

**Regional Service Commission 8**  
**Working Together...Growing Together**  
**Annual Report 2013**



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## 1.0 Message from Chairperson

The Provincial Government created a total of 12 Regional Service Commissions around the province on January 1, 2013. Our region became known as Regional Service Commission 8 (RSC 8). This new commission replaced the former Solid Waste Commission and the Royal District Planning Commission that were in place for a number of years.

The mandate of the 12 commissions is

- ✓ Solid waste management
- ✓ Local land use planning
- ✓ Regional planning
- ✓ Regional policing collaboration
- ✓ Regional emergency measures planning
- ✓ Regional sport, recreation, and cultural infrastructure planning and cost sharing

The board of RSC 8 is made up of ten directors from the area of Queens and Kings County. Based on a formula provided by the Provincial Government, we have six directors from Local Service Districts (LSDs) and four directors from municipalities. The mayors are mandated to the board and the LSD representatives were elected by their peers. An election is held for board members to elect a chairman and vice chair.

The first year of operation of the commission was a challenging and rewarding year. We brought a diverse group of individuals to the board and embraced the concept of working together as members at large instead of the areas we represented. To reinforce this, we held a very productive team session on a weekend early in the year.

Under the direction of our executive director and staff we saw three hundred and forty eight building permits issued at a value of \$31,000,000.00. This represents a small decrease from 2012.

In order to keep with the government's strategy of collaboration and sharing, the chairpersons of the 12 Regional Commissions meet with the Department of Local Government in Fredericton three or four times a year to share ideas and learn from each other's experience.

A number of committees were formed by the commission to report to the board. The solid waste committee, budget committee and finance committee are the most active. In order to better manage our expenses, we are keeping the number of committees to a minimum and only creating them as need be.

In 2013 RSC 8 received an Environmental Trust Fund grant to study the solid waste handling facilities and transfer station options. This is required as the contracts with Sussex Waste Management and the Westmorland Albert Facility are expiring in 2014 and 2015 respectively. The recommendations of this study will require a lot of work by our committees; however, this may provide some great opportunities in the future.

In 2013 Lloyd Marshall, director representing the parish of Kars, passed away. He was a highly respected member of our commission. In October, we were all surprised when our executive director gave notice of resignation in order to move to western Canada with her family. By the end of 2013 we had advertised and filled the position with current executive director Steve Roberts who started his term on January 6, 2014.

My goal, as chair of the commission, is to continue to work and grow together with our partners for the good of every citizen living and working within the boundaries of RSC 8.

As chair I would like to say thank-you for the support of the board of directors, and staff of the commission.

Respectfully yours,

Jim McCrea  
(Chairman)

## 2.0 Working Together....Growing Together

As the Regional Service Commissions mature, the underlying factor contributing to their success will certainly be the ability to cooperate on regional issues. For this reason, the obvious theme of this year's report, "Working Together...Growing Together," speaks to the need to not only work together but to mature and grow together.

Regional Service Commission 8 recognizes the importance of building a spirit of cooperation and creating a culture of engagement for its member communities. It believes that in order to be successful it has to have a good working relationship with its members and this relationship will need to be built on respect, which must be mutual and be reciprocated by both parties. Regional Service Commission 8 will be a service organization that puts the interests and needs of its member communities at the forefront. Every citizen of the region will have the opportunity to be heard and involved in the process, noting that consultation is a means to ends process and people need to be involved throughout.

Regional Service Commission 8 currently administers land planning and solid waste services throughout the Region and has been mandated to broaden the scope of its services to include policing, recreation, emergency measures and any other regional issues that benefit its member communities. If we are to truly think regionally on these issues and find efficiencies to the benefit of our members, cooperation will once again need to be the driving factor that delivers success. We must be able to put past outcomes behind us and focus on the future for the collective betterment of all municipalities and local service districts in our region.

For too long, we have tried to use a top down approach with little opportunity for the people of the region to have their say. It is time to turn the corner and take a different approach where ideas come from the people of the region. For who knows better the needs of the region than the people who call it home, it seems like an obvious gesture of good faith to take the time to listen.

The Board and staff of Regional Service Commission 8 are committed to this approach and are willing and eager to build relationships in our member communities. Relationships built on respect, commitment and action, mindful of the fact that it is the people that matter most.

We extend the invitation to our members to make the same commitment in order to enhance and improve the lives of the people in our region as we "work together and grow together."

### 3.0 History of Regional Service Commission 8

As you may be aware the Province of New Brunswick has restructured the Planning and Solid Waste Commissions across the Province, merging these services and adding some others to the new Regional Service Commissions, twelve in all across the province. These new Commissions will better enable communities across New Brunswick to work together and share services to meet their common needs. The Commissions will serve communities and be governed by them, creating direct accountability to taxpayers in all regions.

One of the primary challenges which lead to the establishment of these commissions is that there is no existing structure to enable communities to communicate with one another, to plan and prioritize from a regional perspective, collaborate on projects, cost-share on service delivery, and make mutually-beneficial decisions on investments, or share expertise. To address these challenges, Regional Service Commissions were established to enable the needed collaboration and cooperation between communities, ensuring that Municipalities, Rural Communities and Local Service Districts are better positioned to meet the service needs of residents and to benefit from collective efforts to build and sustain stronger regions.

As a result of these changes, the Royal District Planning Commission and the Kings County Solid Waste Commission were dissolved and on January 1, 2013 these services were provided by the newly formed Regional Service Commission 8. The new Commission continues to administer land planning, building inspections and solid waste services. Broadening the scope of services is a continuum as Regional Service Commission 8 brands itself as the “go to” organization for regional issues.

The new Regional Service Commission 8 office is located at the former location, 49 Winter Street, Sussex, New Brunswick.

## 4.0 Profile of Region

Located in the south-central part of the province, the Regional Service Commission 8 (RSC8) has an area of 4009 square kilometers.

The RSC8 region is characterized by suburban/rural communities. It includes two towns (the *Town of Hampton and the Town of Sussex*), two villages (*The Village of Norton and the Village of Sussex Corner*), and 14 local service districts (LSD) (*Brunswick, Cardwell, Hammond, Hampton, Havelock, Johnston, Kars, Norton, Springfield, Studholm, Sussex, Upham, Waterford, Wickham*).

The RSC8 region has a total population of 30,920 and combined assessed property values of *approximately \$2.5 billion*. Currently, *62 per cent* of the population resides within the unincorporated areas and *38 per cent* of the population resides within municipalities.

