

GREATER SHEDIAC  
SEWERAGE  
**COMMISSION**  
DES ÉGOUTS  
SHEDIAC ET BANLIEUES



*2018 Annual General Meeting*

# **THE GREATER SHEDIAC SEWERAGE COMMISSION**

## **2018 ANNUAL GENERAL MEETING**

### **MEETING NO. 650**

**DATE: WEDNESDAY, APRIL 11, 2018**

**LOCATION: COMMISSION'S BOARDROOM**

**HOURL: 6:00 P.M.**

#### **AGENDA**

- 1. OFFICIAL OPENING**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF THE MINUTES OF THE 2017 ANNUAL GENERAL MEETING**
- 4. PRESENTATION OF THE 2017 AUDITED FINANCIAL STATEMENTS**
- 5. PRESENTATION OF THE 2017 ANNUAL REPORT**
- 6. RATIFICATION OF MEMBERS' ACTIONS**
- 7. APPOINTMENT OF AUDITORS**
- 8. ADJOURNMENT**

# THE GREATER SHEDIAC SEWERAGE COMMISSION

## 2017 ANNUAL GENERAL MEETING

Meeting No. 630, held on Wednesday, April 5, 2017

at 6:00 p.m., in Boudreau-Ouest

in the Commission's boardroom

**Members present:**

Roger Caissie,	chairperson
Harold McInroy,	vice-chairperson
André Bourque,	secretary
Laura Gallant,	treasurer
Michelle Gallant-Richards,	member

**Members absent:**

Marie Ann Cormier,	member
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**Also present:**

Joey Frenette,	general manager
Stephanie Bernard,	office manager

**And:**

Louis-Paul Savoie,	Boudreau Albert Savoie & Associates
Chris Gallant,	Crandall Engineering Ltd.
4 citizens	

## MINUTES

### 1. OFFICIAL OPENING

The annual general meeting of the Commission is officially called to order by the chairperson, Roger Caissie, at 6:00 p.m. He wishes a warm welcome to all who are present. A citizen asked how a person can be appointed to the board. The chairperson explained that participating municipalities can appoint two members, and the Minister of the Department of Environment and Local Government can appoint up to five members for participating unincorporated areas.

### 2. APPROVAL OF THE AGENDA

17-26 Moved by:	Laura Gallant
Seconded by:	André Bourque

That the agenda, of the annual general meeting, dated April 5, 2017, be approved as submitted.

Motion Carried

### **3. APPROVAL OF THE MINUTES OF THE 2016 ANNUAL GENERAL MEETING**

**17-27** Moved by: Harold McInroy  
Seconded by: Michelle Gallant-Richards

That the minutes of the annual general meeting, meeting No. 617, held on Thursday, April 28, 2016, be approved as submitted.

Motion Carried

### **4. PRESENTATION OF THE 2016 AUDITED FINANCIAL STATEMENTS**

Mr. Louis-Paul Savoie, of Boudreau Albert Savoie & Associates, presented the audited financial statements for the year ended December 31, 2016. He added that the GSSC is in good financial shape and congratulated management for its work.

**17-28** Moved by: André Bourque  
Seconded by: Laura Gallant

That we adopt the audited financial statements for the fiscal year ended December 31, 2016, as presented by the firm Boudreau Albert Savoie & Associates.

Motion Carried

### **5. PRESENTATION OF THE 2016 ANNUAL REPORT**

The Chairperson, Roger Caissie, read his report. The general manager then read the remaining items of the annual report.

**17-29** Moved by: Laura Gallant  
Seconded by: André Bourque

That the 2016 annual report be approved as submitted.

Motion Carried

### **6. RATIFICATION OF MEMBERS' ACTIONS**

**17-30** Moved by: Harold McInroy  
Seconded by: Laura Gallant

That all actions, procedures, contracts, regulations, nominations, elections and past payments, undertaken or performed by the members since the last annual general meeting of the Greater Shediac Sewerage Commission, held on April

28, 2016, as they appear in the minutes of the regular meetings of the Commission, or in any other book or record of the Commission be approved, ratified and confirmed.

Motion Carried

## **7. APPOINTMENT OF AUDITORS**

**17-31** Moved by: Laura Gallant  
Seconded by: Michelle Gallant-Richards

That the accounting firm of Boudreau Albert Savoie & Associates be appointed as auditors for the year 2017.

Motion Carried

## **8. ELECTION AND APPOINTMENT OF OFFICERS**

There is no election and appointment of officers for this year.

## **9. ADJOURNMENT**

Roger Caissie moved that the meeting be adjourned at 6:28 p.m.

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**Chairperson**

**THE GREATER SHEDIAC SEWERAGE  
COMMISSION**

**Financial Statements**

For the year ended  
December 31, 2017

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# THE GREATER SHEDIAC SEWERAGE COMMISSION

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As at December 31, 2017

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## INDEPENDENT AUDITORS' REPORT

To the chairman and members of the Board of The Greater Shediac Sewerage Commission

We have audited the accompanying financial statements of The Greater Shediac Sewerage Commission which comprise the statement of financial position as at December 31, 2017, and the statements of operations and accumulated surplus, change in net debt and cash flows, for the year then ended, including, notes, and a summary significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Public Sector Accounting Standards and for such internal control as management determines what is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditors' Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the 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 financial statements.

