

SASKATCHEWAN LAND SURVEYORS ASSOCIATION

# Newsletter

## President's Message to the Membership

By P. M. Maloney, SLS, P. Surv., President

Since my last report, I have had the opportunity to travel to other provinces to attend their AGM's. While each Association is unique, we face many of the same issues. One of the items discussed at the AMLS Annual Meeting was the future of their Association as memberships decline over the next few years. This should also be a serious concern in our Association.

Under the old systems of articles, students presenting themselves for professional examinations had served in the field under the direct supervision of an S.L.S. The progression usually started in a chainman/rodman capacity, then on to instrument man, and finally party chief and articed pupil. Nearly all party chiefs operating in the industry were aspiring Land Surveyors. The process was designed so that S.L.S. candidates acquired a wealth of field experience prior to being examined.

In the mid-1980's our Association adopted a new syllabus and required a Bachelor Degree in Survey Engineering prior to being admitted to our Association as a Land Surveyor in Training. Since that time very few new Commissions have been obtained. Given the surge in the number of Commissions granted just prior to the adoption of the new syllabus, and approximately 10 years of



depressed economy in Saskatchewan, the lack of new Commissions had little impact. Now with an aging membership, and an upturn in the economy, we are faced with an impending shortage of Land Surveyors. The problem, as I see it, is how to attract new students into our Association. In order to qualify as a Land Surveyor in Training, a candidate must have completed a degree from an accredited program. Unless the student has spent their

*continued on page 713*

## Inside This Issue

✔ Council Highlights	694
✔ Councillor's Report	697
✔ Computer Viruses	698
✔ Speaking the New Client's Language	701
✔ What's Happening	702
✔ Title Insurance	703
✔ Biography	705
✔ Letters of Confirmation	706
✔ Condo's Continue to Cause Concern	707
✔ Coping With Workplace Stress	708
✔ The SLSA RPR Database	710
✔ To Bid or Not to Bid	711
✔ Calendar of Events	726
✔ <b>And Much More!</b>	

# Council Highlights

by A. Carl Shiels, Executive Director



The Saskatchewan Land Surveyors Newsletter is published by the Saskatchewan Land Surveyors' Association for circulation to its members.

**Deadlines for articles will be the last Friday in December, March, June and September.**

The opinions of the contributing writers may not be consistent with those of the Council of the Saskatchewan Land Surveyors' Association. Articles may be reprinted with appropriate credit given to the authors.

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**Office hours are from 9:00 a.m. to 5:00 p.m. on all regular business days.**

## **1996/97 Council**

President	Pat M. Maloney
Vice President	Rob A. Webster
Past President	Max E. Putnam
Councillors	Rob J. Hillier
	Rob P. Pattison
	Wayne J. Adams
	Thomas W. Sansom
Executive Director	A. Carl Shiels
Executive Assistant	Candy Shiels
Newsletter Editor	Doug A. Bouck

## 97/98 Meeting #3 - September 15, 1997

A joint meeting of Council and representative of the Education, Practice and Public Relations Committees was held prior to the council meeting to consider the 1997/98 work plans for each of the committees. The regular council meeting convened at 11:00 a.m. with all members present.

President Maloney reported on his attendance at the AMLS annual meeting in Brandon, Manitoba. Highlights from the Presidents' Forum included:

Alta.: Brian Munday (formerly Executive Director of the CCLS) has been appointed to the position of executive director for the ALSA;

Planning continues for the "High on Energy" conference scheduled for October 1 - 4, 1997.

Minn.: Has enacted legislation which provides for a peer review of prospective liability claims against land surveyors. The legislation is expected to cut down on some of the frivolous claims being brought against land surveyors.

B. C.: Are nearing completion of their Manual of Good Practice.

Ont.: Have implemented a reduced cost RPR in cooperation with the Law Society, in an effort to compete with Title Insurance. Early indications are that neither this service nor Title Insurance are being considered as serious alternatives to conventional RPR's.

Have completed their first round of practice reviews. All funding for the practice review program comes from the sale of stickers which must be affixed to each plan etc.

Man.: Negotiating with their provincial Engineering Association regarding who may establish the vertical and horizontal controls for oil wells;

Continue to work on development of their new Land Surveyors Act.

The President indicated his intention to attend the

annual meetings of Nova Scotia , B C, Ontario and Alberta.

### **Land Project Committee**

Activity related to the LAND Project is expected to increase after the summer hiatus.

### **SASTT Legislation**

It was agreed that the Association should continue to press for amendments to the SASTT legislation aimed at eliminating the ambiguities which may be created by the 'not withstanding' provisions in the Land Surveyors and Professional Surveyors Act.

### **Insurance for Professional Surveyors**

G. K. Allred, chairman of the CCLS Professional Liability Insurance Committee has agreed to discuss the unique coverages which Professional Surveyors and Saskatchewan Land Surveyors may require with ENCON insurance managers.

### **New Land Surveyor in Training Agreements**

Council approved two new Land Surveyor in Training agreements for University of Calgary graduate **Lee Anders Anderson** of Saskatoon (W. L. Jamieson, supervisor), and University of New Brunswick graduate **Mark Edward Knott** of Regina (R. J. Pominville, supervisor).

### **Ethics for the Professional Surveyor**

Council approved purchase of a copy of the publication "*Ethics for the Professional Surveyor*" for the Association library.

### **SaskGIS Conference Sponsorship**

Council authorized a \$500 Corporate sponsorship of the upcoming SaskGIS '97 Conference.

### **Education Committee Report**

The 1997/98 work plan for the Education Committee is expected to include:

- analysis of the bylaws as to the interpretation of the sections;
- review the PDC allocations;

- consultation with the membership regarding any amendments required to the bylaws;
- planning of at least two seminars during or before the annual meeting;
- encourage an information exchange to relay educational opportunities to and from the members;
- development of programs to encourage members to assume responsibility for their own educational futures;
- discussions with other committee chairman regarding educational requirements/opportunities;
- develop a standard form for tracking individual member PDC's;
- facilitate more regional meetings as a way of helping members accumulate PDC's.

### **Finance Committee Report**

Planning has begun for the 1998 budget.

### **Practice Committee Report**

The 1997/98 work plan for the Practice Committee is expected to include:

- A review of sample well site plans drawn by the Dept of Energy and Mines.
- A review of the requirements for supervision of survey crews as requested in by the motion from the annual meeting.
- A review of the methodology used to develop the Recommended Schedule of Fees. This might take the form of a seminar on the costs associated with providing the various types of services.

### **Public Relations Committee Report**

The 1997/98 work plan for the Public Relations Committee is expected to include:

- Finalization and printing of the two new pamphlets developed to date;
- Preparation of at least two new pamphlets during

the year;

- Development of a poster which might also be used as the background for a free-standing display suitable for distributing other pamphlets.

#### **SLSA Board of Examiners Report**

Council approved a recommendation from the SLSA Board of Examiners that a position of Registrar be established to deal with matters coming to and from the Board. A. C. Shiels was appointed to the position.

Council appointed G. A. Webster to the Board of Examiners for Saskatchewan Land Surveyors to fill the vacancy left by the retirement of M. D. Haug.

Council ratified the final draft of the "1997/98 Rules and Syllabus for Professional Examinations for

*Saskatchewan Land Surveyors*" prepared by the SLSA Board of Examiners.

The dates for the next three meetings were set for October 27, 1997, December 1, 1997 and January 26, 1998.

The Meeting Adjourned at 5:23 p.m.



#### **Report of the Education Committee**

With the passing of the SLSA Act on Jan 1<sup>st</sup>, 1997, Article XVII of the Regulatory Bylaws addressing "Continuing Education" has come into effect.

On September the 11<sup>th</sup>, 1997, a teleconferencing call was made with the committee to discuss a proposal for the 97/98 education year. This year's committee is made up of four SLSA members - Don Williams; Guy Craig, Roy Pominville and Doug Bouck as Chairman.

Doug met with council on September 15<sup>th</sup>, to present a work plan for the upcoming year.

