



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

DATE: **Thursday - November 21, 2013 - 4:00 pm**
Wastewater Treatment Facility

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

The Chair welcomed everyone to the meeting and extended congratulations to members with respect to their various achievements in the community.

1. Chair's remarks and Approval of Agenda

The Chair suggested that the XYZ presentation be moved to beginning of the meeting as the representatives are already present. (see item 5.2 below for comments)

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

2. Minutes of Meeting

2.1 Procès - Verbal de la réunion du 19 septembre 2013

2.3 Procès - Verbal de la réunion du 17 octobre 2013

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 - October 17, 2013

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

2.4 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 reviewed the Capital Construction Program - projects in construction phase and projects in the planning, pre-design and design phase. He advised the construction projects are progressing fine.

3.1.2 R.V. Anderson Projects - Progress Report

B. LeBlanc presented the compost facility update from R.V. Anderson. This was reviewed by all present. B. LeBlanc commented it is moving along very well.

B. LeBlanc added a document which was a recommendation regarding a second river crossing from R.V. Anderson. Discussion followed and some questions asked were clarified by B. LeBlanc.

It was **Moved By:** J. Thériault and **Seconded By:** B. Hicks that GMSC amend its contract with R.V. Anderson to delete Item 7 (Procurement and Risk Management Workshop) and Item 8 (Expression of Interest) of the Virginia Forcemain contract. **CARRIED**

3.1.3 Compost Facility Operations Centre

B. LeBlanc advised that basically the completion date is December 6th. He indicated we do have to buy the fit-ups, i.e., furniture, compressor, tools, etcetera.

D. Bourgeois inquired whether there would be a ribbon cutting opening ceremony. The Chair advised that a previous meeting's minutes had indicated that councils, MP's, MLA's and mayors would be invited to attend an opening ceremony in the Spring.

3.1.4 Equipment and Contracts - Recommendations and Awards

3.1.4.1 Generator radiators - Update

B. LeBlanc advised that C. Allain has been looking at this and the pricing is quite high so he is looking at different alternatives to do it. This has been

dropped from the 2013 capital budget and it has been included in the 2014 budget. The matter will be brought forward at a future meeting.

3.2 Engineering Studies/Reports

3.2.1 Conestoga-Rovers Biological Nutrient Removal Pilot Plant Report

The Chair provided a condensed design basis and preliminary conceptual design report for discussion purposes. It was suggested that a press release once this pilot process is completed would provide positive exposure. All were in agreement with this.

B. LeBlanc indicated that the Request for Proposals that is going out in the near future also refers to this report and it will provide the base for the engineering proposals.

3.2.2 RFP for Biological Treatment

B. LeBlanc indicated that the Request for Proposals is going out today or tomorrow. The newspaper ad will direct people to the GMSC website. It will also be posted on the NBON (provincial website) and the MERX (federal website) as well. Proposals to be received by December 20, 2013.

4. Financial and Administration

4.1 Monthly Financial Report - October 2013

C. Michaud reviewed the report and indicated everything looks fine. Some questions were asked and clarified.

B. LeBlanc indicated that next month he will be in a position to recommend the amount of money that can be moved into capital reserve.

It was **Moved By:** C. Michaud and **Seconded By:** C. Sweetland that the Financial Report for October 2013 be approved as presented. **CARRIED**

4.2 BMO - Confirmation of interest received

C. Michaud advised that the BMO interest has been received.

4.3 2014 Final Budget - Updated Version for Commission Vote

B. LeBlanc presented and reviewed the final budget changes. Discussion followed and some questions asked were clarified. A completed standard format of the budget will be presented to the municipalities.

B. LeBlanc advised funds were increased to get the “scrubber room” operational so that it can be used as it’s meant to be used.

It was **Moved By:** C. Michaud and **Seconded By:** C. Sweetland that the 2014 Final Draft Budget be approved as presented subject to \$19,800.00 revenue decrease for the City of Dieppe; and the addition of \$30,000.00 to the marketing and communications budget. **CARRIED**

The Chair advised that when the final version of the 2014 Budget is completed it will be posted on the website.

4.4 Director of Finance Role and Title

B. LeBlanc advised that Michael Asplet has accepted the position with the GMSC effective December 1, 2013. It was noted that when the Bylaw No. 1 modification was made it was stated the position would be as Director of Finance and following discussion it was agreed that the title should be Director of Finance and Administration.

It was **Moved By:** C. Michaud and **Seconded By:** J. Thériault that Michael Asplet be appointed as Director of Finance and Administration and be provided signing authority as per Bylaw No. 1. **CARRIED**

4.5 GMSC Employee Guide (Note - Electronic version sent to Commission)

An electronic version was sent to each Commissioner. B. LeBlanc advised that the guide will be provided to the employees and all Commissioners were in agreement with this.

