

# Regional Service Commission 8

## 2015 Annual Report

### Becoming Stronger Together



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***RSC8 Mission Statement...***

Regional Service Commission 8 is committed to providing and facilitating regional service delivery in an open and transparent way.

We will look for ways to collaborate to find efficiencies in delivering those services that benefit the Region as a whole, while respecting local interests.

We will be respectful of each other and our member communities as we work to build collaboration in our region so we can become stronger together.

***At RSC8, we believe in...***

Being respectful

Holding ourselves accountable for results

Working collaboratively

Making a difference

### 1.0 Message from the Chairperson

In 2015, the Board of Regional Service Commission 8 had a very busy and productive year. The board had eight regular monthly meetings and several in-camera and committee meetings throughout the year. The Board dealt with many things throughout the year but solid waste was certainly the focus of board and staff in 2015 as we decided the future of solid waste in our Region. Board and staff worked very hard on solid waste and ultimately decided together to take over operations of the transfer station. We were able to maintain this valuable service in our Region while dropping the tip fee from \$120.08/tonne to \$101.70/tonne. This was a significant savings to our member communities and we continue to look for savings in all of our services. This is evident in our 2016 budget by a \$270,000 overall reduction to the benefit of our communities.

Flooding was also a focus of Regional Service Commission 8 as we were able to establish a Regional Storm Water Management Committee and adopt a 5 year storm water management plan. We will continue to work on flooding in our Region as we attempt to mitigate flooding on a Regional basis.

Sadly, one of our former Board members, Bryant Dunnfield passed away in 2015. Thank you Bryant for your contribution to Regional Service Commission 8.

During 2015, our Board really came together as a team attending social events, such as a BBQ, as well as filling the formal role of a board member. I would like to thank the Board for their continued cooperation and collaboration. I would also like to thank staff for their hard work and dedication, we are fortunate to have such dedicated staff in our Region. If the Board, staff and our communities continue to work as a team, we will most certainly become stronger together.

Regards,

Paul Pollock

Chairman

## 2.0 Becoming Stronger Together

The Regional Service Commission 8 Board of Directors made huge strides towards becoming a cooperative and collaborative group in 2015. This past year was about gaining and building trust amongst our Board members and our member communities. This sense of trust has created an environment of openness and transparency around the Board of Regional Service Commission 8. The Board members do not always agree on every issue on the agenda but each and every member respects the opinions of their colleagues and is willing to listen to everyone's opinion on matters before the Board table. Arguably, the Regional Service Commission 8 has given the unincorporated areas and incorporated areas a common voice with both areas having equal opportunity to be heard. This willingness to create a level playing field where no one Town, LSD or Village has an unfair advantage has caused our Board and our Region to become stronger together.

During 2015, we saw our Board meetings become more interactive with lengthy discussions on many important Regional issues. These discussions gave everyone an equal voice and allowed our Region to become stronger by working collectively and allowing every Board member the opportunity to express their opinions or concerns and ultimately have an impact on Regional services. A great example of this, in 2015, was surrounding the solid waste file and future of this service in our Region. It was evident that not all Board members had the same level of comfort regarding the taking over of the transfer station in Region 8. As a result, the board instructed staff to prepare more detailed information on this matter and subsequent meetings were held. The end result was a healthy discussion of all Board members and a unanimous motion of the Board to take over operations of the solid waste transfer station. The solid waste file consumed much time during 2015 but by working together as a group, the Board and staff of Region 8 were able to advance solid waste in our Region and build a more sustainable service going forward.

The Regional Service Commission model was established in hopes of bringing Regions together in order to support the needed connectivity and cooperation

between communities. This model ensures that both unincorporated areas and incorporated areas are better positioned to meet the service needs of the Region. In order to accomplish these goals, the member communities and boards of the Regional Service Commissions must sometimes be willing to put local and personal issues aside for the betterment of the Region. We have taken major steps towards this ideology this year and will continue to think regionally while respecting local interests.

The Regional Service Commission 8 made significant progress in 2015 and is proud of how the Board and our member communities have displayed a willingness to work together, trust one another and value others opinions. If we are truly committed to building a stronger Region we must continue to respect these values and work as one in order to become stronger together.

### 3.0 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 (LSDs) (*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.

