 (Me. 1986); *Bailey v. Look*, 432 A.2d 1271 (Me. 1981); *Perreault v. Toussaint*, 419 A.2d 1009 (Me. 1980); *Gould v. Boston Excelsior Co.*, 91 Me. 214 (1898); and *Abbott v. Abbott*, 51 Me. 575 (1863)

5 *Bradstreet v. Bradstreet*, 158 Me. 140 (1962); *Bartlett v.*

Corliss 63 Me. 287 (1873); *Thomas v. Patten* 13 Me. 329 (1836)

6 *Bradstreet v. Bradstreet*, 158 Me. 140 (1962); *Bartlett v. Corliss*, 63 Me. 287 (1873); and *Thomas v. Patten*, 13 Me. 329 (1836)

7 *Perreault v. Toussaint*, 419 A.2d 1009 (Me. 1980) and *Gould v. Boston Excelsior Co.*, 91 Me. 214 (1898)

8 *Taylor v. Hanson*, Me. 514 A.2d 155 (Me. 1988); *Abbott v. Abbott*, 51 Me. 575 (1863); *Bonney v. Morrill*, 52 Me. 252 (1863); *Linscott v. Fernald*, 5 Me. 496 (1829); and *Linscott v. Fernald*, 5 Me. 496 (1829)

9 *Tyler v. Fickett* & 3 Me. 410 (1882) *Abbott v. Abbott*, 51 Me. 575 (1863); *Chadbourn v. Mason*, 48 Me. 389 (1861); *Emery v. Webster*, 42 Me. 204 (1856); and *Wing v. Burgis*, 13 Me. 111 (1836)

10 *Cf. Tyler v. Fickett*, 73 Me. 410 (1882); *Abbott v. Abbott*, 51 Me. 575 (1863); *Chadbourn v. Mason* 48 Me. 389 (1861) and *Wing v. Burgis* 13 Me. 111 (1836)

11 *Theriault v. Murray*, 588 A.2d 720 (Me. 1991); *Savage v. Renaud*, 588 A.2d 724 (Me. 1991); and *Ricci v. Godin*, 523 A.2d 589 (Me. 1987)

12 *Wing v. Burgis*, 13 Me. 111 (1836) and *Vose v. Handy*, 2 Me. 296 (1823)

13 *Holden v. Morgan*, 516 A.2d 955 (Me. 1986); *Cushing v. State of Maine*, 434 A.2d 486 (1981); *Gillespie v. Worcester*, 322 A.2d 93 (Me. 1974); *C Company v. Westbrook* 269 A.2d 307 (Me. 1970); *Callahan v. Ganneston Park*, 245 A.2d 274 (Me. 1968); *Pellitier v. Langlois* 130 Me. 486 (1931); *Emery v. Webster*, 42 Me. 204 (1856); *Linscott v. Fernald*, 5 Me. 496 (1829)

14 *Emery v. Webster*, 42 Me. 204 (1856) and *Linscott v. Fernald*, 5 Me. 496 (1829)

15 *Day v. Philbrook*, 89 Me. 462 (1897); *Moses v. Morse*, 74 Me. 472 (1883); and *Gore v. Elwell*, 22 Me. 442 (1843)

16 *Callahan v. Ganneston Park*, 245 A.2d 274 (Me. 1968) and *Cilley v. Childs*, 73 Me. 130 (1882)

17 *Company v. Westbrook*, 269 A.2d 307 (1970); *Callahan v. Ganneston Park*, 245 A.2d 274 (Me. 1968); *Vumbaca v. West*, 107 Me. 130 (1910) and *Gould v. Boston Excelsior Co.*, 91 Me. 214 (1898); *Haight v. Hamor*, 83 Me. 453 (1891); and *Whitman v. Westman*, 30 Me. 285 (1849)

18 *Theriault v. Murray* 588 A.2d 720 (Me. 1991); *Bemis v. Bradley*, 126 Me. 462 (1927); *Borneman v. Milliken*, 123 Me. 488 (1924); ; *Woolen Co. v. Gas Co.*, 101 Me. 198 (1906); *Robertis v. Richards*, 84 Me. 1 (1891); *Cilley v. Childs*, 73 Me. 130 (1882); *Tyler v. Fickett*, 73 Me. 410 (1882); *Abbott v. Abbott*, 51 Me. 575 (1863)

19 *Knowles v. Toothaker*, 58 Me. 172 (1870) and *Emery v. Fowler*, 38 Me. 99 (1854)

20 *Bradstreet v. Bradstreet*, 158 Me. 140 (1962).