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

### Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of The Greater Shediac Sewerage Commission as at December 31, 2017 and the results of its operations and its cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

*Boudreau Albert Savoie and Associates*  
Chartered Professional Accountants

Dieppe, New Brunswick  
March 27, 2018

**THE GREATER SHEDIAC SEWERAGE COMMISSION**  
**STATEMENT OF FINANCIAL POSITION**

As at December 31, 2017

	2017	2016
<b>Financial assets</b>		
Cash and term deposits	\$ 1,798,847	\$ 1,630,953
Restricted cash	241,029	211,086
Receivables		
Trade and other receivables (note 3)	349,747	137,062
Harmonized sales tax receivable	119,218	77,776
	<b>\$ 2,508,841</b>	<b>\$ 2,056,877</b>
<b>Financial liabilities</b>		
Accounts payable and accrued liabilities (note 5)	\$ 433,318	\$ 203,185
Deferred tangible capital assets grants	448,862	-
Debenture (note 6)	5,071,000	5,225,000
	<b>5,953,180</b>	<b>5,428,185</b>
<b>Net debt (page 4)</b>	<b>(3,444,339)</b>	<b>(3,371,308)</b>
<b>Non-financial assets</b>		
Tangible capital assets (note 7)	30,964,583	30,262,443
Accumulated amortization (note 7)	(11,929,331)	(11,336,776)
	<b>19,035,252</b>	<b>18,925,667</b>
Inventory of supplies	53,871	53,694
	<b>19,089,123</b>	<b>18,979,361</b>
<b>Accumulated surplus</b>	<b>\$ 15,644,784</b>	<b>\$ 15,608,053</b>

APPROVED BY

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

**THE GREATER SHEDIAC SEWERAGE COMMISSION**  
**STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS**

For the year ended December 31, 2017

	Budget 2017 (Unaudited)	Actual 2017	Actual 2016
<b>Revenues</b>			
Sewerage fees	\$ 2,078,568	\$ 2,086,266	\$ 1,996,333
Interest on receivable	79,600	62,055	78,274
Interest on term deposits	6,300	21,622	17,915
Sewer certificate and hook-up fees	8,800	8,825	9,450
Proceeds on disposal of heavy equipment	6,400	7,000	-
Amortization of deferred grants	-	956	-
	2,179,668	2,186,724	2,101,972
<b>Expenses</b>			
Salaries and benefits	457,218	469,962	465,562
Salaries - Honorarium and expenses	28,000	24,281	19,184
Audit fees	8,750	9,334	8,819
Legal fees	20,000	23,045	24,645
Bad debts	40,000	19,147	19,487
Bank charges and credit card charges	25,740	26,735	22,592
Debt charges and short term interest	248,174	217,314	221,916
Electricity	158,100	163,781	154,051
Engineering and professional fees	35,000	45,207	40,920
Infiltration study	10,000	6,339	30,256
Flushing and video	21,000	9,592	15,993
Insurance	38,600	37,247	36,733
Office equipment	20,000	-	-
Property taxes	45,000	44,619	43,766
Purification treatment, grit removal and lab test	8,000	4,998	6,571
Vehicle	15,750	14,581	12,544
Repairs and maintenance - buildings and fences	21,000	3,747	8,166
Repairs and maintenance - Lines, manholes and laterals	42,000	34,161	39,639
Repairs and maintenance - machinery and equipment	35,280	59,771	44,224
Repairs and maintenance - lagoons	16,275	4,141	18,925
Seminar and courses	7,000	5,251	4,164
Small tools, safety and testing equipment	5,670	4,727	4,875
Office supplies, postage and telecommunications	39,200	47,749	36,383
Discount on sewerage fees	126,838	125,994	123,262
Amortization of tangible capital assets	-	711,882	720,556
Loss on replacement of tangible capital assets	-	36,388	5,405
	1,472,595	2,149,993	2,128,638
<b>Annual surplus (deficit) (page 13)</b>	707,073	36,731	(26,666)
<b>Accumulated surplus, beginning of year</b>		15,608,053	15,634,719
<b>Accumulated surplus, end of year</b>		\$ 15,644,784	\$ 15,608,053

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**THE GREATER SHEDIAC SEWERAGE COMMISSION****STATEMENT OF CHANGE IN NET DEBT**For the year ended December 31, 2017

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	2017	2016
Annual surplus (deficit)	\$ 36,731	\$ (26,666)
Loss on replacement of tangible capital assets	36,388	5,405
Acquisition of tangible capital assets	(857,855)	(235,111)
Amortization of tangible capital assets	711,882	720,556
	(72,854)	464,184
Acquisition of inventories	(53,871)	(53,694)
Consumption of inventories	53,694	46,694
<b>Increase (Decrease) in net debt</b>	<b>(73,031)</b>	<b>457,184</b>
<b>Net debt, beginning of the year</b>	<b>(3,371,308)</b>	<b>(3,828,492)</b>
<b>Net debt, end of the year</b>	<b>\$ (3,444,339)</b>	<b>\$ (3,371,308)</b>

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**THE GREATER SHEDIAC SEWERAGE COMMISSION****STATEMENT OF CASH FLOWS**For the year ended December 31, 2017

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	2017	2016
<b>Operating</b>		
Annual surplus (deficit)	\$ 36,731	\$ (26,666)
Loss on replacement of tangible capital assets	36,388	5,405
Amortization of tangible capital assets	711,882	720,556
	785,001	699,295
<b>Change in non-cash working capital balances related to operations</b>		
Trade receivables	(212,685)	11,976
Harmonized sales tax receivable	(41,442)	42,258
Deferred grants	448,862	-
Accounts payable and accrued liabilities	230,133	(406,801)
	424,868	(352,567)
	1,209,869	346,728
<b>Capital</b>		
Acquisition of tangible capital assets	(857,855)	(235,111)
Inventory of supplies	(177)	(7,000)
	(858,032)	(242,111)
<b>Financing</b>		
Repayment of debenture	(154,000)	(150,000)
	(154,000)	(150,000)
Net increase (decrease) in cash	197,837	(45,383)
<b>Cash, beginning of year</b>	1,842,039	1,887,422
<b>Cash, end of year</b>	\$ 2,039,876	\$ 1,842,039
<b>Cash and equivalents consists of:</b>		
Cash and term deposits	\$ 1,798,847	\$ 1,630,953
Restricted cash	241,029	211,086
	\$ 2,039,876	\$ 1,842,039

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# THE GREATER SHEDIAC SEWERAGE COMMISSION

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2017

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### 1. PURPOSE OF THE ORGANIZATION

The Greater Shediac Sewerage Commission was incorporated as a Commission by the Province of New Brunswick Municipalities Act and was approved for a status as a Commission. As a Commission, it is exempt from income tax under section 149(1) (c) of the Canadian Income Tax Act.