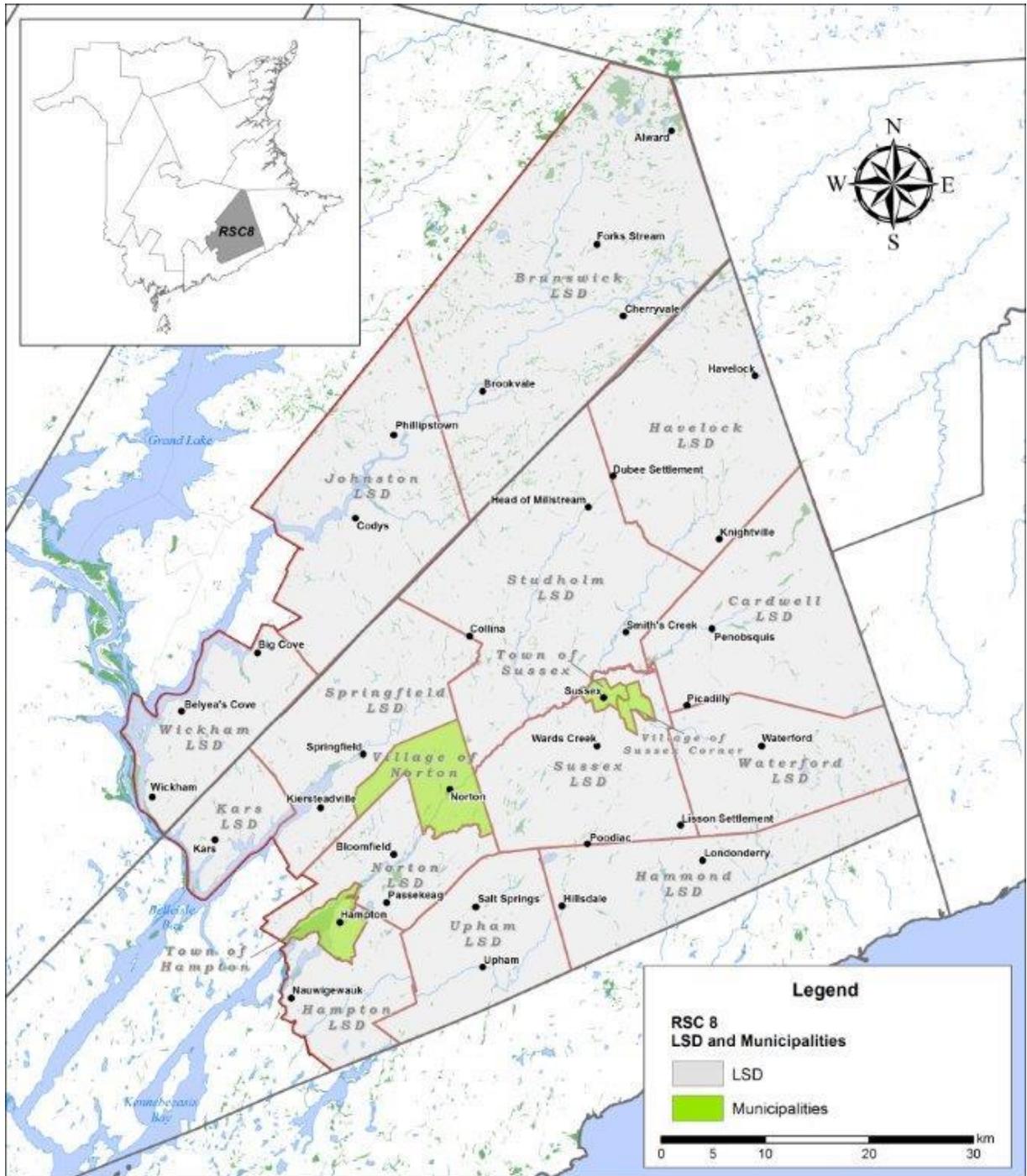
In terms of the two official languages, *97 per cent* reported *English* as their mother tongue, with *one per cent* reporting *French* as their mother tongue.

*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 9 *separate fire departments* (three municipal, and seven LSD serving the region. Exhibit 3.1 provides a detailed map of the region.)

Exhibit 3.1



## 4.0 Governance and Administration

### 4.1 Member Communities

#### *Municipalities*

Town of Hampton	Town of Sussex
Village of Sussex Corner	Village of Norton

#### *Local Service Districts*

Hammond	Waterford	Springfield
Cardwell	Sussex	Hampton
Brunswick	Wickham	Upham
Johnston	Studholm	Kars
Havelock	Norton	

### 4.2 RSC8 Board Members

Paul Pollock, Chair	Local Service District Representative
Marc Thorne, Vice Chair	Mayor of the Town of Sussex
John Henderson	Local Service District Representative
Tony Raymond	Local Service District Representative
Thom Parkhill	Local Service District Representative
Steven Gillies	Mayor of the Village Sussex Corner
Tammie Spraggett	Local Service District Representative
James McCrea	Local Service District Representative
Ken Chorley	Mayor of the Town of Hampton
Karin Boye	Local Service District Representatives
Juliana Booth	Mayor of the Village of Norton

