ROYAL DISTRICT
Planning Commission

Community-Based Stewardship

ANNUAL REPORT
2012

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Preface

The Royal District Planning Commission (RDPC) was established by a Ministerial Order under the provisions of the *Community Planning Act* of the Province of New Brunswick. The Planning Commission is governed by a board consisting of members appointed by municipal partners and the Province, as represented by the Minister of Environment.

The Planning Commission's powers and responsibilities are outlined under Section 7(2) of the *Community Planning Act.* These generally include:

- Development and administration of rural plans, and building and subdivision by-laws
- Approval of new subdivisions
- Planning advice to municipalities, rural communities, and the Minister of Environment
- Issuance of building permits
- Inspection of new development and buildings

The Planning Commission is responsible for educating municipal councils, rural community committees and the general public with respect to land use and environmental issues, planning, and the National Building Code. It liaises with community representatives and develops partnerships with the communities it serves.

The benefits of being a member of the Royal District Planning Commission include:

- The costs of providing services are shared among participating members.
- Communities have access to trained professionals employed by the Planning Commission.
- The community has input in local planning matters through the RDPC Board of Commissioners as well as direct access to the staff.
- Planning activities and land use issues are viewed from both a macro and micro perspective.
- Coordination at the District level.

The Planning Commission's operations are overseen by an appointed board of fifteen members, including seven members representing the District's five municipalities and eight members representing the unincorporated areas of the District.

Since its formation in 1998, the Planning Commission's responsibilities expanded along with the necessary resources to operate. Since RDPC was established, two Villages and three Local Service Districts were added, the most recent addition of the Village of Gagetown in 2005. In 2002, RDPC became responsible for administering the Provincial Building Regulation throughout the unincorporated areas of the District. Commissioner representation and staffing were increased accordingly.

In December 2011, the province of New Brunswick announced a new model for the delivery of a range of regional services. The Planning Commission continued its responsibilities throughout 2012 while preparations were made for the transition to newly

established Regional Service Commissions across the province. The Royal District Planning Commission held its final meeting in December 2012.

1.0 Commission Members

Front Row (left to right)
Janice Perry (Secretary, Village of Gagetown), Nelson Ball (Unincorporated Area), Theresa Teakles (Chair, Village of Norton), Ralph Fowler (Unincorporated Area)

Back Row (left to right)
Tom Nisbet (Village of Cambridge-Narrows), David Fleming (Village of Norton), Raymond Young (Unincorporated Area), James Moran (Vice Chair, Village of St. Martins), Glendon Baxter (Unincorporated Area), John Mercer (Unincorporated Area), Walter Pollock (Unincorporated Area), Arie Ruitenberg (Village of Sussex Corner), Marylou Wiggins (Unincorporated Area)

Missing from the photo Ben Whalen (Village of Sussex Corner)

2.0 Commission Initiatives

In December 2011 the provincial government announced the twelve new Regional Service Commissions would replace the existing solid waste commissions and planning commissions across the province effective January 1, 2013. While the Board of the Planning Commission were disappointed, the focus of the upcoming year would be to continue to provide excellent service to the public and to complete projects already underway. The Director worked with the provincially appointed Transition leader and interim board to ensure a smooth transfer of responsibilities to the new Regional Service Commission.

Perhaps the most significant achievement of the Board in 2012 was the culmination of several years of work and dedication of several Board members. On May 2012, Royal District Planning Commission (RDPC) released the Aquifer Vulnerability Assessment. Exp. Services Inc. were retained to undertake this study which we understand was the first of its kind in New Brunswick. The study is meant to help the public and decision-makers in development proposals to better understand the groundwater resources and to identify what can be done to further protect drinking water resources within the area. The study was the first step of a process that will require more detailed investigations and field work to address any site specific issues. RDPC was pleased to have provincial level coverage of the release of the study through television, radio and the print media. Copies of the report were provided to the Minister of Environment and Local Government as well as the Minister of Natural Resources. A video of the public presentation as well as the complete study has was posted to the RDCP website and can now be found on the website of Regional Service Commission 8.

3.0 Subdivision Development

In 2012, RDPC approved a total of 106 subdivisions, involving the creation of 162 building lots. Unincorporated areas accounted for 77.78% of total approvals and municipalities made up the remainder. The most subdivision activity occurred in the Village of Cambridge-Narrows and Parish Waterborough. In unincorporated areas, 88 subdivisions were approved creating a total of 126 building lots. The eighteen municipal subdivision approvals resulted in the creation of 36 building lots. The Village of St. Martins was the only incorporated area that did not experience a subdivision approval in 2012. The total number of subdivision approvals represents a 10% increase from the subdivision approvals in 2011, and the number of building lots in 2012 increased by 12.5% when compared to 2011.

For a breakdown of the number of subdivisions and lots created throughout the District please refer to Exhibit 3.1.