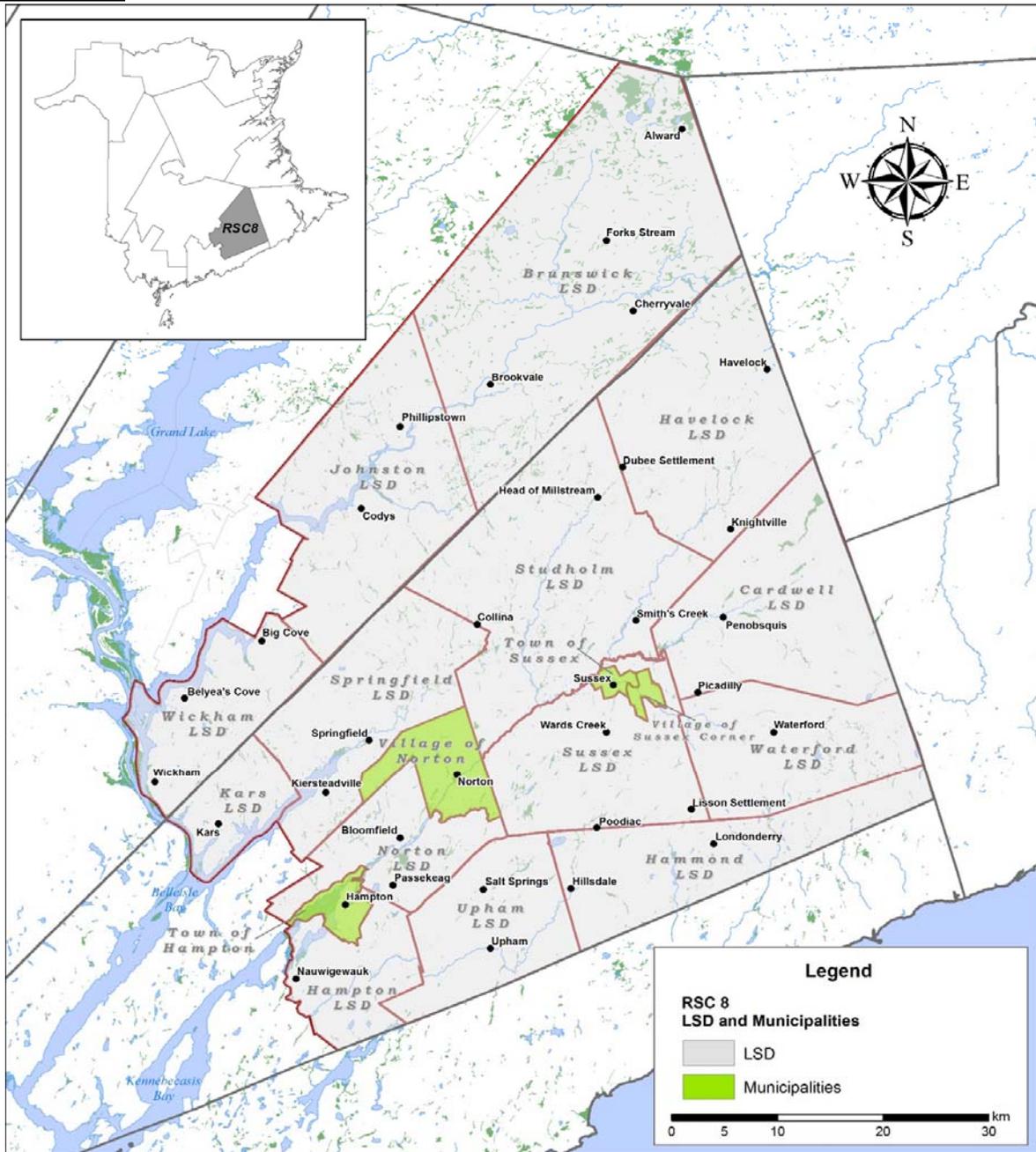
In terms of the two official languages, *97 per cent* reported *English* as their mother tongue, with *one per cent* reporting *French* as their mother tongue.

*80 per cent* of the working population lives and works within this region. The economic base of this region is supported primarily through natural resource-based industries (including forestry, mining and natural gas production), agriculture, tourism, service industries and retail businesses.

Communities within this region are cost sharing on solid waste through the RSC8 (*formally known as Kings County Solid Waste Commission*). As for economic development, the majority of the region is currently served by Enterprise Fundy, with two LSDs served by Enterprise Central NB. Presently the LSDs, the Village of Norton and the Village of Sussex Corner receive land use planning services from Regional Service Commission 8. The Town of Sussex and Hampton provides its own land use planning services.

Policing in the region is provided by the RCMP through various agreements. In terms of fire prevention and suppression services, there are currently *10 separate fire departments* (three municipal, and seven LSD serving the region. Exhibit 4.1 provides a detailed map of the region.)

Exhibit 4.1



## 5.0 Governance and Administration

### 5.1 Member Communities

Town of Hampton	Village of Norton	Village of Sussex Corner
Waterford	Town of Sussex	Hammond
Springfield	Cardwell	Brunswick
Wickham	Hampton	Upham
Johnston	Studholm	Sussex
Kars	Havelock	Norton

### 5.2 Board Members

James McCrea, Chair	Local Service District Representative
Karin Boye, Vice Chair	Local Service District Representative
John Henderson	Local Service District Representative
Bryant Dunfield	Local Service District Representative
Frank Jopp	Local Service District Representative
Tammie Spraggett	Local Service District Representative
Marc Thorne	Mayor of the Town of Sussex
Ken Chorley	Mayor of the Town of Hampton
Juliana Booth	Mayor of the Village of Norton
Steven Gillies	Mayor of the Village Sussex Corner

Legislation provides that alternates may attend in the event that an LSD representative or the Mayor of the Municipality cannot attend a meeting. The following is a list of alternates:

Tony Pollock	Local Service District Representative
Ben Whalen	Deputy Mayor of the Village of Sussex Corner
Ann-Marie Snyder	Deputy Mayor of the Village of Norton
Gary Crossman	Deputy Mayor of the Town of Hampton
Ralph Carr	Deputy Mayor of the Town of Sussex

### 5.3 Planning Review Adjustment Committee

The Planning Review and Adjustment Committee (PRAC) is appointed by Regional Service Commission 8 to carry out advisory and decision-making functions as specified under the provincial *Community Planning Act*. These responsibilities include, but are not limited to, decisions or recommendations on development applications and land use planning advice to either the Municipal Council or the Minister of Environment and Local Government.

The decisions and recommendations made by this Committee are guided by the provisions of the *Community Planning Act*, and any regulations and by-laws

thereunder. The deliberations of the Committee are supported by the analysis and advice of professional staff of RSC8. The RSC 8 PRAC serves the Villages of Norton and Sussex Corner as well as the 14 Local Service Districts within Region 8.

PRAC Members

Susan Northrup  
David Henderson  
Robert Bates

Marylou Wiggins  
Rick Horton  
John Blenis

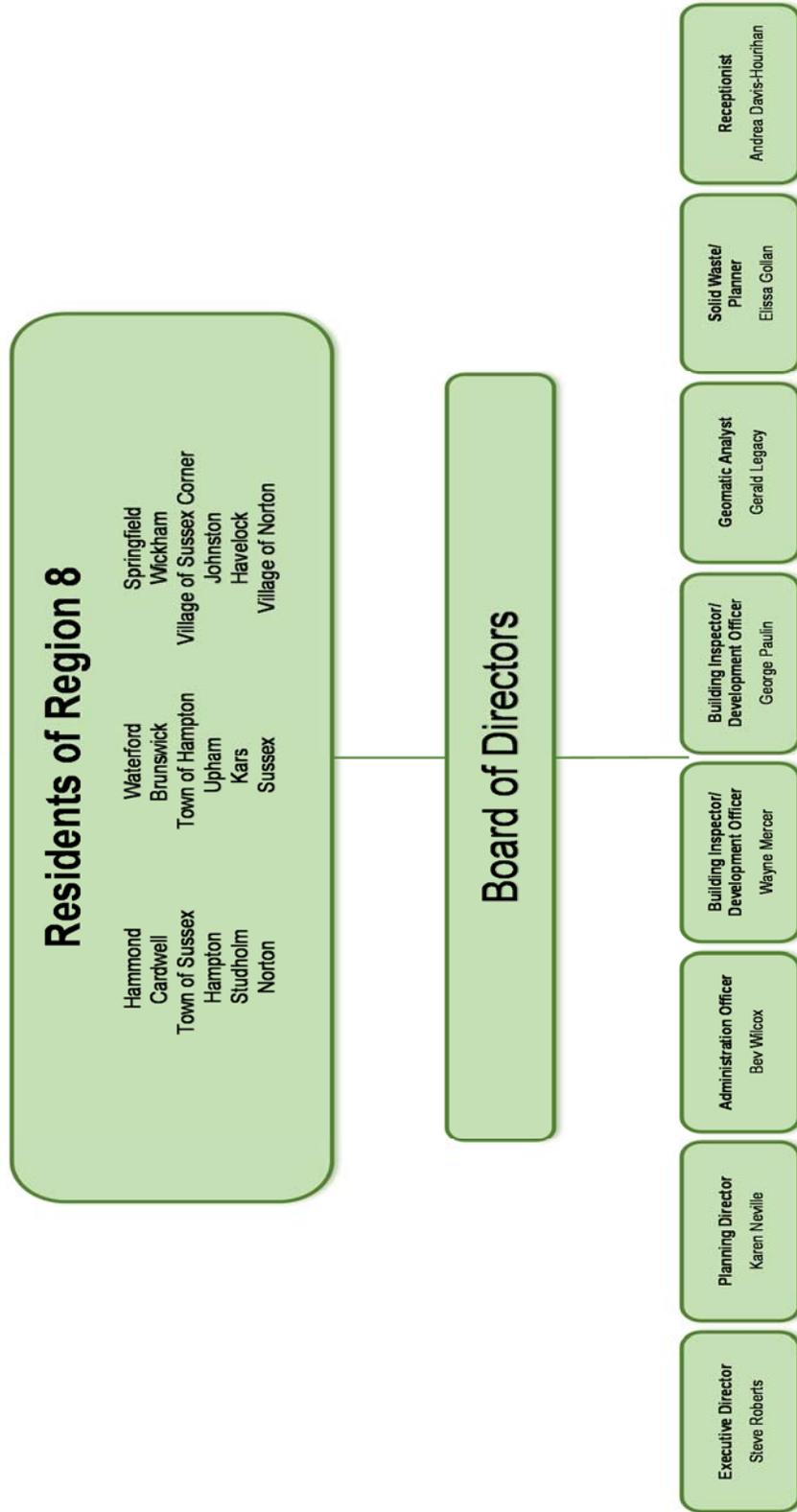
James McCrea  
Reace Black  
Juliana Booth

5.4 Organizational Structure

The Board of Directors of RSC 8 is made up of ten directors from the area of Queens and Kings County. Based on a formula provided by the Provincial Government, there are six directors from Local Service Districts (LSDs) and four directors from municipalities. The mayors are mandated to the board and the LSD representatives were elected by their peers. An election is held for Board members to elect a chairman and vice chair that act as the executive. The Executive Director reports to the Board and all staff of the Regional Service Commission 8 report to the Executive Director. Staff is comprised of a planning director, solid waste coordinator, office administrator, 2 building inspectors, GIS specialist and a receptionist. Exhibit 5.1 depicts the organizational structure, recognizing the importance of its members at the highest level of the organizational chart.

