



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

**DATE:** Thursday - October 17, 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.

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:** C. Michaud and **Seconded By:** D. Bourgeois to approve the agenda as modified.

**CARRIED**

2. Minutes of Meeting

- 2.1 Minutes of Regular Meeting - August 15, 2013
- 2.2 Procès - Verbal de la réunion du 15 aout 2013
- 2.3 Minutes of Regular Meeting - August 21, 2013
- 2.4 Procès - Verbal de la réunion du 21 aout 2013
- 2.5 Minutes of Regular Meeting - September 19, 2013

With respect to the French minutes of August 21<sup>st</sup> these final minutes have J. Thériault's suggestions incorporated in them.

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

**CARRIED**

2.6 Procès - Verbal de la réunion du 19 septembre 2013

These minutes to be approved at the next meeting.

2.7 Items arising from Minutes (Appendix 1)

All items are dealt with separately as agenda items. (covered in GM report 5.1; covered in 5.3; covered in 5.4; covered in 2.1 to 2.4; covered in 3.1.3; covered in 3.1.4; covered in 3.2.1; covered in 4.2; covered in 4.2; covered in 4.2; covered in 4.2)

3. Capital Construction Program, Engineering Studies

3.1 Capital Projects

3.1.1 Capital Construction Program 2013 - Progress Report

B. LeBlanc presented the capital planning program progress report. The summary sheet was reviewed and questions asked were clarified by B. LeBlanc.

3.1.2 R.V. Anderson Projects - Progress Report

B. LeBlanc advised that the work on the compost pad is progressing quite well. With respect to the engineer and design contract for the river tunnel B. LeBlanc indicated that R.V. Anderson has done a lot of the geotechnical work and preliminary work and an invoice for the work should be received in the near future and also some feedback on where they are at to date.

3.1.3 Equipment and Contracts - Recommendations and Awards

3.1.3.1 RV Anderson Projects Compost Pad #3  
Project Management - Award

B. LeBlanc advised that the award of the project management was given to R.V. Anderson.

3.1.3.2 Generator Radiators - Recommendation

B. LeBlanc indicated that C. Allain is working on this matter and it will be brought forward at next month's meeting.

3.1.4 Compost Facility Operations Centre

B. LeBlanc advised that they are waiting for NB Power to deliver a transformer so at present there is no electricity. Avondale has indicated the work should be completed by the end of October.

3.2 Engineering Studies/Reports

3.2.1 RFP for Biological Treatment

3.2.1.1 Phase 1 - Pre-Treatment

3.2.1.1 Phase 2 - Biological Plant

B. LeBlanc advised the technical specifications should be completed this week. There is more work to be done on the commercial terms and conditions and once that is completed it will be put out for proposals.

4. Financial and Administration

4.1 Monthly Financial Reports - August & September 2013

The financial reports were reviewed. B. LeBlanc provided additional clarification on some items. He advised that some items which had been capitalized in the past have to be reviewed and perhaps reclassified.

**D. Bourgeois left the meeting at 5:30 p.m. due to a prior commitment**

4.2 Banking Update (Interest, Mastercard, Funds transfer and online banking)

B. LeBlanc advised that the online banking has been set up and is working fine. He indicated that the interest on our account at BMO was paid fully. Concerning the Mastercard application all signatures have been obtained and we are awaiting receipt of the card.

4.3 IT Support - Recommendation

B. LeBlanc advised that five different organizations were approached with respect to providing IT Support for GMSC. Pricing was received from four organizations and a meeting was held with two of the organizations.

Some questions were asked and clarified by B. LeBlanc.

It was **Moved By:** C. Michaud and **Seconded By:** B. Hicks that the GMSC awards its IT Service and Support contract to Atlantic Data Systems (ADS) effective November 1, 2013 for a one year base contract cost as per their proposal.