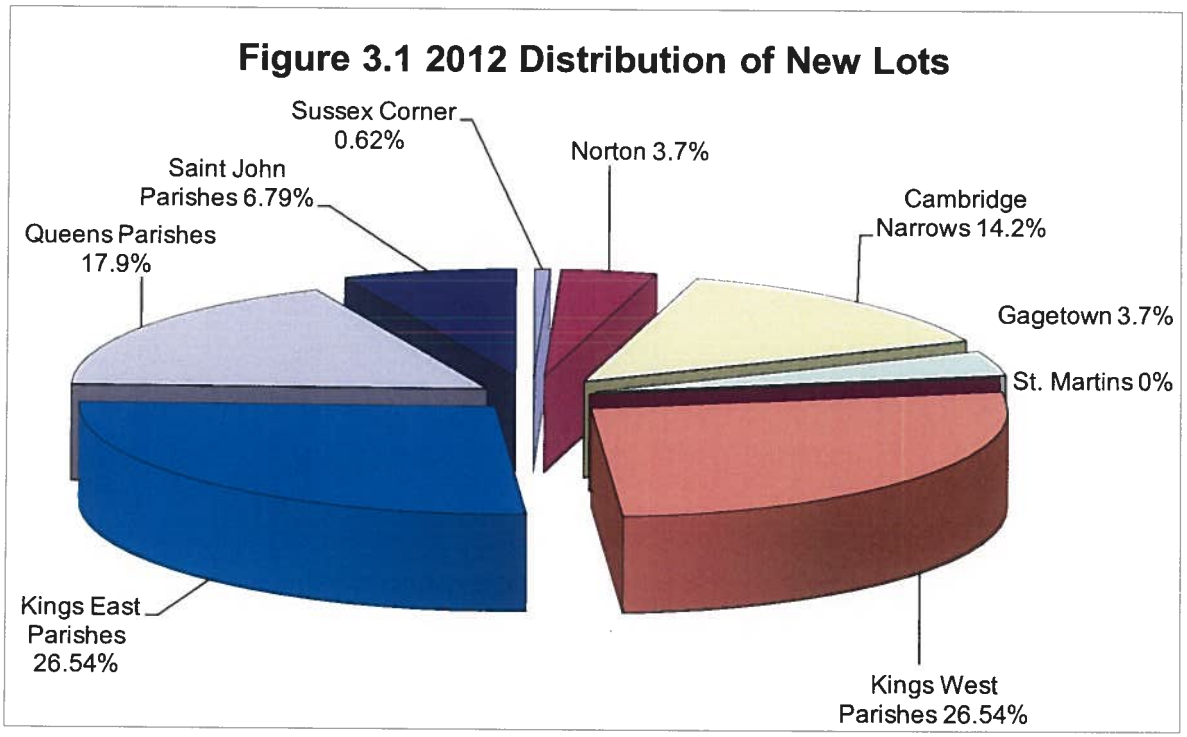

Exhibit 3.2 2012 Subdivision Approvals			
Location	**No. of Subdivisions**	**No. of Building Lots**	**Percent of Total Lots**
Villages			
Sussex Corner	1	1	0.62%
Norton	5	6	3.70%
Cambridge Narrows	7	23	14.20%
Gagetown	5	6	3.70%
St. Martins	0	0	0.00%
TOTAL VILLAGES	18	36	22.22%
Parishes			
Kings East			
Cardwell	8	13	8.02%
Hammond	0	0	0.00%
Havelock	1	1	0.62%
Studholm	7	6	3.70%
Sussex	7	12	7.41%
Waterford	2	11	6.79%
Total Kings East Parishes	25	43	26.54%
Kings West			
Hampton	11	10	6.17%
Kars	3	3	1.85%
Kingston	4	7	4.32%
Norton	6	8	4.94%
Rothesay	1	2	1.23%
Springfield	6	9	5.56%
Upham	3	2	1.23%
Westfield	1	2	1.23%
Total Kings West Parishes	35	43	26.54%
Queens			
Brunswick	0	0	0.00%
Cambridge	3	3	1.85%
Johnston	2	3	1.85%
Waterborough	10	17	10.49%
Wickham	3	6	3.70%
Total Queens Parishes	18	29	17.90%
Saint John			
Saint Martins	7	9	5.56%
Simonds	3	2	1.23%
Total Saint John Parishes	10	11	6.79%
TOTAL Parishes	88	126	77.78%
GRAND TOTAL	106	162	100%

4.0 Building Activity

4.1 Overall Building Activity

In 2012 RDPC issued 532 building permits, 13% less than the 611 permits issued in 2011. The total value of construction was $35.2 million, a slight decrease from the total value of construction of $36.9 million from 2011. Exhibit 4.1 provides a breakdown of construction activity by sector. Residential and related construction (dwellings, cottages, garages, sheds, etc.) comprised approximately 86.02% of total value of construction in 2012. Commercial and agriculture comprised 3.89% of the construction value, and public or institutional buildings were 4.91%. Industrial development, which falls under the "Other" category of development, consists of 5.17% of total value of construction.

Exhibit 4.1
Building Activity by Sector – 2011

Location	Building Permits	Value of Construction	Percent of Total
Kings County East			
Residential (including accessory buildings)	130	13,604,700.00	75.17%
Commercial and Agricultural	11	1,025,100.00	5.66%
Public Buildings	4	1,730,000	9.56%
Other	9	1,739,000	9.61%
Total	154	18,098,800.00	100.00%
Kings County West			
Residential (including accessory buildings)	147	9,118,500.00	97.94%
Commercial and Agricultural	4	110,000	1.18%
Public Buildings	0	0	0.00%
Other	2	82,000	0.88%
Total	153	9,310,500	100.00%
Queens County			
Residential (including accessory buildings)	152	5,102,400	95.67%
Commercial and Agricultural	9	231,000	4.33%
Public Buildings	5	0	0.00%
Other	0	0	0.00%
Total	166	5,333,400	100.00%
Saint John County			
Residential (including accessory buildings)	58	2,453,800	99.88%
Commercial and Agricultural	1	3,000	0.12%
Public Buildings	0	0	0.00%
Other	0	0	0.00%
Total	59	2,456,800	100.00%
TOTAL BUILDING PERMITS			
Residential (including accessory buildings)	487	30,279,400	86.02%
Commercial and Agricultural	25	1,369,100	3.89%
Public Buildings	9	1,730,000	4.91%
Other	11	1,821,000	5.17%
GRAND TOTAL	532	35,199,500.00	100.00%

Exhibit 4.2 provides a detailed breakdown of 2012 construction in individual Parishes and Villages. Kings County East had the highest level of construction activity in 2012 with 51.42% of the total value, followed by Kings County West with 26.45%, Queens County with 15.15% and Saint John County with 6.98%. 18.14% of total construction value occurred in the five villages and 81.86% in the Parishes.

Exhibit 4.2
2012 Building Activity (compared with 2011)