On October 15<sup>th</sup>, the committee will meet at the SLSA office to review the Bylaw, to confirm the terms of reference, and to discuss possible topics for future programs.

#### ***SLSA sponsored events in 1997 [to date]***

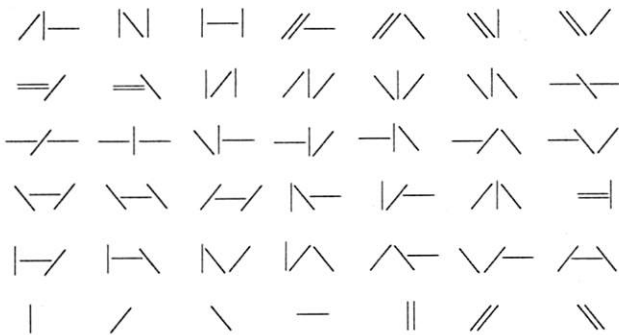
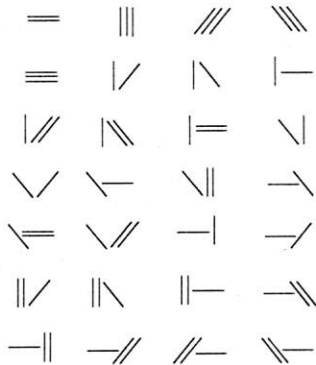
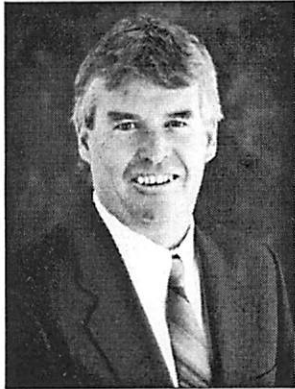
Feb. 27 <sup>th</sup>	"LAND Project"	[5 Part "A" points]
Feb. 28 <sup>th</sup>	"SaskGeomatics"	[5 Part "A" points]
May 22, 23, 24 <sup>th</sup>	Annual General Meeting	[5 Part "B" points]
May 23 <sup>rd</sup>	Insurance Seminar	[5 Part "A" points]

The Education Committee will provide some opportunities for SLSA members to attend SLSA sponsored events. Members are encouraged to investigate local educational facilities for classes that will be of benefit to them. Your local newspaper, the phone book and the Internet are all good sources of new educational opportunities. Check out the following Web sites: [[www.siasst.ca/](http://www.siasst.ca/)], [[www.uregina.ca/](http://www.uregina.ca/)] and [[www.usask.ca/](http://www.usask.ca/)].

We encourage all members to review the Continuing Education Bylaw and if there are any concerns please contact the Education Committee.

A hardcopy version of a proposed PDC Form is included with this newsletter. A computer version is available through the SLSA Office on request.

# Councillor's Report



by R. J. Hillier, SLS, P. Surv.

## Brilliant!

Top of the post to the left. Bottom to the right. No more than 3 whacks each. On the side at 90 degrees from the section numbers.

Individual post markings. I came up with 76, then got bored. There's got to be more.

No, you don't have to remember them all. Just one. There'll be a book.

I was at a Quarter corner the other day referencing a widened road. It looked like just about original ground at the corner. The last 2 plans that tied in to the quarter, in 1959 and 1983 called the corner lost. I thought maybe I'd just have a quick sniff with the bar finder.

Two posts. A foot apart. The 1983 plan said "re-est point". The 1959 plan said "lost mon." It would be unlikely that he would plant one as he was widening the road. I pulled both posts and the widening post to have a look. They were all slightly different, although none were original.

There are 7 other plans tying in to this corner. I want to understand the sequence. I think some special weight goes to the oldest one. I'm going to have to go out there and start pulling posts from up to seven different surveys to try and match the post styles.

Bloody hell.

Mark em. For your brothers. For those who come after.

It needs work, but I think the idea has merit.

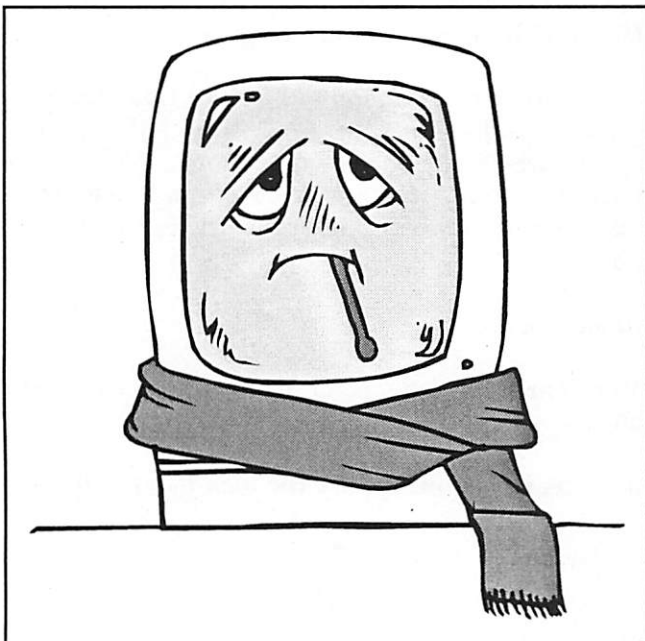


# Computer Viruses

*by Chris Cothrun, Ingenuity Inc., Copyright Ingenuity Inc. Copied from The Ontario Land Surveyors' Quarterly, Volume 40, No. 3, Summer 1997, with permission from the author.*

**W**e are going to depart from our usual survey-related topic and instead discuss something that affects every computer user: computer viruses. We increasingly depend on our computers to accomplish our everyday tasks. We also share information with other computer users to a greater extent than ever before through networks, the Internet, or even the lowly floppy disk. All of these increase our exposure to computer viruses that can cause loss of data and hours of frustration restoring your system. I will provide you with some information that will enable you to lessen the chance of losing anything to a computer virus.

First, I'd start with a disclaimer: I'm not a computer virus expert. I'm going to try to educate you about viruses, but I can't be responsible for what you do if you have or suspect you have a virus. I, of course, cannot be responsible for any damage a virus does. If your computer is part of a larger network, I suggest you consult further with your Network Admin-



istrator or someone else in charge of computer policy if you suspect a virus or before changing your computer's configuration.

So, what exactly is a computer virus? Any relation to the microscopic nasties that give you the sniffles? Hardly. A computer virus is simply a computer program with a few special characteristics. Foremost among them is the capability of replicating itself, hence the name. Viruses usually attempt to remain undetected, at least until they have a chance of copying themselves. Beyond that, what the virus does is up to the author. Some stop at making copies of themselves, others annoy computer users, and still others intentionally or unintentionally destroy files. Any of these actions on your computer is most likely unwanted. So what can you do?

You can first take steps to avoid getting viruses and to avoid significant damage if your computer is compromised. You should have a set of boot disks for your computer that are write-protected. These should contain a copy of your operating system to boot the computer, enough disk utilities to restore you computer as necessary, and a virus detection and removal program. A good backup system is important if you wish to minimize the damage a malevolent virus might do. But you must try to avoid backing up the virus along with your data.

You may be familiar with the numerous virus detection programs available for computers. If not, these are programs that scan through each of the programs on you computer and look for virus "signatures," or unique sections of binary data that would identify a virus. Some of the more advanced packages also look for suspicious activity that might indicate a virus is making a copy of itself. Some packages also look for viruses in data coming over a network or Internet connection. If you use one of these, you must first make sure you have current

updates for the latest crop of viruses. The Antivirus that is included with DOS and Windows doesn't count as a recent version of a virus detection program. You should rely on something more robust to avoid virus problems. I won't recommend any particular package, but several are available for download and evaluation from sources listed below.

A number of viruses like to hide in the boot sector, the area of disks that the computer goes to when loading DOS, the various flavours of Windows, or any other operating system. These viruses do their dirty deed when you start the computer and then start your usual operating system, giving you the illusion that everything is normal. Many computers are set up to first check the floppy disk drive for a boot disk and then the hard drive. If you accidentally leave a floppy disk in your drive when you boot your computer, this can let the virus copy itself to your hard disk drive. You can guard against this by changing your BIOS settings to boot from your hard disk only.

