

# THE NOVA SCOTIAN SURVEYOR

Fall 2005

No. 175



## 55th Annual General Meeting

Pictou Lodge Resort, Pictou County, Nova Scotia  
October 13, 14 & 15, 2005



# THE NOVA SCOTIAN SURVEYOR

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## THE NOVA SCOTIAN SURVEYOR

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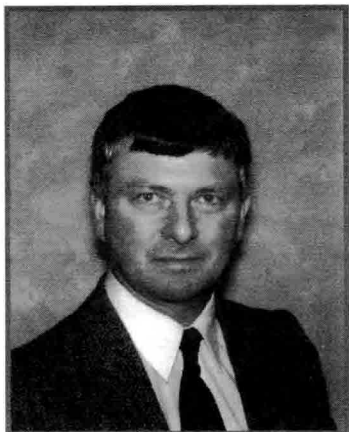
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## PRESIDENT'S REPORT

*John Ross, NSLS, CLS*



As I write this report, Bev and I are preparing to leave for Winnipeg to help celebrate the Association of Manitoba Land Surveyors' 125<sup>th</sup> AGM on September 14-16. Special activities include a reception at Government House hosted by the Lieutenant-Governor. As a public relations exercise they plan to remonument a corner of the original Manitoba border. Apparently the Presidents' Forum is going to be held aboard the Paddlewheel Queen.

The Canadian Council of Land Surveyors' AGM will be held at the same venue on September 17-18. Speaking of CCLS, this is an appropriate time to say

what an outstanding director we have in Ray Pottier. Ray's article "*CCLS Working for You*" in the last "Surveyor" outlines many of the initiatives being worked on. Ray attends ANSLS Council meeting to stay current with NS affairs while keeping us updated on national issues. He recently collected information on boundary confirmation legislation and procedures.

Our strategic plan is about to take life. Keith AuCoin has been named Strategic Plan Coordinator and is in the process of lining up committee heads for the three main initiatives: Governance, Membership and Public Awareness.

Governance will deal with statutes and related issues – regulations, by-laws, academic requirements, complaints, discipline, Council composition. Maybe boundary confirmation legislation could be one goal.

Membership involves those activities which would attract and hold members as well as help with professional development. Educational requirements that best fit the profession is a topic of current discussion. After seeing the job, a third year stu-

dent we hired this summer wondered if he was studying "the right stuff". Recruitment, educational partnerships, demographics and expanded services are other timely membership topics.

Public awareness will involve just about any area in which we interact with others. Bill Buck's article "*Preserving Our Self-Governance*" which appeared in the Summer 2005 issue of the "Surveyor", should warn us how essential good public perception is to maintaining what we have now, as well as gaining enhancement of our position. A New Glasgow lawyer writes a weekly column in the local daily. A couple of weeks ago the topic was title insurance. He stated that title insurance almost always can replace a Surveyor's Location Certificate but was emphatic that it doesn't replace a title search. When a lawyer of 15 years' experience makes such statements it's clear we must promote ourselves and our services.

Our AGM is shaping up well due to the hard work of chairman George Bruce. Hope to see all of you at Pictou Lodge on October 13-15. ■

### BE SURE TO ATTEND

**The Association of Nova Scotia Land Surveyors'  
55<sup>th</sup> Annual General Meeting and Convention**

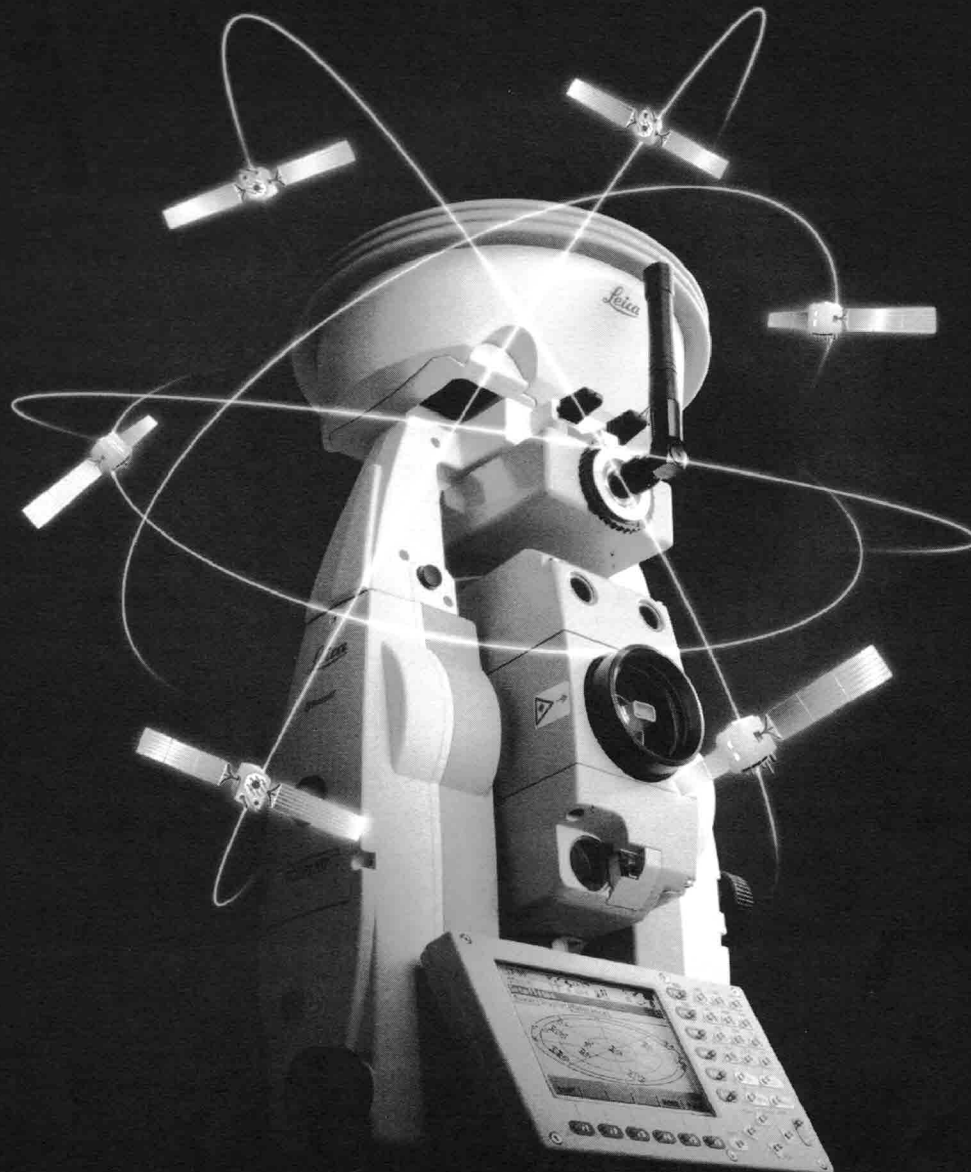
**at**

**Pictou Lodge Resort, Pictou County, Nova Scotia**

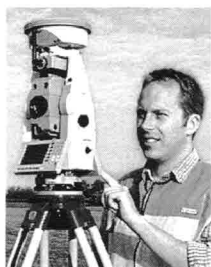
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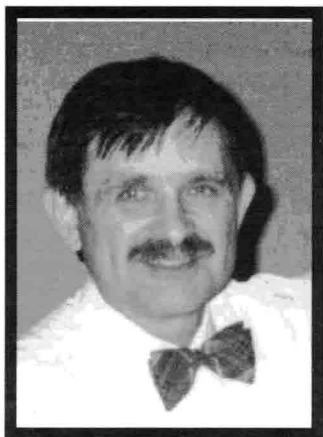
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## EXECUTIVE DIRECTOR'S REPORT

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



It seems that the older one gets the faster the pages of the calendar fly from the wall. We will be holding our 55<sup>th</sup> Annual General Meeting shortly and I had a touch of curiosity about my first meeting so checked an office copy of *The Nova Scotian Surveyor* containing the highlights of the 1971 AGM. Sure enough, my name was there as

a new member and also as an attendee. That was the 21<sup>st</sup> Annual General Meeting and the next one, just days away, will be the 55<sup>th</sup>. A lot of water under the so-called bridge indeed.