	2012			2011	
Location	**Building Permits**	**Value of Construction**	**Percent**	**Value of Construction**	**Percent**
Saint John County					
St. Martins Village	5	$25,500.00	0.07%	$17,000.00	0.05%
Saint Martins	18	$362,800.00	1.03%	$336,000.00	0.91%
Simonds	36	$2,068,500.00	5.88%	$2,484,400.00	6.72%
Total	**59**	**$2,456,800.00**	**6.98%**	**$2,837,400.00**	**7.68%**
Kings County East					
Sussex Corner Village	24	$1,175,800.00	3.34%	$2,595,500.00	7.02%
Cardwell	28	$10,284,800.00	29.22%	$2,134,000.00	5.77%
Hammond	5	$230,500.00	0.65%	$1,203,000.00	3.25%
Havelock	14	$2,057,000.00	5.84%	$288,000.00	0.78%
Studholm	51	$2,804,050.00	7.97%	$2,969,200.00	8.03%
Sussex	23	$1,077,650.00	3.06%	$1,974,550.00	5.34%
Waterford	9	$469,000.00	1.33%	$696,000.00	1.88%
Total	**154**	**$18,098,800.00**	**51.41%**	**$11,860,250.00**	**32.07%**
Kings County West					
Norton Village	13	$427,500.00	1.21%	$1,856,500.00	5.02%
Hampton	21	$1,479,100.00	4.20%	$3,547,000.00	9.59%
Kars	12	$265,000.00	0.75%	$994,500.00	2.69%
Kingston	36	$2,916,700.00	8.29%	$3,704,000.00	10.02%
Norton	13	$1,004,000.00	2.85%	$1,948,000.00	5.27%
Rothesay	4	$228,000.00	0.65%	$196,000.00	0.53%
Springfield	33	$1,282,500.00	3.64%	$2,463,844.00	6.66%
Upham	17	$1,558,700.00	4.43%	$1,499,000.00	4.05%
Westfield	4	$149,000.00	0.42%	$887,000.00	2.40%
Total	**153**	**$9,310,500.00**	**26.44%**	**$17,095,844.00**	**46.24%**
Queens County					
Cambridge-Narrows Village	41	$1,046,700.00	2.97%	$1,295,500.00	3.50%
Gagetown Village	19	$1,109,000.00	3.15%	$942,000.00	2.55%
Brunswick	15	$231,000.00	0.66%	$232,500.00	0.63%
Cambridge	20	$927,200.00	2.63%	$340,500.00	0.92%
Johnston	22	$774,000.00	2.20%	$653,000.00	1.77%
Waterborough	33	$574,500.00	1.63%	$1,446,700.00	3.91%
Wickham	16	$671,000.00	1.91%	$265,100.00	0.72%
Total	166	**$5,333,400.00**	**15.15%**	**$5,175,300.00**	**14.00%**
GRAND TOTAL	**532**	**$35,199,500.00**	**100.00%**	**$36,968,794.00**	**100.00%**

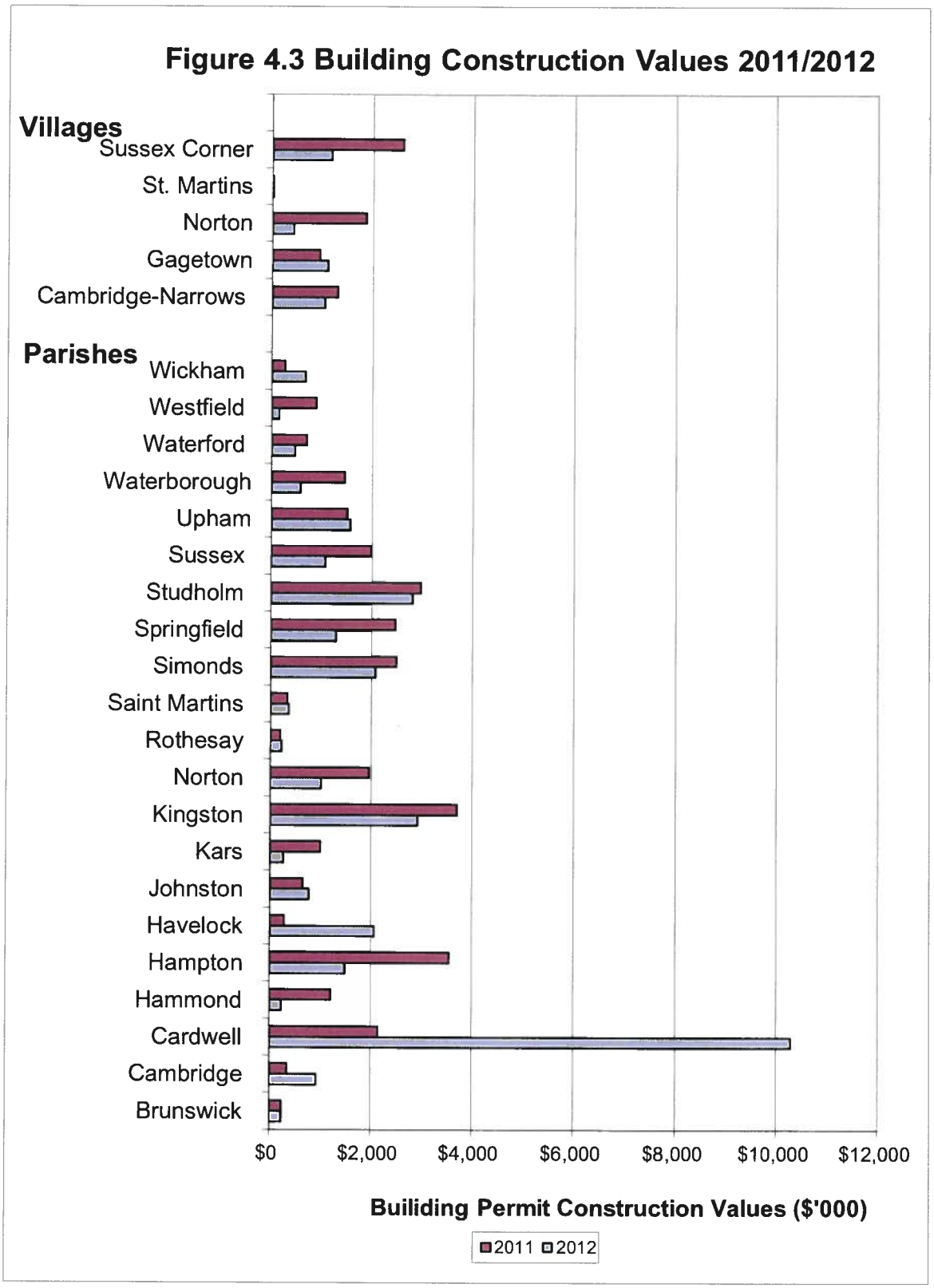
Figure 4.3 Building Construction Values 2011/2012
Villages
Sussex Corner
St. Martins
Norton
Gagetown
Cambridge-Narrows
Parishes
Wickham
Westfield
Waterford
Waterborough
Upham
Sussex
Studholm
Springfield
Simonds
Saint Martins
Rothesay
Norton
Kingston
Kars
Johnston
Havelock
Hampton
Hammond
Cardwell
Cambridge
Brunswick
$0
$2,000
$4,000
$6,000
$8,000
$10,000
$12,000
Builiding Permit Construction Values ($'000)
2011
2012

4.2 Saint John County

4.2.1 Village of St. Martins

Five building permits were issued in the Village of St. Martins for a construction value of $25,500. This represented 0.07% of the total construction activity in the district, and an increase of 50% from 2011.

4.2.2 Parishes

The unincorporated areas of Saint John County include Simonds and Saint Martins Parishes. Fifty-five building permits were issued in this area in 2012 representing a construction value of $2,431,300, or 6.91% of total building activity. This was a 14% decrease in construction from 2011.