21 *Callahan v. Ganneston Park*, 245 A.2d 274 (Me. 1968);

Card v. Nickerson, 150 Me. 89 (1954); *Parkman v. Freeman*, 121 Me. 341 (1922); *Bassett v. Breen*, 118 Me. 279 (1919); *May v. Labbe*, 114 Me. 374 (1895); *Neal v. Flint*, 88 Me. 72 (1895); *Ames v. Hilton*, 70 Me. 36 (1879); *Mitchell v. Smith*, 67 Me. 338 (1876); *Bartlett v.*

Corliss, 63 Me. 287 (1873); *Faught v. Holway*, 50 Me. 24 (1861); *Emery v. Webster*, 42 Me. 204 (1856); *Wellington v. Murdough*, 41 Me. 281 (1856); *Kennebec Ferry Co. v. Bradstreet*, 28 Me. 374 (1848); *Pride v. Lunt*, 19 Me. 115 (1841); *Allen v. Allen*, 14 Me. 387 (1837); *Thomas v. Patten*, 13 Me. 329 (1836); *Lincoln v. Avery*, 10 Me. 418 (1833); and *Linscott v. Fernald*, 5 Me. 496 (1829);

22 *Kinney v. Central Maine Power Co.*, 403 A.2d 346 (Me. 1979); *Bradstreet v. Bradstreet*, 158 Me. 140 (1962); *Bartlett v. Corliss*, 63 Me. 287 (1873); *Talbot v. Copeland*, 38 Me. 333 (1854); and *Thomas v. Patten*, 13 Me. 329 (1836)

23 *Card v. Nickerson*, 150 Me. 89 (1954); *Bonney v. Morrill*, 52 Me. 252 (1863); *Madden v. Tucker*, 46 Me. 367 (1859); *Allen v. Allen*, 14 Me. 387 (1837); and *Lincoln v. Avery*, 10 Me. 418 (1833)

24 *Taylor v. Hanson*, 514 A.2d 155 (Me. 1988); *Kinney v. Central Me. Power Co.*, 403 A.2d 346 (Me. 1979); *Wentworth v. Laporte*, 156 Me. 392 1960; *Penly v. Emmons*, 117 Me. 108 (1918); *Haight v. Hamor*, 83 Me. 453 (1891); *Ames v. Hilton*, 70 Me. 36 (1879); *Kennebec Ferry Co. v. Bradstreet*, 28 Me. 374 (1848); *Grover v. Drummond*, 25 Me. 185 (1845)

25 *St. Pierre v. Grondin*, 513 A.2d 1369 (Me. 1986); *Cushing v. State of Maine*, 434 A.2d 486 (1981); *Kinney v. Central Maine Power Co.*, 403 A.2d 346 (Me. 1979); *C Company v. Westbrook*, 269 A.2d 307 (Me. 1970); *Wentworth v. LaPorte*, 156 Me. 392 (1960); *Knowles v. Bean*, 87 Me. 331 (1895); *Haight v. Hamor*, 83 Me. 453 (1891); *Ames v. Hilton*, 70 Me. 36 (1879); and *Bartlett v. Corliss*, 63 Me. 287 (1873)

26 *Bonney v. Morrill*, 52 Me. 252 (1863); *Kennebec Ferry Co. v. Bradstreet*, 28 Me. 374 (1848); *Grover v. Drummond*, 25 Me. 185 (1845); *Lincoln v. Avery*, 10 Me. 418 (1833)

27 *Card v. Nickerson*, 150 Me. 89 (1954); *Brown v. Allen*, 43 Me. 590 (1857); and *Williams v. Spaulding*, 29 Me. 112 (1848)