Exhibit 5.1

## Regional Service Commission 8 Organizational Chart



## 6.0 Service Provisions

### 6.1 Land Planning and Inspection Services

According to the *Regional Service Delivery Act*, Regional Service Commission's (RSCs) are responsible for providing local land use planning services to all of its members that are local service districts and can enter into an agreement to provide such a service to its municipal members.

Regional Service Commission 8's (RSC8) powers and responsibilities with respect to land use planning are outlined in the *Community Planning Act*. These generally include:

- Development and administration of rural plans, building permits 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

RSC8 also provides education to 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.

Regional Service Commission 8 provides Local Land Use Planning Services to the following communities:

#### Municipalities

Village of Sussex Corner

Village of Norton

#### Local Service Districts

Cardwell

Johnston

Sussex

Brunswick

Kars

Wickham

Hammond

Norton

Waterford

Hampton

Springfield

Upham

Havelock

Studholm

During 2013, RSC8, along with all of the newly created RSCs, worked hard to ensure that the transition to the new RSC structure was as seamless as possible and that service to the public and clients was not disrupted. In an attempt to ease the transition, RSC8 entered into an agreement with RSC 11 to provide building inspection and local planning services to the Village of Gagetown and the Local

Service Districts (LSDs) of Waterborough and Cambridge. This agreement was entered into based on the fact that the Village of Gagetown Council and LSD Advisory Committees of Waterborough and Cambridge, located within the boundaries of RSC 11, as defined by *Region Boundaries Regulation –Regional Service Delivery Act*, voted to continue to receive local planning and building inspection services from RSC8.

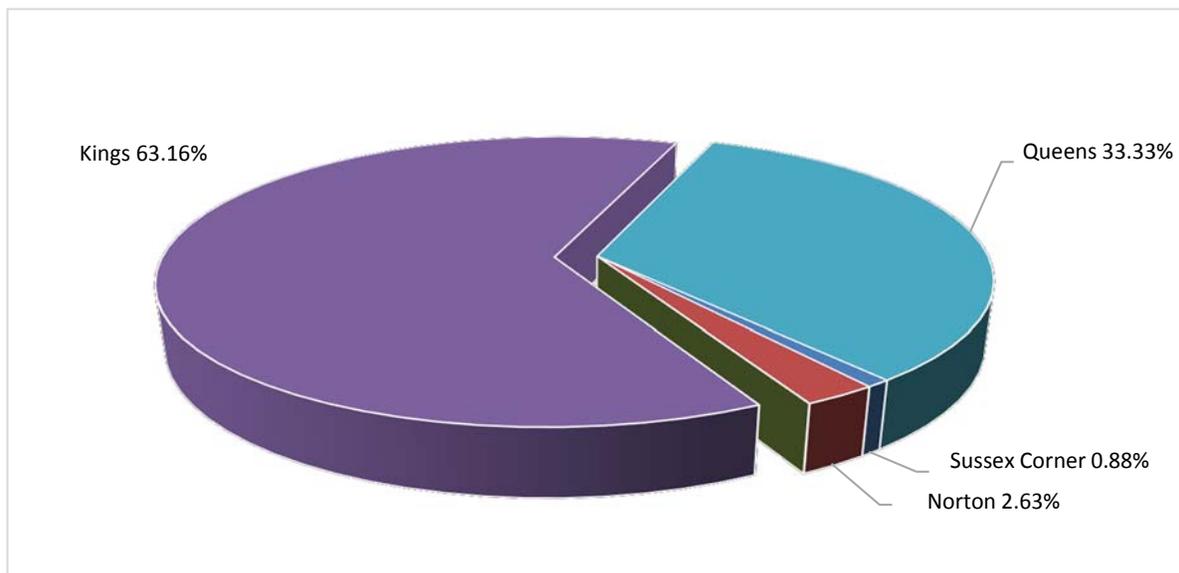
While technically not within the boundaries of RSC8, due to the fact that RSC8 provided building inspection and local planning service to the Village Gagetown and the LSDs of Waterborough and Cambridge, the values for building permits and subdivision creation will be included in the 2013 annual report.

### Subdivision Development

Subdivision is the process of altering legal property boundaries. It usually involves the dividing of a property into smaller parcels of land. It can also include the realignment of existing property lines or the consolidation of one or more properties into a single parcel. RSC8 staff are responsible for overseeing and granting approvals for the subdivision of land. While staff is ultimately responsible for subdivision approval, some plans of subdivision require additional approval from the Planning Review and Adjustment Committee. These types of plans of subdivision include those that included the creation of public roads, require variances to lot size, or create lots that do not front on a public road.

In 2013, RSC8 approved a total of 87 subdivisions, involving the creation of 114 building lots. The total number of subdivision approvals represents a 0.08% increase from the subdivision approvals for the same geographic area in 2012, and the number of building lots in 2013 was one building lot less when compared to 2012.

#### 2013 Distribution of New Lots



For a breakdown of the number of subdivisions and lots created please refer to Exhibit 6.1.

<b>Exhibit 6.1 2013 Subdivision Approvals</b>			
<b>Location</b>	<b>No. of Subdivisions</b>	<b>No. of Building Lots</b>	<b>Percent of Total Lots</b>
<b><u>Villages</u></b>			
Sussex Corner	1	1	0.88%
Norton	3	3	2.63%
Gagetown	2	0	0.00%
<b>TOTAL VILLAGES</b>	<b>6</b>	<b>4</b>	<b>3.51%</b>
<b><u>Local Service Districts (LSDs)</u></b>			
<b><u>Kings</u></b>			
Cardwell	8	10	8.77%
Hammond	2	2	1.75%
Hampton	12	15	13.16%
Havelock	2	4	3.51%
Kars	3	4	3.51%
Norton	3	3	2.63%
Springfield	5	8	7.02%
Studholm	11	12	10.53%
Sussex	8	10	8.77%
Upham	1	1	0.88%
Waterford	3	3	2.63%
<b>Total Kings LSDs</b>	<b>58</b>	<b>72</b>	<b>60.53%</b>
<b><u>Queens</u></b>			
Brunswick	1	5	4.39%
Cambridge	2	4	3.51%
Johnston	6	5	4.39%
Waterborough	11	21	18.42%
Wickham	3	3	2.63%
<b>Total Queens LSDs</b>	<b>23</b>	<b>38</b>	<b>33.33%</b>
<b>TOTAL LSDs</b>	<b>81</b>	<b>110</b>	<b>93.86%</b>
<b>GRAND TOTAL</b>	<b>87</b>	<b>114</b>	<b>100%</b>

## Building Activity

Obtaining a building permit ensures that a development is in conformity with building regulations and bylaws as well as the National Building Code. Building permits are issued for the protection of the property owner and for the safety of future property owners and occupants. Since June of 2002, following the adoption of a supplementary building regulation by the Provincial Government, structural building inspection service have been provided to all of the rural areas of the Province.

In 2013 RSC8 issued 348 building permits, 10% less than the 388 permits issued in 2012. The total value of construction was \$31 million which is an increase from the total value of construction of \$28.4 million in 2012. Exhibit 6.2 provides a breakdown of construction activity by sector.