4.3 Kings County East

4.3.1 Village of Sussex Corner

Twenty-four building permits were issued in the Village of Sussex Corner for $1,175,800 of construction activity, representing 3.34% of total construction in the District. This was decrease of 55% over building activity in the Village in 2011.

4.3.2 Parishes

Unincorporated areas in Kings County East include the Parishes of Cardwell, Hammond, Havelock, Studholm, Sussex, and Waterford. A total of 130 building permits were issued in the six Parishes in 2012 for a construction value of $16,923,000 or 48.08% of total construction in the District. This compares to the over $9 million of building activity in 2011.

4.4 Kings County West

4.4.1 Village of Norton

Thirteen building permits were issued for the Village of Norton, representing a construction value of $427,500, or 1.21% of the total construction in the District. The value of construction in the Village decreased by 77% compared to 2011.

4.4.2 Parishes

Unincorporated areas in Kings County West include the Parishes of Hampton, Kars, Kingston, Norton, Rothesay, Springfield, and Westfield East. A total of 140 building permits were issued in the seven Parishes in 2012 for a construction value of $8,883,000 or 25.24% of total construction in the District. This compares to $15 million of building activity in 2011, representing a 41.7% decrease.

4.5 Queens County

4.5.1 Village of Cambridge-Narrows

Forty-one building permits were issued in the Village of Cambridge-Narrows for a construction value of $1,046,700 or 2.97% of total construction in the District. This was a 19% decrease in construction from 2011.

4.5.2 Village of Gagetown

Nineteen building permits were issued in Gagetown representing a value of $1,109,000 of construction activity. This was an increase of 17.7% in construction from 2011.

4.5.3 Parishes

Unincorporated areas in Queens County include the Parishes of Brunswick, Cambridge, Johnston, Waterborough and Wickham. A total of 106 building permits were issued in the five Parishes in 2012 for a construction value of $3,177,700, representing 9.03% of total construction in the District. This compares to $2.9 million of building activity in 2011, representing an 8.1% increase.

4.6 Building Permits for Electrical

Separate building permits are issued for electrical upgrades and electrical changeovers for existing structures in cases where no structural building activity is taking place. These Building Permits for Electrical Only are forwarded to Public Safety before a wiring permit is issued to the electrician. A total of 177 electrical building permits were issued during the year.

5.0 Planning

5.1 Status of Rural Plans

Village of Gagetown Rural Plan Review
Elissa Gollan is the lead planner on this project. In response to recommendations of a reconstituted Plan Review Committee together with RDPC staff responses, early in 2012 Council supported a number of revisions to the proposed draft amendment to the Rural Plan. Council of the day decided to wait until after the municipal election to bring the Rural Plan review back to the public. Throughout 2012, RDPC staff continued to meet with the new Council to review the draft in anticipation of bringing the draft Rural Plan to the public in the new year.

Lower Kennebecasis Rural Plan
Karen Neville completed the discussions of provincial comments on the draft rural plan with provincial staff. After meeting with the Hampton and Kingston Local Service District Advisory Committees, an interest was expressed in the possible revival of the Rural Plan preparation process.

Village of Cambridge-Narrows
RDPC Planners have worked with Village Council to undertake a review of the current Rural Plan. While the review was comprehensive, the resulting proposed amendments are minor. The necessary approval from the province was received and the amending by-laws were registered in 2012.

Village of Sussex Corner
Karen Neville worked with Village Council to update their Building and Subdivision By-laws.

Hampton Parish Rural Plan
Karen Neville and Patty Munkittrick met with the Hampton/Nauwigewauk/Fairmont LSDAC. At the Advisory Committee's request, RDPC staff has provided the Committee with a draft Rural Plan specific to Hampton Parish that has had the benefit of provincial staff input. RDPC staff were asked to meet with the LSDAC in the new year to consider next steps.

5.2 Public Engagement and Outreach

The following is a brief overview of some of the initiatives or activities undertaken by the RDPC Staff that are in addition to ongoing tasks defined under the *Community Planning Act* including, the preparation of Rural Plans, and the processing of applications for rezoning, subdivision, variances and adjustments, Rural Plan enforcement, and the issuing of building permits and related inspections.

- RDPC staff meets with our municipal partners on request or as warranted. These meetings offer an opportunity for RDPC staff to meet with the Council to answer

general questions and cultivate public relations. These meetings may also be specific to an issue of interest or concern including a development, a Rural Plan Amendment, or by-law enforcement, or a general public information session.

- RDPC held an Open House and Public Presentation upon the release of the Aquifer Vulnerability Study. Coverage of the release of the report was provided by CBC radio and television and CTV news as well as the Moncton Times and Transcript, Telegraph Journal and Kings County Record. Copies of the Report have been sent to the Minister of Environment and Local Government and the Minister of Natural Resources. The reports, a video of the public presentation, and response document are available on the RDPC website along with materials from the Open House.

- As part of the implementation of the RDPC Communications Plan, the Chairman, Director, and Building Inspector/ Development Officer met with representatives of the Kingston and Hampton/Nauwigewauk/Fairmont Local Service District Advisory Committees in Long Reach. Representatives from Westfield East LSD were also invited to attend this meeting. Local Services Manager Brian Lamb assisted in organizing this meeting. The group discussed the responsibilities and services of the RDPC and full sets of the RDPC brochures were circulated. There was some discussion around the province's Region Service Commissions initiative. Following a review of the status of the Rural Plan for this community, those in attendance indicated a desire to continue discussions about the possibility of reviving this project.

- RDPC staff serves on the Technical Review Committees established to review Environmental Impact Assessments. In 2012, staff submitted comments on the following applications: Salt Transload Facility Expansion and Cardwell Farms.

- The Planning Director regularly attends meetings of the Provincial Planning Directors. This group includes the Planning Directors from the Planning Commissions across the province, as well as, several larger urban municipalities. This forum allows an opportunity to "share notes" on matters of mutual interest and to regularly liaise as a group with staff of the Department of Environment, including the Deputy Minister. Of note, the Planning Directors have had ongoing discussions with provincial staff regarding the *Community Planning Act* review, revisions to the provincial wetland regulation, changes to procedures related to onsite septic assessments, the development of Regulations under the *New Brunswick Building Code Act*, and a variety of procedural matters related to the implementation of the *Community Planning Act*.