Another class of viruses takes advantage of the fact that many popular software programs include powerful macro programming languages. The most notable examples were several viruses that used the Microsoft Word macro language and program features to spread. If your organization makes heavy use of Microsoft Word, you should take the time to educate yourself about this virus and the steps to take to prevent its spread.

As mentioned in the introduction, the increased use of networks, online services, and the Internet can increase our exposure to computer viruses. How safe is it to download programs, e-mail, and data from these? It depends on the source. All online services scan their file for viruses. Most of the major software archives on the Internet also look for viruses. Most of the major software archives on the Internet also look for viruses in their collections. But other Internet sources may pay less attention to the threat from viruses. Any of these sources are susceptible to new viruses that are unknown to the virus detection programs. Any file attached to mail would be suspect, especially if they are from an unknown or untrusted source. Your safest bet is to scan anything that you download or receive in

e-mail. The Internet also introduces some new computer security and virus risks. The Java and Active X technologies add another way malevolent programmers can gain access to your computer. While there is work being done to prevent these from being a risk, I would advise treating these technologies with caution.

There have been several "Trojan Horse" viruses, or programs that claimed to be a new version or an upgrade of some commonly used software but were actually either virus-infected or simple attempts at deleting the contents of your hard disk. These can be avoided by obtaining upgrades from the company authoring the software. There also have been virus hoaxes, the most notable being the "Good Times" hoax. This consists of an e-mail message titled Good Times. The message goes on to warn you about the damage that this will do if you download it to your computer and concludes by telling you to pass this message on to everybody you can. The first clue that this is a hoax is the warning to not even download the message. Just like any other

THE INCREASED USE OF  
NETWORKS,  
ONLINE SERVICES, AND  
THE INTERNET  
CAN INCREASE OUR EXPOSURE TO  
COMPUTER VIRUSES

program, a computer virus has to be run before anything happens. For nearly all e-mail systems, nothing in a message is run or executed unless you tell it to. If your mail program automatically executes attachments without giving you a chance to scan them for viruses, you need to get a new mail program. If you receive a message warning you about a new virus, don't pass it on until you confirm that it is in fact a genuine warning and not another hoax.

The following online sources are an excellent source of information and discussion.

Internet Newsgroups: alt.comp.virus and comp.virus offer discussion and advice, often from representatives of major virus software manufacturers.

Online service sources include: America Online: Keyword: Virus CompuServe: GO VIRUS. I highly recommend the NCSA Web site. They have tested major virus detection and removal programs and provide lists of certified packages.

They also address other issues of computer security. You can find them at: <http://www.ncsa.com>.

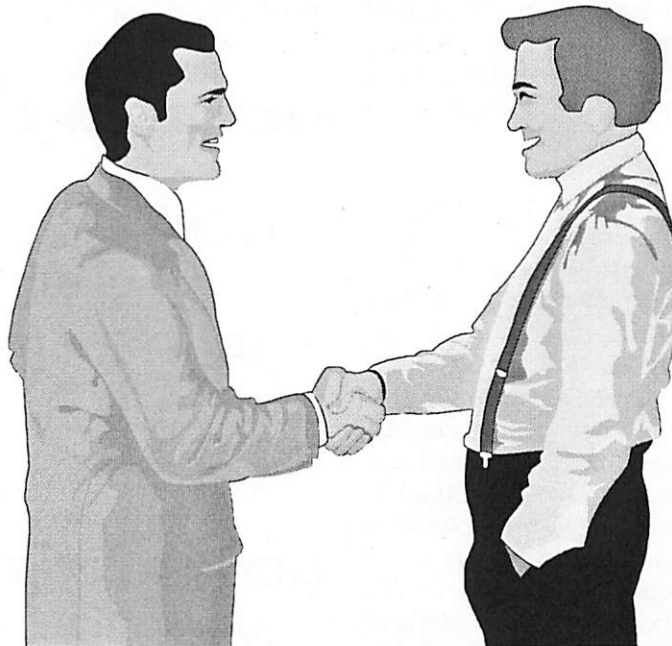
Shareware virus detection programs are available from: <http://www.coast.net/SimTel/msdos/virus>.

The following commercial web sites contain virus information, including evaluation versions of virus detection packages, information on the latest viruses and the latest hoaxes circulating, and further advice and instructions if you suspect you have a virus: <http://www.av.ibm.com/current/FrontPage>, <http://www.symantec.com/avcenter/index.html>, <http://www.mcafee.com>, <http://www.drsolomon.com>.

*Comments and discussion are always welcome. Please contact us at Technical Side, 1562 Linda Way, Sparks, NV 89431, fax us at (702) 359-6693, or e-mail us at [cothrun@ix.netcom.com](mailto:cothrun@ix.netcom.com). Visit our web site at: <http://ourworld.compuServe.com/homepages/cothrun/>*



How did you find the weather while you were away?



"Just went outside and there it was."

# Speaking the New Client's Language

*by Peter Stringer, OLS, seen in The Ontario Land Surveyor Quarterly, Summer 1997, Vol. 40, No. 3, with permission of the author.*

**I**t is becoming more evident as we reach the mid-point of 1997 that Ontario is slowly but surely sailing out of the doldrums. Economic indicators point to sustained growth in the real estate sector and this should impact very positively on our clients - those that normally use our services.

However, I believe that our traditional client base has changed significantly since 1990. The baby boomers are being replaced by the new "generation X" entrepreneurs. They carry with them a whole new set of expectations for the professional. The wise surveyors will understand the fundamentals of these differences and try to adapt their business practices to attract and keep these new clients. The new generation of clients is computer literate and they expect survey professionals to be comfortable with computer communication software and applications. If you are unable to communicate effectively with those who need survey services, you will be ignored and the best jobs will go to someone who speaks the client's language.

A viable goal for 1997 is computer literacy. Equip yourself with the appropriate computer tools and take the time this summer to become comfortable with the new technology. It will revitalize your attitude and provide new opportunities for you and your business.

For those who are already on-line and comfortable with their computer abilities, contact someone who can assist you in preparing a company or personal website and allow that new world of clients to get a better understanding of you and your abilities. On this side of caution and good business practice, remember to sell your firm and your services fairly. Avoid corporate resumes full of superlatives and accolades. Portraying something you are not will only lead to unrealistic expectations and disappointment.

Most experts agree that the new generation is less materialistic in its outlook and more concerned with relationships. They will tend to favour professionals who try to educate as opposed to those who simply provide a service. This means that you will be required to act as a consultant rather than just a contractor. Consider your business for a moment. Is your relationship with clients or potential clients one which shows real interest in their problems and a genuine willingness to assist or do you leave them with the notion that they are just one more notch on your belt?

Over the next month, experiment a bit with the idea of developing a better understanding of your clients' needs. After you have carefully listened to your client's explanation of requirements, suggest and be prepared to provide at least one service or product which is above and beyond your normal level of service. It may be something as small as setting additional wood stakes along a property line or visiting an elderly client who has difficulty getting to your office. Speak to your client clearly about time and cost estimates and define in written form what you expect to provide for the client and your expectations for payment of accounts. This is all part of the education process which leads your client to the realization that you are a **consultant**.

Let us assume that our newly-educated client has found favour with your pricing and attitude and has just uttered those lovely words "go ahead". In order to maintain confidence and prove that you are worthy of trust, you must make all of your promises a reality in a timely and efficient manner. But in addition to that, you are obligated to keep your client informed. Remember, the client makes a decision based on the advice of you, the consultant. You must deal promptly with problems and work with your client to resolve issues and disputes. Sweeping problems under the rug or ignoring angry cries is an invitation to disaster. Keep a written record of

any changes to your mandate, job site meetings, unusual findings or incidents and each and every communication from your client. It is also a good idea to refer to these events in your reporting letters to avoid misunderstandings in the future.