<b>Exhibit6.2</b>			
<b>Building Activity by Sector – 2013</b>			
<b>TOTAL BUILDING PERMITS</b>	<b>Building Permits</b>	<b>Value of Construction</b>	<b>Percent of Total</b>
Residential (including accessory buildings)	311	16,776,935	54.01%
Agricultural	9	985,000	3.17%
Commercial	10	421,000	1.36%
Public Buildings	14	11,720,500	37.73%
Industrial	4	1161000	3.74%
<b>GRAND TOTAL</b>	<b>348</b>	<b>31,064,435</b>	<b>100.00%</b>

Of the 311 Residential building permits issued in 2013, 87 of those were for new housing starts. New housing starts includes new single family homes, installation of mobile homes and seasonal residential development. The construction value of those 87 permits was \$12,916,020 which compares to the 94 building permits valued at \$10,956,000 issued in 2012 for new housing starts.

Exhibit 6.3 provides a detailed breakdown of 2013 construction in individual Local Service Districts (LSDs) and Villages.

<b>Exhibit 6.3</b>					
<b>2013 Building Activity (compared with 2012)</b>					
<b>Location</b>	<b>2013</b>			<b>2012</b>	
	<b>Building Permits</b>	<b>Value of Construction</b>	<b>Percent</b>	<b>Value of Construction</b>	<b>Percent</b>
<b><u>Kings County</u></b>					
Sussex Corner Village	18	\$719,847.00	2.32%	\$1,175,800.00	4.14%
Norton Village	25	\$2,958,555.00	9.52%	\$427,500.00	1.51%
Cardwell	29	\$782,485.00	2.52%	\$10,284,800.00	36.21%
Hammond	8	\$253,200.00	0.82%	\$230,500.00	0.81%
Hampton	27	\$1,796,500.00	5.78%	\$1,479,100.00	5.21%
Havelock	12	\$1,118,085.00	3.60%	\$2,057,000.00	7.24%
Kars	12	\$284,000.00	0.91%	\$265,000.00	0.93%
Norton	9	\$822,000.00	2.65%	\$1,004,000.00	3.53%
Springfield	27	\$913,863.00	2.94%	\$1,282,500.00	9.87%
Studholm	41	\$2,780,000.00	8.95%	\$2,804,050.00	3.79%
Sussex	37	\$3,455,400.00	11.12%	\$1,077,650.00	4.52%
Upham	5	\$201,000.00	0.65%	\$1,558,700.00	5.49%
Waterford	6	\$469,000.00	1.51%	\$469,000.00	1.65%
<b>Total</b>	<b>256</b>	<b>\$16,553,935.00</b>	<b>53.29%</b>	<b>\$9,310,500.00</b>	<b>84.91%</b>
<b><u>Queens County</u></b>					
Gagetown Village	12	\$407,500.00	1.31%	\$1,109,000.00	3.90%
Brunswick	10	\$219,500.00	0.71%	\$231,000.00	0.81%
Cambridge	14	\$624,000.00	2.01%	\$927,200.00	3.26%
Johnston	17	\$1,403,500.00	4.52%	\$774,000.00	2.73%
Waterborough	30	\$11,662,000.00	37.54%	\$574,500.00	2.02%
Wickham	9	\$194,000.00	0.62%	\$671,000.00	2.36%
<b>Total</b>	<b>92</b>	<b>\$14,510,500.00</b>	<b>46.71%</b>	<b>\$5,333,400.00</b>	<b>15.09%</b>
<b>GRAND TOTAL</b>	<b>348</b>	<b>\$31,064,435.00</b>	<b>100.00%</b>	<b>\$35,199,500.00</b>	<b>100.00%</b>

### 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 124 electrical building permits were issued during the year.

## Status of Rural Plans

### Village of Gagetown Rural Plan Review

The review of the Village of Gagetown Rural Plan was completed in 2013. Elissa Gollan was the lead planner on this project.

### Village of Sussex Corner

A review of the Village of Sussex Corner Rural Plan began in 2013. Karen Neville has been the lead planner on this project. Council, along with Karen, is very eager to complete this review. In addition to the review of the Rural Plan, the Building and Subdivision By- laws will likely be amended as a result of discussion related to the Rural Plan review. These amendments will take place upon the completion of the Rural Plan review.

## Other Initiatives

The following is a brief overview of some of the initiatives or activities undertaken by the RSC8 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.

- RSC8 staff meets with our municipal partners on request or as warranted. These meetings offer an opportunity for RSC8 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.
- RSC8 staff serves on the Technical Review Committees established to review Environmental Impact Assessments. In 2013, staff submitted comments on the McCully Phased Environmental Impact Assessment application.
- The Planning Director regularly attends meetings of the Provincial Planning Directors. This group includes the Planning Directors from the RSCs 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 and Local Government, 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, 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*.
- Over the course of the past year, RSC8 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 member of 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.
- George Paulin is the Zone 6 Representative on the Executive of the New Brunswick Building Officials Association.
- The 2014 Canadian Institute of Planners Conference, *People Matter*, is being held in Fredericton. Elissa Gollan and Karen Neville are members of the organizing committee for this national conference.

## 6.2 Solid Waste Services

RSC 8 is also tasked with providing a solid waste disposal service to all its members. These services are provided to the Town of Sussex, Villages of Sussex Corner and Norton, and the LSD's of Norton, Hammond, Johnston, Springfield, Kars, Wickham, Sussex, Havelock, Studholm, Brunswick, Upham and Cardwell. While both the Town and LSD of Hampton are within Region 8's boundaries, they do not currently receive our solid waste services. It should be noted that RSC 8 is not responsible for residential waste *collection*. Contracts with haulers are arranged by the municipality, or in the case of LSD's, by the Province.

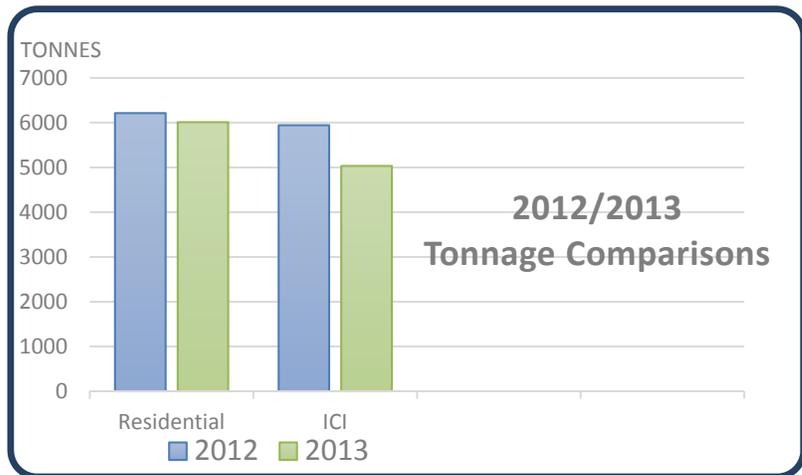
In 1995, a contract between the waste commission of the time and Westmorland-Albert Solid Waste began and since then our waste has been trucked to this site in Moncton. At this time, the Sussex Transfer Station was constructed and began operation by Sussex Waste Management. In 2001, the two-bag wet/dry (green/blue) sorting program was implemented in our service area and the transfer station expanded to meet these needs of this program. All waste generated by RSC 8 members is transported to the Transfer Station where it is divided into green/blue streams and shipped to Westmorland-Albert, where it is further processed at sorting stations and recycled as possible.

Both the contract with Westmorland-Albert Solid Waste and Sussex Waste Management are near completion. In 2013, RSC 8 (in partnership with RSC 12) applied and received an Environmental Trust Fund grant from the Province of New Brunswick. This grant was able to support the *Solid Waste Transfer Station Opportunity Analysis*, conducted by Stantec. This analysis will look at what alternative options may be available to RSC 8 moving forward. This study will consider alternative haulage options, transfer and disposal arrangements, as well as look at overall strategies for waste management in our region over the next twenty years. This analysis is expected to be completed by spring of 2014.

Throughout 2013, RSC 8 carried out many of the programs initiated by the previous Kings County Region Solid Waste Commission. These programs included:

- Two very successful Household Hazardous Waste Collection days (spring and fall)
- Two well utilized Residential Waste Free Drop-Off Events (spring and fall)
- Three large Illegal Dumping Site clean-ups.
- Community members of Region 8 diverted over a ton of batteries from landfill with our twenty-two (22) free residential battery recycling depots.
- Support for a number of community clean-ups and events.