One of the reports presented at the 21<sup>st</sup> AGM was by the "Committee on Future of Association". Long-range planning for continued growth and development were the noted concerns. Ed Rice, NSLS, was the elected Secretary-Treasurer of the Association and operated all the association's affairs out of his home for an honorarium of \$500 from our annual budget of less than \$14,000 while maintaining a job that actually paid the bills. Well, I think they paid the bills, but Ed can fill you in on the details.

Assignments were delegated to find future office space and secretarial services. I am pleased to report

that, 34 years later, we have our own debt free office building with rental income, a full-time Executive Director, a Survey Review Department Manager, an Administrative Assistant and part-time clerk for the Survey Review Department. Our 2004 financial statement, as reported in this issue, lists the Association's assets at \$220,742. It seems to me that growth and development were accomplished along the way.

We are once again on the "strategic planning road" with the future of the Association on our minds. Many of us will not see another 34 years but the decisions we make today will set the course for future pilots to navigate. May we have fair winds and a star to guide us! ✧



**Left to right:**  
Pat Bourbonniere  
Sandy Cameron  
Carl Hartlen  
Mike Barbrick



**Left to right:**  
Gerry Bourbonniere  
Kevin Brown  
Brian Parker  
George Sellers

### 2005 ANSLs Golf Classic – The Links at Penn Hills, Shubenacadie, NS – September 13, 2005



**Left to right:**  
Dolena AuCoin  
Keith AuCoin  
Joe Alcorn  
Doug Mehlman



**Left to right:**  
Fred Hutchinson  
Kirk Nutter  
Nick Dearman  
Lee Johnston

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## SRD MANAGER'S REPORT

*by Gerry Bourbonniere, NSLS*

From September 1, 2004 to August 31, 2005, site inspections of 95 projects performed by 69 surveyors were done. In addition to the site inspections, these 95 plans were subjected to full reviews.

There have also been full reviews (no site inspections) of 28 plans prepared by 20 surveyors.

Two surveyors were asked to meet at the office for in-depth discussions of their reports.

In the reports sent, it is not uncommon to provide comments based on the "cursory" review of other plans prepared by the surveyor. These are normally limited to one or two items which consistently appear on the surveyor's plans.

It is hoped that one or two more site inspection trips can be accomplished before the end of the year. If these trips are completed, approximately 95% of all members preparing plans will have a site inspection performed on at least one project during 2004 or 2005.

Currently, there are 137 surveyors who are considered in the review program. At this time there are other members (approximately 30) who do not prepare plans or SLC's due to their positions or other un-

known reasons. Some of the 137 members in the program prepare plans both for government agencies and in private practice. An attempt is made to include plans prepared at both sources by these members in the review process.

Following are some of the **areas of discussion** with various surveyors during the three month period of June 1, 2005 to August 31, 2005. Some questions were the result of the reports presented to the surveyor but most were initiated by the surveyor looking for advice.

- Description preparation
- Written SLC's
- Monumentation
- GPS referencing and scale factor
- Surveying long, narrow parcels and monumentation. What constitutes "long, narrow"?
- Riparian Rights of former tidal area
- Descriptive headings of title blocks
- Sketches re migration of property into Land Titles

There are numerous calls from the public dealt with in the absence of the Executive Director. These include the entire range from general questions to information on lodging complaints. Sometimes, the latter

can be avoided by obtaining information about the problem, explaining a possible reason for what was done and having the surveyor contact his client to better explain what was done and why. As an intermediary, it is sometimes possible to obtain a different "slant" on the problem being presented and offer this additional information to the surveyor to assist in his discussion with the client.

Following are sales/submissions during the 12 month period ending August 31, 2005 and comparisons with that ending August 31, 2004.

### Plan submissions

2005	3263
2004	<u>3294</u>
Variance	- 31

### SLC sales

2005	5413
2004	<u>5932</u>
Variance	- 519

I suggest the sales of SLC numbers will probably continue to decrease. It is hoped that the increase in plan submissions from January 1 to August 31, 2005 (173) continues to the end of the year.



## SRD STATISTICAL REPORT OCTOBER 2005

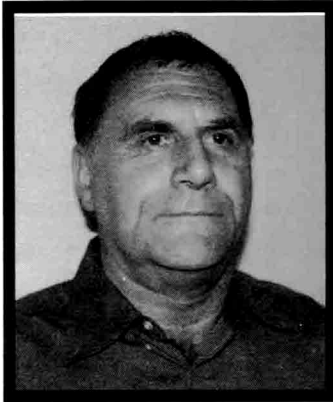
### Sales of SLC Numbers to August 31, 2005

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Tot at end Aug	Actual	Last 4 Months
2001	245	395	280	565	450	969	859	659	410	831	425	500	4422	6588	2166
2002	511	220	525	465	655	815	930	595	745	525	251	405	4716	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	524	565	570	245	3918	5822	1904
2005	265	345	130	454	545	655	530	585					3509	Est 5150	

### Plans Received to August 31, 2005

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Tot at end Aug	Total	% Stickers	% CAD
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	308	334	258	280	1901	3081	20.0	80.0
2005	223	242	274	296	203	363	205	277					2083	Est 3200	15.3	84.7

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



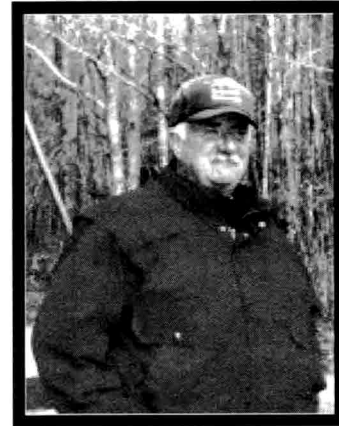
Garry Parker was born in 1947. He graduated from Acadia University in 1968 with a diploma in Applied Science, and from the Technical University of Nova Scotia in 1970 with a Bachelor of Engineering (Industrial).

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 has also served as ANSLS vice-president for the past year.

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. ■

**CANDIDATE FOR COUNCILLOR  
ZONE 2  
JOHN R. LOGAN, NSLS**



John Logan was born and grew up in Pictou, Nova Scotia. He attended Pictou Academy, St. F.X. University and graduated from the Nova Scotia Land Survey Institute in 1965. He received his commission as a Nova Scotia Land Surveyor in 1972.

John worked with the Canadian Hydrographic Service as a student hydrographer, with Canadian National Railways for 3.5 years in Newfoundland and with Parks Canada for 30 years. He is currently in private practice.

John served as ANSLS Councillor from Zone 2 from 2003 to 2005 and has allowed his name to stand for another 2-year term.

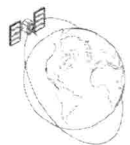
John's interests, besides his grandchildren, include sports and gardening. John and his wife, Mary, live in Maitland Bridge, Annapolis County. They have two daughters, Wendy and Heather. ■

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***Editor's Note re: Vice-President***

***At press time there was no candidate nominated to fill this position.***

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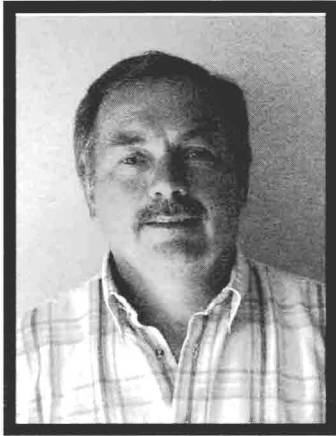
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**CANDIDATE FOR COUNCILLOR  
ZONE 3  
GARY GRANT, NSLS**

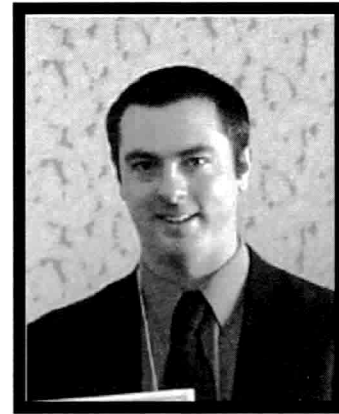


Gary Grant was born in Harmony, Nova Scotia located just a few kilometres east of Truro. He attended Central Colchester High and worked for a short time as a rodman with the Department of Highways before attending the Nova Scotia Land Survey Institute (now COGS) from which he graduated in 1971.