28 *Bradley v. Wilson*, 58 Me. 357 (1870)

29 *Madden v. Tucker*, 46 Me. 367, 376 [1859]

30 *Card v. Nickerson*, 150 Me. 89 (1954); *May v. Labbe*, 114 Me. 374 (1916); and *Reed v. Reed*, 71 Me. 156 (1880)

31 *Card v. Nickerson*, 150 Me. 89 (1954) and *Brown v. Thurston*, 56 Me. 126 (1868)

32 *Warren v. Blake*, 54 Me. 276 (1866) and *Kennebec Ferry Co. v. Bradstreet*, 28 Me. 374 (1848) ☒

THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2003

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, 2003 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 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, 2003 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

June 8, 2004

THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

BALANCE SHEET AS AT DECEMBER 31, 2003

	2003	2002
ASSETS	\$	\$
CURRENT ASSETS		
Cash	59,519	74,715
Accounts Receivable -		
Administration	5,521	2,246
Survey review department	<u>12,195</u>	<u>9,724</u>
	77,235	86,685
LAND AND BUILDING (note 3)	<u>142,935</u>	<u>146,657</u>
	<u>220,170</u>	<u>233,342</u>
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities -		
Administration	5,939	4,593
Survey review department	37	-
Deferred revenue	6,870	20,654
Share pledge buy-back value (note 4)	51,399	-
Current portion of long-term debt	<u>6,800</u>	<u>6,400</u>
	71,045	31,647
LONG-TERM DEBT (note 5)	<u>18,287</u>	<u>58,278</u>
	<u>89,332</u>	<u>89,925</u>
MEMBERS' EQUITY		
ACCUMULATED OPERATING SURPLUS	<u>130,838</u>	<u>143,417</u>
	<u>220,170</u>	<u>233,342</u>

SIGNED ON BEHALF OF THE MEMBERS

F.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, 2003

	Budget (Unaudited) 2003 \$	2003 \$	2002 \$
REVENUE			
General operations (schedule A)	185,495	183,269	188,724
Other operations (schedule A)	<u>21,060</u>	<u>28,454</u>	<u>20,271</u>
	<u>206,555</u>	<u>211,723</u>	<u>208,995</u>
EXPENSES			
Administration (schedule B)	164,530	163,900	156,287
Committees (schedule B)	6,950	955	3,937
Grants, levies and awards (schedule C)	15,600	15,510	16,383
Board of Examiners (schedule C)	850	240	676
Office accommodations (schedule C)	17,100	18,093	16,723
Miscellaneous (schedule C)	<u>1,000</u>	<u>3,185</u>	<u>567</u>
	<u>206,030</u>	<u>201,883</u>	<u>194,573</u>
OPERATING SURPLUS BEFORE THE FOLLOWING	525	9,840	14,422
SURVEY REVIEW DEPARTMENT (schedule D)	<u>(3,241)</u>	<u>(4,020)</u>	<u>2,498</u>
OPERATING SURPLUS (DEFICIT) FOR THE YEAR	<u>(2,716)</u>	5,820	16,920
ACCUMULATED OPERATING SURPLUS - BEGINNING OF YEAR		<u>143,417</u>	<u>126,497</u>
		149,237	143,417
INCREASE IN VALUE OF SHARE PLEDGES (note 4)		<u>(18,399)</u>	<u>--</u>
ACCUMULATED OPERATING SURPLUS - END OF YEAR		<u>130,838</u>	<u>143,417</u>

THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

STATEMENT OF CASH FLOW

FOR THE YEAR ENDED DECEMBER 31, 2003

	2003 \$	2002 \$
CASH FLOWS FROM OPERATING ACTIVITIES		
Operating surplus for the year	5,820	16,920
Adjustments to operating surplus not involving cash - Amortization	<u>3,722</u>	<u>3,878</u>
	9,542	20,798
Changes in non-cash working capital -		
Increase in accounts receivable	(5,747)	(84)
Increase (Decrease) in accounts payable	1,383	(110)
Increase (Decrease) in deferred revenue	<u>(13,784)</u>	<u>8,246</u>
	<u>(8,606)</u>	<u>28,850</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Repayment of mortgage	<u>(6,590)</u>	<u>(6,003)</u>
	<u>(6,003)</u>	<u>(5,155)</u>
INCREASE (DECREASE) IN CASH	(15,196)	22,847
CASH - BEGINNING OF YEAR	<u>74,715</u>	<u>51,868</u>
CASH - END OF YEAR	<u>59,519</u>	<u>74,715</u>

THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2003

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

Financial Instruments

The fair value of cash, accounts, receivable, and accounts payable is approximately equal to their carrying values due to their short-term maturity date.

Capital Expenditures

Commencing on October 1, 1993, expenditures for furniture and equipment are expensed as incurred. In common with many non-profit organizations, furniture and equipment are recorded as current expenditures in the year in which they are incurred rather than capitalized and amortized over their useful lives.

Land and Building

The building is 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

	2003			2002
	Cost	Accumulated amortization	Net	Net
	\$	\$	\$	\$
Land	53,597	-	53,597	53,597
Building	<u>111,565</u>	<u>22,227</u>	<u>89,338</u>	<u>93,060</u>
	<u>165,162</u>	<u>22,227</u>	<u>142,935</u>	<u>146,657</u>

THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2003

4. SHARE BUY-BACK

132 share pledges were originally issued to assist with the financing of the building. The share pledges do not bear interest and have a par value of \$250. The shares will be repurchased after December 31, 2003 at an amount calculated by dividing the December 31, 2003 appraised value of the building (\$257,000) by 660, giving a buy-back value of \$389.39 per share.

	\$
Original value of share pledges	33,000
Increase in value	<u>18,399</u>
Buy-back value of share pledges	<u>51,399</u>

5. LONG-TERM DEBT

	2003	2002
	\$	\$
Share pledges	-	33,000
Mortgage, at the bank's prime rate, due August 2006, repayable in blended bi-weekly instalments of \$315, secured by the land and building	<u>25,087</u>	<u>31,678</u>
	25,087	64,678
Less: Current portion	<u>6,800</u>	<u>6,400</u>
	<u>18,287</u>	<u>58,278</u>

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

	\$
Year ending December 31, 2004	6,800
2005	7,200
2006	7,700
2007	3,578

THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

SCHEDULE OF REVENUE

SCHEDULE A

FOR THE YEAR ENDED DECEMBER 31, 2003

	Budget (Unaudited) 2003 \$	2003 \$	2002 \$
GENERAL OPERATIONS			
Membership dues -			
Regular	160,000	156,315	162,000
Retired	4,320	4,177	4,200
Non-practicing	200	-	200
Student	<u>1,600</u>	<u>1,824</u>	<u>1,760</u>
Total membership dues	166,120	162,316	168,160
Nova Scotia Surveyor	1,600	1,622	1,505
Convention receipts	12,000	13,486	14,449
Certificates of authorization	1,225	1,275	1,225
Discipline committee	2,000	3,355	-
Interest income	1,000	552	958
Miscellaneous	50	663	152
Continuing education	<u>1,500</u>	<u>-</u>	<u>2,275</u>
	<u>185,495</u>	<u>183,269</u>	<u>188,724</u>
OTHER OPERATIONS			
Service charges	1,200	1,251	1,380
SRD Administration fee	18,360	19,458	16,697
GANS Administration fee	1,500	3,169	2,194
Rental income	<u>-</u>	<u>4,576</u>	<u>-</u>
	<u>21,060</u>	<u>28,454</u>	<u>20,271</u>

THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

SCHEDULE OF EXPENSES

SCHEDULE B

FOR THE YEAR ENDED DECEMBER 31, 2003

	Budget (Unaudited)		
	2003	2003	2002
	\$	\$	\$
ADMINISTRATION			
Salary - Executive director	51,500	51,500	50,715
- Office administrator	26,750	26,750	26,250
Benefits - Medical and dental	4,100	2,215	3,006
CPP, EI and workers' compensation	6,000	5,348	5,200
General meeting - convention	22,530	20,986	24,009
Council meetings	2,400	2,100	1,767
Zone meetings	1,000	343	854
Executive expenses	1,000	289	882
Executive director expenses	1,500	1,179	1,200
Staff training and education	800	69	305
Postage	5,000	4,239	3,518
Printing	1,000	422	366
Office supplies	3,000	3,285	2,869
Telephone, fax and internet	3,000	1,877	1,933
Equipment rental and maintenance	2,500	2,784	1,185
Equipment purchases	200	7,446	1,426
President's travel	12,000	15,882	8,249
Audit service	1,500	1,535	1,435
Legal services	5,000	7,189	10,240
Professional dues and fees	1,000	820	1,070
Seminars	1,500	500	709
Advertising	250	-	-
Nova Scotian Surveyor	5,000	3,420	5,221
Amortization	<u>6,000</u>	<u>3,722</u>	<u>3,878</u>
	<u>164,530</u>	<u>163,900</u>	<u>156,287</u>
COMMITTEES			
Discipline	3,000	-	2,076
Complaints	500	125	-
Public relations	500	467	1,099
Statutes and by-laws	1,500	107	397
Administrative review	250	222	40
Continuing education	500	34	125
Regulations	500	-	-
Other	<u>200</u>	<u>-</u>	<u>-</u>
	<u>6,950</u>	<u>955</u>	<u>3,937</u>

THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

SCHEDULE OF EXPENSES

SCHEDULE C

FOR THE YEAR ENDED DECEMBER 31, 2003

	Budget (Unaudited) 2003 \$	2003 \$	2002 \$
GRANTS, LEVIES AND AWARDS			
C.O.G.S. awards	1,600	1,600	1,600
C.C.L.S. levy	13,000	13,260	13,260
APBELS levy	<u>1,000</u>	<u>1,523</u>	<u>1,523</u>
	<u>15,600</u>	<u>16,383</u>	<u>16,383</u>
BOARD OF EXAMINERS			
N.S. Board of Examiners	100	434	434
Examinations	50	-	-
Atlantic Board	<u>300</u>	<u>242</u>	<u>242</u>
	<u>450</u>	<u>676</u>	<u>676</u>
OFFICE ACCOMMODATIONS			
Mortgage interest	2,200	1,610	2,198
Taxes	11,000	10,364	10,162
Insurance and bonding	1,700	2,569	2,069
Cleaning	200	125	65
Utilities	2,000	2,468	2,229
Building appraisal	<u>-</u>	<u>957</u>	<u>-</u>
	<u>17,100</u>	<u>18,093</u>	<u>16,723</u>
MISCELLANEOUS			
Interest and bank charges	400	66	123
Courier	100	149	49
GANS administration expense	-	1,840	-
Refreshments	300	224	215
Other	<u>100</u>	<u>906</u>	<u>180</u>
	<u>1,000</u>	<u>3,185</u>	<u>567</u>

THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

STATEMENT OF SURVEY REVIEW DEPARTMENT

SCHEDULE D

FOR THE YEAR ENDED DECEMBER 31, 2003

	Budget (Unaudited) 2003 \$	2003 \$	2002 \$
REVENUE			
Stickers	<u>83,029</u>	<u>79,554</u>	<u>80,422</u>
EXPENSES			
Administration fee	18,360	19,458	16,697
Manager's salary	44,500	44,500	43,700
Accounts Contract	11,410	10,356	11,033
Clerical support	800	416	-
Benefits - medical and dental	2,200	796	-
CPP, EI and workers' compensation	3,350	3,229	3,166
Manager's expenses	2,000	1,000	1,035
Professional dues and fees	800	800	800
Office, postage, printing and courier	350	582	352
Equipment purchases	500	690	625
Equipment maintenance and rental	200	168	-
Accounting audit service	700	750	700
Staff training and education	600	225	-
Interest and bank charges	100	42	88
Miscellaneous	150	-	-
Bad debts	-	340	(312)
SRD portion of Administrative Review committee	<u>250</u>	<u>222</u>	<u>40</u>
	<u>86,270</u>	<u>83,574</u>	<u>77,924</u>
OPERATING SURPLUS (DEFICIT)	<u>(3,241)</u>	<u>(4,020)</u>	<u>2,498</u>

ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

2005 BUDGET

Approved by Council on September 15, 2004 for presentation to the membership at the 2004 AGM

ADMINISTRATION

		2005 Budget (proposed)	2004 Budget	2004 y-end Projection
REVENUE				
Membership Dues				
Regular Members	(180 @ \$800)	\$144,000	\$154,400	\$149,663
Retired Members	(35@ \$120)	\$4,200	\$4,200	\$4,217
Non Practising Members	(0 @ \$200)	\$0	\$0	\$0
Associate Members	(0 @ \$200)	\$0	\$0	\$0
Student Members	(25@ \$80)	\$2,000	\$2,000	\$1,876
Total Membership Dues		\$150,200	\$160,600	\$155,756
Nova Scotian Surveyor	(see note 1)	\$1,700	\$1,700	\$1,530
Convention Receipts		\$14,000	\$14,000	\$14,000
Certificates of Authorization	(49 @ \$100)	\$4,900	\$5,100	\$4,900
Continuing Education/Seminars		\$20,000	\$2,500	\$18,000
Discipline Committee	(see note 2)	\$1,000	\$2,000	\$0
Interest Income	(see note 3)	\$600	\$1,000	\$665
Other Revenue		\$50	\$50	\$65
Rental Income	(see note 20)	\$7,000	\$6,980	\$6,980
Sub Total		\$49,250	\$33,330	\$46,140
Other Operations				
Dues Service Charge		\$1,100	\$1,200	\$1,168
SRD Administration Fee	(see note 4)	\$18,601	\$18,467	\$18,364
GANS Administration	(see note 5)	\$1,500	\$1,500	\$1,500
Sub Total		\$21,201	\$21,167	\$21,032
Total Revenue		<u>\$220,651</u>	<u>\$215,097</u>	<u>\$222,928</u>

ADMINISTRATION

		2005 Budget (proposed)	2004 Budget	2004 y-end Projection
EXPENSES				
Salary	- Executive Director	\$53,500	\$52,530	\$52,530
	- Office Administrator	\$27,800	\$27,285	\$27,285
Benefits	- Medical and Dental	\$3,500	\$2,800	\$2,760
	- CPP	\$3,100	\$3,025	\$3,009
	- EI	\$2,000	\$2,795	\$1,840
	- Life Insurance	\$2,000	\$2,050	\$(165)
	- Workers Compensation	\$750	\$726	\$726
Sub Total		\$92,650	\$91,211	\$87,985
Accounting		\$1,900	\$1,500	\$2,080
Advertising		\$250	\$250	\$0
Annual Meeting & Convention		\$25,000	\$25,000	\$25,000
Council Meetings		\$2,400	\$1,600	\$2,750
Depreciation	(see note 6)	\$3,200	\$4,000	\$3,500
Equipment Rental/Maintenance	(see note 7)	\$1,589	\$2,500	\$1,700
Executive Director Expenses	(see note 8)	\$1,500	\$1,500	\$1,500
Executive Expenses	(see note 9)	\$400	\$400	\$141
Legal Services		\$10,000	\$5,000	\$100
NS Surveyor	(see note 1)	\$5,000	\$5,000	\$3,600
Office Expense	(see note 19)	\$3,000	\$3,000	\$2,600
Office and Computer Equipment	(see note 21)	\$500	\$500	\$2,365
Postage		\$4,000	\$4,000	\$4,000
President's Travel	(see note 10)	\$12,500	\$12,000	\$8,617
Printing	(see note 11)	\$500	\$500	\$504
Professional Dues and Fees	(see note 12)	\$1,080	\$1,070	\$1,070
Seminars		\$10,000	\$1,500	\$9,920
Staff Training		\$500	\$500	\$0
Telephone & Fax		\$2,000	\$2,000	\$1,950
Zone Meetings		\$1,000	\$800	\$1,000
Sub Total		\$86,319	\$72,620	\$72,397