- RDPC staff participated on a Flood Remediation Committee formed by the Village of Sussex Corner in a resource capacity. This initiative was motivated by a flood event in the village in the fall of 2010. The Village contracted a consulting firm to prepare a flood remediation study focusing on the Cunningham Subdivision to provide insights into how the flooding occurs and recommendations for how to mitigate future flood impacts. The Village held an Open House to relay the findings

of the report and solicit input from the public. Possible next steps could include seeking funding support for the implementation of various mitigation measures, the development of improved flood forecasting measures, and/or a review of applicable Village By-laws. Anticipating that Council may investigate possible amendments to their Rural Plan as a response to this initiative, at the Village's invitation, Senior Planner Karen Neville has been attending the Committee meetings in a resource capacity.

- Over the course of the past year, RDPC staff have presented at or participated in a variety of forums that aided in the exchange of knowledge and information with the public and peers.

- In order to stay in touch with issues at a Provincial and Maritime level, Planning Commission staff participate in their respective professional associations in a variety of capacities.

  Elissa Gollan is a member of the New Brunswick Association of Planners education committee. The purpose of the committee is to identify and organize training opportunities for New Brunswick planners, as well as planners throughout the Maritimes.

  Patty Munkittrick continued to serve as the New Brunswick representative and Chair of the Atlantic Canadian Branch of the Canadian Institute of Planners Membership Committee. The role of the membership committee is to assist planners through the process of obtaining a full membership in the Canadian Institute of Planners. Early in 2012, Patty was appointed to the National Professional Education and Examination Committee, responsible for the development and delivery of the CIP Professional Examination as well as the national Ethics and Professionalism course.

  George Paulin is the Zone 6 Representative on the Executive of the New Brunswick Building Officials Association. 2012 meetings had very interesting and informative sessions on construction including roof and floor trusses, fire stopping, etc. George was involved in the rewriting of the Associations By-Laws, which were passed during this year's meeting.

6.0 Geomatics

The following GIS activities and projects were carried out over the past year.

1) **Road Network Updates:** The road network requires upgrading to maintain an accurate database. This work is completed with road names, road types and other information. Basic updating is required periodically.

2) **ArcGIS Server:** The installation of ArcGIS Server was made through the beginning of the year. It required multiple tasks to be completed in order for the software to work properly. The software will help the staff with the database management.

3) **ArcGIS Viewer for Flex:** The Flex viewer is a tool to help manage our GIS Databases. Staff will be able to use our GIS databases and create their own maps.

4) **Village of Gagetown Plan Review:** Completed the Village of Gagetown Rural Plan map (Revision).

5) **Village of Norton Plan Review:** Completed the Village of Norton Rural Plan map (Revision).

6) **District Property Layer Upgrading:** District mapping of property required upgrading to maintain an accurate database. This work has been completed with property ownership and other information.

7) **Building Permit Statistics:** The Inspectors Building Permit Database was updated and clean. Once this was done the data was merged to our property mapping to provide us with a detailed understanding of diversity and the locations of all infrastructures in our area.

8) **Preparation Mapping for Region 9 (and some Region 11):** Multiple mapping project (adjustments) for preparing the New RSC8 boundaries, properties, infrastructures, etc.

9) **General Planning Support:** GIS staff provides ongoing support to the Development Officers in their administration of Rural Plans and Basic Planning Statements. This responsibility ranges from fairly heavy during the peak construction season to light in the off-season.

10) **Other Miscellaneous Duties:** Provide website updates and IT solutions for daily computer/printer issues and server upgrade.

7.0 Employee Professional Development

Employee professional development is a high priority of the Royal District Planning Commission in order to ensure that staff is apprised of changes in legislation, new techniques, practices, as well as, providing an opportunity to network with other professionals in the same line of work. The Planners and Building Inspectors are also required by their respective professional associations to acquire on-going training in order to maintain their professional memberships. The following summary describes training and conference activities by staff over the year.

Riparian parcels hither & you: Bounds of small differences
(George Paulin, Brian Legacy, and Gerry Legacy)

George, Brian and Gerry attended a seminar presented by the Association of New Brunswick Land Surveyors on January 19th, 2012 in Saint John. The seminar titled "Riparian parcels hither & you: Bounds of small differences" was presented by Dr. Brian Ballantyne of the Surveyor General Branch of Natural Resources Canada. The presentation was an education seminar on the classification, legal history, survey history and the determination and location of water boundaries pertaining to land. This information is very important for mappers and development officers to understand the legal location of boundaries that border tidal, non-tidal and navigable waters within the Province of New Brunswick.

Part 3 Book 3 Buildings Design Egress and Exits and Fire Safety Provisions
(George Paulin and Wayne Mercer)

George and Wayne attended "Part 3 Book 3 Buildings Design Egress and Exits and Fire Safety Provisions" presented by the New Brunswick Building Officials Association for building inspectors. The course objective is to make the building inspector effective in carrying out plans examinations and inspections under Part 3 of the National Building Code, particularly with regards to matters relating to fire safety. The five principals of fire safety studied in this course are: compartmentation, detection and alarm, evacuation, prevention and suppression. Part 3 of the National Building Code encompasses the minimum standards for construction of large building such as office towers, apartment buildings and the construction of commercial buildings, industrial buildings, nursing homes, malls, restaurants, etc.

Residential Mechanical Ventilation Systems
(George Paulin, Brian Shannon, and Wayne Mercer)

George, Brian, and Wayne attended a training seminar presented by the New Brunswick Building Officials Association. The course "Residential Mechanical Ventilation Systems" gave the participant an interpretation of Part 6 and Section 9.32 of the National Building Code of Canada which deal with the requirements of ventilation systems in residential occupancies.

Barrier-Free Design
(George Paulin)

George attended Barrier-Free Design presented by the New Brunswick Building Officials Association for building inspectors. The course is designed to provide building officials and code users with an understanding of the Barrier-Free requirements of the National Building Code which means that a building and its facilities can be approached, entered, and used by persons with physical or sensory disabilities. Accessibility is not just an issue for disabled people. Barrier-Free requirements make it easier and more effective for many people including young children, elderly people, people who speak different languages, people with hidden impairments (diabetes, epilepsy, etc.), people with temporary aliment (broken leg or arm), pregnant women, people with heavy luggage and for all people who have difficulty seeing, hearing, moving, learning and/or speaking.