The new generation of client has an expectation of professionals which is rarely well-articulated. Familiarity with sophisticated computer programs, hi-tech visuals and the replacement of the written word by images has put the professional under pressure to provide more readable plans as well as reports and presentations which dazzle and inform. It is very important to take the time to sit with your client and discuss with them the effectiveness of your product. We need to know that we are providing quality reports in a form which is understandable and meets our clients' needs. The new generation of client is keenly aware of two ideas

which, I believe, wrap up all of the foregoing statements. The first is accountability. We must be accountable to our clients. They must know at each step of the way that we are providing proper advice and that we genuinely care about them and their problems. The second is responsibility. Our clients expect us to accept the consequences of our advice and actions. They expect us to abide by our statements and keep all matters relating to our engagement absolutely confidential.

I suppose you have realized by now that the new generation client is not so much different from any other client. They require and deserve our respect and loyalty. After all is said and done, they generate the work and pay the bills.



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## What's Happening

- ❑ **SaskGIS '97 Conference:** October 28 and 29, 1997, taking place at the Saskatchewan Trade & Convention Centre, Ramada Renaissance Hotel, Regina. Pre-Conference Workshops will be held on October 27, 1997. For Registration dates and more information call (306) 787-4880.



- ❑ **Next Council Meeting:** October 27, 1997, in Regina at the Association Office at 10:00 a.m.



- ❑ **The Geomatics Industry Association of Canada (GIAC)** has released the *1996 Study of the Impacts of the Changing Market Structure on the Canadian Geomatics Industry*, and the *1996 Canadian GIS Source Book*. Included with this edition of the newsletter is an order form with information on how to obtain copies of these documents. Contact the SLSA Office for more information.



# Title Insurance - A Quandary for Surveyors in Ontario

by Carl J. Rooth, OLS, AOLS Executive Director, reprinted from *The Link*, Volume 20, No. 1, July, 1997, with the permission of the author.

Since the mid-1980's, title insurance companies have been attempting to gain a foothold in the Ontario real estate market. In the last five years, their marketing has escalated to where, in my opinion, title insurance in the real estate transaction is here to stay. We have all seen the advertisement brochures that advocate - if title insurance policies are part of the transaction, they will eliminate the need for up-to-date surveys. Whether title insurance only protects the lender as well as the purchaser depends on the final documents signed and what exclusions are endorsed.

Initially in Ontario we developed presentations, brochures and articles on all the negative aspects of title insurance policies. The lawyers began a similar campaign with many articles in the local press. Both land surveyors and lawyers expanded on the merits of the traditional approach in the real estate transaction. It did not take the lawyers or our Title Insurance Committee long to realize that what was really happening in Ontario is that title insurance companies were offering innovative alternatives to traditional methods of completing real estate transactions. This all came about by title insurance companies assessing the risk in the real estate transactions in Ontario. Ontario has one of the premier registration systems in the world when it comes to tracking the route of title on parcels. In assessing this risk, the title insurance companies realized they could play the odds and reduce the amount of work in the real estate transaction by eliminating several components. Time will be the test as the courts will determine the merits of title insurance in Canada.

No longer will the surveyor be receiving the traditional calls from the lawyer/lender asking for an up-to-date survey

Surveyors and lawyers are faced with the dilemma of how to deal with this change. No longer will the surveyor be receiving the traditional calls from the lawyer/lender asking for an up-to-date survey before the transactions are closed. Change is inevitable and we have to adjust as quickly as possible to avoid extinction in the real estate transaction.

Here are two quotes from a book written by Jim Harris entitle *The Learning Paradox* - "...change is inevitable; either organizations change or their market share will..." and "...only by creating markets can a company avoid being at the mercy of price driven commodity markets."

We, as surveyors, know what we do well. We provide professional expert opinions with respect to

boundaries based on the evaluation of evidence and their application to all our academic and practical training over many years. We can explain to the public all the benefits of having a survey done in the real estate transaction. The question arises, "do they really want that product at that particular time?" What product do they really need?: We all know that boundary problems do not go away, people want to make improvements to their property (i.e. fences, swimming pools, patio decks, garages).

Early in 1996, the Lawyers' Professional Indemnity Company (LPIC) approached the Association of Ontario Land Surveyors to work to develop a new product to work hand-in-hand with their title insurance proposal called "TitlePLUS". TitlePLUS is a combination of title insurance policy and legal services policy. Only Ontario lawyers will be able

to issue TitlePLUS policies. It will be available through the TERAVIEW Desktop, a product of TERANET Land Information Services Inc. (TERANET is a consortium of government and private sector who have been working several years to complete the computerization of the parcel registry office system in Ontario) which will be linked directly to LPIC. This product may be called the "Surveyors Inspection Report". Basically, this product would be prepared for one client, being LPIC. The purpose of the product is for LPIC to assess the risk of providing survey coverage under the TitlePLUS Policy. The Ontario Land Surveyor would be the eyes on-site giving a degree of comfort to LPIC from the Inspection Report. It is important understand that this product is not prepared for the public, it is strictly for LPIC. It would be similar to an appraiser conducting an appraisal and the information simply being supplied to the lender for their information.

At our Annual Meeting in February 1996 a presentation was made by two lawyers on the pitfalls of title insurance policies and the fact that there was a movement being made or lobbying to the government to remove Regulation 666. Regulation 666 requires title insurers to obtain a lawyer's opinion before writing a policy. The end result of the repeal of this regulation could be that a lawyer's opinion would not be required in a real estate transaction. To our knowledge, there has been no further information forthcoming from the government on this issue.

Surveyors and lawyers in Ontario have a long history of working together to resolve title and boundary issues through the real estate transaction. This

new initiative by LPIC will streamline the process, eliminate the need for many of the standard searches outside the Registry Office which cost their clients a substantial amount of money in disbursements. The bottom line is that the public, being the purchaser, will often save substantial funds rather than using the traditional real estate methods of expediting a transfer or refinancing.

At our February 1997 Annual Meeting, LPIC gave a presentation along with members of our Title Insurance Initiatives Task Force. This turned out to be very controversial with a number of our members. Some viewed it as a step back in time (standards), demeaning to them as surveyors who believe their expertise should be applied to the demarcation of boundary lines and the illustrating of the results on a plan, also the suggested costs for the surveyors inspection report are ridiculously low.

Surveyors and lawyers have to meet the title insurance movement into Canada head-on. The status quo cannot be maintained. We may not have all the answers acceptable to all members of the AOLS. To do nothing is to "die on the vine". We are pleased to be working with the lawyers in Ontario on their new initiative and we hope to come to an amicable agreement with our members and TitlePLUS on an acceptable new product which will ensure that lawyers and professional surveyors in Ontario stay in the real estate transaction.



*Admiration: Our polite recognition of another's resemblance to ourselves.*

*Bad Memory: Not one that forgets, but one that remembers the wrong things.*

# Biography

by J. H. Webb, CLS, SLS (LM)

## William Arthur Begg (1882 - 1924) DLS, SLS, B. A. Sc.

Quoting from "Saskatchewan and Its People" by John Hawke, published in 1924.

"There are few, if any, cities of Europe and the older settled portions of North America that have not at some time had to undergo annoying and costly alterations in their street plans and public utility equipment. Streets have had to be widened to accommodate an evergrowing stream of motor driven vehicles, unheard of a half century ago, while tenement buildings have to be torn down by the city block to provide a breathing place for the denizens of other tenements. Partly as the result of this expensive lesson in the school of experience and partly because of our recent knowledge of the physiological and sociological problems presented by the modern city life, the men who are building communities in hitherto unsettled regions, notably western Canada, United States and Australia, are making provision for day after tomorrow in their municipal history. Adequate legislation is being enacted and experts are being employed to see that the cities that are coming into being will be suitable places for our children and grandchildren, as well as ourselves.

*The man who has charge of this town planning in the province of Saskatchewan is William A. Begg."*

Born in Milgrove, Ontario in 1882, third of a family of five children of William and Maria Begg, who were farmers. His maternal grandfather was James Foster of United Empire Loyalist stock.