The Commission operates waste water treatment plants in Boudreau-Ouest and Scoudouc LSD, New Brunswick and provides waste water treatment for the town of Shediac, Scoudouc LSD, Scoudouc Road LSD, Pointe-du-Chêne LSD, part of Shediac Cape LSD and the regions of Cap Bimet/Boudreau-Ouest.

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### 2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements are the representations of management prepared in accordance with Canadian generally accepted accounting principles for local governments, as recommended by the Public Sector Accounting Standards Board (PSAB) of CPA Canada.

The focus of PSA financial statements is on the financial position of the Commission and the changes thereto. The 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 financial statements reflect the assets, liabilities, revenues, expenditures and changes in net debt cash flows of the Commission, the only reported entity. The reporting entity is comprised of the organisation accountable for the administration of their affairs and resources to the Commission and which are owned and controlled by the Commission.

#### **Budget**

The budget figures contained in these financial statements were approved by Council on December 6, 2016 and submitted to the Minister of Environment and Local Government, and have not been audited.

#### **Revenue recognition**

- (a) Unrestricted revenue, such as sewer fees, interest, and contribution from the province or private contributions are recorded on an accrual basis and are recognized when services are rendered, the price is fixed or determinable and 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.
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## THE GREATER SHEDIAC SEWERAGE COMMISSION

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2017

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#### 2. SIGNIFICANT ACCOUNTING POLICIES (continued)

##### **Deferred revenues**

Deferred revenues include grants, contributions and other amount received from third parties. Revenue is recognized on the same basis as the amortization expense related to the acquired capital assets and recognized as direct increase in net assets for assets that will not be amortized.

##### **Use of estimates**

The presentation of the financial statements in conformity with Canadian Public Sector Accounting Standards (PSA) requires management to make estimates that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. These estimated are reviewed periodically, as adjustments become necessary, they are reported as earnings in the period in which they become known. Actual results could differ from those estimates.

##### **Financial instruments**

The Commission's financial instruments consist of cash, short-term investments, accounts receivable, due from Province of New Brunswick, harmonized sales taxes, bank loan, payables and accruals, and debenture. The Commission's financial assets and liabilities are initially measured at fair value and subsequently carried at amortized cost with interest recorded in the statement of operations as earned. Unless otherwise noted, it is management's opinion that the Commission is not exposed to significant interest, currency or credit risk arising from these financial statements. The fair value of these financial instruments approximates their carrying values, due to their short-term maturities.

The Commission is subject to credit risk through accounts receivable. The Commission minimized credit risk through ongoing credit management.

##### **Cash and restricted cash**

Cash includes cash on hand and cash in banks not subject to other restriction. Some cash is internally restricted by the Board and management for specific projects and future purposes.

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## THE GREATER SHEDIAC SEWERAGE COMMISSION

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2017

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#### 2. SIGNIFICANT ACCOUNTING POLICIES (continued)

##### Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost of the tangible capital asset is amortized on a straight line basis over the estimated useful life as follows:

<b>Asset type</b>	<b>Years</b>
Land improvements	10-60
Buildings and structures	20-50
Office equipment	5
Motor vehicles	8
Heavy equipment	15
Machinery, equipment and bidding forms	5-60
Sewer pipes	25-60
Manholes	40

Assets under construction are not amortized until the asset is available for productive use.

##### Inventory of supplies

Inventory is valued at the lower of cost and net replacement cost with cost being determined on the first-in, first-out basis.

##### Accrued sick leave

The Commission provides for sick leave that accumulates at 1.50/day per month worked for full-time employees. The employees can accumulate up to a maximum of 185 days. On retirement or resignation after being employed, any employee having accrued sick leave will receive an allowance equal to 5% of accrued sick days for each year of work at a rate of 50% of the base salary at the date of termination.

The sick leave is a benefit. As such, there are no applicable assets. Benefits are paid out of general revenue as they come due. The liability as at December 31, 2017 of \$59,737 (2016 - \$57,502) is recorded in accounts payable and accrued liabilities.

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#### 3. TRADE AND OTHER RECEIVABLES

	2017	2016
Trade	\$ 209,602	\$ 276,977
Tangible capital asset grant receivable	250,710	-
Allowance for doubtful accounts	(110,565)	(139,915)
	<b>\$ 349,747</b>	<b>\$ 137,062</b>

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**THE GREATER SHEDIAC SEWERAGE COMMISSION****NOTES TO THE FINANCIAL STATEMENTS**

For the year ended December 31, 2017

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**4. BANK LOAN**

The Commission has an authorized line of credit for the operations of \$500,000, bearing interest at prime rate, and renewable yearly. This line of credit was unused as at December 31, 2017 and 2016.