The tonnage numbers weighed in at Sussex Waste Management for 2013 were comparable to those of 2012. Residential waste saw a slight decrease of approximately 200 tonnes while a more notable decrease was observed for Industrial, Commercial and Institutional (ICI) waste. There was a decrease of approximately 900 tonnes of ICI waste. This decrease could be a result of a number of factors and we will continue to monitor tonnage data in 2014.



We look forward to continuing these programs and further building upon them. We strive to provide for the efficient, economical and environmentally friendly disposal of solid waste in our Region.

### Financial Information

In 2013, RSC 8 in partnership with RSC 12, received an Environmental Trust Fund grant of \$65,000. This grant was used to hire Stantec LTD to complete an analysis on the opportunities each Commission may have moving forward, as each has contracts with their transfer station operators expiring.

### Looking Forward

An application was submitted for a 2014 Environmental Trust Fund grant to help support our *RSC 8: Let's Educate* campaign. If received, RSC 8 plans to launch a number of public education and awareness campaigns, along with investing into our programs and equipment to ensure everything is up-to-date.

## 7.0 Accomplishments

2013 was a year of change, the province of New Brunswick restructured the Planning and Waste Commissions across the province, merging these services and adding some others to new Regional Service Commissions (RSCs). As a result of this restructuring, what was once the Royal District Planning Commission now had become Regional Service Commission 8 (RSC8). In becoming Regional Service Commission 8, the staff of RSC8 was faced with a number of challenges.

In 2013, RSC8 was faced with a change in service boundaries, this meant saying good-bye to a number of communities and one valued employee, Brian Shannon. Brian had been with the Royal District Planning Commission since its inception in 1998, where he served in the capacity of Building Inspector and Development Officer. Due to this change in service area, Brian is now employed by the Fundy Regional Service Commission. With the change in service boundary and loss of employee meant a reallocation of staff responsibilities.

In addition, RSC8 was faced with the undertaking of providing new services such as solid waste. While providing solid waste services was new, all staff, in particular Elissa Gollan, took on this challenge without hesitation.

While 2013 was a year of change, and some may say challenge, the staff of RSC8 worked diligently, and continues to do so, to ensure that the transition to the new RSC structure was as smooth as possible and that service to the public and clients was not disrupted.

Branding and promoting the new model was also a challenge as the residents of the area were a little resistant to the change. The Board and staff of RSC8 have worked hard to sell the benefits and need for change and continue to promote RSC8 as the “go to,” organization for regional issues.

## 8.0 Financial Information

### 8.1 Funding

Under the Regional Service Commission, each member community pays for the services they receive through one service provider rather than a range of providers.

Regional Service Commission 8 does not have the authority to tax service users. Municipalities within our district are invoiced directly on a quarterly basis for the services they receive. The Province is also invoiced quarterly for the services provided to Local Service Districts within Region 8.

The annual audited financial statements for 2013 have been provided by Turnbull & Kindred CGA Professional Corp. The 2013 audit report is attached to this annual report.

8.2 Board Expenses

## Regional Service Commission 8 -Directors

Submitted and approved expenses

Jan. 01, 2013 to December 31, 2013

James McCrea, Chair

Attends: Board and Provincial meetings also attends Committee meetings

Per Diem	\$6,260
Tech Allow	\$1,440
Kilometers	\$1,845
Lodging	\$0
Meals	<u>\$281</u>
Total	\$9,825

Karin Boye, Vice-Chair

Attends: Board meetings and Committee meetings

Per Diem	\$3,325
Tech Allowance	\$1,440
Kilometers	\$879
Lodging	\$0
Meals	<u>\$276</u>
Total	\$5,920

Juliana Booth

Attends: Board meetings and Committee meetings

Per Diem	\$2,120
Tech Allowance	\$1,440
Kilometers	\$379
Meals	<u>\$0</u>
Total	\$3,939

Ken Chorley

Attends: Board meetings and Committee meetings

Per Diem	\$1,900
Tech Allowance	\$1,440
Kilometers	\$361
Meals	<u>\$0</u>
Total	\$3,701

Bryant Dunfield

Attends: Board meetings

Per Diem	\$1,080
Tech Allowance	\$1,320
Kilometers	\$146
Meals	<u>\$0</u>
Total	\$2,546

Steven Gillies

Attends: Board meetings

Per Diem	\$1,565
Tech Allowance	\$1,440
Kilometers	\$49
Meals	<u>\$0</u>
Total	\$3,054

Frank Jopp

Attends: Board meetings and Committee meetings

Per Diem	\$2,920
Tech Allowance	\$1,440
Kilometers	\$531
Meals	<u>\$0</u>
Total	\$4,891

Lloyd Marshall

Per Diem	\$705
Tech Allowance	\$600
Kilometers	\$249
Meals	<u>\$0</u>
Total	\$1,554

Tammie Spaggett

Attends: Board meetings

Per Diem	\$1,865
Tech Allowance	\$1,440
Kilometers	\$275
Meals	<u>\$0</u>
Total	\$3,580

**Marc Thorne**

Attends: Board meetings and Committee meetings

Per Diem	\$1,820
Tech Allowance	\$1,440
Kilometers	\$41
Meals	<u>\$0</u>
Total	\$3,301

**John Henderson**

Attends: Board meetings

Per Diem	\$610
Tech Allowance	\$360
Kilometers	\$278
Meals	<u>\$0</u>
Total	\$1,248

**8.3 Fees**

RSC8 does not receive tipping fees directly as they are currently in a contract with Sussex Waste Management (SWM) to operate the Sussex transfer station. Under this contract RSC8 receives SWM's services and the cost of operation is retained by them through the tipping fees collected.

An amount of \$36,565 was received from Sussex Waste Management in 2013 for tipping fees in excess of the contract for the previous year. Also, received in tipping fees, was an amount of \$66,705 which goes towards administration costs.

Building permit fees and planning fees are collected on behalf of the member Municipalities and Local Service Districts within our region. These fees are returned to the members on a quarterly basis. The annual amounts returned for 2013 are as follows:

<b>Municipality</b>	<b>Building Permit Fees</b>	<b>Planning Service Fees</b>
Village of Sussex Corner	4,149	1,125
Village of Norton	15,442	2,825
Village of Gagetown	2,363	700
<b><u>Local Service Districts</u></b>		
Sussex	13,367	3,450
Hampton	9,795	4,900
Brunswick	975	100
Cardwell	5,397	3,375
Hammond	1,495	550
Havelock	4,135	925
Johnston	4,315	3,150
Kars	750	1,050
Springfield	5,363	2,275
Studholm	21,905	5,150
Waterford	2,275	1,475
Upham	2,570	1,050
Wickham	735	925
Norton	4,375	1,300
Cambridge	2,945	1,600
Waterborough	63,401	3,850
<b>Total returned</b>	<b>165,752</b>	<b>39,775</b>

#### 8.4 Cost of services being provided by RSC8

The costs of services provided as per the 2013 audited financial statements;

Page 17 - Cooperative and regional Planning Services -	0
Page 18 – Solid Waste Services -	1,653,525
Page 19, 20 – Local Planning Services -	575,558
Page 21 – Corporate-	254,978

### 8.5 Funding

Environmental Trust Fund provided funding in the amount of \$33,226, these funds were used to conduct a study on the Sussex Transfer Station. The remainder of the funding will be received in 2014.

### 9.0 Moving Forward

The regional service model is one of the key features of the New Local Government System. This model will support the needed connectivity and cooperation between communities to ensure that both individual local governments and Local Service Districts are better positioned to meet the service needs of residents and to benefit from collective efforts to build and sustain stronger regions.

Regional Service Commission 8 will look to carry out its mandate under this new model by expanding its role in the Region. Building relationships in the Region will be a major goal of the commission as it looks to provide more services under its mandate going forward. The commission must deliver tangible benefits to the people of the Region through collaboration and cooperation.

Moving forward, we will continue to offer and improve on our current services while striving to expand our mandate to offer more services to our member communities.