William A. Begg went to high school in Dundas, Ontario and graduated from the Faculty of Applied Science of Toronto University in 1906 with the Bachelor of Arts, Science degree. After graduation he spent time with the Bureau of Mines, in geology and exploration in the northern parts of Ontario

and Quebec. It was during this period that he obtained his commission as a Dominion Land Surveyor in 1909.

The lure of the West brought Mr. Begg to Saskatchewan where, in 1910, he became the Drainage Engineer for the Province of Saskatchewan, Department of Highways. In 1911 he was appointed Townsite inspector for the same department. It was in 1911 that he received commission number 31 as a Saskatchewan Land Surveyor.

1919 saw him transferred to the Department of Municipal Affairs as the Town Planning Engineer and shortly thereafter, 1921, he was promoted to Director of Town Planning, Province of Saskatchewan. A position he retained until his sudden demise in 1924. His paper, in 1919, "Public Reserves in New Developments: Their location in Reference to their Proposed Use", was the fore runner of adopting public reserves on subdivision plans.

Mr. Begg was recognized for his outstanding contributions to planning when he was elected to the office of Vice-President of the Town Planning Institute of Canada in 1923. He was also an associate member of the Engineering Institute of Canada.

During the early days of our Saskatchewan association, Mr. Begg was very active in its formation. He was on the first Board of Examiners in 1910, on council in 1911, Secretary Treasurer in 1912, became President during 1916 and back on council again in 1919 and 1923. He was instrumental in having our Saskatchewan Land Surveyor's Act of 1913, incorporated under "An Act respecting Benevolent and other Societies".

Mr. Begg was married in 1911 to Nellie L. Neff and they became the parents of four children. I have not been able to locate a photo of Mr. Begg.



# Letters of Confirmation and the Use of Disclaimers

by Jim Gunn, NSLS, CLS - CCLS Professional Liability Insurance Committee Member. Reprinted from *The Nova Scotian Surveyor*, No. 155, Summer, 1997.

**W**hat do letters of confirmation and disclaimers have in common? Probably nothing except for the fact that both topics surfaced during our discussions on contracts at the recent CCLS Loss Prevention seminars. Some of the points raised are certainly worth a closer look.

Letters of confirmation are letters written to your client immediately following their request for your services. A good letter of confirmation will simply repeat the client's instruction and set out the terms of your employment. It is handled in a very friendly, efficient and professional manner. Anyone who has had occasion to hire a lawyer in the last few years probably knows what a letter of confirmation looks like. More than likely, the letter arrived the very next day and there may have been an extra copy to be signed and returned. Surveyors would be well advised to get into the habit of sending these letters to their clients.

A letter of confirmation may not be as good as a written contract, but in most cases it gets the job done just fine. And with the convenience of today's fax machines, many letters of confirmation can be issued, signed and returned within minutes. Your clients will appreciate this professional courtesy and you will take comfort in having the instructions in writing. Even if you were the one who did the writing.

The other topic that raised everyone's interest at the Loss Prevention seminars was the use of disclaimers. Until recently, I was of the opinion, like many others, that a surveyor could not use a disclaimer to limit his or her liability to a third party. The common law rules are clear: we are liable to our client under contract law and to any third party under tort law. This is true of course, but for one thing; the nature of common law is that it is always

changing. The whole field of tort law is extremely young, having had its beginning in Scotland in 1932 with the case of *Donoghue v. Stevenson*. The case involved a bottle of ginger beer which was purchased for a friend. The friend drank it and discovered the decomposed remains of a snail in the bottle. The friend, being a third party to the transaction, sued the manufacturer and won. Other courts followed this ruling and tort law was born.

But now, we have a case in Ontario where a professional person (A. D. Little) provided a geotechnical report to his client in which he disclaimed legal liability to any third party who may rely on the report. The disclaimer was challenged in court by a third party who did use the report and consequently sustained damages. But the court upheld this disclaimer and the court of appeals agreed with its decision. The exact wording of this disclaimer is definitely worth noting.

"Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. Arthur D. Little accepts no responsibility for damages, if any, suffered by any third party as a result of any decisions made or actions based on this report."

Another case, referred to as *P. Clifton Burgoyne*, was brought to our attention by Jeff Brown, the lawyer who assisted with the Loss Prevention seminar in St. John's, Newfoundland. This was a Nova Scotia case in which an appraiser successfully limited his liability with the following disclaimer:

"...under no circumstances whatsoever, shall the Appraiser personally, be held liable for any loss or damage that may occur to any person or persons by reason of their reliance upon this Appraisal Report."

However, Mr. Brown suggested that the word "personally" may not be appropriate for a company or partnership. But, in this instance, it was effective because Mr. Burgoyne acted in his individual capacity.

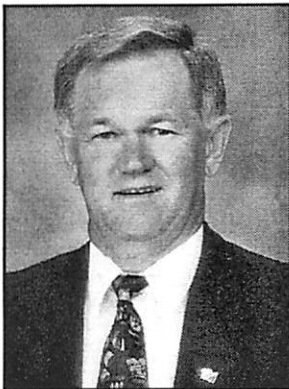
Of the two disclaimers shown here, the wording in the A. D. Little disclaimer certainly seems to suit the land surveyor best. It does not attempt to limit the surveyor's liability to his client but does take issue with a third party relying on the surveyor's work. A prime example of this is when a person

uses a location certificate that was prepared for a previous owner. This is the sort of thing that happened to A. D. Little. He prepared a geotechnical report on a property for the vendor, who in turn made it available to the purchaser. The purchaser relied on the report, sustained damages, and tried to sue A. D. Little. This disclaimer worked for A. D. Little and it may work for us.



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## Condo's Continue to Cause Concern



*by G. K. Allred, ALS*

**T**here is a claim where a surveyor relied on third party information in the preparation of a condominium plan. His articted pupil had difficulty accessing the units in order to complete measurements and assumed that some of the units were three bedroom units, whereas they were actually two bedroom and were shown on the condominium plan to be twenty square metres larger than they actually were.

The original developer sold the complex based on the condominium plan, prior to sale of the individual units. The new owner was experiencing difficulties marketing the two bedroom units, when it

became apparent that there were more two bedroom units than were shown on the plan. The developer claimed that his investment had been devalued by \$ 300,000 and filed a claim in that amount.

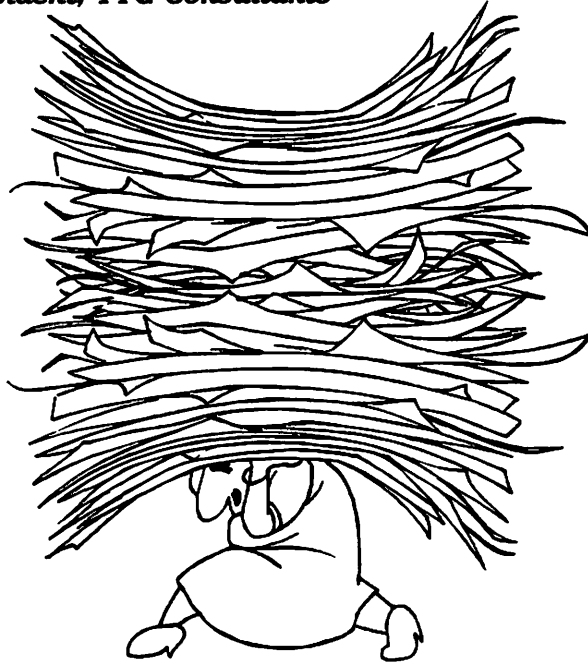
Upon filing of the claim and subsequent discovery of the error by the surveyor, he took steps to remeasure the entire project and have a new plan prepared and filed at a cost to himself of approximately \$5,000. Some units had been sold by this time, and there were some difficulties in obtaining consent from all parties.

The really unfortunate aspect to this claim was the fact that the insured was a small practitioner and only had coverage for \$ 100,000. The saving grace was that the claimant was prepared to settle for the \$ 100,000 rather than pursue the matter through the courts and expanding the claim to include the personal assets of the practitioner. Legal and adjusting expenses were \$ 14,000, in addition to the damages paid.