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:

Elaine Daley	Local Service District Representative
Ben Whalen	Deputy Mayor of the Village of Sussex Corner
Ann-Marie Snyder	Deputy Mayor of the Village of Norton
Robert Doucette	Deputy Mayor of the Town of Hampton
Ralph Carr	Deputy Mayor of the Town of Sussex

### **Planning Review and Adjustment Committee**

The Planning Review and Adjustment Committee (PRAC) is appointed by Regional Service Commission 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**

David Henderson, **Chairman**

Robert Bates, **Vice Chair**

Reece Black

John Blenis

Ben Whalen

Rick Horton

Susan Northrup

James McCrea

Marylou Wiggins

The Committee met in the months of January, April, August, October and November.

**4.3 Organizational Structure**

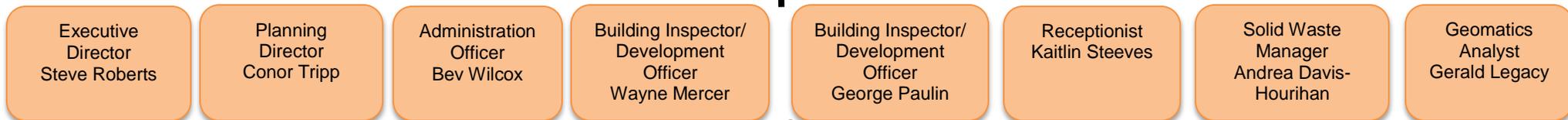
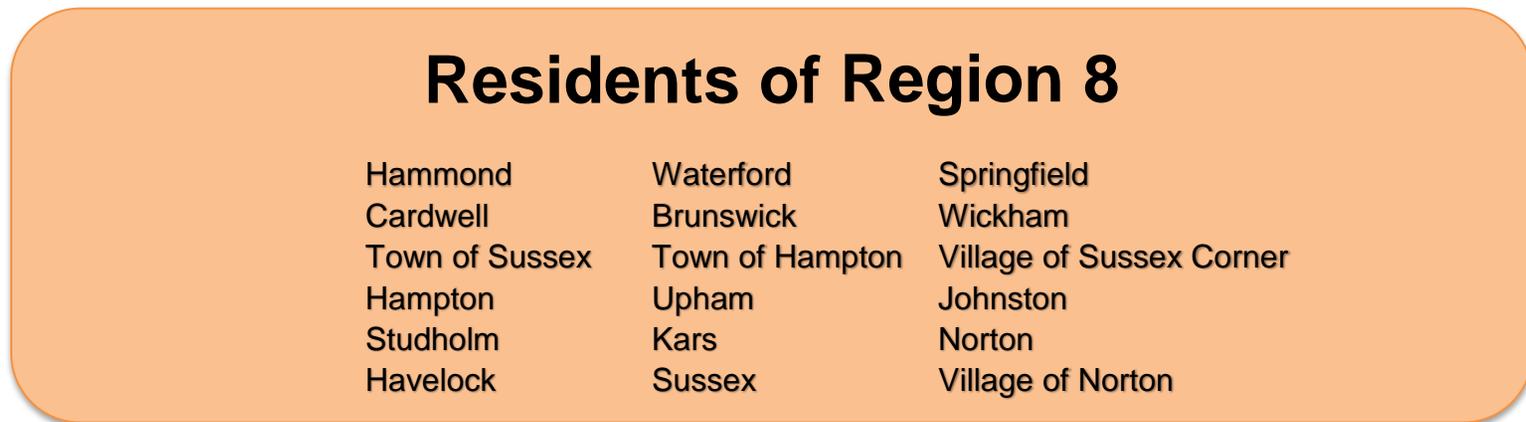
The Board of Directors of RSC 8 is made up of eleven directors from the area of Queens and Kings County. Based on a formula provided by the Provincial Government, there are seven directors from Local Service Districts (LSDs) and four directors from municipalities. The mayors are mandated to the board and the LSD representatives were elected by their peers. An election is held for Board members to elect a chair and vice chair. 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 manager, office coordinator, 2 building inspectors, GIS specialist and a receptionist.

Exhibit 4.1 depicts the organizational structure, recognizing the importance of its members at the highest level of organizational chart.