Gary was employed by the Nova Scotia Power Corporation in 1971 and received his commission as a Nova Scotia Land Surveyor in 1972. He retired in 2000 and opened a surveying practice in Truro Heights, where he lives with his wife Patricia. They have two children and are the proud grandparents of three.

Gary is a member of the Truro Heights Baptist Church and served as Secretary-Treasurer of the Cemetery Committee for several years. His hobbies include woodworking, pool, golf and antique cars. ■

**CANDIDATE FOR COUNCILLOR  
ZONE 5  
JOE HARVIE, NSLS, B.Sc.Eng., EIT**



Joe originally hails from St. Croix, Hants County. He graduated from the survey technologist program at COGS in 1995. He later enrolled in Geodesy and Geomatics Engineering at the University of New Brunswick and graduated in 2002. He received his commission as an NSLS in 2003. He is nearly finished articling as a professional engineer with APENS.

Joe's interest in surveying came from his father who spent his career working as a survey technician with NS DOT&PW. Joe has been employed in the surveying industry in Nova Scotia since 1995. He has surveyed from Yarmouth to Sydney, mostly in the private sector. He is now the Crown Land Surveyor with NS Department of Natural Resources for mountainous Victoria and Inverness Counties.

Joe enjoys hunting and golfing and can be found after hours in the local establishments pickin' and grinnin' a Haggard or Cash tune. Joe and wife, Angie, reside in Middle River. They are expecting their first child in February. ■

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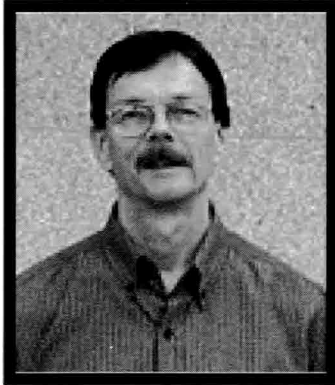
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**CANDIDATE FOR COUNCILLOR  
ZONE 6  
DAVID ALEXANDER, NSLS**



David M. Alexander, NSLS was born in Amherst, Nova Scotia in February of 1950. He attended Prince Andrew High School in Dartmouth and later studied Engineering at St. Mary's University for two years prior to beginning his working life in the construction industry in the Halifax metro area. David joined Public Works Canada in the survey section in 1973.

David left Public Works briefly to attend the College of Geographical Sciences from 1981 to 1983 and attained his commission as a Nova Scotia Land Surveyor in 1985. David is currently the Manager of Surveys and Land Information for the renamed Public Works and Government Services Canada (Atlantic Region).

David and his wife Dawn Marie currently reside in Cole Harbour, Nova Scotia with their two children, Amy and Scott. ☒

**CANDIDATE FOR COUNCILLOR  
ZONE 6  
DANIEL S. GERARD, P.Eng., NSLS**



Originally from Ontario, Dan moved to Nova Scotia in 1976. After graduating from high school in 1986, he immediately enrolled at the College of Geographic Sciences. After completing two years at the college, Dan enrolled in the Surveying Engineering program at UNB and received his degree in December 1993.

He started his career as a GPS consultant in the US, using GPS for control network densification, digital orthophoto rectification, and Airborne GPS Control. Returning in the summer of 1994, Dan worked with F.C. Hutchinson Surveying Limited until joining Servant, Dunbrack, McKenzie & MacDonald Ltd. (SDMM) in January of 1995.

Dan obtained his P.Eng. designation in 1997, became a partner of SDMM Ltd. in 2000, and received his NSLS commission in 2003.

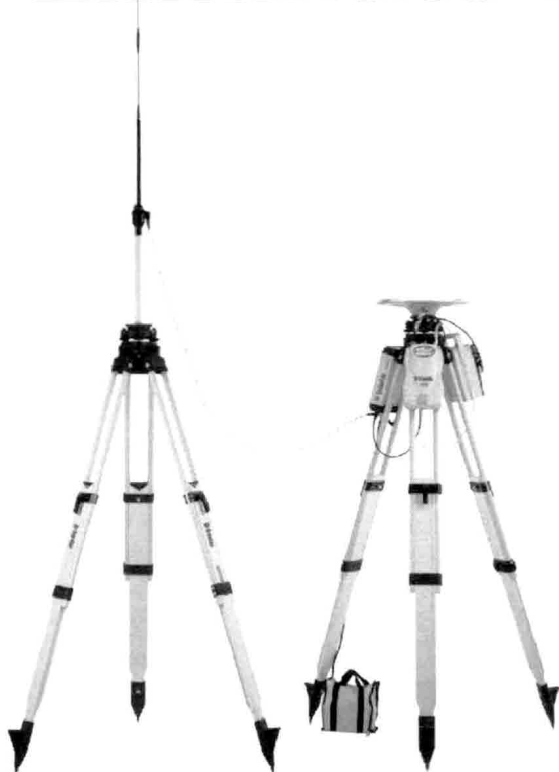
Dan chaired the Convention Committee in 2004 and is currently a member of the NSCRS Task Group.

Dan enjoys coaching minor hockey and softball. He currently resides in Halifax with his wife, Alison and two children, Jacob and Olivia. ☒



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# “MIT’s” Innovative Educational Program

by Erik Snucins

*From The Scrivener, quarterly magazine of The Society of Notaries Public of BC, Volume 14, Number 1: [www.notaries.bc.ca/scrivener](http://www.notaries.bc.ca/scrivener)*

On February 15, McElhanney Geomatics, Professional Land Surveyors in Fort St. John, launched a progressive in-house training program. It is designed to address recruitment challenges facing the oil patch by advancing existing talent within the company. The



From left: Instructor Grant McBurney and students Andrew Munzel, Mike Doherty, Zach Dowd, Garret Golhof and Tim Mahood

concept of a formal school was initiated to meet the needs of an industry in a labour-starved market. At present, the number of graduates from traditional universities and colleges does not meet the demands of a booming surveying sector.

Branch manager Walter Johnson says, “We’re calling this school, partly tongue-in-cheek, the ‘McElhanney Institute of Technology’ – MIT – because it will adhere to the standards and requirements of a formal educational institution but is delivered locally, allowing our employees to access education with minimal disruption. Our people already possess valuable skills. This program complements their existing practical experience with formal technical training

and offers them more opportunities for career advancement.”

Grant McBurney, retired professional instructor from the College of Geographic Sciences in Nova Scotia, has been hired to develop and deliver the specialized curriculum. McBurney is a Land Surveyor and past-president of the Nova Scotia Land Surveyors Association. An experienced educator of more than 20 years, he is described by former student and graduate Daniel Dowe as “the best teacher I ever had.”

For two months McBurney will deliver class and field instruction, with support from McElhanney’s local project supervisors in an on-site classroom. A benefit of this arrangement is that students do not have to relocate for a year or two to attend a conventional surveying program elsewhere.

Says McBurney, “In these days when traditional approaches to education are being questioned, I think it is commendable that the company is implementing this novel approach to upgrading their employees’ education and doing so in a very short time frame.”

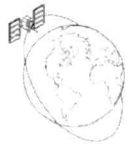
The first intake consists of five students who underwent a formal application process, which included a cover letter, résumé and interview. McBurney calls the small class size “a teacher’s dream.”

McElhanney is proud to be funding this project independent of government assistance and will continue to pay its employees regular wages while they attend class. According to Johnson, “it is important that we appreciate the talents of the staff we have. This school is one way to recognize and encourage their potential.”



