

DATE: Thursday - June 20, 2013 - 4:00 pm
Wastewater Treatment Facility

IN ATTENDANCE: Winston Pearce, Chair
Chanel Michaud, Secretary
Daniel Bourgeois, Commissioner
Brian Hicks, Commissioner
Julie Thériault, Commissioner
Bernard LeBlanc, General Manager, GMSC
Conrad Allain, Director of Operations, GMSC

1. Chair's remarks and Approval of Agenda

Approval of Agenda

To add as item 5.3 - signing authority for the general manager.

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

2. Minutes of Meeting

2.1 Minutes of Regular Meeting - May 16, 2013

The minutes were circulated.

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

2.2 Procès - Verbal de la réunion du 21 & 27 mars 2013 et du 18 avril 2013

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

2.3 Items arising from Minutes (Appendix 1)

All items are dealt with separately as agenda items. (see items 4.2, 4.3, 4.4, 5.1, 5.3, 6.1, 6.2, 6.3 below)

3. Payables - May 2013 Payables

The Payables were reviewed in detail and several questions raised were discussed and clarified by C. Allain. The release of the holdback 2HR to Avondale Construction Ltd. was not approved as presented.

It was **Moved By:** C. Michaud and **Seconded By:** J. Thériault that the adjusted figure of \$523,470.02 be approved for the May 2013 payables. **CARRIED**

D. Bourgeois raised the question of the vehicle allowance and felt that a review at some appropriate point in the future be conducted with respect to paying a vehicle allowance versus paying for kilometres travelled.

4. Capital Construction Program, Engineering Studies

4.1 Progress Claim # 350 by R.V. Anderson

C. Allain advised this was a small progress claim by R.V.A. C. Allain indicated that in future R.V.A. will provide a short report on each task they are working on.

4.2 Compost Facility Operations Centre

(a) Certificate of Payment No. 11

C. Allain reviewed this invoice with the Commission. Some discussion followed concerning the percentage of holdback.

(b) Release of Holdback 2HR

Questions raised with respect to this matter were discussed at some length. A revised version will be considered at the next meeting.

4.3 Results of negotiations with R.V. Anderson re Virginia Pumping St. and Second River Crossing initiating work on items 1, 2, 4, 5, 6, 7, and 8.

C. Allain presented and reviewed his memo dated June 6, 2013 to R.V.A. wherein he advised them to proceed with items 2, 4, 5, 6, 7, and 8 for a total cost of \$210,545.00. He also advised that items 1, 3, and 9 of their proposal is on hold pending the outcome of other items and/or additional information. Some questions were asked by the Board and clarified by C. Allain.

4.4 Tri-Community/GMSC Wastewater Conveyance Asset Development and Ownership (Gabbey) Study

4.4.1 Distribution

The Chair indicated that copies of the Gabbey report were distributed to the various city managers, and to the mayors. Some discussion followed with respect to further distribution of the executive summary or certain portions of it to the public. It was suggested that an interim report of what has already been accomplished by the Commission be made available to the public on the GMSC website.

4.4.2 Reaction of Technical Committee

A draft copy of the minutes of the technical committee meeting held on June 19, 2013 were distributed. The Chair advised that the technical committee had only looked at the 'technical' sections 4, 6, and 7 of the Gabbey report. The technical committee were in general agreement with the report. Further discussions/meetings with Mr. Gabbey are required and are scheduled for July 25th.

4.4.3 Implementation

Considerable discussion followed. D. Bourgeois commented that the jurisdiction part will be an important matter to concentrate on. B. LeBlanc indicated a presentation for the three councils will be prepared and presented at a future meeting of the Board for consideration. It was agreed that the recommendations in the report should be broken down into segments/chapters, with individual elements to be reviewed at future Board meetings.

All Board members agreed that the Gabbey report was an excellent report and felt that these positive comments and congratulations should be extended to Mr. Gabbey.

The Chair advised that Mr. Gabbey suggested that the chairmanship of the technical committee should be turned over to the general manager. The Chair indicated that he himself who currently chairs the technical committee and the technical committee itself were all in agreement with B. LeBlanc taking over as Chair.

It was **Moved By:** D. Bourgeois and **Seconded By:** C. Michaud that the technical committee become an operational committee and be under the responsibility of the general manager as per the recommendation in the Gabbey report at 5.6.2 Differentiation of Board and GMSC Committees. **CARRIED**

4.5 RFP for Secondary Treatment

C. Allain provided an update on this. He indicated a draft proposal is being prepared and will be presented to the Commission at a future meeting. Some discussion followed. J. Thériault commented that the focus of GMSC should be on the regulatory projects, the non-compliant projects.

5. Financial and Administration

5.1 Monthly Financial Report - April 2013

C. Michaud reviewed the monthly statements. He indicated the overall figures are okay but since the standards of accounting changed the monthly reports have not yet been changed. He advised that part of the accounting function should be moved into the GMSC and that is something that is being discussed with the accounting firm.

Discussion followed and questions asked were clarified by C. Michaud.

5.2 Capital Construction Program 2013 - Progress Report

C. Allain reviewed his progress report for May - June 2013 on major activities. Some questions asked were clarified by C. Allain.

The Chair suggested that under the “other capital projects” category that Jonathan Creek and Babineau Creek should also be identified. All present were in agreement.

5.3 Signing Authority for General Manager

Some discussion following concerning limits of signing authority that the general manager should be granted. The Chair requested that a policy concerning the authority limits be prepared and presented to the Board at the next meeting.

It was agreed that the By-Law should be amended to reflect what individual(s) have signing authority for GMSC.

It was **Moved By:** C. Michaud and **Seconded By:** D. Bourgeois to provide the general manager with signing authority for GMSC. **CARRIED**

6. Other - General

6.1 Status of Annual Report

The Chair advised that the annual report is completed and was distributed to all pertinent parties. A copy was given to all Board members.

B. LeBlanc advised that the annual report will be sent to the MLA's and MP's and a cover letter is being prepared for signature by the Chair.

6.2 GMSC Employee Handbook Update

B. LeBlanc advised he has started to work on the policy side of the handbook and a draft is being prepared and will be presented at the July meeting of the Board. The first step is to do the policies only and the next step will be to look at the benefits.

6.3 Feedback on invitations to make 10 minute presentation to public Council meetings (see page 3 for printed material included)

B. LeBlanc indicated that for the presentation to council it ties into the whole communications effort being developed now.

6.4 Feedback from Branding, Communications and Commercialization RFP

B. LeBlanc advised that on this RFP seven proposals were received. They are currently being evaluated and further updates will be given at the next meeting.

B. Hicks left the meeting at 6:15 p.m.

ITEM NOT ON THE AGENDA

B. LeBlanc presented a general manager's report for the period June 1st to present. He indicated that a status report will be prepared for subsequent Board meetings.

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. **CARRIED**

The meeting went to "Private" meeting at 6:20 p.m. and ended at 6:48 p.m.

8. Information Items

The following items were distributed for information purposes:

- 8.1 Letter of May 3, 2013 from Minister Bruce Fitch
- 8.2 Letter of May 31, 2013 from the City of Moncton re By-Law 01
- 8.3 Letter of June 11, 2013 to the three area Mayors
- 8.4 Letter of June 11, 2013 to Minister Bruce Fitch
- 8.5 CWWA Bulletin

Some general discussion followed.

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

Next meeting July 18, 2013 at 4:00 p.m.

The meeting adjourned at 6:55 p.m.