Exhibit 4.1

## ***Regional Service Commission 8***

### ***Organizational Chart***



## 5.0 Service Provisions

### 5.1 Land Planning and Inspection Services

According to the *Regional Service Delivery Act*, Regional Service Commissions (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 (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, and building and subdivision by-laws
- Approval of new subdivisions
- Planning advice to municipalities, rural communities, and the Minister of Environment & Local Government
- 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 provided local land use planning services to the following communities:

## Municipalities

Village of Sussex Corner      Village of Norton

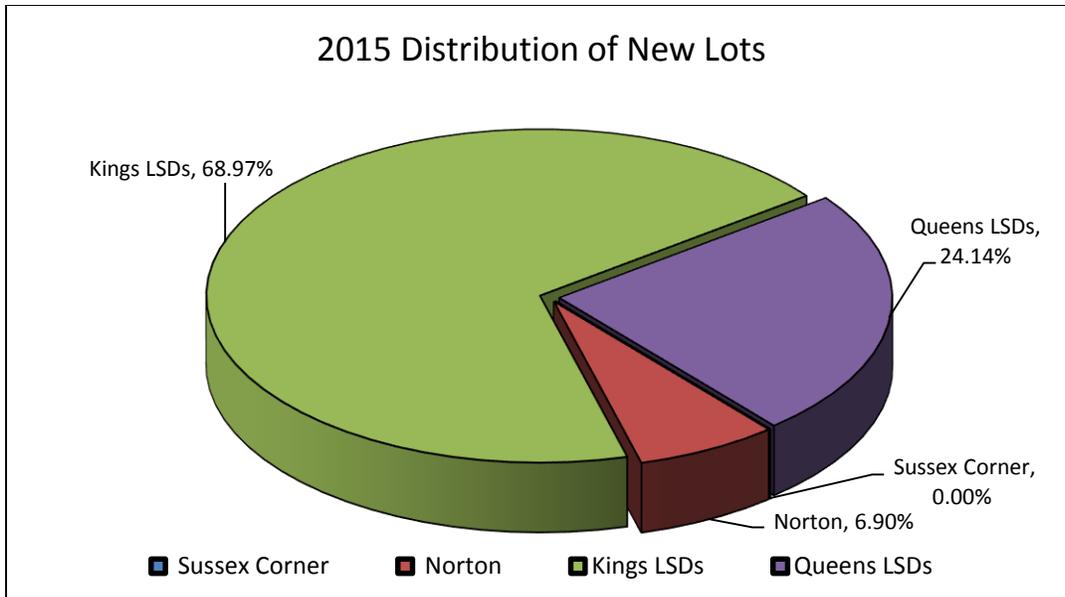
## Local Service Districts

Cardwell	Brunswick	Waterford
Upham	Hammond	Hampton
Havelock	Johnston	
Kars	Norton	
Springfield	Studholm	
Sussex	Wickham	

## **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 2015, RSC8 approved a total of 58 subdivisions, involving the creation of 87 building lots. The total number of subdivision approvals represents a 5% decrease from the subdivision approvals for 2014, and the number of building lots in 2015 was twelve building lots more when compared to 2014.



For a breakdown of the number of subdivisions and lots created please refer to Exhibit 5.1.

<b>Exhibit 5.1 2015 Subdivision Approvals</b>			
<u>Villages</u>	<u>Subdivisions</u>	<u>Lots</u>	
Sussex Corner	0	0	0.00%
Norton	3	6	6.90%
<b>TOTAL VILLAGES</b>	<b>3</b>	<b>6</b>	<b>6.90%</b>
<b><u>Local Service Districts</u></b>			
Cardwell	3	7	8.05%
Hammond	2	2	2.30%
Hampton	5	7	8.05%
Havelock	2	2	2.30%
Kars			0.00%
Norton	2	5	5.75%
Springfield	9	10	11.49%
Studholm	10	10	11.49%
Sussex	4	4	4.60%
Upham	2	8	9.20%
Waterford	2	5	5.75%
<b>Total Kings East LSDs</b>	<b>41</b>	<b>60</b>	<b>68.97%</b>
Brunswick	3	5	5.75%
Johnston	10	15	17.24%
Wickham	1	1	1.15%
<b>Total Queens LSDs</b>	<b>14</b>	<b>21</b>	<b>24.14%</b>
<b>TOTAL LSDs</b>	<b>55</b>	<b>81</b>	<b>93.10%</b>
<b>GRAND TOTAL</b>	<b>58</b>	<b>87</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 2015 RSC8 issued 347 building permits, 4.2% more than the 333 permits issued in 2014. The total value of construction was \$26 million which is an increase from the total value of construction of \$21.6 million in 2014. Exhibit 5.2 provides a breakdown of construction activity by sector.