### 10.0 Contact Information

Regional Service Commission 8  
49 Winter Street  
Sussex, New Brunswick  
E4E 2W8

Telephone: (506) 432-7530

Toll free: 1-888-245-9155

Email: [info@rsc8.ca](mailto:info@rsc8.ca)

Website: [www.rsc8.ca](http://www.rsc8.ca)

**Appendix**  
**2013 Auditor's Report**



**REGIONAL SERVICE COMMISSION 8**  
**CONSOLIDATED FINANCIAL STATEMENTS**  
**AUDITED**  
**AS AT DECEMBER 31, 2013**





**REGIONAL SERVICE COMMISSION 8**  
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**AS AT DECEMBER 31, 2013**

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Statement of Financial Position .....	4
Statement of Change in Net Debt .....	5
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## INDEPENDENT AUDITORS' REPORT

### To the Members of the Regional Service Commission 8

We have audited the accompanying consolidated financial statements of the Regional Service Commission 8, which comprise the consolidated statement of financial position as at December 31, 2013, 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 audit opinion.



**Opinion**

In our opinion, these consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Regional Service Commission 8, as at December 31, 2013, 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.

Sussex, New Brunswick  
April 11, 2014

*Turnbull and Kindred*  
Turnbull and Kindred, CGA Professional Corporation



**Regional Service Commission 8**  
**Consolidated Statement of Operations**

Year Ended December 31, 2013

	<u>2013</u> Budget	<u>2013</u> Actual
<b>Revenue</b>		
Cooperative and Regional Planning Services	\$ 70,413	\$ 70,414
Solid Waste Services	1,736,913	1,729,350
Local Planning Services	692,068	777,705
Government Transfers	-	4,000
Other	-	702
Interest	-	227
	<u>2,499,394</u>	<u>2,582,398</u>
<b>Expenditures</b>		
Corporate Services	302,064	254,978
Cooperative and Regional Planning Services	10,000	-
Solid Waste Services	1,657,423	1,653,525
Local Planning Services	716,231	575,558
	<u>2,685,718</u>	<u>2,484,061</u>
Annual Surplus (Deficit) (Notes 21, 22 and 24)	\$ (186,324)	\$ 98,337
Contributed Surplus (Note 20)		175,083
Accumulated Surplus, Beginning of Year		<u>-</u>
Accumulated Surplus, End of Year		<u>\$ 273,420</u>

See accompanying notes to the consolidated financial statements

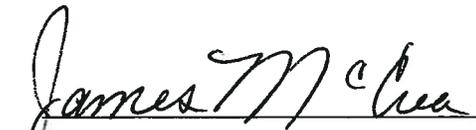


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**Regional Service Commission 8**  
**Consolidated Statement of Financial Position**  
As at December 31, 2013

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	<u>2013</u>
<b>Financial Assets</b>	
Cash (Note 3)	\$ 199,904
Receivables (Note 4)	101,725
	<u>301,629</u>
<b>Liabilities</b>	
Payables and Accruals (Note 5)	49,992
Funds Held in Trust (Note 3)	10,984
	<u>60,976</u>
<b>NET ASSETS (DEBT)</b>	<u>240,653</u>
<b>Non-Financial Assets</b>	
Land (cost)	28,340
Prepays	4,427
	<u>32,767</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 273,420</u>
CONTINGENCIES (Note 6)	

 CHAIRPERSON

 VICE-CHAIRPERSON

See accompanying notes to the consolidated financial statements



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**Regional Service Commission 8**  
**Consolidated Statement of Change in Net Debt**

Year Ended December 31, 2013

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	<u>2013</u>
Annual Surplus	\$ 98,337
Contributed Surplus	175,083
Acquisition of Land	<u>(28,340)</u>
	<u>245,080</u>
 Acquisition of Prepays	 <u>(4,427)</u>
Increase/(Decrease) in Net Assets (Debt)	240,653
Net Assets (Debt), Beginning of Year	<u>-</u>
Net Assets (Debt), End of Year	<u>\$ 240,653</u>

See accompanying notes to the consolidated financial statements



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**Regional Service Commission 8**  
**Consolidated Statement of Cash Flow**

Year Ended December 31, 2013

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	<u>2013</u>
Increase (Decrease) in Cash	
<b>Operating</b>	
Annual Surplus	\$ 98,337
Contributed Surplus	175,083
<b>Change in Non-Cash Items</b>	
Receivables	(101,725)
Payables and Accruals	49,992
Funds Held in Trust	10,984
Prepays	<u>(4,427)</u>
	<u>228,244</u>
<b>Capital</b>	
Purchase of Land	<u>(28,340)</u>
Net Increase (Decrease) in Cash	199,904
Cash:	
Beginning of Year	<u>-</u>
End of Year	<u>\$ 199,904</u>

See accompanying notes to the consolidated financial statements



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## Regional Service Commission 8

### Notes to the Consolidated Financial Statements

Year Ended December 31, 2013

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#### 1. Purpose of the Organization

The Regional Service Commission 8 (the "Commission") was established per regulation 2012-91 under the Regional Service Delivery Act by the order of the Minister of Environment and Local Government which came into force on January 1, 2013. The Commission is exempt from income tax under section 149(1)(c) of the Canadian Income Tax Act. The Commission provides services such as preparation of land use plans, development and building approvals and building inspections to a number of Local Service Districts. The Commission also oversees the operation of a solid waste transfer station for Kings County, New Brunswick. The transfer station is operated by Sussex Waste Management Ltd.

#### 2. 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 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.

Inter-departmental and organizational transactions and balances are eliminated.

##### Budget

The budget figures contained in these financial statements were approved by the Board of Directors on November 21, 2012 and the Minister of Local Government on December 15, 2012.

##### 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 and funds held in trust. 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.

The Commission is subject to credit risk through receivables. The Commission minimizes credit risk through ongoing credit management.

##### Tangible capital assets

Tangible capital assets are recorded as expenditures in the Local Planning Capital Reserve Fund as incurred.

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# Regional Service Commission 8

## Notes to the Consolidated Financial Statements

Year Ended December 31, 2013

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### 2. Summary of Significant Accounting Policies (continued)

#### Segmented information

For management reporting purposes, the Commission's operations 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:

#### CORPORATE SERVICES

This department is responsible for Board functions, financial management and administration.

#### COOPERATIVE AND REGIONAL PLANNING SERVICES

This department is responsible for regional planning, policing, collaboration, emergency measures and infrastructure planning.

#### SOLID WASTE SERVICES

This department is responsible for the provision of waste collection and disposal.

#### LOCAL PLANNING SERVICES

This department is responsible for the preparation of land use plans, building approvals and inspections.

### 3. Funds Held in Trust

The Commission has entered into an agreement with The Waterford Youth Center to act as an authorized representative and to receive and administer funding on behalf of the party. The objective is to ensure the funding amount is used for only the project, maintain the financial records required by the agreement and issue a receipt to Farm Credit Canada for the funding amount. The total amount in cash as of December 31, 2013 is \$10,984 with an equal liability as Funds Held in Trust.

### 4. Receivables

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

	<u>2013</u>
General Operating Fund - Sussex Waste Management Ltd. Rebate	\$ 2,886
- Sussex Waste Management Ltd. Administration	16,385
- HST Rebate	49,202
- Environmental Trust Fund Refund	33,226
- Other	26
	<u>\$ 101,725</u>

### 5. Payables and Accruals

The payables and accruals in the consolidated statement of financial position consist of the following:

	<u>2013</u>
Trade payables	\$ 30,648
Accrued liabilities	16,156
Regional Service Commission 11	3,188
	<u>\$ 49,992</u>



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## **Regional Service Commission 8**

### **Notes to the Consolidated Financial Statements**

Year Ended December 31, 2013

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#### **6. Contingencies**

The agreement signed by the Commission with Sussex Waste Management Ltd. states that in the event of certain conditions occurring, Sussex Waste Management Ltd. may elect to terminate the agreement and require compensation from the Commission for the net capital costs of the Sussex Waste Transfer Station. This liability reduces by 5% for each year after 1995. The amount of the contingent liability as at December 31, 2013 is estimated to be \$87,376.

#### **7. Long Term Lease**

The Commission has leased its property to Sussex Waste Management Ltd. to enable them to construct and operate a waste transfer station. The lease expires March 31, 2015.

#### **8. Lease Commitments**

The Commission rents premises under a lease agreement which expires in 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. in December 2009 for the use of a Workcenter. The agreement expires December 2014 and provides for annual payments of \$5,300 (HST included).

#### **9. Infrastructure Grant**

The Commission received an infrastructure grant from the New Brunswick Department of Environment for 33 1/3% of the capital costs associated with the construction of the transfer station. In total, \$451,315 was received from the New Brunswick Department of Environment and \$451,315 has been paid out to Sussex Waste Management Ltd. In exchange all capital assets covered by the infrastructure grant will be turned over to the Commission at the end of the contract with Sussex Waste Management Ltd.