Atlantic Planners Association Conference and Annual General Meeting: Planning for Place
(Elissa Gollan, Karen Neville and Patty Munkittrick)

Elissa, Karen, and Patty attended the Atlantic Planners Association Conference and Annual General Meeting. As part of retaining professional accreditation, the Planners are required to attend ongoing training sessions and meetings of the professional association. This year's conference theme was *Planning for Place*. Each of the sessions or keynote speakers addressed how planners can help identify and generate a sense of place and pride in community which is recognized as a significant contributor to the economic success of a community.

Certificate in Public Service Management
(Patty Munkittrick)

Patty completed the Certificate in Public Service Management offered by the College of Extended Learning at the University of New Brunswick. This ten month program is organized into fifteen modules covering 24 days in the classroom, readings and several assignments. The course addressed such topics as Effective Teambuilding, Performance Management, Organizational Behaviour, Change Management, Effective Leadership, Process Improvement, and Strategic Planning. This program was developed in concert with the government of New Brunswick to provide customized training for public sector managers at all government levels. This program has provided valuable insights, skills and techniques that are readily transferable to the workings of the Commission

Healthy and Safe Communities
(Elissa Gollan)

Elissa attended a workshop offered through the Atlantic Summer Institute on Healthy and Safe Communities. The program focused on strengthening community action and leadership for active communities. It offered an opportunity to advance knowledge on

assessing community strengths, community mobilization, developing community capacity and strengthening skills for collaboration.

CIP/APPI Conference: The Great Exchange 2012: Putting Ideas into Action
(Karen Neville and Elissa Gollan)

Karen and Elissa attended the 2012 CIP/APPI Conference, The Great Exchange 2012: Putting Ideas into Action. The focus of this conference was on the challenges in the implementation of land use plans. This conference brought together a wide array of professionals involved in planning to discuss how they are getting things done on the ground. The Keynote speaker, Chris Leinberger, spoke on how demographic and economic forces are creating a structural shift in the real estate market away from drivable suburban development and towards walkable urbanism. Some of the other presentations attended addressed the gap between policy and implementation, public engagement strategies, and food supply and the growing trend of urban agriculture. In addition to the formal presentations, this conference is an excellent opportunity to reconnect with past colleagues and develop new networks with planners throughout Canada who are tackling many of the same planning issues that we are dealing with in the Royal Planning District.

ESRI Canada User Conference
(Gerald Legacy)

Gerry attended the ESRI Canada User Conference. This seminar provided an overview of the latest updates to ESRI software, specifically creating "webmaps" and applications in ArcGIS. These webmaps allow data bases to be described in geographic terms and then manipulated to address specific enquiries. With this software, the GIS expert can create applications that can be used by the non-experts to further manipulate and address specific questions. For example, with this software Gerald is able to take our building permit data base from a spreadsheet, and link it to a map. Fellow staff can access this "webmap" and in making a specific enquiry of the data set, create a customized map that depicts the information in a geographic setting. ESRI users attending the seminar were able to share their experiences and questions in utilizing this software. Gerald indicated that he found this to be the most valuable aspect of the seminar. The conference also introduces software that is on the horizon so that the GIS expert can evaluate their usefulness and application to their own work situation.

Preparing for Climate 2100
(Karen Neville, Elissa Gollan and Patty Munkittrick)

Karen, Elissa, and Patty attended Preparing for Climate 2100, a multidisciplinary conference presented by Atlantic Climate Adaptation Solutions Association, Natural Resources Canada, and the Climate Change Secretariat of the New Brunswick Department of Environment and Local Government, and the Department of Public Safety. This conference brought together practitioners, researchers and decision makers around the impacts of climate change which we are collectively facing and more importantly, the tools we can use and steps we can take to adapt to these impacts. Our own Elissa Gollan led a

session outlining the model developed by the Canadian Institute of Planners that can be used to collect information from the community identifying risks, the community's adaptive capacity, and available resources to adapt to or mediate the impacts of climate change.

Appendix
Auditor's Report

ROYAL DISTRICT PLANNING COMMISSION

CONSOLIDATED FINANCIAL STATEMENTS

AUDITED

AS AT DECEMBER 31, 2012

ROYAL DISTRICT PLANNING COMMISSION
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AS AT DECEMBER 31, 2012

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INDEPENDENT AUDITORS' REPORT

To the Members of the Royal District Planning Commission

We have audited the accompanying consolidated financial statements of the Royal District Planning Commission, which comprise the consolidated statement of financial position as at December 31, 2012, and the consolidated statements of operations, change in net debt and of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for Qualified Opinion

As explained in Note 2, the Commission is to be dissolved as of December 31, 2012. Under Canadian public sector accounting standards, the Commission would no longer be considered a going concern.

As explained in Note 3, the Commission does not capitalize and amortize tangible capital assets, which constitutes a departure from Canadian public sector accounting standards. As a valuation and estimate of the useful life of the tangible capital assets has not been undertaken by management, the effects of this departure from Canadian public sector accounting standards on these consolidated financial statements have not been determined.

Qualified Opinion

In our opinion, except for the departures described in the preceding paragraphs, these consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Royal District Planning Commission, as at December 31, 2012, and the results of its consolidated operations, change in net debt and cash flows for the year ended in accordance with Canadian public sector accounting standards.

Comparative Information

Without modifying our opinion, we draw attention to Note 4 of the consolidated financial statements which describes that the Royal District Planning Commission adopted the Canadian public sector accounting standards on January 1, 2012 with a transition date of January 1, 2011. These standards were applied retrospectively by management to the comparative information on these consolidated financial statements, including the consolidated statements of financial position at December 31, 2011 and January 1, 2011, and the consolidated statements of operations, change in net debt and cash flows for the year ended December 31, 2011 and related disclosures. While we were not engaged to report on the restated comparative information, and as such it is unaudited, we did perform audit procedures on the transition to Canadian public sector accounting standards and its effects on the reported comparative information. That comparative information was previously audited in accordance with generally accepted accounting principles as adapted for New Brunswick Municipalities by the Department of Environment and Local Government.