4.6 GMSC Safety Manual (Note - Electronic version sent to Commission)

An electronic version was sent to each Commissioner. B. LeBlanc advised that an inspector from Work Safe NB was on site and he recommended we have something for a code of conduct for respirators in our manual. This will now be incorporated into the safety manual. B. LeBlanc advised that defibrillators will be purchased and two will be placed at the GMSC Wastewater Treatment Plant and one at the compost site.

5. Other - General

5.1 General Manager Report - November

B. LeBlanc reviewed the report. He indicated that GMSC has joined Enterprise Greater Moncton as a strategic partner. Also, GMSC has volunteered to join one of the groups that is looking at the Petitcodiac River at their open house as it is a great forum for us to tell the public what we are doing. Other organizations that might be considered are Greater Moncton Chamber of Commerce and some other environmental type of associations.

Some discussion followed with respect to the performance review process for GMSC employees. Reviews will be undertaken by mid-December and 2014 wage recommendations are to be provided for the December board meeting.

5.1(a) Snow Removal Contract (this item added to agenda – only received that day)

B. LeBlanc advised that the snow clearing contract for 2013 - 2014 has been finalized. He advised that historically GMSC didn't tender for snow clearing, however, this year tenders were invited from seven different companies that had approached the GMSC to provide snow clearing services. After evaluation the contract was awarded on a per hour basis to the lowest tender.

5.2 Feedback from Branding, Communications and Commercialization Project (XYZ presentation)

David Hawkins from XYZ Communications introduced various representatives from his company which were also in attendance. He opened the presentation and briefly reviewed the status of the project with respect to the GMSC branding evolution. He presented three possible logos and suggested the addition of a thematic line "transforming wastewater back to nature".

Brian Cormier from XYZ discussed some of the key points regarding the communications plan. He indicated that there is a need for accuracy, transparency, and openness. The overall strategy is that the GMSC stands in service to the citizens and ratepayers of the tri-community. Various forms of communications were presented.

Discussion and questions followed. D. Bourgeois commented that although he was in agreement with the plan he expressed the concern that the Commission needs to be mindful that we are a service company and not a marketing company. All Commissioners were in agreement with these comments.

XYZ was quite appreciative of our comments and they agreed that the attitude and style of the communications needs to be low key in order to be successful. It needs to be highly respectful of the citizens' concern with spending. XYZ will keep these comments in mind when they are doing their final version of the plan.

The presentation started at 4:10 p.m. and ended at 5:00 p.m.

5.3 Feedback on presentations to Councils, MLA's, and MP's

The Chair advised that the presentation last evening to the Dieppe council was very well received. A meeting with the the Southeastern NB Caucus is scheduled for this Monday, November 25, 2013. We are still waiting to hear from MP Goguen and the Minister Moore to schedule a meeting.

5.4 Gabbey Report - Commission Review

5.4.1 Section 6 GMSC Jurisdiction Limits - GM Recommendations

The report was reviewed and discussed. It was noted that until the limits of jurisdiction matter is resolved no approvals on the outstanding Section 6 items of the Gabbey Report can be given.

All were in agreement that the Commission will wait until feedback from the Technical Committee is received before proceeding further on this section.

5.4.2 Section 2 GMSC Legal Structure - For Review at January meeting

5.4.3 Section 7 GMSC Cost Recovery Models - For Review at February Meeting

5.5 Privacy Officer and Request to Information Update - Appointment of Head

B. LeBlanc indicated that he spoke with the privacy officer in Fredericton and that Staff training is to take place in January 2014. With the departure of Commissioner Doug Baker, GMSC has been without a Privacy Officer.

It was **Moved By:** J. Thériault and **Seconded By:** B. Hicks that Bernard LeBlanc be appointed as the Privacy Officer for the GMSC. **CARRIED**

6. Information Items

- 6.1 Technical Committee minutes (September 11, 2013)
- 6.1(a) Technical Committee minutes (October 9, 2013 - approved yesterday)
- 6.2 Article on City of Saint John Water P3 progress
- 6.3 Payables - October 2013 Payables
Several questions were asked by C. Michaud and clarified by B. LeBlanc.
- 6.4 Daniel Bourgeois T&T Article
- 6.5 2013 Canadian Council for Public-Private Partnerships Conference Notes
B. LeBlanc attended the conference in Toronto and advised that it was good to connect with people in the industry. He was advised that the whole private public partnership for water and wastewater is new and there is not a lot of that going on. When they used an example of a good one that worked they used Moncton water.
- 6.6 2014 GMSC Proposed Meeting Dates

7. Private Meeting

MOTION TO MOVE TO “PRIVATE” MEETING

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

The meeting went to “Private” meeting at 7:10 p.m. and ended at 7:45 p.m.

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

Next meeting December 19, 2013 at 4:00 p.m.

The meeting adjourned at 7:45 p.m.