# Coping With Workplace Stress

by David J. Bowman, President, TTG Consultants



**E**very Year, approximately 30,000 Japanese workers die from "karoshi"--they literally work themselves to death, according to *Entrepreneur Magazine*. No such epidemic exists in the U. S., yet, but the medical journal *Annals of Internal Medicine* recently reported that twenty-four percent of workers surveyed suffered fatigue for periods longer than two weeks, and job stress was high on the list of causes for this fatigue. In fact, the United Nations' International Labour Organization indicates that seventy-five percent of American workers consider their jobs stressful.

Much of this stress results from global competition and economic conditions that have caused reductions in force nearly everywhere in American business--and that includes the association community. Whether it's called flattening, fewer people are now doing what previously had been accomplished by larger staffs.

Employees are having to comply with increased demands in terms of both quantity and quality. The developing trend is to hire an inadequate number of staff members and work them to the max.

The resulting stress isn't limited to any one level of

employee and is resulting in burnout, the symptoms of which include apathy, lack of energy, irritability, errors, complaining, tardiness, absenteeism, illness, decreased motivation and substance abuse.

When these symptoms appear, the smart employee and manager will deal with the problem--perhaps through an employee assistance program--or the individual in question will spiral downward until either a resignation or termination occurs.

There is very little organizations can do about the global and economic conditions requiring leaner staffs, but there are many actions that can lessen the impact of stress and burnout that comes from having to do more with less.

## **Make sure square pegs are in square holes.**

Sometimes people pick the wrong jobs for themselves, and managers do nothing about it. If an extrovert is in an accounting function, or an introvert is trying to be a sales person, stress, burnout, and less-than-high productivity is likely to result. What may cause stress for Sally may not be a problem for Sam. Make sure you and your staff members are in the right

job. There are many assessment instruments available to help in this process.

#### **Create worker empowerment.**

When employees feel they have no control over their work, stress and burnout can occur. This was a finding of a 1990 Cornell Medical College study.

That doesn't mean management must totally give up control. Worker control over small issues--such as prioritizing which of three things must be done first--can often minimize burnout. The concept of self-managed work teams can also prevent employee overwork--and free up management as well.

#### **Provide proper training**

When workers don't know the best way to perform a task, anxiety and frustration results, which causes stress and (ultimately) burnout. Employees should always know what to do and how to do it. If instruction hasn't been given, workers should ask for it.

#### **Create a listening management**

Nothing alleviates stress more than knowing someone in management is listening to and caring about what is being said. Of course, action is part of this equation, even if it's a failed attempt to deal with a worker problem.

Good as these actions can be, employees ultimately must deal with their own stress and burnout.

Here are some suggestions for creating a more relaxed workplace:

1. Get to the office fifteen minutes earlier every day, thus taking the "rush" out of the morning.
2. Don't trust your memory, write everything down.
3. Try not to over-schedule yourself or your projects. Don't promise what you can't easily deliver.
4. Be realistic regarding your standards. Don't set standards that are beyond your reach. Maintain your sense of humor. Even a disaster can be funny.

5. Plan B should always be ready.
6. Blow off steam. Get things off your chest.
7. Take some quiet time for meditation of deep breathing, particularly when you feel stress building.
8. Each evening, prioritize activities for the next day.
9. Establish deadlines for yourself, and stick to them.
10. Before making or taking a telephone call, ask yourself, "Is this call really necessary"? Eliminate or deflect drop-in visitors that waste your time.
11. Try to avoid rush hour by changing your work schedule.
12. Ask yourself if a job can be delegated to someone else.
13. Don't always say "yes" to tasks thrown your way.
14. Decide if a meeting is really necessary. Are there alternate ways to distribute or collect information?
15. Try to see the other person's point of view. Listen and gain insight.
16. Stay positive. Focus on the resources you have, instead of the resources you lack.

With individual awareness of workplace stress and ways it can be controlled, employees at all levels of organizations can be healthier, happier, and more productive--even in these lean and mean times.

*Mr. Bowman is president of TTG Consultants, a Los Angeles Human Resources Consulting Firm. He is the author of three books and is a frequent guest on radio/tv discussing job and workplace issues. He can be reached at: TTG Consultants, 4727 Wilshire Blvd., Suite 400, Los Angeles, CA 90010. Ph. (213) 936-6600, Fax (213) 936-6721 Email: David@ttg-consult.com*



# The SLSA RPR Database

## A Resource That Is Growing in Size and Value

by A. Carl Shiels, P. Eng., SLSA Executive Director

For the past seven years, members who prepare Real Property Reports (RPR's) have been required to submit monthly RPR reports. Initially, the reports were submitted to the Chief Surveyors Office (CSO) for storage as part of their larger database. However, since January of 1997, the so-called Form 'S' reports have been submitted to the SLSA office. Information from the Forms 'S', as well as that previously submitted to the CSO, is all part of the growing SLSA RPR Database.

At the end of September there were just over eighteen thousand records in the file. This does not include approximately three thousand records, from June of 1994 to December of 1996, that had not been entered by the CSO but which will be added as Association staff have time. Each record contains the date of the RPR, the surveyor's file number, and the legal description of the property including the land registration district, the registered plan number, and the block and lot numbers.

Most survey firms are now submitting their RPR data electronically, either on a disk or as an attachment to an e-mail message. The data that is submitted electronically can usually be added to the RPR Database in a matter of minutes with a minimum of data manipulation. Members who do not have access to spreadsheet or database programs can submit the data in word processor format or in hard copy. Of course, this takes a bit more time and requires a certain amount of extra manipulation before it can be added to the file.

Access to information in the database is restricted to SLSA members but, for them, it is only a phone call, a fax or an e-mail message away. A search of the data-base - which is in Paradox Version 7.0 format - can be performed in seconds and informa-

tion about who has prepared RPR's on a particular lot or block can be returned within minutes or, at most, hours. One day, provided that appropriate safeguards can be established, the database may be "on-line" as part of a members-only area of our Internet site.

To date, requests for information from the database have been limited. This may be because members forget that it is available or are not sure how it works. If so, they are invited to try it out the next time they are preparing to do an RPR in less familiar territory.

The limited number of requests is more likely because most members are very familiar with their "home turf" and know who has worked in the area in the past few years. However, as time goes by and members move, or new members join the profession, access to historical RPR records will become increasingly important. The SLSA RPR Database will then be ready and able to provide valuable information to all members and, indirectly, to provide better service to the public.



*Whether you think you  
can or think you can't -  
you are right.*

*- Henry Ford*

# To Bid or Not to Bid

by James P. Weidener, PLS, reprinted from *Civil Engineering News*, April 1996, with permission. Copyright 1996 by *Civil Engineering News, Inc.* (telephone 770/499-1875). All rights reserved.

**T**o bid or not to bid, that is the question. Whether 'tis nobler in the mind to suffer the slings and arrows of outrageously low fees, or to take arms against the practice, and by opposing end bidding? Apologies to Shakespeare! But the question is valid - if you are in business, you have to decide how you will compete. Will you engage in direct fee competition or will you take the moral high road and pass those "opportunities?" Can you afford not to bid? Before I offer advice, there are some issues to consider.

If yours is a new business, you probably have to "outbid" your competition to gain market share. Obviously you have little else to sell. And your costs will be low in any event. If you have other attributes at work experience, specialized knowledge, better facilities, personal contacts, you will be better served by concentrating on those clients that value these attributes above price. Mature firms seldom have to engage in bidding if they have kept on the cutting edge.

Whatever your choice, you should understand that there is also an ethical consideration. One's professional approach is likely to change when price becomes the major criterion for selection on a project. In such a case, one tends to represent his own best interests over those of the client. While it is possible to reduce price by hiring less qualified personnel or by acquiring less accurate equipment for example, this would not be in the best interest of the client and will lead to increased cost in other areas. You should also note that price is seldom the only factor. A principle in win-win negotiating is the realization that not everyone wants the same thing. Some people buy a Chevrolet because it offers economy, simplicity, and availability. Some will buy a Mercedes because it offers quality, prestige and luxury. Your clients are driven by these same things - you have to align yourself with the

proper clientele. And it is far better to market clients than projects.

