



**GREATER MONCTON SEWERAGE COMMISSION  
APPROVED MINUTES OF REGULAR MEETING**

**DATE:** **Thursday - December 19, 2013 - 4:00 pm**  
**Wastewater Treatment Facility**

**IN ATTENDANCE:** Winston Pearce, Chair  
Chanel Michaud, Treasurer  
Daniel Bourgeois, Commissioner  
Brian Hicks, Commissioner  
Julie Thériault, Commissioner  
Bernard LeBlanc, General Manager, GMSC

Clarence Sweetland, Secretary - absent with regrets

The Chair welcomed everyone to the meeting.

1. Chair's remarks and Approval of Agenda

The agenda was reviewed. No changes or additions were made.

It was **Moved By:** J. Thériault and **Seconded By:** B. Hicks to approve the agenda as presented. **CARRIED**

2. Minutes of Meeting

2.1 Procès - Verbal de la réunion du 21 novembre 2013

J. Thériault suggested a modification to the French minutes.

It was **Moved By:** J. Thériault and **Seconded By:** C. Michaud to approve the French minutes as modified. **CARRIED**

2.2 Minutes of Regular Meeting - November 21, 2013

It was **Moved By:** J. Thériault and **Seconded By:** C. Michaud to approve the minutes as presented. **CARRIED**

2.3 Items arising from Minutes (Appendix 1)

All items are dealt with separately as agenda items.

### 3. Capital Construction Program, Engineering Studies

#### 3.1 Capital Projects

##### 3.1.1 Capital Construction Program 2013 - Progress Report

B. LeBlanc advised that C. Allain updated the spreadsheet form with any changes since the last report in November. The pilot plant is basically finished but there are a few more invoices to be processed. The RFP for the pre-design phase of the biological treatment plant is posted publicly for Consultants to bid. Several questions were asked and clarified by B. LeBlanc.

D. Bourgeois suggested that some projects should be reviewed and potentially accelerated in order to be completed in 2014. B. LeBlanc advised that C. Allain has started putting together a schedule for projects for the new year.

##### 3.1.2 R.V. Anderson Projects - Progress Report

B. LeBlanc advised that there are not a lot of projects with R.V. Anderson to report on. The only project is the compost site and that is progressing well.

##### 3.1.3 Compost Facility Operations Centre

B. LeBlanc advised that power is on at the facility. He advised the contractors informed him that commissioning of the building will start on the 30th of December and they expect it will take a week. The furnishings for the facility are now being purchased.

##### 3.1.4 Equipment and Contracts - Recommendations and Awards

Nothing to report this month.

#### 3.2 Engineering Studies/Reports

##### 3.2.1 RFP for Biological Treatment

B. LeBlanc advised that an addendum to the RFP was issued to change the closing date from Dec. 20th to January 8th. He also advised that after consultation with legal counsel some slight modifications to the terms and conditions were also made. The date of January 30, 2014 at 4:00 p.m.

is the proposed date for the meeting of the Commission to consider and award the contract.

4. Financial and Administration

4.1 Monthly Financial Report - November 2013

B. LeBlanc reviewed the financial report and indicated everything is on track for year to date figures. Some questions were asked and clarified.

4.2 Recommendations regarding “professional fees versus capital” classification and potential impact on 2013 financial statements

B. LeBlanc advised that he had a meeting with the accountants, AC Stevenson, and C. Michaud and M. Asplet were also in attendance. The recommended movement of certain accounts from capital to expense accounts was discussed.

B. LeBlanc reviewed the 2013 Recommended Movements from Capital to Expense account report. The implementation will take place the first week in January 2014.

Discussion followed and some questions raised were clarified by B. LeBlanc and C. Michaud.

4.3 Recommendations regarding 2013 movement of funds to capital reserves

B. LeBlanc presented a memo with respect to the 2013 and Prior Year Surpluses. Some discussion followed and questions raised were clarified.

It was **Moved By:** D. Bourgeois and **Seconded By:** J. Thériault that the Commission formally designate account ##### as its Operating Account, while account ##### should be designated as the Capital Reserve Account. The GIC accounts would also be recognized as Capital Reserve Accounts. That GMSC transfer \$8,000,000 from the Operating Fund to the Capital Reserve Fund in December 2013, to account for prior period surpluses and the majority of the 2013 forecasted surplus.

**CARRIED**

5. Other - General

5.1 General Manager Report - December

B. LeBlanc presented the report for December. He provided some highlights on the CWWA Windows on Ottawa conference that he attended. He indicated there was a lot of useful information about government programs and where we fit in, cyber threats in networks and various new programs that are to be implemented by the federal government in the future.

D. Bourgeois commented that the challenges we are facing concerning funding should be reiterated to our local government officials. The Chair advised that a meeting has been tentatively scheduled with Minister Goguen and Minister Moore on January 9<sup>th</sup> 2014.

5.2 Feedback on presentations to:

- 5.2.1 Councils
- 5.2.2 MLA's
- 5.2.3 MP's
- 5.2.4 Tri-Community Council

The Chair advised the presentations to councils and the MLA's have been held. The meeting with the MP's is scheduled for January 9<sup>th</sup>, 2014. The presentation to the Tri-Community Council is still to be scheduled.

D. Bourgeois inquired whether there has been any response to our correspondence to the three municipalities asking for their support. The Chair advised that no responses have been received to date.

D. Bourgeois suggested that perhaps a follow up letter should be sent. All were in agreement with this.

5.3 Gabbey Report - Commission Review

5.3.1 Section 6 GMSC Jurisdiction Limits  
Awaiting Technical Committee recommendations

5.3.2 Section 2 GMSC Legal Structure

For Review at January meeting

### 5.3.3 Section 7 GMSC Cost Recovery Models

For Review at February meeting

#### 5.4 Discussion regarding consideration of move to electronic documentation/device

B. LeBlanc advised he had made some inquiries as to what other municipalities are doing with respect to this. Some discussion followed and it was agreed by all present to remain with our current method at this time. J. Thériault suggested that where possible printing of documents should be done double-sided.

#### 5.5 Biomass Supply Options

B. LeBlanc presented a memorandum that he received from C. Allain concerning biomass supply - ACFOR. The feedback received indicated that it's not the best product for us and it's too expensive. B. LeBlanc suggested that we should continue to look for more options that may be available to us and will follow up with further inquiries to the municipalities.

### 6. Information Items

- 6.1 Technical Committee minutes (October and November 2013)
- 6.2 T&T Article regarding GMSC Annual Budget
- 6.3 Payables - November 2013 Payables
- 6.4 Brian Hicks T&T Article
- 6.5 2013 CWWA Windows on Ottawa Update
- 6.6 PPP Canada Ottawa Meeting Update
- 6.7 November 21<sup>st</sup> GMSC Meeting Press Release
- 6.8 Current GMSC Committee Structure

### 7. Private Meeting

#### **MOTION TO MOVE TO "PRIVATE" MEETING**

It was **Moved By:** C. Michaud and **Seconded By:** J. Thériault to adjourn the general meeting and move to "Private" meeting. **CARRIED**

**The meeting went to "Private" meeting at 5:25 p.m. and ended at 6:10 p.m.**

It was **Moved By:** J. Thériault to adjourn the meeting.

**Next meeting January 16, 2014 at 4:00 p.m.**

**The meeting adjourned at 6:10 p.m.**