<b>Exhibit 5.2</b>			
<b>Building Activity by Sector – 2015</b>			
<b>TOTAL BUILDING PERMITS</b>	<b>Building Permits</b>	<b>Value of Construction</b>	<b>Percent of Total</b>
Residential (including accessory buildings)	320	18,368,632	70.59%
Agricultural	4	35,000	0.13%
Commercial	12	4,152,000	15.96%
Public Buildings	4	67,000	0.26%
Industrial	7	3,397,954	13.06%
<b>GRAND TOTAL</b>	347	26,020,586	100.00%

Of the 320 Residential building permits issued in 2015, 79 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 79 permits was \$13,604,432 which compares to the 92 building permits valued at \$12,916,020 issued in 2013 for new housing starts.

Exhibit 5.3 provides a detailed breakdown of 2015 construction in individual Local Service Districts (LSDs) and Villages.

<b>Exhibit 5.3 2015 Building Activity (compared with 2014)</b>					
	<b>2015</b>			<b>2014</b>	
<b>Location</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	38	\$1,664,300.00	6.40%	\$1,291,800.00	5.97%
Norton Village	20	\$1,114,050.00	4.28%	\$1,346,750.00	6.23%
Cardwell	18	\$638,750.00	2.45%	\$891,300.00	4.12%
Hammond	5	\$45,000.00	0.17%	\$2,056,000.00	9.51%
Hampton	45	\$3,411,000.00	13.11%	\$3,415,500.00	15.79%
Havelock	16	\$3,241,000.00	12.46%	\$87,500.00	0.40%
Kars	9	\$246,000.00	0.95%	\$800,000.00	3.70%
Norton	12	\$357,000.00	1.37%	\$1,315,300.00	6.08%
Springfield	26	\$1,116,000.00	4.29%	\$1,552,500.00	7.18%
Studholm	57	\$2,956,932.00	11.36%	\$2,448,000.00	11.32%
Sussex	35	\$4,217,054.00	16.21%	\$2,837,200.00	13.12%
Upham	17	\$1,153,000.00	4.43%	\$912,000.00	4.22%
Waterford	<u>6</u>	<u>\$3,703,000.00</u>	<u>14.23%</u>	<u>\$659,000.00</u>	<u>3.05%</u>
<b>Total</b>	<b>304</b>	<b>\$23,863,086.00</b>	<b>91.71%</b>	<b>\$19,612,850.00</b>	<b>90.70%</b>
<b><u>Queens County</u></b>					
Brunswick	10	\$558,500.00	2.15%	\$141,500.00	0.65%
Johnston	21	\$817,000.00	3.14%	\$1,313,000.00	6.07%
Wickham	<u>12</u>	<u>\$782,000.00</u>	<u>3.01%</u>	<u>\$557,000.00</u>	<u>2.58%</u>
<b>Total</b>	<b>43</b>	<b>\$2,157,500.00</b>	<b>8.29%</b>	<b>\$2,011,500.00</b>	<b>9.30%</b>
<b>GRAND TOTAL</b>	<b>347</b>	<b>\$26,020,586.00</b>	<b>100.00%</b>	<b>\$21,624,350.00</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 134 electrical building permits were issued during the year.

## **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.
- 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.
- George Paulin is the Zone 6 Representative on the Executive of the New Brunswick Building Officials Association.
- The 2015 Canadian Institute of Planners Conference, *Planning on the Edge*, was held in St. John's, Newfoundland where RSC8 was represented by Planning Director, Conor Tripp

## **5.2 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 LSD and Town 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 (now Southeast Regional Service Commission) 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 the needs of this program. All waste generated by RSC 8 members is hauled/delivered to the Transfer Station and then shipped to Southeast Regional Service Commission, where it is further processed at sorting stations and recycled as possible.

Throughout 2015, we have been advancing in various contracts. The contract with Southeast Regional Service Commission has been successfully completed effective December 31, 2015 for a period of one year. We successfully completed our extension contract with Sussex Waste Management which expired December 31, 2015. On April 22, 2015, the RSC8 board made a motion to take over operations at the transfer station as of January 1, 2016. In anticipation of this change over, RSC8

put out two Tenders, one for a backhoe, and the other for Trailers/Transportation services. Tenders were awarded in September 2015. Alternate Waste Management was awarded the contract for trailer/transportation services. Atlantic Cat was awarded for the backhoe.