#### **10. Indemnification of Land Purchased from the Town of Sussex**

The Town of Sussex has indemnified the Commission for all liability for any environmental contamination which may exist on or within the land which may have occurred or will occur from the Town's adjacent landfill site. As such, the Commission has no post-closure liability.

#### **11. Westmorland Albert Agreement**

The Commission has signed an agreement with the Westmorland Albert Solid Waste Corporation outlining operations and fees. The Commission has agreed to a guaranteed municipal tonnage amount of 6,400 tonnes.

#### **12. Municipal Agreements**

The Commission has entered into agreements with the Villages of Sussex Corner and Norton, the New Brunswick Department of Municipalities, Culture and Housing and the Town of Sussex. The agreements set out the operations for the service and the billing of the service.

#### **13. Sussex Waste Management Agreement**

The Commission negotiated an agreement with Sussex Waste Management Ltd. that sets out how municipal users will be charged for the service. These fees are adjusted annually on the first day of April.

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## Regional Service Commission 8

### Notes to the Consolidated Financial Statements

Year Ended December 31, 2013

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#### 14. Base Annual Amount

A base annual amount is charged to each municipality on their share of the total regional Tax Rate Denominator. The 2013 annual amount is \$375,000. This charge is invoiced monthly to Sussex Waste Management Ltd. who in turn invoices the municipalities and collects the fee.

#### 15. Tonnage Rebates

Monthly tonnage rebates to be received by the Commission, up to December 31, 2013, are \$2,886. This amount is calculated by Sussex Waste Management Ltd. based on actual tonnage received from May to April each year, with the payment period July to June. As at year end, a rebate of \$2,886, for the month of December 2013, was included in receivables.

#### 16. Administration Amount

The Commission receives administration amounts which are calculated by Sussex Waste Management Ltd. based on actual monthly tonnage and are received each quarter. As at year end, an administration amount of \$16,385, for the period October to December 2013 was included in receivables.

#### 17. Reserve Funds

##### Local Planning Operating Reserve Fund

This fund will be used to carry out planning operation projects.

##### Local Planning Capital Reserve Fund

This fund will be used to purchase and replace various tangible capital assets.

##### Solid Waste Operating Reserve Fund

This fund will be used to carry out solid waste operation projects.

#### 18. Federal and Provincial Funding

Transfer received from Provincial Government included in Operating Fund revenue:

	<u>2013</u>
Province of New Brunswick	\$ 4,000

#### 19. Special Projects

	<u>2013</u>
Free events	\$ 3,437
Battery recycling	622
Illegal dumping	3,872
	<u>\$ 7,931</u>

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## **Regional Service Commission 8**

### **Notes to the Consolidated Financial Statements**

Year Ended December 31, 2013

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#### **20. Contributed Surplus**

Under the direction of the Minister of Environment and Local Government, all assets, liabilities, rights, obligations, powers and responsibilities of the Royal District Planning Commission and the Kings County Region Solid Waste Commission were vested in the Minister at December 31, 2012. They were then transferred to the new regional service commission as contributed surplus on January 1, 2013 in the amount of \$175,083. In addition, all leases, agreements and contracts were assumed by the new regional service commission.

**Regional Service Commission 8**  
**Notes to the Consolidated Financial Statements**

As at December 31, 2013

**21. Schedule of Segmented Disclosures**

	<b>2013</b>
	<b>Consolidated</b>
<b>Revenues</b>	
Cooperative and Regional Planning Services	\$ 70,414
Solid Waste Services	1,729,350
Local Planning Services	777,705
Government Transfers	4,000
Other	702
Interest	227
	<u>2,582,398</u>
<b>Expenses</b>	
Salaries and Benefits	585,462
Goods and Services	1,895,801
Interest	2,798
	<u>2,484,061</u>
<b>Surplus (Deficit) for the Year</b>	<u>\$ 98,337</u>



**Regional Service Commission 8**  
**Notes to the Consolidated Financial Statements**  
 Year Ended December 31, 2013

**22. Reconciliation of Annual Surplus**

	General Operating Fund	Local Planning Operating Reserve Fund	Local Planning Capital Reserve Fund	Solid Waste Operating Reserve Fund	Total
<b>2013 Annual surplus (deficit)</b>	\$ 21,376	\$ 28,800	\$ 112,000	\$ 10,848	\$ 173,024
<b>Adjustments of annual surplus (deficit) for funding requirements</b>					
Second previous year's surplus	(74,687)	-	-	-	(74,687)
Transfers between funds					
From General Operating to Local Planning Operating Reserve	28,800	(28,800)	-	-	-
From General Operating to Local Planning Capital Reserve	112,000	-	(112,000)	-	-
From General Operating to Solid Waste Operating Reserve	10,848	-	-	(10,848)	-
Total adjustments to 2013 annual surplus (deficit)	76,961	(28,800)	(112,000)	(10,848)	(74,687)
<b>2013 Annual fund surplus (deficit)</b>	\$ 98,337	\$ -	\$ -	\$ -	\$ 98,337



**Regional Service Commission 8**  
**Notes to the Consolidated Financial Statements**

As at December 31, 2013

**23. Statement of Reserves**

	Local Planning Operating Reserve	Local Planning Capital Reserve	Solid Waste Operating Reserve	2013 Total
<b>Assets</b>				
Cash	\$ 28,800	\$ 112,000	\$ 10,848	\$ 151,648
Accumulated Surplus	\$ 28,800	\$ 112,000	\$ 10,848	\$ 151,648
<b>Revenue</b>				
Transfers from General Operating Fund	\$ 28,800	\$ 112,000	\$ 10,848	\$ 151,648
Annual Surplus	\$ 28,800	\$ 112,000	\$ 10,848	\$ 151,648

**Reserve Funds**

The Local Planning Operating Reserve Fund is in compliance with the requirement that they shall not exceed 5% of the total expenditure that was budgeted for the previous fiscal year.  
 The Solid Waste Operating Reserve Fund is in compliance with the requirement that they shall not exceed 25% of the total expenditure that was budgeted for the previous fiscal year.

The current year transfer of \$28,800 to the Local Planning Operating Reserve Fund was approved by a Motion of the Board dated November 26, 2013, moved by Board member Frank Jopp, seconded by John Henderson.

The current year transfer of \$112,000 to the Local Planning Capital Reserve Fund was approved by a Motion of the Board dated November 26, 2013, moved by Board member Frank Jopp, seconded by Tammie Spraggett.

The current year transfer of \$10,848 to the Solid Waste Operating Reserve Fund was approved by a Motion of the Board dated November 26, 2013, moved by Board member Frank Jopp, seconded by Bryant Dunfield.

I hereby certify that the above are true and exact copies of resolutions adopted at a meeting of the Commission on the above dates.

  
 Steve Roberts, Executive Director  
 Regional Service Commission 8

April 22, 2014  
 Date

COMMISSION SEAL

# Regional Service Commission 8

## Notes to the Consolidated Financial Statements

Year Ended December 31, 2013

### 24. Operating Budget to PSA Budget

	Corporate Services Budget	Cooperative and Regional Planning Services Budget	Local Planning Services Budget	Solid Waste Services Budget	Subtotal	Transfers	Total PSA Budget
<b>Revenue</b>							
Member Charges	-	70,413	692,068	643,866	1,406,347	-	\$ 1,406,347
Sales of Services	-	-	26,000	674,047	700,047	(26,000)	674,047
Government Transfers	-	-	-	375,000	375,000	-	375,000
Transfers from own and other funds	302,064	-	-	-	302,064	(302,064)	-
Surplus/deficit of second previous year	-	-	75,000	(313)	74,687	(74,687)	-
Other Revenue - Inter Regional Service Agreement with Region 11	-	-	85,637	-	85,637	(85,637)	-
Other Revenue	-	-	-	44,000	44,000	-	44,000
	302,064	70,413	878,705	1,736,600	2,987,782	(488,388)	2,499,394
<b>Expenditures</b>							
Governance	38,280	-	-	-	38,280	-	38,280
Administration	263,784	60,413	465,572	134,063	923,832	(302,064)	621,768
Regional Planning	-	2,500	-	-	2,500	-	2,500
Regional Policing Collaboration	-	2,500	-	-	2,500	-	2,500
Regional Emergency Measures Planning	-	2,500	-	-	2,500	-	2,500
Regional Sport, Recreation and Culture Infrastructure Planning and Cost-Sharing	-	2,500	-	-	2,500	-	2,500
Planning and Building Inspection Services	-	-	413,133	-	413,133	-	413,133
Landfill Operations	-	-	-	729,035	729,035	-	729,035
Transfer Station Operations	-	-	-	846,502	846,502	-	846,502
Hazardous Household Waste	-	-	-	27,000	27,000	-	27,000
	302,064	70,413	878,705	1,736,600	2,987,782	(302,064)	2,685,718
Surplus (Deficit)	-	-	-	-	-	\$ (186,324)	\$ (186,324)