Turnbull and Kindred

Sussex, New Brunswick

Turnbull and Kindred, CGA Professional Corporation

June 3, 2013, except as to Note 11, which is as of September 13, 2013

Royal District Planning Commission
Consolidated Statement of Financial Position
As at December 31, 2012

	2012	2011 (unaudited)	2010 (unaudited)
Financial Assets			
Cash	$ 315,078	$ 288,818	$ 244,042
Receivables (Note 6)	34,550	25,920	122,165
	349,628	314,738	366,207
Liabilities			
Payables and accruals	26,022	37,901	57,186
Other accrual (Note 11)	129,250	-	-
Performance bond payable (Note 8)	82,856	91,023	107,382
	238,128	128,924	164,568
NET ASSETS	111,500	185,814	201,639
Non-Financial Assets			
Prepaid expenses	-	8,727	7,391
	-	8,727	7,391
ACCUMULATED SURPLUS	$ 111,500	$ 194,541	$ 209,030

Lease commitments (Note 8)
Contingent liability (Note 10)
Subsequent event (Note 11)

DIRECTOR

See accompanying notes to the consolidated financial statements

Royal District Planning Commission
Consolidated Statement of Operations
Year Ended December 31, 2012

	2012 Budget	2012 Actual	2011 (unaudited)
Revenue			
Tax contributions	$ 804,784	$ 804,783	$ 755,233
Sale of services	156,000	195,926	262,907
Interest	-	527	397
Other	-	1,330	40
	960,784	1,002,566	1,018,577
Expenditures			
General government services	955,984	953,047	1,028,386
Fiscal services	4,800	3,310	4,680
	960,784	956,357	1,033,066
Annual Surplus (Deficit) (Note 12)	$ -	$ 46,209	$ (14,489)
Accumulated Surplus, Beginning of Year		194,541	209,030
Distribution of accumulated surplus (Note 11)		(129,250)	-
Accumulated Surplus, End of Year		$ 111,500	$ 194,541

See accompanying notes to the consolidated financial statements

Royal District Planning Commission
Consolidated Statement of Change in Net Debt
Year Ended December 31, 2012

	2012	2011 (unaudited)
Annual Surplus (Deficit)	$ 46,209	$ (14,489)
Other accrual	(129,250)	-
Acquisition of prepaids	-	(1,336)
Consumption of prepaids	8,727	-
	(120,523)	(1,336)
Decrease/(Increase) in Net Assets (Debt)	(74,314)	(15,825)
Net Assets (Debt), Beginning of Year	185,814	201,639
Net Assets (Debt), End of Year	$ 111,500	$ 185,814

See accompanying notes to the consolidated financial statements

Royal District Planning Commission
Consolidated Statement of Cash Flows
Year Ended December 31, 2012

	2012	2011 (unaudited)
Increase (Decrease) in Cash		
Operating		
Annual Surplus (Deficit)	$ 46,209	$ (14,489)
Distribution of accumulated surplus	129,250	$ -
	175,459	(14,489)
Change in non-cash items		
Receivables	(8,630)	96,245
Payables and accruals	(11,879)	(19,285)
Other accrual	(129,250)	-
Performance bond	(8,167)	(16,359)
Prepaid expenses	8,727	(1,336)
	(149,199)	59,265
Net Increase in Cash	26,260	44,776
Cash:		
Beginning of Year	288,818	244,042
End of Year	$ 315,078	$ 288,818

See accompanying notes to the consolidated financial statements

1. Purpose of the Organization

The Royal District Planning Commission (the "Commission") was formed under subsection 5(2) of the Community Planning Act by order of the Minister of Environment and Local Government April 23, 1998 which came into force on May 1, 1998. The Commission provides services such as preparation of land use plans, development and building approvals and building inspections to the Village of Cambridge-Narrows, the Village of Norton, the Village of Sussex Corner, the Village of St. Martins, the Village of Gagetown and several Local Service Districts encompassing portions of the Counties of Kings, Queens, and Saint John.

2. Going Concern

The accompanying financial statements have not been prepared on a going concern basis. The Commission has been dissolved effective December 31, 2012 as per the direction of the Minister of Environment and Local Government. All assets, liabilities, rights, obligations, powers and responsibilities of the Commission are to be vested in the Minister, then to be transferred to the new regional service commission. All lease commitments will be assumed by the new Service Commission.

3. Financial Statement Disclosure

These consolidated financial statements do not include all of the policies or disclosures required under the Canadian public sector accounting standards (PSA).

Section PS 3150.07 and PS 3150.22 - Tangible Capital Assets of the CICA Handbook state that "tangible capital assets should be accounted for and reported as assets on the statement of financial position" and "the cost, less any residual value of a tangible capital asset with a limited life should be amortized over its useful life in a rational and systematic manner appropriate to its nature and use by the government"

The Commission has expensed all tangible capital assets on the Statement of Operations and therefore has not recognized any amortization.

4. Change in Accounting Policy

Effective January 1, 2011, the Commission has adopted the Canadian public sector accounting standards (PSA).

5. Summary of Significant Accounting Policies

The consolidated financial statements of the Commission are the representations of management prepared in accordance with Canadian generally accepted accounting principles for local governments, as recommended by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants.

The Commission has adopted PSA as of January 1, 2011.

The focus of PSA financial statements is on the financial position of the Commission and the changes thereto. The consolidated statement of financial position includes all of the assets and liabilities of the Commission.

Significant aspects of the accounting policies adopted by the Commission are as follows:

Reporting entity
The consolidated financial statements reflect the assets, liabilities, revenues, expenditures and changes in net debt and cash flows of the reporting entity. The reporting entity is comprised of all organizations and enterprises accountable for the administration of their affairs and resources to the Commission and which are owned or controlled by the Commission.

Interdepartmental and organizational transactions and balances are eliminated.

Budget
The budget figures contained in these financial statements were approved by the Board on October 18, 2011 and the Minister of Environment and Local Government on December 22, 2011.

5. Summary of Significant Accounting Policies *(continued)*

Revenue recognition
(a) Unrestricted revenue is recorded on an accrual basis and is recognized when collection is reasonably assured. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred.
(b) Other revenue is recorded when it is earned.

Use of estimates
The preparation of the consolidated financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amount of revenues and expenses during the reporting period. These estimates are reviewed periodically, and as adjustments become necessary, they are reported in earnings in the period in which they become known. Actual results may differ from those estimates.

Financial instruments
The Commission's financial instruments consist of cash, receivables, payables and accruals, other accrual and funds held. Unless otherwise noted, it is management's opinion that the Commission is not exposed to significant interest risk arising from these financial instruments. The fair value of these financial instruments approximates their carrying values, unless otherwise noted.

Tangible capital assets
Tangible capital assets are recorded as expenditures in the Capital Replacement Fund as incurred.

Segmented information
For management reporting purposes, the Commission's operations and activities are organized and reported by function. This presentation was created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations. The Commission's services are provided by departments as follows:

General government services
This department is responsible for the overall governance and financial administration of the Commission. This includes Board functions, general and financial management, legal matters and compliance with legislation as well as civic relations.

Fiscal services
Includes banking service charges.