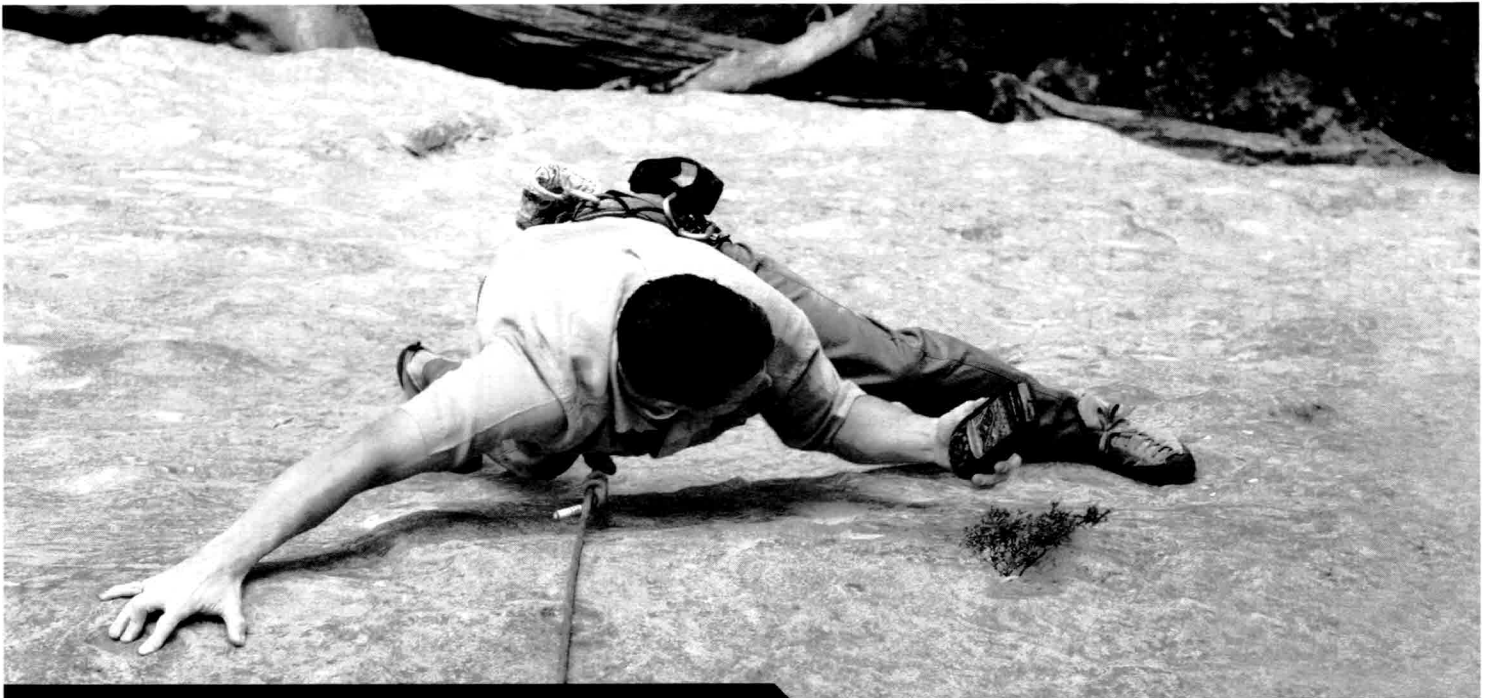
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Erik Snucins, BCLS, OLS, OLIP, is Project Supervisor, McElhanney Geomatics, Fort St. John, BC.  
Voice: 250 787-0356 Email: [esnucins@mcelhanney.net](mailto:esnucins@mcelhanney.net)



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## COMMITTEE REPORTS 2005

### ADMINISTRATIVE REVIEW

The Administrative Review Committee (ARC) provides administrative support and direction for the Association staff and Council.

Committee members are: Jeff Fee (C), John Ross, Garry Parker, Forbes Thompson, George Bruce.

Over the past year we have dealt with the following issues:

- \* Sale of the Association vacant lot
- \* Building shares redemption
- \* Staffing and employee annual reviews
- \* Survey Review Department operation
- \* Financials and 2006 budget

This committee would like to acknowledge the work and support of Kathy Alcorn, Gerry Bourbonniere and Fred Hutchinson.

Jeff Fee, P.Eng., NSLS, CLS  
Chairman

=====

### BY-LAWS

The By-Laws Committee has been inactive during the past year.

Committee Members are Allan Owen (C), Brian Wolfe, Peter Lohnes, George Bruce.

Allan Owen, NSLS, CLS  
Chairman

=====

### COMPLAINTS

Committee members are: Glenn Crews (c), Ted Webber (vc), David Lorimer, Steve White, David Whyte.

The committee investigated twenty two complaints this past year. Fourteen had already been under investigation; eight new ones were received.

- \* Sixteen complaints were related to boundary disputes;
- \* Two complaints were related to technical errors in the survey and plan;
- \* One complaint questioned a member's right to survey the lands;
- \* Another stemmed from non-response to official correspondence of the Association;
- \* One complaint was in objection to an invoice;
- \* One was for non-performance of work.

In all, eighteen complaints were dismissed, three were forwarded to Discipline and one is still under investigation.

Glenn Crews, NSLS  
Chairman

=====

### CONTINUING EDUCATION

Committee members are: Bob Becker, Gerry Bourbonniere, Mike Crant, Andrew Giles, Cyril LeBlanc, Garnet Wentzell, Grant McBurney (chairman).

The work of the Continuing Education Committee has fallen into a fairly routine pattern now that we are through the first full year of mandatory "point collecting." One hundred seventy-seven reports have been received, which represents 100% reporting. Eight members have reported less than the minimum 20 points that are required; it has been agreed that these members will be given until the end of this year to earn a minimum of 40 points, for an average of 20 points

for each of the first two years of the program. Naturally they are strongly encouraged to obtain more than this absolute minimum. The mandatory nature of the program has also resulted in a few resignations.

Our plan is to not make any significant changes to the program over the first three year reporting period. At the end of that time we will consider some fine tuning if such is needed. We expect to continue offering two seminars per year indefinitely.

Any members who feel they are having difficulty collecting points are encouraged to contact either this committee or the Executive Director, and help will be offered.

As usual, my thanks go to all committee members, especially to those doing the leg work regarding assessing forms and tallying points, and also to our association office for the work in setting up seminars.

Grant McBurney, NSLS  
Chairman

=====

### CONVENTION

For the second time in four years surveyors from Pictou County have come forward to support their President and host the Annual General Meeting at beautiful Pictou Lodge Resort located on the scenic Northumberland Strait. The Lodge is exclusive to our Association for the convention.

Beginning in February, we will have met eight times by the date of the convention and will be ready with good food, entertainment and exceptional hospitality. Some committee members have taken on specific duties and attendees are encouraged to contact them about



same:

### Icebreaker

Dan and Rose Baillie - 485-8563

### Ladies Program

Beverly Ross - 752-8202

### Transportation (shuttle service)

Duncan MacDonald - 923-2258

### Hospitality and Exhibitors

Bill Sterns - 485-1391

All other members are working equally hard and will also be available to provide information or answer questions. We are all eager to serve. Enjoy the AGM.

### 2005 AGM Committee:

George (chair) and Barbara Bruce, and alphabetically, Dan and Rose Baillie, Albert MacCallum, Duncan MacDonald, John and Beverly Ross, George and Donna Sellers, Bill Sterns, Gary and Sherry Wadden.

George Bruce, NSLS  
Chairman

## DISCIPLINE

During the past year, there were no disciplinary matters to deal with.

In the spring of this year, I was asked to chair the Discipline Committee due to Harold Lively's resignation from the committee. It would be in order to thank Mr. Lively for his past work and continued interest in our association.

The members of the committee are: Gerald Pottier (C), Walter Rayworth (VC), Allen Hunter (Sec), David Wedlock, John Pope, Joe Alcorn and Ken Whalen.

Thank you to the members of the Discipline Committee for their continued dedication.

Gerald A. Pottier, NSLS  
Chairman

## LAND TITLES

The Land Titles Committee has met four times over the past year to look at the implementation of the new Land Titles Registry System. We've also met twice with Registry 2000 staff regarding the problems surrounding the manner in which property descriptions are being prepared for migration into the new land titles system.