Additionally, many clients do not equate a higher price with better quality. **Quality is a given.** If you reduce your fees at the expense of quality, you reduce your ability to stay in business to continue to serve the client in the future.

Still further, we are often our own worst enemies. While the professional societies rail against bidding, their individual members often bid against each other and their sub-consultants. This gives a clear message to our clients that bidding is acceptable.

Finally, it must be said that qualification-based selection processes are not always fair. Individual biases of the selection committee are often evident and politics will always be with us. Many times a project is "wired" for a certain firm. One has to be selective to survive. If you compete in this arena you must begin competition long before the RFP is issued.

In all, bidding is not a course I would recommend although it can be profitable if you work at it. Rather, I suggest that you build up your expertise, quality, reliability, and service. Concentrate on repeat and referral work. Be selective.

You can double your hit rate by cutting your proposals in half - declining on that half that you could easily predict losing anyway. In the end, however, if you do not intend to bid you have to have the spine to refuse.

If you are going to bid, go after common work with low cost facilities and watch the scope of services like a hawk. Serve the client well, but do not overdo it. Provide exactly what you contracted for, not more. The next project does not depend on what

you gave away on the last one so there is no reason to do it. If you do not want to bid, just say "no". That said, you still have to avoid "pseudo-bidding" by avoiding common pitfalls such as the following:

Never, ever enter into an hourly-to-an-upset contract unless the cap is high enough to cover any contingency. Such an arrangement gives every advantage to your client and you can only lose. Lump-sum and cost-plus fixed-fee contracts are much fairer.

Don't quote fees casually. Those "just give me an idea, I won't hold you to it" fees will always come back to haunt you. Discuss fee only when you have fully addressed the scope and after all the other items are discussed and resolved.

If you have to reduce fees in negotiation, do so only in exchange for another valuable concession. A lower fee should equate to reduced scope or a more favourable schedule, and the like.

Be businesslike. If you go to the trouble of negotiating a contract you should not ignore the terms therein. Do not provide services beyond the contracted scope without a supplemental agreement for additional fees. Demand that you be paid as scheduled. Do not hesitate to stop work. Put everything exceptional in writing immediately.

In the end the value you bring to your client is what determines your fee. Value is far different from price. If your involvement in a project is perceived by your client as valuable, your fee will not be an issue. Look to bring value to the table.

*James P. Weidener, PLS, is past-president of ACSM and is a principal in the firm of Weidener Surveying and Mapping in Florida, and has authored numerous technical papers and articles.*



## ANIMAL FACTS

**A GROUP OF UNICORNS IS CALLED A BLESSING.  
TWELVE OR MORE COWS ARE KNOWN AS A "FLINK".**

**A GROUP OF FROGS IS CALLED AN ARMY.**

**A GROUP OF RHINOS IS CALLED A CRASH.**

**A GROUP OF KANGAROOS IS CALLED A MOB.**

**A GROUP OF WHALES IS CALLED A POD.**

**A GROUP OF GEESE IS CALLED A GAGGLE.**

**A GROUP OF RAVENS IS CALLED A MURDER.**

**A GROUP OF OFFICERS IS CALLED A MESS.**

**A GROUP OF LARKS IS CALLED AN EXALTATION.**

**A GROUP OF OWLS IS CALLED A PARLIAMENT.**

## President's Message

*continued from page 693*

summers working in the field for a Land Surveyor, they will have little or no field experience.

Graduates from the degree programs in Geomatics have courses in cadastral studies, and survey law, and attend a survey camp, but have little other exposure to our profession especially at the Provincial level. These students graduate not as Land Surveyors, but as Geomatic Engineers. These same students however, are in high demand all over North America and around the world, and enjoy a nearly 100% job placement rate. The question is, how do we as Land Surveyors hire one of these graduates, at the salary they command in the work place, when they are not yet equipped to be productive in our profession. Traditionally article pupils were among our most qualified staff. We now have the situation where these graduates are not as technically proficient as our experienced staff, but command an entry level salary which may be perceived to be out of line in our industry. These Land Surveyors in Training, with their Geomatics Engineering Degrees, are well educated, and with the proper training, will become competent Land Surveyors.

I suppose one solution would be to have the geomatics schools change their course content to provide more cadastral surveying classes. I expect it would be difficult to convince them to change since their graduates enjoy a 100% placement rate, and they have more applicants for their faculties than they can admit. Even if course content was

increased, it is in my mind, never going to be a substitute for field experience in Saskatchewan.

Our Association is used to having our Article Pupils come on stream with many years of field experience. I wonder if we're not trying to fit a square peg in a round hole, when we consider these graduates in the same manner as we did Article pupils under the old system. Our examinations have basically remained unchanged while our candidates have changed dramatically. Historically these graduates have had difficulty passing our professional exams. Why is this? Is our process flawed? Are the schools doing something wrong? Are we doing something wrong?

The challenge is real. We must find a way to admit into our Association, this new breed of Land Surveyor, one whose background is based more on formal education, than on experience.

If we cannot resolve this issue, then I feel we must revisit our entire admissions process and decide how to best proceed, never losing sight of what is best for the public and our Association in the long term.



## Experience

***The trouble with experience is that it teaches you stuff you don't want to know.***

***Experience is what you have when you are too old to get a job.***

***Experience is what you get when you don't get what you want.***

## Comments on the Use of Hand Grenades in Surveying

We've all used them, but sometimes we fail to realize their full potential. Government surplus hand grenades can be very versatile tools in our work.

For example, consider buried monuments. As a courtesy to the next surveyor, leave a grenade on the monument in the bottom of the hole with a string leading up and out of the hole; the other end of the string is tied to the grenade arming pin. Backfill the hole leaving a length of the string exposed.

The next surveyor requiring the use of the monument need only give a tug on the string and run. The hole will be empty and dry, the monument ready for use in an instant. Caution: send only your best runner to pull the string.

For Storage Tubes; how many times have you had to "fish" for the tripod which has migrated to the inaccessible end of the storage tube in the survey rig? No more. Put a grenade in the tube first with a long string tied to the you-know what. Then shove the legs and range poles in, pushing the grenade to the closed end of the tube. To empty the tube, simply tug the string. Care should be exercised not to stand in front of the tube when it discharges its contents. Most of the equipment that was in the tube will be found imbedded in the grill of the car parked in back of you.

A word of caution here. Grenades should not be used for clearing line in residential neighborhoods. They should never be used to ward off menacing dogs (throwing a grenade and yelling "fetch" is not condoned).

I am sure you have used these wonderful little tools to advantage in other ways. Share your experiences with us.

(Submitted by Lefty who used to be known as Lucky)

Reprinted as seen in the *Evergreen State Surveyor*, Summer, 1997 issue, with permission from Dave Berg, Editor.