In 2015, Regional Service Commission 8 applied for and received an Environmental Trust Fund grant from the Province of New Brunswick in the amount of \$20,000. This grant was able to support the program *CFL Recycling: A "Bright" Idea*. RSC8 was able to create a successful CFL recycling program and launch a number of public education and awareness campaigns. This ETF project included:

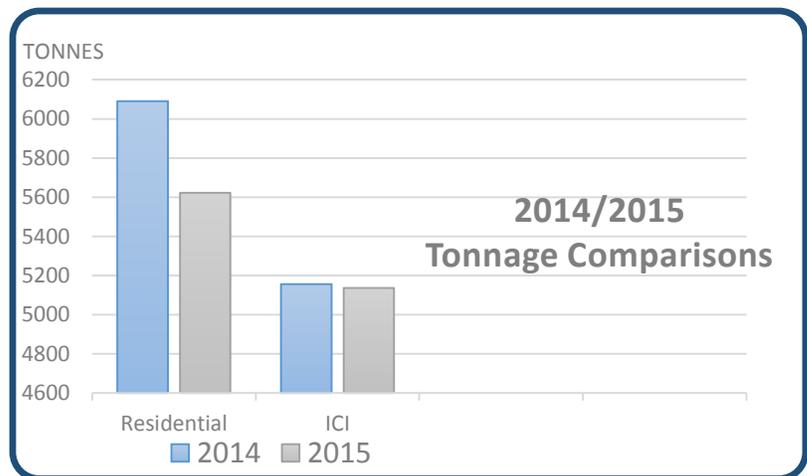
- Fabricating 10 CFL recycling bins for placement throughout our region.
- Creating a "Lights Out" school campaign with the Sussex Elementary School to educate on the importance of CFL recycling and proper Household Hazardous Waste disposal. With help from SES's "green team" (comprised of 25 students), we were able to reach out to 500 students and their families. This campaign included class presentations, take home bags filled with promotional items (pens, pencils, etc.) and information on the CFL recycling program and HHW. A "Lights Out" contest was created, where the green team would check to see if classrooms had their lights off when not in use. These classrooms would then be entered into a draw to win school supplies.
- Print, radio and social media campaigns were launched to educate the public on the CFL recycling and Household Hazardous Waste. Brochures, newspaper, radio and social media advertisements helped to inform the public and establish RSC8 as a useful guide when it comes to waste and HHW related questions/issues.

Throughout 2015, RSC 8 carried out many programs. These programs included:

- Two well attended Household Hazardous Waste Collection days with 258 cars taking part in the spring diverting over 5.5 tonnes and 276 cars in the fall diverting over 7 tonnes of Hazardous waste from the landfill.
- Two well utilized Residential Waste Free Drop-Off Events with tonnages totaling 37.82 tonnes for the spring and 23.52 tonnes for the fall.

- Two Illegal Dumping Site clean-ups located in the LSD of Norton and LSD of Studholm.
- Community members of Region 8 diverted over 1990kg of batteries from the landfill using our twenty-one (21) free residential battery recycling depots. This is an increase of 890kgs from 2014.
- October 23, 2015, RSC8 held the first Regional Clean up event.
- Support for a number of community clean-ups and events.
- Participated in the Kiwanis Home Show.
- Introduction of the CFL recycling depots.

The tonnage numbers weighed in at Sussex Waste Management for 2015 saw a reduction compared to those of 2014. Residential waste had a decrease of approximately, 470 tonnes. Also, a decrease of approximately 20 tonnes was recognized



for Industrial, Commercial and Institutional (ICI) waste. This reduction in tonnage could be a result of a number of factors and was directly related to the floods that occurred in 2014. We will continue to monitor tonnage data in 2016. 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.

### **Looking Forward**

An application was submitted for a 2016 Environmental Trust Fund grant to help support our *RSC 8: Recycling and Community Awareness Campaign for the Sussex Transfer Station*.

In 2016, RSC 8 will be operating the transfer station located at 54 McLeod Drive, Sussex, NB. This is a new exciting venture for the commission. We

will be working closely with the current operator to ensure a smooth transition.

### **5.3 Geomatics**

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

- 1) **Storm Water Management Plan:** The Storm Water Management Plan Atlas is the creation of multiple watershed based maps. It is a series of maps with information on the watershed in our area. These map are to be used with certain criteria to determine which watershed(s) is/are the most vulnerable. Flood layers will be needed and the maintenance of these layers will be an ongoing process.
  - 2) **ArcGIS Server:** Updates of the ArcGIS Server was made throughout 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, to view maps and create their own searches on a map. Basic updating is required periodically.
  - 4) **Community Warming Shelter:** Mapping of RSC8 area with criteria to determine best suitable facility for community warming shelters. This project is on-hold until further notice.
  - 5) **District Property Layer Upgrading:** District mapping of property required upgrading to maintain an accurate database. This work has been completed for the 2015 property layers (with property ownership and other information). Updated 3 to 4 times yearly.
  - 6) **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.
  - 7) **Preparation Mapping for Region 9 (and some Region 11):** Multiple mapping project (adjustments) for preparing the New RSC8 boundaries, properties, infrastructures, etc. Basic updating is required periodically.
  - 8) **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.
- Public Map Creation:** Creation of maps from public inquiries.