ADMINISTRATION (continued)	2005 Budget (proposed)	2004 Budget	2004 y-end Projection
Committees			
Administrative Review Committee (see note 13)	\$400	\$250	\$500
By-Laws Committee	\$300	\$500	\$0
Complaints Committee	\$400	\$500	\$0
Continuing Education Committee	\$700	\$500	\$500
Discipline Committee (see note 2)	\$1,000	\$2,000	\$341
Land Titles Committee	\$500	\$0	\$0
Other Committees	\$200	\$200	\$225
Public Relations Committee	\$300	\$500	\$150
Regulations Committee	\$500	\$500	\$0
Statutes Committee	\$250	\$250	\$0
Strategic Planning Committee	\$2,500	\$0	\$0
Sub Total	\$7,050	\$5,200	\$1,716
Grants, Levies and Awards			
APBELS levy (180 x \$5) (see note 14)	\$900	\$965	\$935
CCLS levy (180 x \$65) (see note 15)	\$11,700	\$12,545	\$12,063
COGS Awards (see note 16)	\$1,600	\$1,600	\$1,600
Sub Total	\$14,200	\$15,110	\$14,598
Boards of Examiners			
Atlantic Board (see note 17)	\$300	\$300	\$0
Examinations	\$100	\$100	\$0
Nova Scotia Board	\$450	\$450	\$488
Sub Total	\$850	\$850	\$488

ADMINISTRATION (continued)		2005 Budget (proposed)	2004 Budget	2004 y-end Projection
Accommodation				
Building Maintenance	(see note 23)	\$300	\$0	\$1,075
Cleaning		\$360	\$200	\$180
Insurance		\$2,000	\$2,000	\$2,089
Mortgage Interest		\$700	\$1,500	\$825
Taxes		\$11,300	\$11,000	\$11,312
Utilities		\$3,200	\$2,900	\$3,200
Sub Total		\$17,860	\$17,600	\$18,681
Miscellaneous				
Courier		\$100	\$100	\$80
Interest and Bank Charges		\$200	\$200	\$95
Refreshments	(see note 18)	\$300	\$300	\$250
Other Miscellaneous Expenses	(see note 22)	\$700	\$700	\$733
Penalties & Interest		\$0	\$0	\$0
Sub Total		\$1,300	\$1,300	\$1,158
Total		<u>\$220,229</u>	<u>\$203,891</u>	<u>\$197,023</u>
Surplus/(deficit)		\$422	\$11, 206	\$25,905

Administration Notes:

1. It is anticipated that there will be three issues of *The Nova Scotian Surveyor* in the 2005 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. Annual building depreciation.
7. Rental fees for the postage meter. Repairs to office equipment. Maintenance contract for photocopier and postage system. Copier maintenance = \$690; postage meter rent = \$503; postage system maintenance contract = \$96; equipment repair & maintenance = \$ 300..
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, Development Officers Associate membership, 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 APBELS levy is based on \$5 per regular member.

15. This CCLS levy is based on \$65 per regular member.
16. This is for one scholarship and two awards that are presented annually to students at COGS.
17. Travel costs for ANSLS representatives to attend the annual APBELS meeting.
18. Coffee, soft drinks, juice etc. kept in the office for members, guests, staff, council and committee meetings.
19. Office expense includes stationery supplies, photocopy and fax paper, sympathy cards, paper towels, tissue, etc. \$2,940 in the 2003 expense is for items paid by ANSLS on behalf of Geomatics Atlantic and is offset by \$2,940 in other revenue (repayment to ANSLS by Geomatics Atlantic).
20. Rental income includes monthly rent, portion of power and business occupancy taxes:

Rent:	\$450/mo x 12 =	\$5,400
Power:	Est. \$800/year =	\$ 800
Bus Occ Tax:	27% of ANSLS est. total =	<u>\$ 780</u>
		\$6,980
21. Includes \$1317 to purchase mailing system base; \$1,048 to purchase computer for executive assistant.
22. Each year a portion of the HST ITC's for the month of January are disallowed per CCRA requirement. This item is included in Miscellaneous Other Expenses and is budgeted for \$700 in 2005.
23. Building maintenance is comprised of major expenses to repair and/or maintain the association office building (eg. siding, ramp, paving, etc)