**CARRIED**

4.4 Accounting Software - Recommendation

B. LeBlanc updated the Commission with respect to an accounting system to replace the Simply Accounting 2009 package that GMSC currently uses. He suggested that an IT support company could be separate from the accounting software company. He elaborated on the recommendation to purchase an upgraded machine with a virtualized server environment that would allow GMSC to run email/exchange and file/print solutions and the ability to separate SCADA into a different network.

B. LeBlanc indicated that Sage 300 has two strong support groups locally.

It was **Moved By:** C. Sweetland and **Seconded By:** J. Thériault that the GMSC implement Sage 300 Accounting Software and supporting server hardware effective November 1, 2013 at an implementation cost of no greater than \$50,000 plus HST. **CARRIED**

5. Other - General

5.1 General Manager Report - October

B. LeBlanc reviewed the report. He elaborated a little more on the P3 discussions held over the past month. He indicated that the feedback he received from Fredericton was that “wastewater” seems to be a P3 type priority. The P3 program for next year is supposed to open in April and close in June so we should have all our information and be able to submit an application then.

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

B. LeBlanc introduced Brian Jamieson and David Hawkins from XYZ Communications.

B. Jamieson gave a brief presentation which provided an update on the status of the project. He advised they now have a recommendation for the Commission’s consideration of an approach to evolving the branding, which was one of the very specific challenges they had. He indicated considerable thought was given to moving the emphasis of the organization away from “what goes in” and focusing more on “what comes out”.

D. Hawkins provided some background information on developing a brand. He indicated that whatever the brand is it must be meaningful to the consumer. He advised they are recommending that the Commission consider going from a sewer commission to a wastewater commission. He provided a possible new name for the organization and this was discussed in great detail.

Considerable discussion followed and many questions were asked. The presentation was favourably received by all present.

**The presentation started at 4:05 p.m. and ended at 4:20 p.m.**

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

The Chair indicated that Council presentations are now scheduled for Riverview on October 21<sup>st</sup> and for Dieppe on November 20<sup>th</sup>. The date for presentation to Moncton City Council is also being scheduled but no date has been set. B. LeBlanc advised that a meeting with Rob Moore and Robert Goguen is being scheduled for the week of November 11<sup>th</sup>.

5.4 Gabbey Report - Commission Review

5.4.1 Section 4 GMSC Requirements and Funding  
General Manager Recommendations

The Chair advised that the Technical Committee have approved Section 4 of the Gabbey Report with the exception of 4.7 Pursuit of Community Improvement Fund Funding.

B. LeBlanc indicated that item 4.9 Utilization of Reserve Funds ties into 6.1.3 of the Gabbey Report. He advised that the Technical Committee looked at this and they suggested rewriting it to allow the use of capital reserve funds in joint benefit projects that benefit all three municipalities.

It was **Moved By:** C. Sweetland and **Seconded By:** C. Michaud that the general manager be directed to implement Section 4 of the Gabbey Report as finalized with the exception of 4.7. **CARRIED**

5.4.2 Section 6 GMSC Jurisdiction Limits - For Review at November Meeting

To be tabled at the November meeting.

5.4.3 Sections yet to be reviewed & approved - Sections 7 & 2

To be dealt with at a future meeting.

5.5 Privacy Officer and Request to Information Update

B. LeBlanc advised that he met with the province's officer responsible for privacy and request to information. B. LeBlanc indicated it was a good meeting and advised that GMSC are subject to the same legislation as the municipalities are. He was informed that someone should be designated or be responsible for this and that it should be someone in management and not on the Commission.

B. LeBlanc suggested that GMSC should do a better job of keeping the documentation we need to keep and destroying the documentation that we don't need to keep. B. LeBlanc advised that this is something we will work on to determine how long we should retain the information.

6. Information Items

- 6.1 Technical Committee minutes (June to September)
- 6.2 Article on City of Saint John Water P3 progress
- 6.3 Payables - September 2013 Payables

7. Private Meeting

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

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

**The meeting went to "Private" meeting at 6:50 p.m. and ended at 7:30 p.m.**

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

**Next meeting November 21, 2013 at 4:00 p.m.**

**The meeting adjourned at 7:30 p.m.**