HRLSC Members: Deputy Mayor Robert Doucet, Chairperson, (Town of Hampton), Pam McKenzie (LSD Hampton), Al Walker (LSD Hampton), Barry Walton (LSD Kingston), Gig Keirstead (LSD Kingston), Gillian Urquhart (LSD Norton), Lynn Ann Duffley (LSD Springfield), Karin Boye (LSD Upham), Keri Fortune (LSD Upham), and Mayor Ken Chorley (Town of Hampton).

Mid-year, the HRSCLC developed and adopted a vision, mission, objective, and value statements. Guiding and supportive documents such as the Framework for Recreation in Canada 2015 “Pathways to Wellbeing” were identified.

The six (6) objectives identified to guide the enhancement of sub regional leisure services are collaboration, cooperation, communication, awareness, capacity building, and infrastructure. The following highlights some of the activities undertaken and/or are ongoing tasks:

1) Collaboration:

Meaningful outreach, consultation and engagement took place with key stakeholders in the form of one on one meetings, discussion groups, networking events, and surveys that lead to the development of a strategic work plan and budget. The plan identifies opportunities for organizations to work together such as exploring inter-regional ball field usage, fundraising and pooled operational models to reopen the Belleisle Community Pool, and pooled insurance options.

2) Cooperation:

Information was shared with organizations and groups on funding opportunities available to support physical activity initiatives. Like minded organizations interested in developing physical activity opportunities were linked together to explore the possibility of working together. To date, we were successful in coordinating an application to New Horizons Senior Grant Program with four (4) Senior Clubs in the region and an application for funding to RBC Sports Day in Canada was submitted in partnership with the Town of Hampton. We were successful in securing \$1,500 to host our first regional RBC Sports Day in Canada “Sport Day Experience” between November 14 and 21. The week long line up of activities included a sports expo, self-directed open gym sessions, and opportunities to try a sport such as skating, curling, basketball, tennis, lacrosse, badminton, and rugby. Activities were held in four (4) of six (6) communities

within our service area (LSD's of Upham, Springfield, Kingston, and the Town of Hampton). The initiative allowed organizations to show case their sport in a neighboring community such as the Town of Hampton leading a try activity sessions in Upham and Kingston as well as Hampton Minor Basketball leading a try activity in Upham. Overall the event was a success with attendance throughout the week drawing over 200 participants.



### 3) Awareness:

Promotion and awareness of the benefits of programs such as Fundamental Movement Skills, Physical Literacy, Free Play, and Active Transportation was shared with organizations throughout the year. A working group of six (6) organizations with regional representation was established to explore how we can further raise awareness of the above noted programs and to coordinate applicable training/certification in the region. Planning is underway to host a Regional Leisure Knowledge Exchange and Networking Event for sport organizations to learn about programs such as Fundamental Movement Skills, Physical Literacy, NB Plays, High Five, and Run Jump Throw Wheel. Certification workshops in Fundamental Movement Skills, High Five Sport, and High Five PHCD are also being coordinated. To share and explore opportunities on working together with Trails as discussion with regional representation was formed with representation from NB Trails and each area with existing trails (LSD's Kingston, Hampton, Springfield, and the Town of Hampton) or who indicated they would like to construct one in the near future (LSD of Upham).

### 4) Communication:

Communication was identified as one of priority objectives which lead to clarifying role and purpose of the HRLSC through a revision of the Terms of Reference. A logo and slogan was developed. The new branding was used to freshen up the Facebook Page and will be used for the electronic newsletter

being developed. The Facebook page saw a modest increase in likes from 203 to 341. To further increase the online presence Leisure Services information was added to the RSC8 website. A discussion group with regional representation is being formed to assist with the development of a communication plan.

5) Capacity Building:

The consultation process identified themes in leadership development opportunities such as volunteer recruitment and retention, fundraising, grant writing and proposals, and social media. Two (2) capacity building opportunities were organized and offered free of charge thanks to funding secured through the Active Communities Grant Program with the Department of Tourism, Heritage, and Sport. These training opportunities also served as a networking and awareness opportunity by having organizations visit neighboring communities and informal discussions. High Five, the first and only quality assurance program in Canada specific to sport and recreation was shared with organizations in the region. Youth leadership development opportunities were identified and are being planned with the Hampton High School Leadership class for the upcoming fall.



6) Infrastructure:

In an effort to coordinate and promote natural and built infrastructure an information directory and database for the region is in development. An online directory is being explored. Consultation with schools and home and school associate identified opportunities to share news of community use of school rental process transitioning to online with organizations in the region.

The HRLSC continues to strive to enhance and grow a sub-regional leisure network by connecting communities with one another in an effort to explore and provide cost effective, affordable, and sustainable leisure services in the region.