# 1997

## Annual

# Advertisement

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Saskatchewan Land Surveyors' Association members are encouraged to support these advertisers throughout the year. Please let them know that you have seen their advertisement in the Newsletter...*Support those who supported us!*

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**Range to One Prism:** 3 500m

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**Internal Memory:** 10 000 points

**Software:** 15 embedded programs covering applications from advanced Topo to sophisticated Stake Out, e.g. 3D Roadline

**Speed/Productivity:** 30% to 80% higher than other total

stations (results achieved in the field by independent survey crews)

**Servo Drive:** 4 Speed

**Autolock and Robotic**

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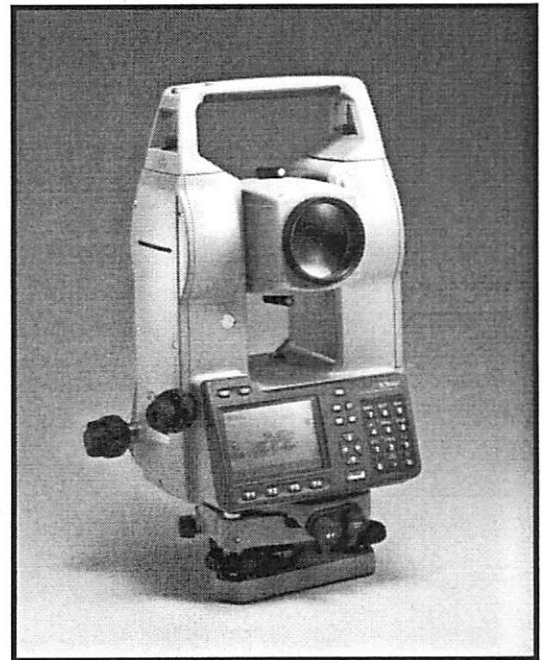
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The trouble with life in the fast lane is that you get to the other end in an awful hurry.  
- John Jensen

One of the greatest labor-saving inventions of today is tomorrow.  
- Vincent T. Foss

The only place where success comes before work is in a dictionary.  
-Vidal Sassoon

Genius begins great works: labor alone finishes them.  
- Joseph Joubert



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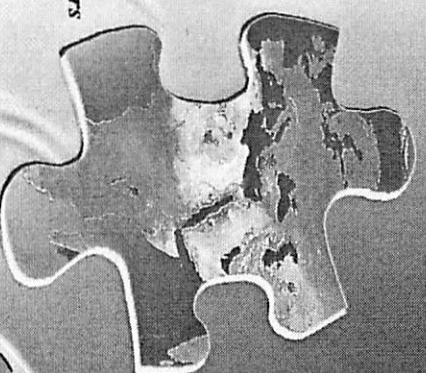
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 ~ identified washers  
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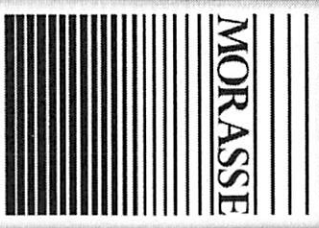
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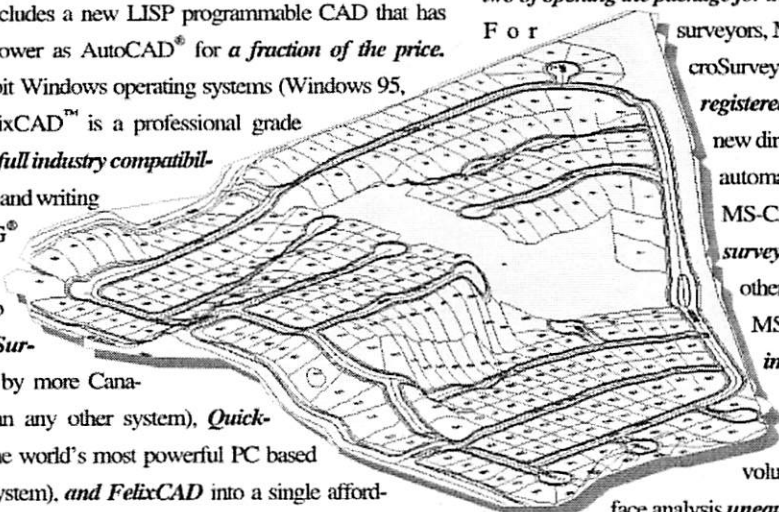
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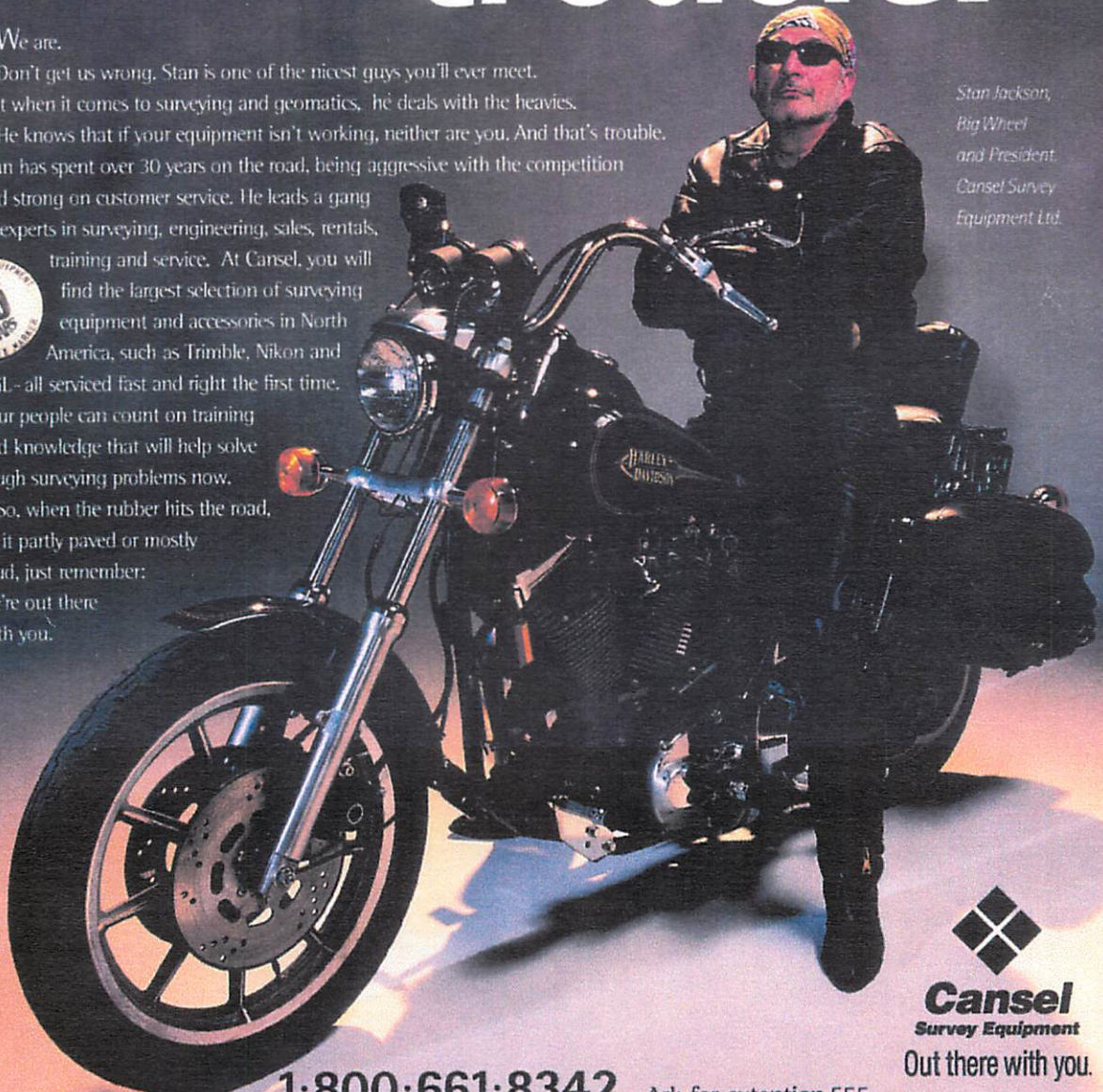
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# SLSA Calendar of Events

October, 1997 - March, 1998

## October

	1	2	3	4		
	High on Energy GPS/GIS Conference - Calgary					
5	6	7	8	9	10	11
12	13	14	15	16	17	18
Thanksgiving Day						
19	20	21	22	23	24	25
26	27	28	29	30	31	
Council Meeting #4						
SaskGIS Conference - Regina						

## November

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
Remembrance Day						
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

	1	2	3	4	5	6
Council Meeting #5				Annual Fees Mailout		
December						
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
First Day of Winter				Christmas Day	Boxing Day	
28	29	30	31			

## January

	1	2	3			
Annual Fees Final Notice						
4	5	6	7	8	9	10
11	12	13	14	15	16	17
Deadline for Annual Fees						
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Council Meeting #6						

February						
1	2	3	4	5	6	7
AOLS AGM - Niagara Falls Feb 5 - 8						
8	9	10	11	12	13	14
AOLS AGM						
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				