



Greater Moncton Sewerage Commission
Commission d'épuration des eaux usées du Grand Moncton

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

DATE: Thursday - September 19, 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 advised that B. LeBlanc requested that item 3.1.3.2 generator radiators be removed as the package is not ready yet. Also to add two items as information items 6.6 announcement of new minister of environment; and 6.7 news article re surfing. Also, to add 4.3.4 transfer of funds between accounts.

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

CARRIED

The Chair suggested that the XYZ presentation on feedback from Branding, Communications and Commercialization Project be moved to the beginning of the meeting as Mr. Cormier was already present. (see item 5.2.1 below for comments)

2. Minutes of Meeting

2.1 Minutes of Regular Meeting - August 15 and 21, 2013

The minutes were circulated. Questions arose with respect to the minutes, both as to content and translation. J. Thériault and D. Bourgeois will email their comments to B. LeBlanc and the corrected minutes will be submitted for approval at the next meeting in October.

It was **Moved By:** D. Bourgeois and **Seconded By:** J. Thériault to review the minutes of August 15 and 21, 2013 (both the English and French versions) and they will be tabled at the October meeting for approval. **CARRIED**

2.2 Procès - Verbal de la réunion du 15 & 21 aout 2013

(see above item 2.1)

2.3 Items arising from Minutes (Appendix 1)

All items are dealt with separately as agenda items. (covered in 3.1, covered in private meeting, covered in GM report 5.1; covered in 5.2; covered in 5.3 below)

C. Allain joined the meeting at 5:00 p.m.

3. Capital Construction Program, Engineering Studies

3.1 Capital Projects

3.1.1 Capital Construction Program 2013 - Progress Report

C. Allain presented and reviewed the progress report in detail. The report was presented in a spreadsheet format which provided the information in a more concise manner. He reviewed the status of the projects in the planning, the pre-design and design phase, as well as the projects in the construction phase.

Various questions were clarified by C. Allain. The Board members commented they were quite satisfied with the spreadsheet format of the report.

3.1.2 R.V. Anderson Projects - Progress Report

C. Allain indicated the reports from R.V. Anderson provide a status on the projects that they have undertaken for GMSC. Several questions were asked by the Board and clarified by C. Allain and B. LeBlanc.

3.1.3 Equipment and Contracts - Recommendations and Awards

3.1.3.1 Compost Pad #3

B. LeBlanc indicated that R.V. Anderson had done the preliminary design for the pad. GMSC went for public tender with respect to the project management. B. LeBlanc advised that the tender closing was on September 17, 2013 and two tenders were received. Some discussion and questions followed and were clarified by B. LeBlanc and C. Allain.

It was **Moved By:** J. Thériault and **Seconded By:** C. Michaud that the GMSC having accepted two (2) tenders for the Construction of Compost Pad No. 3 awards the contract to the low bidder "Modern Construction (1983) Limited" for the amount of \$1,155,896.00 plus H.S.T. on the basis that the cover allowance of \$100,000.00 will not be used and the contract adjusted accordingly to \$1,055,896.00.

CARRIED

3.1.3.2 Generator Radiators

To be discussed at a future meeting.

3.1.3.3 Replacement Truck

B. LeBlanc provided a memo with respect to the purchase of a new pick-up truck. Requests for quotations were sent out to seven (7) local dealerships in the area and the recommended purchase is a Chev K1500 from Lounsbury.

It was **Moved By:** B. Hicks and **Seconded By:** C. Sweetland that the GMSC authorize the purchase of a Chev K1500 from Lounsbury for \$34,359.94 and an additional \$1,000 cash (or less) to add the GMSC logos. **CARRIED**

3.1.4 Compost Facility Operations Centre

B. LeBlanc advised that the contractor has been on site and have been working on resolving the deficiencies and they expect that by the first week of October we should be able to do a walk through the facility to make sure all the deficiencies are resolved.

3.2 Engineering Studies/Reports

3.2.1 Tri-County/GMSC Wastewater Conveyance Asset Development and ownership (Gabbey) Study

This item covered in the capital projects, item 5.5.

3.2.2 Request for Proposals for Biological Treatment (RFP)

3.2.2.1 Phase 1 - Pre-Treatment

C. Allain advised the RFP should be ready by the end of September.

3.2.2.2 Phase 2 - Biological Plant

C. Allain advised the RFP should be ready by the end of October.

C. Allain left the meeting

M. Asphlet joined the meeting

4. Financial and Administration

4.1 Payables - August 2013 Payables

The August 2013 Payables were reviewed and several questions asked were clarified by B. LeBlanc and M. Asphlet.