6. Receivables

The receivables in the consolidated statement of financial position consist of the following:

		2012	2011 *(unaudited)*
General Operating Fund	- Accounts receivable	$ 12,010	$ 250
	- HST rebate	22,540	25,670
		$ 34,550	$ 25,920

7. Performance Bond Payable

The Commission has entered into two written agreements with the Potash Corporation of Saskatchewan Inc. (PCS) with respect to specific buildings that are part of their operations. As per the agreements, the Commission will collect building permit fees with special arrangements that have been made with respect to inspection services. The Commission will not be providing the building inspection services for these specific buildings but will provide oversight functions. As per the first agreement, the Commission must repay all building permit fees collected from PCS upon completion of the project. However, a monthly administration fee of $1,250 is deducted from the amount payable to PCS for each month the project is ongoing. As per the second agreement, the Commission must repay all building permit fees collected from PCS except $4,000, which is kept as an administration fee, upon completion of the project. Both projects were completed in June 2012. Refer to Note 2 regarding the transfer of the bond payable upon dissolution of the Commission. The final balance to be paid is to be based upon these audited consolidated financial statements.

8. Lease Commitments

The Commission rents premises under a lease agreement which expires May 2016. The lease provides for annual lease payments of $45,632 including additional rent, beginning June 2012, of an amount equal to 20% of the Real Property Tax paid by the landlord for the preceding year on the property.

The Commission entered into an agreement with Xerox Canada Ltd. December 2009 for the use of a Workcenter. The agreement expires December 2014 and provides for annual payments of $5,300 (HST included).

Refer to Note 2 regarding the transfer of leases upon dissolution of the Commission.

9. Reserve Funds

Enhanced Planning Reserve Fund
This fund will be used to carry out planning projects outside of staff resources and expertise.

Public Education and Information Reserve Fund
This fund will be used to develop and present or deliver information for public consumption relevant to land use planning and development. This could include, but is not limited to brochures, newsletters and other print or web based material, presentations, workshops, and a variety of events.

Strategic Planning Reserve Fund
This fund will be used in the preparation of new commission bylaws and administrative policies and the development of a long term strategic plan.

Capital Replacement Reserve Fund
This fund will be used to purchase and replace various capital assets.

Transition Reserve Fund
This fund will be used to address outstanding or extraordinary expenditures related to the dissolution of the Commission.

10. Contingent Liability

An action was commenced against the Commission. In management's opinion, the results of the action are not anticipated to have a material effect on these consolidated financial statements.

11. Subsequent event

Subsequent to the issuance of the audited financial statements for the year ended December 31, 2012 which were dated June 3, 2013, the Commission has determined that a portion of the accumulated surplus should be distributed on a pro-rata basis amongst the members. The distribution has been estimated to be $129,250 and has been recognized as an accrual and an adjustment to accumulated surplus.

12. Reconciliation of Annual Surplus

	General Operating	Enhanced Planning Reserve	Public Education and Information Reserve	Strategic Planning Reserve	Capital Replacement Reserve	Transition Reserve	Total
2012 Annual surplus (deficit)	$ 114,721	$ (40,579)	$ 35	$ (18,261)	$ (9,330)	$ (377)	$ 46,209
Adjustments of annual surplus (deficit) for funding requirements							
Transfer between funds							
Transfer elimination	(40,731)	40,731	-	-	-	-	-
Transfer elimination	(18,267)	-	-	18,267	-	-	-
Transfer elimination	(9,412)	-	-	-	9,412	-	-
Transfer elimination	(377)	-	-	-	-	377	-
							-
Total adjustments to 2012 annual surplus (deficit)	(68,787)	40,731	-	18,267	9,412	377	-
2012 Annual surplus	**$ 45,934**	**$ 152**	**$ 35**	**$ 6**	**$ 82**	**$ -**	**$ 46,209**

13. Statement of Reserves

	Enhanced Planning Reserve	Public Education and Information Reserve	Strategic Planning Reserve	Capital Replacement Reserve	Transition Reserve
Assets					
Cash	$ 28,337	$ 17,185	$ 2,320	$ 25,560	$ 58,617
Due to general fund	(5,584)	(839)	(581)	(736)	(377)
Accumulated surplus	$ 22,753	$ 16,346	$ 1,739	$ 24,824	$ 58,240
Revenue					
Interest	$ 152	$ 35	$ 6	$ 82	$ -
Transfers from general fund	40,731	-	18,267	9,412	377
	40,883	35	18,273	9,494	377
Expenditures	$ 40,731	$ -	$ 18,267	$ 9,412	$ 377
Annual surplus	$ 152	$ 35	$ 6	$ 82	$ -

14. Schedule of Segmented Disclosures

	2012 Consolidated	2011 Consolidated (unaudited)
Revenue		
Sale of services	$ 195,926	$ 262,907
Tax contributions	804,783	755,233
Interest	527	397
Other	1,330	40
	1,002,566	1,018,577
Expenditures		
Salaries and benefits	639,884	648,070
Goods and services	316,473	384,696
Other	-	300
	956,357	1,033,066
Surplus (deficit) for the year	$ 46,209	$ (14,489)

15. Revenue and Expenditure Support as budgeted

	2012 Budget	2012 Actual	2011 Actual (unaudited)
Sale of services			
Building permits	$ 120,000	$ 139,001	$ 208,482
Other permits and fees	36,000	56,925	54,425
	$ 156,000	$ 195,926	$ 262,907
General government services			
Advertising and promotion	$ 6,000	$ 3,794	$ 9,741
Equipment rental and purchases	7,200	7,957	8,412
Furniture purchases	500	-	136
Software purchases	4,850	8,874	4,706
Insurance	17,290	17,150	14,943
Legal	15,000	2,332	7,389
Staff travel, meetings and memberships	33,700	34,849	35,205
Commissioners' travel, meetings and training	42,888	39,307	68,651
Office supplies and postage	12,500	8,546	7,206
Accounting and audit fees	5,689	11,040	4,654
Rent	48,400	47,203	47,272
Equipment and computer maintenance	12,000	10,522	12,804
Staff training	20,000	18,306	24,075
Salaries and benefits	691,742	642,194	651,019
Maps and air photos	1,200	970	1,253
Project overhead	3,000	113	312
Contracted services	8,000	7,674	11,618
Subscriptions and publications	1,025	556	1,145
Telephone and utilities	24,500	22,873	24,264
Miscellaneous	500	-	300
	$ 955,984	$ 884,260	$ 935,105
Fiscal services			
Bank service charges	$ 4,800	$ 3,310	$ 4,680