## 6.0 Financial Information

Under the Regional Service Commission, each 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’s boundaries.

### **Annual audited financial statements**

The annual audited financial statements for 2015 have been provided by PricewaterhouseCoopers LLP.

### **Per diems and expenses paid out to Board members**

Directors submitted and approved expenses – January 01, 2015 to December 31, 2015

<b>Paul Pollock, Chair</b>	<b>Totals</b>
Attends: Board, Committee and Provincial meetings	
Per Diem	\$3,790
Tech Allow	\$1,440
Kilometres	\$602
Lodging	\$0
Meals	\$78
<b>Total</b>	<b>\$5,910</b>

**Marc Thorne, Vice-Chair**

Attends: Board and  
Committee meetings

Per Diem	\$1,105
Tech Allowance	\$1,440
Kilometres	\$0
Lodging	\$0
Meals	\$0
Total	<hr/> \$2,545

**Juliana Booth**

Attends: Board and  
Committee meetings

Per Diem	\$1,263
Tech Allowance	\$1,440
Kilometres	\$241
Meals	\$0
Total	<hr/> \$2,944

**Karin Boye**

Attends: Board and  
Committee meetings

Per Diem	\$1,740
Tech Allowance	\$1,440
Kilometres	\$730
Meals	\$0
Total	<hr/> \$3,910

**Ralph Carr (Alternate)**

Attends: Board meetings

Per Diem	\$125
Tech Allowance	\$0
Kilometres	\$0
Meals	\$0
Total	<hr/> \$125

**Ken Chorley**

Attends: Board and  
Committee meetings

Per Diem	\$1,250
Tech Allowance	\$1,440
Kilometres	\$361
Meals	\$0
Total	<u>\$3,051</u>

**Elaine Daley (Alternate)**

Attends: Board meetings

Per Diem	\$685
Kilometres	\$82
Meals	\$0
Total	<u>\$767</u>

**Steven Gillies**

Attends: Board meetings

Per Diem	\$1,080
Tech Allowance	\$1,440
Kilometres	\$33
Meals	\$0
Total	<u>\$2,553</u>

**John Henderson**

Attends: Board and  
Committee meetings

Per Diem	\$1,260
Tech Allowance	\$1,200
Kilometres	\$522
Meals	\$0
Total	<u>\$2,982</u>

**James McCrea**

Attends: Board and  
Committee meetings

Per Diem	\$2,358
Tech Allowance	\$1,440
Kilometres	\$804
Meals	\$137
Total	<u>\$4,738</u>

**Tom Parkhill**

Attends: Board meetings

Per Diem	\$790
Tech Allowance	\$0
Kilometres	\$241
Meals	\$0
Total	<u>\$1,031</u>

**Tony Raymond**

Attends: Board meetings

Per Diem	\$830
Tech Allowance	\$1,440
Kilometres	\$105
Meals	\$0
Total	<u>\$2,375</u>

**Tammie Spraggett**

Attends: Board meetings  
and Committee meetings

Per Diem	\$1,380
Tech Allowance	\$1,440
Kilometres	\$263
Meals	\$0
Total	<u>\$3,083</u>

### **Tipping Fees received**

In 2015, RSC8 did not receive tipping fees directly as they were engaged in a contract with Sussex Waste Management for the operation of the Transfer Station. Under this contract RSC8 received SWM's services and the cost of operation and management was retained by SWM through a portion of the tipping fees collected.

RSC8 received an amount of \$44,944 from Sussex Waste Management in 2015 for tipping fees in excess of the contract for the previous year. Also received from the tipping fee was the amount of \$157,936, which includes the administration fees for Corporate Services and a portion Solid Waste Services.

### **Other fees received**

Building permit and planning service 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 2015 are as follows:

Regional Service Commission 8

<b>Municipality</b>	<b>Building Permit Fees</b>	<b>Planning Service Fees</b>
Village of Sussex Corner	9,567	1,050
Village of Norton	6,119	750
<b><u>Local Service Districts</u></b>		
Sussex	16,076	1,600
Hampton	17,890	2,550
Brunswick	2,300	1,375
Cardwell	3,487	1,525
Hammond	240	225
Havelock	9,575	525
Johnston	4,050	2,825
Kars	2,510	700
Springfield	5,320	2,025
Studholm	14,978	3,375
Waterford	20,485	1,325
Upham	5,595	600
Wickham	3,940	325
Norton	1,725	1,350
<b>Total returned</b>	<b>123,855</b>	<b>22,125</b>

**ETF funding**

ETF funding was granted in the amount of \$20,000. Details are included under Solid Waste Services.

## 7.0 Contact Information

Regional Service Commission 8

49 Winter Street, Unit 1

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)