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**5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES**

	2017	2016
Future employees benefits ( <i>note 8</i> )	\$ 59,737	\$ 57,502
Trade and holdbacks	340,267	93,794
Vacation accrued	7,491	22,061
Deferred grant	6,879	11,124
Accrued expenses	8,944	12,204
Deposit in trust	10,000	6,500
	<b>\$ 433,318</b>	<b>\$ 203,185</b>

**6. DEBENTURE**

	2017	2016
Debenture AY42 (Cap-Binet/Boudreau-Ouest), interest varying from 3.3% to 4.85% maturing in 2018	\$ 978,000	\$ 1,007,000
Debenture BC43 (Cap-Binet/Boudreau-Ouest), interest varying from 1.5% to 4.55% maturing in 2020	283,000	291,000
Debenture BE38 (Scoudouc Road LSD), interest varying from 1.65% to 4.25% maturing in 2021	2,160,000	2,227,000
Debenture BJ46 (Head Office), interest varying from 1.25% to 4.4% maturing in 2033	490,000	513,000
Debenture BK41 (Gould Beach Road & Lift Station #6), interest varying from 1.15% to 4.15% maturing in 2034	1,160,000	1,187,000
	<b>\$ 5,071,000</b>	<b>\$ 5,225,000</b>

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**THE GREATER SHEDIAC SEWERAGE COMMISSION****NOTES TO THE FINANCIAL STATEMENTS**

For the year ended December 31, 2017

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**6. DEBENTURE (continued)**

In 2018, debenture AY42 will mature with a final amount due of \$948,000, which is expected to be refinanced in that year, for a period not to exceed 20 years.

In 2020, debenture BC43 will mature with a final amount due of \$257,000, which is expected to be refinanced in that year, for a period not to exceed 20 years.

In 2021, debenture BE38 will mature with a final amount due of \$2,532,000. \$197,000 is to be refinanced in that year for a period not to exceed 10 years and \$1,672,000 for a period not to exceed 20 years.

In 2034, debenture BK41 will mature with a final amount due of \$544,000, which is expected to be refinanced in that year, for a period not to exceed 10 years.

Approval of the Municipal Capital Borrowing Board has been obtained for the debenture reported on the Statement of Financial Position. Principal repayments required during the next five years are as follows:

2018	\$	1,106,000
2019		133,000
2020		394,000
2021		2,001,000
2022	\$	57,000

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**7. TANGIBLE CAPITAL ASSETS**

	Cost	Accumulated Amortization	2017 Net book value	2016 Net book value
Lands	\$ 54,651	\$ -	\$ 54,651	\$ 54,651
Art work	3,442	-	3,442	3,442
Land improvements	3,721,292	1,282,849	2,438,443	2,518,677
Buildings and structures	10,921,550	5,214,838	5,706,712	6,026,011
Office equipment	48,601	33,962	14,639	15,916
Motor vehicles	119,924	65,765	54,159	69,149
Heavy equipment	439,538	157,216	282,322	55,214
Software	21,389	-	21,389	-
Machinery and equipment	2,166,364	863,421	1,302,943	1,280,015
Sewer pipes	10,471,057	3,226,397	7,244,660	7,377,843
Manholes	2,588,331	1,084,883	1,503,448	1,524,749
Assets under construction	408,444	-	408,444	-
	<b>\$ 30,964,583</b>	<b>\$ 11,929,331</b>	<b>\$ 19,035,252</b>	<b>\$ 18,925,667</b>

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## THE GREATER SHEDIAC SEWERAGE COMMISSION

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2017

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#### 8. FUTURE EMPLOYEE BENEFITS

Under the sick leave benefits plan, unused sick leave benefits can be accumulated and employees may become entitled to a cash payment upon leaving the Commission's employment.

The liability for the above, amounted to \$59,737 (2016 - \$57,502) and the full amount has been accrued for this liability as at December 31, 2017.

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#### 9. SEWER CAPITAL RESERVE FUND AND CAPITAL FUND

An amount of \$500,000 was transferred from the operating fund to the capital fund. The transfer was authorized based on authorizing motion 17-126, meeting no. 644, dated December 18, 2017.

There was also a transfer of \$89,942 for an operation reserve fund, with approval of the 2017 budget.

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#### 10. WATER AND SEWER FUND SURPLUS/DEFICIT

The municipalities Act requires Water and Sewer Fund surplus/deficit amounts to be absorbed into one or more of four Operating Budget commencing with the second next ensuing year: the balance of the surplus /deficit at the end of the year consists of:

	2017	2016
2017 Deficit	\$ (11,820)	\$ -
2016 Surplus	19,010	19,010
2015 Deficit	(9,536)	(9,536)
2014 Surplus	1,866	1,866
2013 Surplus	-	57,240
	<hr/>	<hr/>
	\$ (480)	\$ 68,580

**THE GREATER SHEDIAC SEWERAGE COMMISSION**  
**SCHEDULE OF REGULATORY REPORTING REQUIREMENTS**

For the year ended December 31, 2017

**I. STATEMENT OF SEWER CAPITAL RESERVE**

	2017	2016
<b>Assets</b>		
Cash and term deposits	\$ 81,140	\$ 77,713
Restricted cash	241,029	151,546
Due (to) from operating	(5,688)	2,963
<b>Accumulated surplus</b>	<b>316,481</b>	<b>232,222</b>
<b>Revenue</b>		
Transfers from operating fund	9,397	9,397
Transfers to operating fund	-	(92,631)
Interest earned	2,969	3,605
Transfer to capital fund	-	(424,050)
<b>Annual deficit</b>	<b>\$ 12,366</b>	<b>\$ (503,679)</b>

**II. STATEMENT OF OPERATING RESERVE FUND**

	2017	2016
<b>Revenue</b>		
Transfers from operating fund	\$ 80,545	\$ 25,000
Transfers to operating fund	(8,651)	(4,254)
<b>Annual surplus</b>	<b>\$ 71,894</b>	<b>\$ 20,746</b>