Also the surveyor members of the Land Titles Advisory Working Group (AWG) have met periodically to discuss, amongst other items, the problem of lawyers altering existing descriptions and creating entirely new descriptions at the time of migration. The inclusion of some ANSLs members on the AWG has been especially beneficial as this gives us a means to voice our concerns directly to members of the Barristers Society and Registry2000 staff. (The sur-

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

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- ~ identified washers
- ~ MAG nails

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veyor members of the AWG are Derik DeWolfe, Peter Lohnes, Andy DeCoste and Carl Hartlen).

We have recently submitted a proposal to amend the regulations of the Land Registration Act to Mark Coffin, Registrar General of Land Titles. This proposed regulation defines the type of property descriptions that Surveyors do not want Lawyers preparing. Included with this submission were examples received from several surveyors throughout the province, including examples of descriptions altered or created by non-surveyors for de-facto consolidations, adverse possession claims and creation of new descriptions without the benefit of survey.

Mark Coffin will present the proposed regulation to the AWG on September 22. We hope to get constructive feedback and to be able to refine the wording so that it is acceptable to both Surveyors and Lawyers. This will then be submitted to government and implemented by a revision in the Regulations of the Land Registration Act.

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

Bruce Mahar, NSLS  
Chairman

#### NSCRS TASK GROUP

Committee members are: Jeff Fee (C), Ray Pottier, Jim McIntosh, Rod Humphreys, Greg Smith, Dan Gerard.

Our committee provided feedback for a draft resolution of the Canadian Council on Geomatics (CCOG) document, "National Standards for Integrated Surveys". This policy statement is part of a

national initiative designed to encourage consistent geo-referencing of cadastral surveys. The policy has implications for all cadastral surveys as well as the proposed Nova Scotia Coordinate Reference System (NSCRS).

In September we received the initial draft of a "Spatial Referencing Policy for the Province of Nova Scotia" from Service Nova Scotia and Municipal Relations (SNSMR). In it, most of the issues the ANSLs raised with the Province have been addressed. They are recommending the continued support for the MTM map projection together with a readjustment and integration of the existing ATS77 control monuments. The UTM projection however, will be adopted for small-scale provincial mapping.

Our committee will review the policy and prepare a response for SNSMR by September 23, 2005. With full implementation targeted for 2006, our committee will be working closely with the Province to fine-tune the policy and operational details for this important initiative.

Jeff Fee, P. Eng., NSLS, CLS  
Chairman

#### REGULATIONS

The mandate of the Regulations Committee of the ANSLs is to oversee the ongoing issues with Regulations to ensure that they are relevant to the practice of Professional Land Surveying. The general mandate of the committee for 2005 is to review what regulations need to be revised, added, deleted or moved to By-Laws or Manual of Good Practice.

The members of the committee for the past year were Tom Giovannetti as Chair, David Roberts, Emerson Keen, Frank Longstaff, Norval Higgins, Robert Daniels

and Walter Jackson,

The committee had a meeting on Oct 20, 2005 and during the winter were unsuccessful arranging another meeting due to poor weather and driving conditions. With the progression of the HRM interim growth measures spring/summer of 2005 the season appeared too busy to schedule a meeting. With that said, the Committee offers the results of the various e-mails and discussions on the following topics.

#### 1. Deferred Monumentation

Bob Daniels informed the Committee that some activity might take place with various municipal developments departments to ensure any new regulation is operable. ANSLs staff reports that surveyors have been setting witness markers at streetline setbacks for about 30 years and have been using drill holes in concrete curbs during the final development stage in urban areas and suggest that Section 43 and 44 seems to be working well as decided by the surveyor.

**Recommendation:** Committee should review this item.

#### 2. PDCA Sketches

The Committee compiled some specifics regarding this topic that could be accomplished with existing regulations. It was felt by some Committee members that a graphical representation (Sketches, Compiled plans) even with qualifying notes might prevail instead of the usual plan certificate. The Committee is concerned on the validity of qualifying notes and the resulting problems in trying to enforce the regulations and deliver a professional product to the client. Committee brought forward two possible approaches:

- 1) **Do not show any monumentation, either placed or found;**
- 2) **Separately regulate PDCA sketches**

Walter Rayworth gave a presentation on this topic at a combined Zone 3 and 6 meeting. Subsequent to that, Council reviewed the topic and felt that a special regulation was not appropriate at this time. That does not imply, however, that it could not be presented to the membership. Some Committee members were concerned with possible conflict with the present regulations in preparing PDCA sketches.

**Recommendation:** Committee to review this item at a subsequent meeting. Dave Roberts tasked to prepare first draft of a regulation to replace section 46 after the existing use of the PDCA sketch is tried and tested for problematic use.

### 3. SLC as an Addendum to A Survey Plan

The Survey Review Department manager, Gerry Bourbonniere, NSLS expressed some concerns about this topic and presented examples of certificates added to a photocopy of a portion of a plan, several of which the certifying surveyor did not originally prepare plans.

The Committee agreed that any such certificate should only be made on a full copy of a plan and that the surveyor or firm certifying the location of the structure must have prepared the plan.

**Recommendation:** Committee agreed that Section 141 should be removed entirely from regulations.

### 4. Copyright Of Plans

ANSLS staff indicated that this topic is covered and regulated under statute law with respect to misuse and abuse.

**Recommendation:** Committee agreed that this item should be dealt with under good practice guidelines.

### 5. Complaints and Discipline

The Committee agreed that some changes are needed to the complaints and discipline process. Changes could affect the Act, Regulations and/or bylaws so it is suggested that the Complaints and Discipline Committees be contacted to explore any particular Regulation change.

**Recommendation:** Committee Chair to contact Complaints and Discipline Committees regarding this subject. The Committee suggests that a mandate for one or both of the complaints or discipline committees might be aimed at a more proactive mediation process for complaint resolution.

### 6. OHWM -Tidal Waters

The Committee identified the need for a specific definition defining tidal and non-tidal waters.

**Recommendation:** The Committee plans to consider a draft definition from Dave Roberts with respect to OHWM.

At the time of writing this report it is possible that some changes to the regulations may be contemplated at the AGM. Committee suggests that prior notice of any change to a regulation should be given before the AGM.

The Regulations Committee intends to continue discussion on the above noted topics and any other topics of interest are presented to the Committee. The results of any discussions will be reported to the members.

As the Chair of the Regulations Committee, I would like to thank the committee members for their participation. It is hoped that we will be able to meet more often, however, the use of e-mails has been beneficial. I would also like

to thank ANSLs staff for their assistance and input during this past year.

Tom Giovannetti, P.Eng., NSLS Chairman

### SRD ADVISORY

Committee members are: Dennis Prendergast (C), Ted Webber, Grant McBurney

When requested this committee submits comments to the Manager of the SRD. Most requests are answered by phone or e-mail. Other times the Manager may mail out a package to comment on. This year 3-4 requests were received. That is about average.

Dennis Prendergast, NSLS Chairman

### STATUTES

The Statutes Committee reviews existing and proposed legislation which may have an impact on the surveying profession to insure that it complies with our Act.

The committee is presently reviewing the proposed Architects Act. The Nova Scotia Association of Architects has asked for our Association's support and to comment on their proposed statute.

Comments on the proposed Act are expected back to the chair by the end of August. They will then be forwarded to the Executive Director.