SURVEY REVIEW DEPARTMENT 2005

REVENUE

	2005 Budget (proposed)	2004 Budget	2004 y-end Projection
Stickers (see note 1)	\$61,500	\$61,500	\$61,295
SLC Numbers	\$23,000	\$24,800	\$23,160
TOTAL REVENUE	<u>\$84,500</u>	<u>\$86,300</u>	<u>\$84,455</u>

EXPENSES

Accounting	\$900	\$750	\$900
Accounts Contract	\$0	\$11,640	\$6,225
Administration Fee (see note 2)	\$18,601	\$18,467	\$18,364
Benefits - CPP	\$2,300	\$1,840	\$1,969
- EI	\$1,500	\$1,225	\$1,191
- Medical & Dental	\$1,800	\$1,680	\$1,730
- Insurance	\$1,000	\$1,150	\$(96)
- Workers Comp	\$563	\$445	\$472
Clerical Support	\$500	\$800	\$80
Courier	\$50	\$50	\$0
Equipment Rental & Maint.	\$100	\$100	\$110
Interest & Bank Charges	\$100	\$100	\$51
Manager's Expense	\$2,000	\$2,000	\$2,000
Miscellaneous	\$100	\$100	\$0
Office & Computer Equipment	\$300	\$500	\$0
Office Expense	\$200	\$300	\$150
Professional Dues and Fees (see note 3)	\$800	\$800	\$800
Administrative Review Committee (see note 4)	\$400	\$250	\$500
Salary - Manager	\$46,250	\$45,390	\$45,390
Salary - SRD Assistant	\$10,660	\$0	\$3,969
Staff Training	\$300	\$300	\$0
Sticker Purchases	\$0	\$0	\$0
TOTAL EXPENSES:	<u>\$88,424</u>	<u>\$87,887</u>	<u>\$83,805</u>
NET SURPLUS/DEFICIT	<u>(\$3,924)</u>	<u>(\$1,587)</u>	<u>\$650</u>

SRD Notes:

1. The cost for plan numbers/stickers is \$20.50 each; the cost for SLC numbers is \$4 each.
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 2005 Budget:

Rent	\$300 / month			\$3,600
Utilities	\$3,200	x	40%	\$1,280
Taxes	\$11,300	x	40%	\$4,520
Insurance	\$2,000	x	40%	\$800
Cleaning	\$360	x	40%	\$144
Tel & Fax	\$2,000	x	30%	\$600
Exec Asst Salary	\$27,800	x	20%	\$5,560
Postage	\$4,000	x	18%	\$720
Office Expense	\$3,000	x	30%	\$900
Equip Rental & Maint	\$1,589	x	30%	\$477

Total 2005 SRD Administration Fee: \$18,601

CCLS Professional Liability Insurance Committee Loss Control Session at the AGM

On the afternoon of Friday, October 15th, the Professional Liability Insurance Committee (PLIC) of the Canadian Council of Land Surveyors (CCLS) will be presenting a Loss Control session dealing with claims and risk management. This is an important addition to the agenda of the 54th AGM and a must for the practicing land surveyor.

1. Roger A.H. Brett, Executive Vice president, Jardine Lloyd Thompson Canada, Calgary, AB. Role of the Broker. Reporting procedures.
2. E. Grant King, B.A., B.Ed., CIP, Regional Manager, Crawford Adjusters Canada Inc., Dartmouth, NS. Role of the Adjuster.
3. Thomas G O'Neil, Q.C., McInnes Cooper, Saint John, NB. Role of Counsel; claims related procedures and legal issues.
4. Stephen J. Black, B.Sc., Claims Analyst, ENCON Group Inc. Ottawa, ON. Claims handling procedures, resolution and involvement of the Insured in the claims process. Reducing Risk. Liability concerns for Nova Scotia land surveyors.
5. Panel Discussion.

NOTES