**THE GREATER SHEDIAC SEWERAGE COMMISSION**  
**SCHEDULE OF REGULATORY REPORTING REQUIREMENTS**

For the year ended December 31, 2017

**III. RECONCILIATION OF ANNUAL SURPLUS**

	General Operating Fund	General Capital Fund	Sewer Capital Reserve Fund	Operation Reserve Fund	Total
2017 Annual fund surplus (deficit)	\$ 733,007	\$ (699,245)	\$ 2,969	\$ -	\$ 36,731
Adjustments to 2017 annual surplus (deficit) for funding requirements					
Second previous year's surplus	(9,536)	-	-	-	(9,536)
Transfers between funds					
Transfer from general operating fund to general capital fund	(500,000)	500,000	-	-	-
Transfer from general operating fund to sewer capital reserve fund	(9,397)	-	9,397	-	-
Transfer from general operating fund to operation reserve fund	(80,545)	-	-	80,545	-
Transfer from operating reserve fund to general operating fund	8,651	-	-	(8,651)	-
Debtenture principal repayments	(154,000)	154,000	-	-	-
Loss from disposition of tangible assets	-	29,387	-	-	29,387
Amortization expense	-	711,882	-	-	711,882
<b>Total adjustments to annual surplus (deficit)</b>	<b>(744,827)</b>	<b>1,395,269</b>	<b>9,397</b>	<b>71,894</b>	<b>731,733</b>
<b>2017 annual surplus (deficit)</b>	<b>\$ (11,820)</b>	<b>\$ 696,024</b>	<b>\$ 12,366</b>	<b>\$ 71,894</b>	<b>\$ 768,464</b>

GREATER SHEDIAC  
SEWERAGE  
**COMMISSION**  
DES ÉGOUTS  
SHEDIAC ET BANLIEUES

*2017 Annual Report*

# **THE GREATER SHEDIAC SEWERAGE COMMISSION**

## **2017 ANNUAL REPORT**

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## **Past Chairpersons**

▪ Laurie Williams	1969 - 1972
▪ Alfred Léger	1972 - 1976
▪ James Bateman	1976 - 1981
▪ Jamie Storey	1981 - 1988
▪ Valmon Thibodeau	1988 - 1992
▪ Ernest Drapeau	1992 - 1997
▪ Jean-Guy Lirette	1997 - 2001
▪ Yvon Gautreau	2001 - 2007
▪ Maurice Cormier	2007 - 2008
▪ Roland Belliveau	2008 - 2014
▪ Roger Caissie	2014 - (present)

## **Members of the Commission**

▪ Roger Caissie,	Chairperson
▪ Harold McInroy,	Vice-chairperson
▪ André Bourque,	Secretary
▪ Laura Gallant,	Treasurer
▪ Michelle Gallant-Richards	Member
▪ Marie Ann Cormier	Member

## **General Committee**

All members are part of the committee.

## **Employees**

▪ Joey Frenette,	General Manager and Level II Wastewater Treatment and Collection Operator
▪ Stephanie Bernard,	Office Manager
▪ Janice Bernard,	Accounting Clerk
▪ Nicole LeBlanc,	Administrative Secretary
▪ Gilles LeBlanc,	Level II Wastewater Treatment and Collection Operator
▪ Stéphane Desrosiers,	Level I Wastewater Treatment and Level II Wastewater Collection Operator (until November)

## **Chairperson's report**

Last year was one of increased activity for the Commission as a result of major infrastructure investments as well as the issue of water quality in Shediac Bay.

### **Investments**

2017 has been a very active year for the Commission and 2018 promises much the same. In regards to investments, we have completed our partnership of renovation work with the Town of Shediac on Main Street and have started three more major projects.

With \$ 850,000 in funding from the *Clean Water and Wastewater Fund*, we have started the renewal of lift station No. 11 on Wayne Street, Shediac. A generator will also be installed at this lift station, as well as at 3 other lift stations in Shediac: No. 5 (Pleasant Street), No. 6 (Paturel Street) and No. 1 (Evergreen Drive). A generator will also be installed at lift station No. 12 (Pussyfoot Lane) located near the Commission's treatment facility at Cap-Brulé.

The Commission also received \$ 828,000 in funding from the *Gas Tax Fund* to carry out renewal work at Lift Station No. 7 (Jarvis Street) located in Pointe-du-Chêne and to replace a sanitary sewer pipe on St. John Street. As a result of this work at the lift station, we took the opportunity to do additional work with the installation of a generator and new sanitary sewer pipes near the station.

These improvements will increase the amount of lift stations with generators to 15 out of a total of 24 stations. This will assist staff as they will only need to use the mobile generator with a smaller number of stations to keep the system running smoothly during power outages, often in difficult weather conditions.

In addition to these projects, due to infrastructure renewal needs at Parlee Beach Park, the Province of NB approached the Commission to manage this project as the preferred solution would require a reorientation of sanitary sewer pipes to lift station No. 10 (Mackenzie Street). Once this work is completed, the Commission will become the owner of this infrastructure.

The Commission also invested in its equipment with the purchase of a new sewer flusher at a cost of \$ 273,474. In addition, the Commission has installed a third level of electronic monitoring in our lift stations. These investments will ensure better service as needed to clear pipe blockages as well as better overall monitoring of the collection system.

### **Studies**

In addition to investments, the Commission has begun a long-term study of the sanitary sewer system that flows to the Cap-Brulé treatment facility. This study will enable the Commission to forecast long-term infrastructure needs while taking into account population growth, climate change, environmental standards, etc.

## **Communications**

To better inform our clients, our municipal authorities and our neighbouring communities about the performance of the Commission's sanitary sewer system, we favour the use of our website ([www.gssc-cesb.ca](http://www.gssc-cesb.ca)).

The Commission uses its website to publish the latest lab results from our treatment facilities located in Cap-Brulé and Scoudouc. In fact, their performance meets the new Environment Canada 2020 standards and has been meeting them for several years.

In addition to publishing our lab reports, the Commission has introduced a new practice of reporting lift station overflows on our website. These overflow reports have regularly been sent to authorities such as the Department of Environment and Local Government and the Department of Health at every instance for several years.

This allows them to take appropriate actions as needed for people and the environment. The Commission has added the publication of these reports on its website as well as planned to consult its members with any large overflows.

Although the Commission is most likely the first manager of a sanitary sewer system to inform the public about this, the Board of Directors believes that it is better to advise its clients on the system's performance.