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





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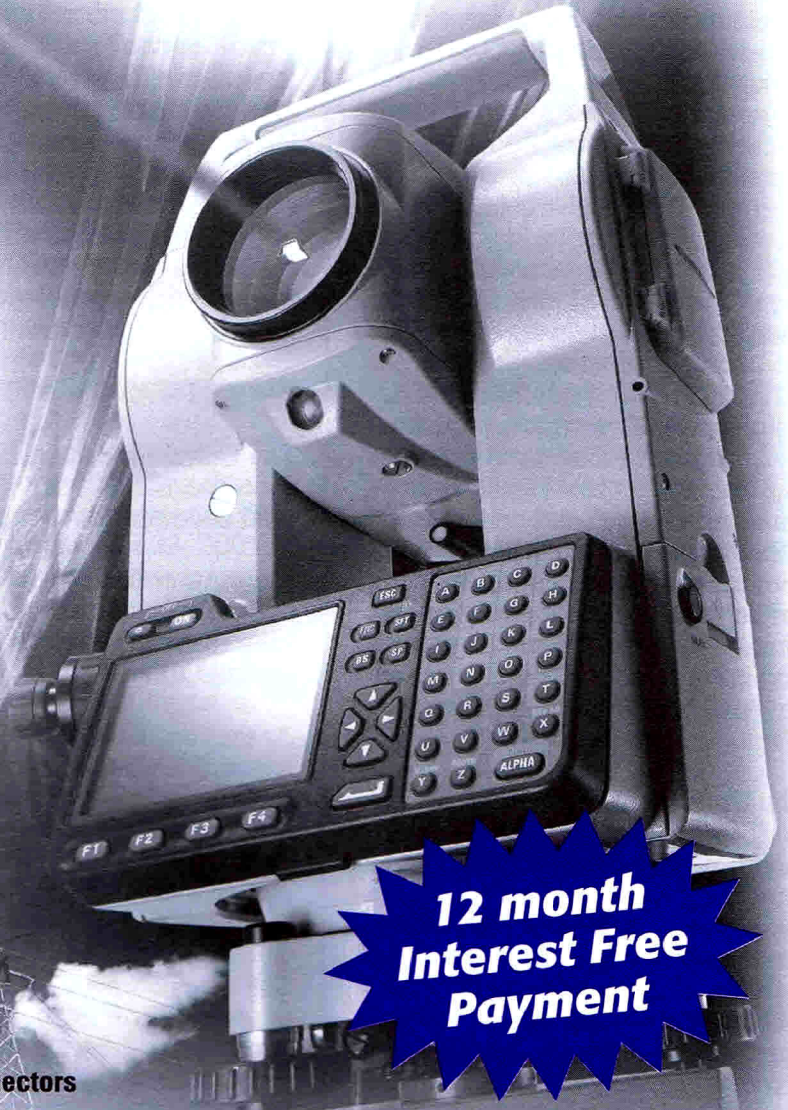


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ROCHE**  
CHARTERED ACCOUNTANTS

## 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, 2004 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, 2004 and the results of its operations and the cash flow for the year then ended in accordance with Canadian generally accepted accounting principles.

*Rector Colavecchia Roche*  
CHARTERED ACCOUNTANTS

March 24, 2005

## THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

## BALANCE SHEET AS AT DECEMBER 31, 2004

	2004	2003
ASSETS	\$	\$
<b>CURRENT ASSETS</b>		
Cash	67,331	59,519
Accounts Receivable -		
Administration	1,649	5,521
Survey review department	<u>12,401</u>	<u>12,195</u>
	81,381	77,235
<b>LAND AND BUILDING (note 3)</b>	<u>139,361</u>	<u>142,935</u>
	<u>220,742</u>	<u>220,170</u>
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued liabilities -		
Administration	8,502	5,939
Survey review department	186	37
Deferred revenue	16,670	6,870
Share pledge buy-back value (note 4)	44,390	51,399
Current portion of long-term debt	<u>—</u>	<u>6,800</u>
	69,748	71,045
<b>LONG-TERM DEBT</b>	<u>—</u>	<u>18,287</u>
	<u>69,748</u>	<u>89,332</u>
<b>MEMBERS' EQUITY</b>		
<b>ACCUMULATED OPERATING SURPLUS</b>	<u>150,994</u>	<u>130,838</u>
	<u>220,742</u>	<u>220,170</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, 2004

	Budget (Unaudited) 2004 \$	2004 \$	2003 \$
REVENUE			
General operations (schedule A)	186,950	203,100	183,269
Other operations (schedule A)	<u>28,147</u>	<u>27,838</u>	<u>28,454</u>
	<u>215,097</u>	<u>230,938</u>	<u>211,723</u>
EXPENSES			
Administration (schedule B)	163,831	172,283	163,900
Committees (schedule B)	5,200	6,363	955
Grants, levies and awards (schedule C)	15,110	14,598	15,510
Board of Examiners (schedule C)	850	504	240
Office accommodations (schedule C)	17,600	18,846	18,093
Miscellaneous (schedule C)	<u>1,300</u>	<u>1,737</u>	<u>3,185</u>
	<u>203,891</u>	<u>214,331</u>	<u>201,883</u>
OPERATING SURPLUS BEFORE THE FOLLOWING	11,206	16,607	9,840
SURVEY REVIEW DEPARTMENT (schedule D)	<u>(1,587)</u>	<u>3,270</u>	<u>(4,020)</u>
OPERATING SURPLUS FOR THE YEAR	<u>9,619</u>	19,877	5,820
ACCUMULATED OPERATING SURPLUS - BEGINNING OF YEAR		<u>130,838</u>	<u>143,417</u>
		150,715	149,237
INCREASE IN VALUE OF SHARE PLEDGES OUTSTANDING		<u>279</u>	<u>(18,399)</u>
ACCUMULATED OPERATING SURPLUS - END OF YEAR		<u>150,994</u>	<u>130,838</u>



## THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

## STATEMENT OF CASH FLOW

FOR THE YEAR ENDED DECEMBER 31, 2004

	2004 \$	2003 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Operating surplus for the year	19,877	5,820
Adjustments to operating surplus not involving cash - Amortization	<u>3,574</u>	<u>3,722</u>
	23,451	9,542
Changes in non-cash working capital -		
Decrease (Increase) in accounts receivable	3,666	(5,747)
Increase in accounts payable	2,712	1,383
Increase (Decrease) in deferred revenue	9,800	(13,784)
Decrease in share pledge buy-back value	<u>(7,009)</u>	<u>-</u>
	<u>32,620</u>	<u>(8,606)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Proceeds from share donation	279	-
Repayment of mortgage	<u>(25,087)</u>	<u>(6,590)</u>
	<u>(24,808)</u>	<u>(6,590)</u>
<b>INCREASE (DECREASE) IN CASH</b>	7,812	(15,196)
<b>CASH - BEGINNING OF YEAR</b>	<u>59,519</u>	<u>74,715</u>
<b>CASH - END OF YEAR</b>	<u><u>67,331</u></u>	<u><u>59,519</u></u>

## SUPPLEMENTARY INFORMATION:

Interest paid	758	1,610
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## THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

## NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2004

## 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.

## Revenue and Expense Recognition

Revenue and expenses are reported on the accrual basis.

## 3. LAND AND BUILDING

	2004		2003
	Cost \$	Accumulated amortization \$	Net \$
Land	53,597	-	53,597
Building	<u>111,565</u>	<u>25,801</u>	<u>85,764</u>
	<u>165,162</u>	<u>25,801</u>	<u>139,361</u>
			<u>142,935</u>

## THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

## NOTES TO FINANCIAL STATEMENTS

## FOR THE YEAR ENDED DECEMBER 31, 2004

## 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.

	2004	2003
	\$	\$
Value of share pledges outstanding	28,500	33,000
Increase in value	<u>15,890</u>	<u>18,399</u>
Buy-back value of share pledges outstanding	<u>44,390</u>	<u>51,399</u>

## THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

## SCHEDULE OF REVENUE

## SCHEDULE A

FOR THE YEAR ENDED DECEMBER 31, 2004

	Budget (Unaudited) 2004 \$	2004 \$	2003 \$
<b>GENERAL OPERATIONS</b>			
Membership dues -			
Regular	154,400	149,663	156,315
Retired	4,200	4,150	4,177
Student	<u>2,000</u>	<u>1,943</u>	<u>1,824</u>
Total membership dues	160,600	155,756	162,316
Nova Scotia Surveyor	1,700	1,486	1,622
Convention receipts	14,000	21,825	13,486
Certificates of authorization	5,100	5,000	1,275
Discipline committee	2,000	-	3,355
Interest income	1,000	637	552
Miscellaneous	50	631	663
Continuing education	<u>2,500</u>	<u>17,765</u>	<u>-</u>
	<u>186,950</u>	<u>203,100</u>	<u>183,269</u>
<b>OTHER OPERATIONS</b>			
Service charges	1,200	1,168	1,251
SRD Administration fee	18,467	18,467	19,458
GANS Administration fee	1,500	1,434	3,169
Rental income	<u>6,980</u>	<u>6,769</u>	<u>4,576</u>
	<u>28,147</u>	<u>27,838</u>	<u>28,454</u>



## THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

## SCHEDULE OF EXPENSES

## SCHEDULE B

FOR THE YEAR ENDED DECEMBER 31, 2004

	Budget (Unaudited) 2004 \$	2004 \$	2003 \$
<b>ADMINISTRATION</b>			
Salary - Executive director	52,530	52,530	51,500
- Office administrator	27,285	27,285	26,750
Benefits - medical, dental and life	4,850	2,885	2,215
CPP, EI and workers' compensation	6,546	5,564	5,348
General meeting - convention	25,000	37,164	20,986
Council meetings	1,600	4,292	2,100
Zone meetings	800	1,172	343
Executive expenses	400	291	289
Executive director expenses	1,500	1,268	1,179
Staff training and education	500	-	69
Postage	4,000	3,573	4,239
Printing	500	504	422
Office supplies	3,000	2,049	3,285
Telephone, fax and internet	2,000	1,859	1,877
Equipment rental and maintenance	2,500	1,639	2,784
Equipment purchases	500	2,365	7,446
President's travel	12,000	8,508	15,882
Audit service	1,500	2,080	1,535
Legal services	5,000	100	7,189
Professional dues and fees	1,070	1,070	820
Seminars	1,500	7,890	500
Advertising	250	616	-
Nova Scotian Surveyor	5,000	4,005	3,420
Amortization	<u>4,000</u>	<u>3,574</u>	<u>3,722</u>
	<u>163,831</u>	<u>172,283</u>	<u>163,900</u>
<b>COMMITTEES</b>			
Discipline	2,000	341	-
Complaints	500	-	125
Public relations	500	253	467
Statutes and by-laws	750	-	107
Strategic planning	-	4,580	-
Administrative review	250	532	222
Continuing education	500	331	34
Surveyors' Forum (COGS)	-	75	-
Regulations	500	29	-
Land titles	-	7	-
Other	<u>200</u>	<u>215</u>	<u>-</u>
	<u>5,200</u>	<u>6,363</u>	<u>955</u>

## THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

## SCHEDULE OF EXPENSES

## SCHEDULE C

FOR THE YEAR ENDED DECEMBER 31, 2004

	Budget (Unaudited) 2004 \$	2004 \$	2003 \$
<b>GRANTS, LEVIES AND AWARDS</b>			
C.O.G.S. awards	1,600	1,600	1,600
C.C.L.S. levy	12,545	12,063	12,935
APBELS levy	<u>965</u>	<u>935</u>	<u>975</u>
	<u>15,110</u>	<u>14,598</u>	<u>15,510</u>
<b>BOARD OF EXAMINERS</b>			
N.S. Board of Examiners	450	504	218
Examinations	100	-	-
Atlantic Board	<u>300</u>	<u>-</u>	<u>22</u>
	<u>850</u>	<u>504</u>	<u>240</u>
<b>OFFICE ACCOMMODATIONS</b>			
Mortgage interest	1,500	758	1,610
Taxes	11,000	11,312	10,364
Insurance and bonding	2,000	2,818	2,569
Cleaning	200	180	125
Utilities	2,900	2,703	2,468
Building maintenance	-	1,075	-
Building appraisal	<u>-</u>	<u>-</u>	<u>957</u>
	<u>17,600</u>	<u>18,846</u>	<u>18,093</u>
<b>MISCELLANEOUS</b>			
Interest and bank charges	200	112	66
Courier	100	111	149
GANS administration	-	534	1,840
Refreshments	300	247	224
Other	<u>700</u>	<u>733</u>	<u>906</u>
	<u>1,300</u>	<u>1,737</u>	<u>3,185</u>

## THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

## STATEMENT OF SURVEY REVIEW DEPARTMENT

## SCHEDULE D

FOR THE YEAR ENDED DECEMBER 31, 2004

	Budget (Unaudited) 2004 \$	2004 \$	2003 \$
<b>REVENUE</b>			
Stickers	<u>86,300</u>	<u>86,313</u>	<u>79,554</u>
<b>EXPENSES</b>			
Administration fee	18,467	18,467	19,458
Manager's salary	45,390	45,390	44,500
Assistant's salary	-	3,266	-
Accounts contract	11,640	6,270	10,356
Clerical support	800	198	416
Benefits - medical, dental and life	2,830	1,634	796
CPP, EI and workers' compensation	3,510	3,569	3,229
Manager's expenses	2,000	1,222	1,000
Professional dues and fees	800	800	800
Office, postage, printing and courier	350	335	582
Equipment purchases	500	120	690
Equipment maintenance and rental	100	300	168
Audit service	750	900	750
Staff training and education	300	-	225
Interest and bank charges	100	40	42
Miscellaneous	100	-	-
Bad debts	-	-	340
SRD Review committee	<u>250</u>	<u>532</u>	<u>222</u>
	<u>87,887</u>	<u>83,043</u>	<u>83,574</u>
<b>OPERATING SURPLUS (DEFICIT)</b>	<u>(1,587)</u>	<u>3,270</u>	<u>(4,020)</u>

# THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

## Proposed 2006 Budget

Approved by Council on September 9, 2005 for presentation to the membership at the 2005 AGM

### ADMINISTRATION

		2006 Budget (proposed)	2005 Budget	2005 y-end Projection
<b>REVENUE</b>				
<b>Membership Dues</b>				
Regular Members	(172 @ \$800)	\$137,600	\$144,000	\$142,000
Retired Members	(40 @ \$120)	\$4,800	\$4,200	\$4,680
Associate Members	(2 @ \$80)	\$160	\$0	\$120
Student Members	(25 @ \$80)	\$2,000	\$2,000	\$1,863
<b>Total Membership Dues</b>		<b>\$144,560</b>	<b>\$150,200</b>	<b>\$148,663</b>
Nova Scotian Surveyor	(see note 1)	\$2,200	\$1,700	\$2,455
Convention Receipts		\$14,000	\$14,000	\$14,000
Certificates of Authorization	(50 @ \$100)	\$5,000	\$4,900	\$5,000
Continuing Education/Seminars		\$18,000	\$20,000	\$18,000
Discipline Committee	(see note 2)	\$1,000	\$1,000	\$0
Interest Income	(see note 3)	\$900	\$600	\$1,600
Other Revenue		\$150	\$50	\$48,329
Rental Income	(see note 20)	\$6,500	\$7,000	\$6,500
<b>Sub Total</b>		<b>\$47,750</b>	<b>\$49,250</b>	<b>\$95,884</b>
<b>Other Operations</b>				
Dues Service Charge		\$1,100	\$1,100	\$1,136
SRD Administration Fee	(see note 4)	\$19,123	\$18,601	\$18,084
GANS Administration	(see note 5)	\$1,500	\$1,500	\$1,200
<b>Sub Total</b>		<b>\$21,723</b>	<b>\$21,201</b>	<b>\$20,420</b>
<b>Total Revenue</b>		<b><u>\$214,033</u></b>	<b><u>\$220,651</u></b>	<b><u>\$264,967</u></b>

**ADMINISTRATION****2006 Budget  
(proposed)****2005 Budget****2005 y-end  
Projection****EXPENSES**

Salary	- Executive Director	\$54,400	\$53,500	\$53,500
	- Office Administrator	\$30,500	\$27,800	\$29,577
Benefits	- Medical and Dental	\$3,975	\$3,500	\$3,882
	- CPP	\$3,300	\$3,100	\$3,155
	- EI	\$1,950	\$2,000	\$1,875
	- Life Insurance	\$2,000	\$2,000	\$0
	- Workers Compensation	\$900	\$750	\$880
<b>Sub Total</b>		<b>\$97,025</b>	<b>\$92,650</b>	<b>\$92,869</b>