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# Regional Service Commission 8

## Notes to the Consolidated Financial Statements

As at December 31, 2013

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### 25. Revenue and Expenditure Support

#### GENERAL

	<u>2013 Budget</u>	<u>2013 Actual</u>
<b><u>Revenue</u></b>		
Cooperative and Regional Planning Services	\$ 70,413	\$ 70,414
Solid Waste Services	1,736,600	1,729,350
Local Planning Services	878,705	777,705
Government Transfers	-	4,000
Other	-	702
Interest	-	227
	<u>2,685,718</u>	<u>2,582,398</u>
 <b><u>Expenditures</u></b>		
Corporate Services	302,064	254,978
Cooperative and Regional Planning Services	10,000	-
Solid Waste Services	1,657,423	1,653,525
Local Planning Services	716,231	575,558
	<u>2,685,718</u>	<u>2,484,061</u>
 Surplus (Deficit), For The Year	 <u>\$ -</u>	 <u>\$ 98,337</u>



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**Regional Service Commission 8**  
**Notes to the Consolidated Financial Statements**

As at December 31, 2013

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**25. Revenue and Expenditure Support (continued)**

**COOPERATIVE AND REGIONAL PLANNING SERVICES**

	<u>2013 Budget</u>	<u>2013 Actual</u>
<b><u>Revenue</u></b>		
Member Charges	\$ 70,413	\$ 70,414
<b><u>Expenditures</u></b>		
<b><u>Administration</u></b>		
Regional Planning	2,500	-
Regional Policing Collaboration	2,500	-
Regional Emergency Measures Planning	2,500	-
Regional Sport, Recreation and Culture Infrastructure Planning and Cost-Sharing	2,500	-
	<u>\$ 10,000</u>	<u>\$ -</u>



## Regional Service Commission 8

### Notes to the Consolidated Financial Statements

As at December 31, 2013

#### 25. Revenue and Expenditure Support (continued)

##### SOLID WASTE SERVICES

	<u>2013 Budget</u>	<u>2013 Actual</u>
<b>Revenue</b>		
Tipping Fees - Residential	\$ 643,866	\$ 608,769
Tipping Fees - Commercial	674,047	675,474
Government Transfers	375,000	375,000
Second Year Previous Year Surplus	(313)	-
Other	44,000	70,107
	<u>\$ 1,736,600</u>	<u>\$ 1,729,350</u>
<b>Expenditures</b>		
<u>Administration</u>		
Business Services - Executive Services Contract	12,000	12,199
Accounting and Financial Consulting Services	1,500	2,052
Legal Services	1,000	961
Telephone	1,000	1,058
Postage	400	153
Office Supplies, Photocopies	1,000	1,013
Meal Allowance	200	1,527
Education Subsidy	7,200	-
Wet/Dry Recycling	3,000	104
Public Education, Home Show and Promotion	4,000	-
Public Meeting/Annual Report	1,000	-
Bursary	500	-
Web Site Maintenance and Development	1,500	890
Illegal Dumping Sites - Site Investigation/Clean-up	7,000	3,872
Free Events - Event Staffing/Tipping Fee, Etc.	7,000	3,437
Advertising - All Events	4,000	5,149
Miscellaneous	86	-
Waste Management Committee	2,500	1,847
	<u>54,886</u>	<u>34,262</u>
Landfill Operations - Other - Disposal Tip Fees at Region 7	<u>729,035</u>	<u>709,793</u>
Transfer Station Operations - Other Contract with Sussex Waste Management	<u>846,502</u>	<u>846,179</u>
<u>Hazardous Household Waste</u>		
Household Hazardous Waste Special Program	22,000	29,318
Battery Recycling Program - Collection/Disposal	5,000	622
Other - Environmental Trust Fund	-	33,226
	<u>27,000</u>	<u>63,166</u>
<u>Fiscal Services</u>		
Bank Service Charge	-	125
	<u>\$ 1,657,423</u>	<u>\$ 1,653,525</u>



# Regional Service Commission 8

## Notes to the Consolidated Financial Statements

As at December 31, 2013

### 25. Revenue and Expenditure Support (continued)

#### LOCAL PLANNING SERVICES

	<u>2013 Budget</u>	<u>2013 Actual</u>
<b>Revenue</b>		
Member Charges	\$ 692,068	\$ 692,068
Sale of Services	26,000	-
Other - Inter-Regional Service Agreement with Region 11	85,637	85,637
Surplus From Second Previous Year	75,000	-
	<u>\$ 878,705</u>	<u>\$ 777,705</u>
<b>Expenditures</b>		
<u>Administration</u>		
Personnel		
Salaries and Benefits	157,523	82,546
Travel	3,125	655
Training and Development	7,000	1,293
Memberships	1,135	132
Office Equipment	19,700	12,939
Office Supplies	5,000	4,318
Printing and Copying	4,000	520
Telephone	9,000	8,487
Office Building	49,900	47,834
Public Relations and Promotion	6,000	150
Liability Insurance	17,290	14,102
Professional and/or Consulting Services	5,700	5,700
Contracted Services	8,000	8,491
Software	5,000	3,530
Bank Charges	4,000	2,086
Memberships	725	45
	<u>303,098</u>	<u>192,828</u>
<u>Planning and Building Inspection Services</u>		
<u>Planning Services</u>		
Personnel		
Salaries and Benefits	190,675	167,308
Travel	4,000	2,085
Training and Development	4,500	2,747
Advertising	6,000	1,821
Maps and Reference Material	1,200	226
GIS Operating and Planet	500	495
Planning Advisory Committee	8,000	4,330
Registration of By-Laws and Regulations	525	225
Memberships	1,200	1,022
	<u>216,600</u>	<u>180,259</u>



**Regional Service Commission 8**  
**Notes to the Consolidated Financial Statements**

As at December 31, 2013

**25. Revenue and Expenditure Support (continued)**

**LOCAL PLANNING SERVICES**

<b>Expenditures</b>	<b>2013 Budget</b>	<b>2013 Actual</b>
<u>Inspection Services</u>		
Personnel		
Salaries and Benefits	\$ 175,428	180,072
Travel	14,875	18,440
Training and Development	3,500	2,754
Maps and Reference Material	1,200	-
GIS Operating and Planet	500	495
Memberships	1,030	710
	<u>196,533</u>	<u>202,471</u>
	<u>\$ 716,231</u>	<u>\$ 575,558</u>



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## Regional Service Commission 8

### Notes to the Consolidated Financial Statements

As at December 31, 2013

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#### 25. Revenue and Expenditure Support (continued)

##### CORPORATE SERVICES

	<u>2013 Budget</u>	<u>2013 Actual</u>
<b><u>Expenditures</u></b>		
<b><u>Governance</u></b>		
Board Members		
Honorariums	\$ 30,000	\$ 35,333
Travel	3,280	4,310
Training and Development	2,000	3,684
Meeting Expenses	3,000	2,095
	<u>38,280</u>	<u>45,422</u>
 <b><u>Administration</u></b>		
Executive Director's Office		
Personnel		
Salaries and Benefits	193,534	155,536
Travel	7,000	2,217
Training and Development	5,000	2,957
Memberships	1,000	624
Financial Management		
External Audit and Accounting Fees	7,000	7,000
Bank Charges	1,250	588
Other Administrative Services		
Advertising and Public Relations	3,000	1,609
Liability Insurance	8,000	6,636
Professional and/or Consulting Services	8,000	13,439
Office Building	11,000	10,588
Legal Services	5,000	251
Office Equipment	4,000	2,598
Office Supplies	1,500	1,340
Postage and Courier	1,000	195
Printing and Copying	1,500	197
Telephone	2,000	1,922
Software and Website	3,000	1,411
Subscriptions	500	334
Miscellaneous	500	114
	<u>263,784</u>	<u>209,556</u>
	<u>\$ 302,064</u>	<u>\$ 254,978</u>