## **Other activities**

During 2017, the Commission modernized all its by-laws and made them bilingual. We also participated in the initiative spearheaded by the municipalities of Shediac, Cap-Pelé and the Beaubassin-East Rural Community, along with the area's chambers of commerce in order to create a regional green strategy.

In addition, with the departure of employees Patricia Fougère and Stéphane Desrosiers, we welcomed new staff: our receptionist Nicole LeBlanc and a new operator, Daniel St-Amand. This maintains the Commission's workforce at six dedicated employees.

## **Activities planned for 2018**

Over the next year, we expect to complete the infrastructure projects in progress and prepare for other significant investments in our system. As a result, we proceeded with a modest increase in sewer service charges. Although our fees have risen in recent years, they are still among the lowest in the region.

Lastly, I would like to thank the members for their contributions to the Commission in representing their respective regions and the staff of the Commission for their dedication to their work.

Roger Caissie  
Chairperson

## **Activities in 2017**

The Greater Shediac Sewerage Commission was created in 1969. In 2017, the Commission completed its 48<sup>th</sup> year of service to the citizens. The present report retraces the main events of the Commission in 2017 and summarizes the infrastructure projects and capital investments undertaken during the past ten (10) years. As you will notice in the report, the Greater Shediac Sewerage Commission invested a total amount of **\$16,176,023** during this period, representing an average investment of **\$1,617,602** per year.

## **Members' Activities**

The Greater Shediac Sewerage Commission held twelve (12) regular meetings, five (5) special meetings, and one (1) annual general meeting in 2017. The Commission adopted a total of one hundred and twenty-six (126) resolutions at these meetings. The General Committee held four (4) meetings. In total, twenty-two (22) meetings were held in 2017.

## **Staff Activities**

The operations and maintenance staff had a busy year. One of the operators has left his post and the Commission has published a job opening for a new operator for the beginning of 2018. Operators continue to face the challenges related to the problems of inflow and infiltration and power outages. The addition of a few additional generators at pumping stations in the coming year will greatly help the collection system to function properly during power outages. Furthermore, the addition of a supplemental measure of pump verification (timer) to the SCADA system provides increased monitoring of pumping stations. Operators also continue their studies in the field of operation and maintenance and occupational safety.

The administrative staff is always busy with billing, collection of outstanding accounts and several other tasks essential to the proper functioning of the Commission. In addition, at the end of the year, administrative staff began training on a new accounting system to prepare for the launch of the system on January 1, 2018.

## Activities and investments of the past ten (10) years

2008	Acquisition of truck	\$	35,421.00
2008	Land (3 lots in Scoudouc)	\$	19,149.00
2009	Sewer extension - Scoudouc Road LSD	\$	5,515,854.00
2009	Improvement of the main trunk sewer	\$	3,847,531.00
2009	Ultraviolet disinfection facility	\$	946,589.00
2009	Correctional Centre	\$	753,452.00
2009	Standard Push Camera	\$	9,961.00
2010	Acquisition of truck 1/2 ton	\$	26,654.00
2010	Standard Specifications	\$	30,706.00
2011	Screw pumps	\$	336,831.00
2012	Forcemain - Gould Beach Road	\$	223,515.00
2012	Head Office	\$	975,058.00
2012	Flow meters	\$	13,112.00
2012	SCADA System - Phase 1	\$	184,104.00
2013	SCADA System - Phase 2	\$	50,809.00
2013	Lift Station No. 6 & Forcemain realignment	\$	1,007,548.00
2014	SCADA System - Phase 2	\$	165,055.00
2014	Acquisition of truck 3/4 ton 4x4 diesel with plow	\$	49,533.00
2014	Acquisition of truck 3/4 ton 4x4 with plow	\$	39,431.00
2015	West Shédiac Improvements - Sewer main	\$	599,390.87
2015	Manhole infiltration reduction	\$	321,027.22
2015	Replacement of sewer mains - Main Street	\$	34,119.09
2015	Baffles -Lift stations' wet wells	\$	20,479.63
2015	Land acquisition in Scoudouc	\$	9,256.20
2015	Computerize collection system master plan	\$	46,574.31
2016	Acquisition of tractor	\$	30,512.59
2016	Replacement of sanitary sewer - Chesley Street	\$	125,935.74
2016	Install electronic temperature monitoring equipment	\$	12,399.19
2017	Pointe-du-Chêne Sanitary Sewer Improvements	\$	168,171.74
2017	Lift Station Upgrades	\$	162,201.20
2017	Shédiac East Long-Term Wastewater Management Strategy	\$	8,650.61
2017	Replacement of sewer mains – Main Street	\$	159 587.89
2017	Aquatech SJ-1650	\$	247 134.12
<b>Total for the period of 2008 to 2017</b>			<b>\$ 16,176,023.40</b>