Accounting		\$2,200	\$1,900	\$2,135
Advertising		\$325	\$250	\$0
Annual Meeting & Convention		\$25,000	\$25,000	\$25,000
Council Meetings		\$3,600	\$2,400	\$3,500
Depreciation	(see note 6)	\$2,800	\$3,200	\$3,200
Equipment Rental/Maintenance	(see note 7)	\$1,662	\$1,589	\$1,300
Executive Director Expenses	(see note 8)	\$1,500	\$1,500	\$600
Executive Expenses	(see note 9)	\$400	\$400	\$0
Legal Services		\$5,000	\$10,000	\$3,000
NS Surveyor	(see note 1)	\$5,000	\$5,000	\$5,400
Office Expense	(see note 19)	\$3,500	\$3,000	\$3,500
Office and Computer Equipment		\$600	\$500	\$783
Postage		\$4,500	\$4,000	\$4,500
President's Travel	(see note 10)	\$12,500	\$12,500	\$12,500
Printing	(see note 11)	\$500	\$500	\$250
Professional Dues and Fees	(see note 12)	\$1,070	\$1,080	\$1,070
Seminars		\$10,000	\$10,000	\$7,500
Staff Training		\$500	\$500	\$295
Telephone & Fax		\$2,000	\$2,000	\$1,900
Zone Meetings		\$1,000	\$1,000	\$1,000
<b>Sub Total</b>		<b>\$83,657</b>	<b>\$86,319</b>	<b>\$77,433</b>



<b>ADMINISTRATION (continued)</b>	<b>2006 Budget (proposed)</b>	<b>2005 Budget</b>	<b>2005 y-end Projection</b>
<b>Committees</b>			
Administrative Review Committee (see note 13)	\$400	\$400	\$100
By-Laws Committee	\$300	\$300	\$0
Complaints Committee	\$400	\$400	\$17
Continuing Education Committee	\$700	\$700	\$338
Discipline Committee (see note 2)	\$1,000	\$1,000	\$0
Land Titles Committee	\$500	\$500	\$239
Other Committees	\$200	\$200	\$0
Public Relations Committee	\$300	\$300	\$100
Regulations Committee	\$500	\$500	\$0
Statutes Committee	\$250	\$250	\$0
Strategic Planning Committee	\$2,000	\$2,500	\$7,500
<b>Sub Total</b>	<b>\$6,550</b>	<b>\$7,050</b>	<b>\$8,294</b>
<b>Grants, Levies and Awards</b>			
APBELS levy (172 x \$5) (see note 14)	\$860	\$900	\$885
CCLS levy (see note 15)	\$11,330	\$11,700	\$11,974
COGS Awards (see note 16)	\$1,600	\$1,600	\$1,600
<b>Sub Total</b>	<b>\$13,790</b>	<b>\$14,200</b>	<b>\$14,459</b>
<b>Boards of Examiners</b>			
Atlantic Board (see note 17)	\$300	\$300	\$198
Examinations	\$100	\$100	\$0
Nova Scotia Board	\$450	\$450	\$25
<b>Sub Total</b>	<b>\$850</b>	<b>\$850</b>	<b>\$223</b>

<b>ADMINISTRATION (continued)</b>		<b>2006 Budget (proposed)</b>	<b>2005 Budget</b>	<b>2005 y-end Projection</b>
<b>Accommodation</b>				
Building Maintenance	(see note 22)	\$1,000	\$300	\$0
Cleaning		\$360	\$360	\$100
Insurance		\$2,300	\$2,000	\$2,173
Mortgage Interest		\$0	\$700	\$0
Taxes		\$10,000	\$11,300	\$8,900
Utilities		\$3,500	\$3,200	\$3,200
<b>Sub Total</b>		<b>\$17,160</b>	<b>\$17,860</b>	<b>\$14,373</b>
<b>Miscellaneous</b>				
Courier		\$100	\$100	\$100
GANS Expense	(see note 23)	\$200	\$0	\$120
Interest and Bank Charges		\$200	\$200	\$105
Refreshments	(see note 18)	\$300	\$300	\$275
Other Miscellaneous Expenses	(see note 21)	\$1,000	\$700	\$1,062
Penalties & Interest		\$0	\$0	\$0
<b>Sub Total</b>		<b>\$1,800</b>	<b>\$1,300</b>	<b>\$1,662</b>
<b>Total</b>		<b><u>\$220,832</u></b>	<b><u>\$220,229</u></b>	<b><u>\$209,313</u></b>
<b>Surplus/(deficit)</b>		<b>(\$6,799)</b>	<b>\$422</b>	<b>\$55,654</b>

## SURVEY REVIEW DEPARTMENT 2006

### REVENUE

	2006 Budget (proposed)	2005 Budget	2005 y-end Projection
Stickers (see SRD note 1)	\$65,600	\$61,500	\$65,600
SLC Numbers	\$19,000	\$23,000	\$20,600
<b>TOTAL REVENUE</b>	<b><u>\$84,600</u></b>	<b><u>\$84,500</u></b>	<b><u>\$86,200</u></b>

### EXPENSES

Accounting	\$1,000	\$900	\$950
Administration Fee (see SRD note 2)	\$19,123	\$18,601	\$18,084
Benefits - CPP	\$2,300	\$2,300	\$2,200
- EI	\$1,500	\$1,500	\$1,350
- Medical & Dental	\$1,860	\$1,800	\$1,824
- Insurance	\$1,000	\$1,000	\$0
- Workers Comp	\$1,200	\$563	\$1,130
Clerical Support	\$0	\$500	\$0
Courier	\$50	\$50	\$0
Equipment Rental & Maint.	\$100	\$100	\$120
Interest & Bank Charges	\$100	\$100	\$30
Manager's Expense	\$2,000	\$2,000	\$2,000
Miscellaneous	\$100	\$100	\$0
Office & Computer Equipment	\$300	\$300	\$0
Office Expense	\$200	\$200	\$400
Professional Dues & Fees (see SRD note 3)	\$800	\$800	\$800
Administrative Review Cttee (see SRD note 4)	\$400	\$400	\$100
Salary - Manager	\$47,000	\$46,250	\$46,250
Salary - SRD Assistant (see SRDnote 5)	\$11,320	\$10,660	\$10,600
Staff Training	\$300	\$300	\$0
Sticker Purchases	\$0	\$0	\$0
<b>TOTAL EXPENSES:</b>	<b><u>\$90,653</u></b>	<b><u>\$88,424</u></b>	<b><u>\$85,838</u></b>
 <b>NET SURPLUS/DEFICIT</b>	 <b><u>(\$6,053)</u></b>	 <b><u>(\$3,924)</u></b>	 <b><u>\$362</u></b>

**Administration Notes:**

1. It is anticipated that there will be three issues of *The Nova Scotian Surveyor* in the 2006 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 administration 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 = \$759; postage meter rent = \$503; equipment repair & maintenance = \$ 400.
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 \$66.95 per regular member for the first 100 members, then \$64.38 each for the balance.
- |               |                |
|---------------|----------------|
| 100 x 66.95 = | 6695.00        |
| 72 x 64.38 =  | <u>4635.36</u> |
|               | 11330.36       |
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.
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. 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 \$1,000 in 2006.
22. Building maintenance is comprised of major expenses to repair and/or maintain the association office building (eg. siding, ramp, paving, snow removal, etc)
23. GANS expense is offset by GANS revenue. These are expenses incurred by ANSLs on behalf of GANS, which are invoiced twice yearly.
24. Council approved an increase in the Strategic Planning Committee expense to a total of \$7,500 for 2005 (March 4, 2005 minutes).



**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.
5. Calculation of SRD Assistant's salary includes vacation pay.

**Calculation of SRD administration fee for 2006 Budget:**

Rent	\$300 / month			\$3,600
Utilities	\$3,500	x	40%	\$1,400
Taxes	\$10,000	x	40%	\$4,000
Insurance	\$2,300	x	40%	\$920
Cleaning	\$360	x	40%	\$144
Tel & Fax	\$2,000	x	30%	\$600
Exec Asst Salary	\$30,500	x	20%	\$6,100
Postage	\$4,500	x	18%	\$810
Office Expense	\$3,500	x	30%	\$1,050
Equip Rental & Maint	\$1,662	x	30%	\$499
Total SRD Administration Fee:				<u>\$19,123</u>

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