### Summary of future infrastructure projects:

See Schedule A - Five-year plan 2018-2022

The Greater Shediac Sewerage Commission  
Five-Year Plan 2018-2022

Schedule A

No.	Activities	2017	2018	2019	2020	2021	2022	Total for 2018-2022
1	<b>Improvement of infrastructure</b>							
	a. Lift station no. 11 - full renewal + generator	\$100,000	\$400,000	\$25,000				\$425,000
	b. Lift station no. 7 - full renewal + generator + section of forcemain + and gravity	\$200,000	\$585,000	\$40,000				\$625,000
	c. Lift station no. 13 - new building			\$85,000				\$85,000
	d. Lift station no. 1 - Phase I - generator			\$70,000				\$70,000
	e. Lift station no. 5 - Phase I - generator and general electrical		\$80,000	\$5,000				\$85,000
	f. Lift station no. 5 - Phase II - increase retention, mechanical, electrical					\$300,000		\$300,000
	g. Lift station no. 6 - generator and general electrical		\$93,000	\$5,000				\$98,000
	h. Lift station no. 12- phase I - generator and general electrical		\$70,000	\$3,700				\$73,700
	i. Lift station no. 12- phase II - mechanical, electrical, increase retention, section forcemain					\$500,000		\$500,000
	j. Lift station no. 9 - increase retention + generator + flow meter					\$270,000		\$270,000
	k. East Wayne Street/Stead Street - renew gravity sewer or reconnect to Trunk sewer						\$300,000	\$300,000
	<b>SUBTOTAL</b>	\$300,000	\$1,228,000	\$233,700	\$0	\$1,070,000	\$300,000	\$2,831,700
2	<b>Extension of existing services</b>							
	a. Extension Scoudouc LSD - Highway 132 at Malakoff Road					\$2,900,000		\$2,900,000
3	<b>Elimination of infiltration</b>							
	a. Inflow and Infiltration Study	\$0	\$0	\$0	\$0	\$2,900,000	\$0	\$2,900,000
	b. Sewer Main Renewal- Lift station no. 2 - forcemain	\$10,000	\$10,000	\$10,000	\$50,000	\$50,000	\$10,000	\$130,000
	c. Sewer Main Renewal- Dupuis Street		\$200,000	\$10,000				\$210,000
	d. Sewer Main Renewal- Inglis, Grand Pre and Main Street (Easement to Route 133)		\$275,000	\$50,000				\$325,000
	e. Sewer Main Renewal -Lift station no. 1 - forcemain		\$825,000	\$150,000				\$975,000
	f. Sewer Main Renewal- Gallagher Street		\$200,000	\$10,000				\$210,000
	g. Sewer Main Renewal- Centennial Drive			\$655,000	\$35,000			\$690,000
	h. Sewer Main Renewal- Belle Isle Street			\$285,000	\$15,000			\$300,000
	i. Sewer Main Renewal- Brown Street			\$285,000	\$15,000			\$300,000
	j. Sewer Main Renewal- Shore Drive			\$470,000	\$80,000			\$550,000
	k. Sewer Main Renewal- Hamilton Street				\$310,000	\$15,000		\$325,000
	l. Sewer Main Renewal- Calder Street				\$665,000	\$35,000		\$700,000
	m. Sewer Main Renewal- Comeau Street				\$475,000	\$25,000		\$500,000
	n. Sewer Main Renewal- St. John Street		\$475,000	\$25,000	\$570,000	\$30,000		\$600,000
	<b>SUBTOTAL</b>	\$10,000	\$1,985,000	\$1,950,000	\$2,215,000	\$155,000	\$10,000	\$6,315,000
4	<b>Equipment Replacement (trucks, tractors, flusher, etc.).</b>							
	a. New 3/4 ton Pickup Truck				\$40,000	\$40,000		\$80,000
	b. New 1/2 ton Pickup Truck		\$30,000					\$30,000
5	<b>Long Term Study</b>							
	c. New large tractor with snowblower and lawn mower	\$0	\$30,000	\$0	\$40,000	\$165,000	\$0	\$235,000
	<b>SUBTOTAL</b>	\$30,000	\$56,000					\$56,000
	<b>YEARLY ESTIMATES</b>	\$340,000	\$3,299,000	\$2,183,700	\$2,255,000	\$4,290,000	\$310,000	\$12,337,700

\* Project to proceed should government subsidies become available  
\* timeline may vary with availability of subsidies and/or our financial position

LA COMMISSION DES ÉGOUTS SHEDIAC ET BANLIEUES / THE GREATER SHEDIAC SEWERAGE COMMISSION										Schedule/Annexe B
DISTRIBUTION DES UNITÉS / DISTRIBUTION OF UNITS										
DECEMBER 31 2017/31 DECEMBRE 2017										
RÉGIONS / AREAS	( 1,2,4 ) Shediac	( 3,6 ) Pointe du Chene DSL / LSD	( 7, ) Shediac Cape DSL / LSD	( 5, ) CRBE (original)	( 81, ) CRBE (nouveau / new )	( 9, ) Scoudouc DSL / LSD	( 95, ) Scoudouc Rd. DSL / LSD	Total		
Établissements / Establishments										
Résidences unifamiliales / Single family dwellings	1,795	352	76	40	143	143	88	2,637		
Résidences bi-familiales / Duplex dwellings	244	31		8	6	16	8	313		
Appartements / Apartments	898	13	16		75			1,002		
Chalets / Cottages	90	594	15	103	98	1		901		
Commercial / Commercial	484	4	4		1	6	6	505		
Commercial (Saisonnier) / Commercial (Seasonal)	295	359			5			659		
Industriel / Industriel	48					1		49		
Institutionnel / Institutional	768	8	31			6		813		
Résidentiel et Commercial / Residential and Commercial	91	4	2		11	5	4	117		
<b>Total</b>	<b>4,713</b>	<b>1,365</b>	<b>144</b>	<b>151</b>	<b>339</b>	<b>178</b>	<b>106</b>	<b>6,996</b>		

The Greater Shediac Sewerage Commission / La Commission des Égouts Shediac et Banlieues					
Historical Sewerage Rate Structure / Structure Historique du Taux d'Égout					
Past 30 Years / 30 Dernières Années					
Shediac and Pointe-du-Chêne Area / Région de Shediac et Pointe-du-Chêne					
Year / Année	Units / Unités	Increase of units / Augmentation d'unités	Gross Rate / Taux Brut	Discounts / Escomptes	Net Rate/ Taux Net
1987	3,483		\$141.90	\$12.90	\$129.00
1988	3,590	3.07%	\$145.20	\$13.20	\$132.00
1989	3,682	2.56%	\$151.80	\$13.80	\$138.00
1990	3,775	2.53%	\$158.40	\$14.40	\$144.00
1991	3,830	1.46%	\$162.80	\$14.80	\$148.00
1992	3,871	1.07%	\$166.10	\$15.10	\$151.00
1993	3,972	2.61%	\$170.50	\$15.50	\$155.00
1994	4,000	0.70%	\$173.80	\$15.80	\$158.00
1995	4,125	3.13%	\$176.00	\$16.00	\$160.00
1996	4,160	0.85%	\$181.50	\$16.50	\$165.00
1997	4,250	2.16%	\$187.00	\$17.00	\$170.00
1998	4,340	2.12%	\$187.00	\$17.00	\$170.00
1999	4,475	3.11%	\$190.30	\$17.30	\$173.00
2000	4,525	1.12%	\$193.60	\$17.60	\$176.00
2001	4,535	0.22%	\$198.00	\$18.00	\$180.00
2002	4,610	1.65%	\$209.00	\$19.00	\$190.00
2003	4,725	2.49%	\$214.50	\$19.50	\$195.00
2004	4,775	1.06%	\$220.00	\$20.00	\$200.00
2005	4,940	3.46%	\$225.50	\$20.50	\$205.00
2006	5,075	2.73%	\$231.00	\$21.00	\$210.00
2007	5,175	1.97%	\$236.50	\$21.50	\$215.00
2008	5,340	3.19%	\$242.00	\$22.00	\$220.00
2009	5,400	1.12%	\$242.00	\$22.00	\$220.00
2010	5,475	1.39%	\$242.00	\$22.00	\$220.00
2011	5,805	6.03%	\$253.00	\$23.00	\$230.00
2012	5,893	1.52%	\$264.00	\$24.00	\$240.00
2013	5,922	0.49%	\$264.00	\$24.00	\$240.00
2014	6,125	3.31%	\$264.00	\$24.00	\$240.00
2015	6,156	0.50%	\$269.00	\$24.00	\$245.00
2016	6,299	2.27%	\$279.00	\$25.00	\$254.00
2017	6,373	1.16%	\$289.00	\$25.00	\$264.00

The Greater Shediac Sewerage Commission / La Commission des Égouts Shediac et Banlieues					
History of Sewerage Rates Structure / Structure Historique du Taux d'Égout					
Scoudouc Area / Région Scoudouc					
	Units /	Increase of units /	Gross Rate /	Discounts /	Net Rate/
Year / Année	Unités	Augmentation d'unités	Taux Brut	Escomptes	Taux Net
1997	155		\$375.00	\$0.00	\$375.00
1998	152	-1.94%	\$375.00	\$0.00	\$375.00
1999	152	0.00%	\$375.00	\$0.00	\$375.00
2000	152	0.00%	\$375.00	\$0.00	\$375.00
2001	152	0.00%	\$375.00	\$0.00	\$375.00
2002	153	0.66%	\$375.00	\$0.00	\$375.00
2003	153	0.00%	\$375.00	\$0.00	\$375.00
2004	153	0.00%	\$375.00	\$0.00	\$375.00
2005	154	0.65%	\$375.00	\$0.00	\$375.00
2006	158	2.60%	\$375.00	\$0.00	\$375.00
2007	160	1.27%	\$375.00	\$0.00	\$375.00
2008	164	2.50%	\$375.00	\$0.00	\$375.00
2009	170	3.66%	\$375.00	\$0.00	\$375.00
2010	163	-4.12%	\$375.00	\$0.00	\$375.00
2011	172	5.52%	\$375.00	\$0.00	\$375.00
2012	173	0.58%	\$264.00	\$0.00	\$264.00
2013	174	0.57%	\$264.00	\$0.00	\$264.00
2014	174	0.00%	\$264.00	\$0.00	\$264.00
2015	173	-0.58%	\$269.00	\$24.00	\$245.00
2016	174	0.57%	\$279.00	\$25.00	\$264.00
2017	178	2.25%	\$289.00	\$25.00	\$264.00

The Greater Shediac Sewerage Commission / La Commission des Égouts Shediac et Banlieues					
History of Sewerage Rates Structure / Structure Historique du Taux d'Égout					
Cap-Bimet/Boudreau-Ouest Area / Région Cap-Bimet/Boudreau-Ouest					
	Units /	Increase of units /	Gross Rate /	Discounts /	Net Rate/
Year / Année	Unités	Augmentation d'unités	Taux Brut	Escomptes	Taux Net
2008	275		\$475.00	\$0.00	\$475.00
2009	272	-1.09%	\$475.00	\$0.00	\$475.00
2010	326	19.85%	\$475.00	\$0.00	\$475.00
2011	330	1.23%	\$475.00	\$0.00	\$475.00
2012	330	0.00%	\$483.00	\$0.00	\$483.00
2013	330	0.00%	\$483.00	\$0.00	\$483.00
2014	331	0.30%	\$483.00	\$0.00	\$483.00
2015	331	0.00%	\$486.00	\$17.00	\$469.00
2016	332	0.30%	\$493.00	\$18.00	\$475.00
2017	339	2.06%	\$500.00	\$18.00	\$482.00

The Greater Shediac Sewerage Commission / La Commission des Égouts Shediac et Banlieues					
History of Sewerage Rates Structure / Structure Historique du Taux d'Égout					
Scoudouc Road Area / Région de Scoudouc Road					
Year / Année	Units / Unités	Increase of units / Augmentation d'unités	Gross Rate / Taux Brut	Discounts / Escomptes	Net Rate/ Taux Net
2010	92	Beginning	\$375.00	\$0.00	\$375.00
2011	95	3.26%	\$375.00	\$0.00	\$375.00
2012	97	2.11%	\$384.00	\$0.00	\$384.00
2013	99	2.06%	\$384.00	\$0.00	\$384.00
2014	98	-1.01%	\$384.00	\$0.00	\$384.00
2015	101	3.06%	\$387.00	\$17.00	\$370.00
2016	103	1.98%	\$394.00	\$18.00	\$376.00
2017	106	2.91%	\$401.00	\$18.00	\$383.00