B. LeBlanc advised that the cheques are now generated from the accounting system. Following discussion it was agreed that although a motion is no longer necessary to approve the payables each month the listing of the payables should still be provided to the Board for review and monitoring.

4.2 Monthly Financial Report - July 2013

M. Asphlet reviewed the financial report in detail. Several questions were asked and clarified by M. Asphlet and B. LeBlanc.

It was **Moved By:** C. Michaud and **Seconded By:** J. Thériault that the Financial Report for July 2013 be accepted as presented. **CARRIED**

4.3 Banking Update

4.3.1 Authorized signing implementation

B. LeBlanc advised this has been completed and all the documents required by the Bank have been signed by the signing officers and the bank now has them.

4.3.2 Mastercard application

B. LeBlanc advised a Board Motion is needed to accompany the application to the bank.

It was **Moved By:** C. Michaud and **Seconded By:** C. Sweetland to authorize the General Manager to procure a GMSC corporate MasterCard from BMO in his name with a credit limit of \$10,000 to be used for corporate use. **CARRIED**

M. Asphlet left the meeting at 7:10 p.m.

4.3.3 Online banking implementation

B. LeBlanc advised that cheque payments will be done online. He indicated what has also been set up with the bank is that the signing officers of GMSC will be able to authorize these payments online as well. Once this has been finalized further details will be provided.

4.3.4 Transfer of Funds between accounts

C. Michaud advised that a problem in the deal made with BMO with respect to the treasury account has come to light and that GMSC has been missing 1.5% interest since July, approximately \$6,000. He advised that a further meeting with the bank manager at BMO will take place in the near future.

It was **Moved By:** C. Michaud and **Seconded By:** C. Sweetland that the amount of \$3,000,000.00 be transferred from the main treasury account to the secondary treasury account to qualify for the applicable interest. **CARRIED**

It was commented by D. Bourgeois that perhaps the payables each month is an item that could be eliminated in an effort to shorten the length of the board meetings. He indicated that only those items that are an issue or a potential issue should be presented to the Board for review.

All were in agreement that the Board meetings could be streamlined a little more.

5. Other - General

5.1 Approval of GMSC Vision, Mission and Strategic Priorities documents

The Chair commented that this was discussed at a previous meeting but never voted on. Some discussion followed. D. Bourgeois commented that the “mission” portion doesn’t read well and suggested it be reworded to read: “To collect and treat wastewater in a reliable cost-efficient and environmentally responsible manner.”

It was **Moved By:** J. Thériault and **Seconded By:** D. Bourgeois that the 2014 - 2018 GMSC Strategic Plan’s GMSC Vision and GMSC Strategic Priorities documents be approved as presented and GMSC Mission be approved as modified.

CARRIED

5.2 General Manager Report - September

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

B. LeBlanc introduced Brian Cormier from XYZ. He indicated that Mr. Cormier would be giving a presentation of where they are at presently and then what would be involved in the next steps.

Mr. Cormier stated they spoke with approximately 40 to 50 people in the community and posed a series of questions to each individual. All interviews were done in person and similar questions were asked of each. XYZ wanted to understand the stakeholder's degree of awareness, interest and comprehension about issues.

Mr. Cormier indicated the implication was that GMSC clearly needs to communicate more effectively with all stakeholder groups. He indicated that establishing positive personal relationships with key stakeholders and decision makers is crucial to future success. He indicated that shifting perceptions from "what goes in" to the pipe to "what comes out" of the pipe is something to focus on. The compost concept and the cleaner water concept are both very important.

Various questions were asked by Board members and clarified by Mr. Cormier.

The presentation started at 4:10 p.m. and ended at 4:45 p.m.

5.2.2 P3 NB and P3 Canada Update

To be tabled at a future meeting.

5.3 Feedback on invitation to present to Councils (Budget presentation and Support Presentation)

To be tabled at a future meeting.

5.4 Feedback from Technical Committee

To be tabled at a future meeting.

5.5 Gabbey Report - Commission Review

To be tabled at a future meeting.

5.5.1 Section 4 GMSC - General Manager Recommendations

To be tabled at a future meeting.

5.5.2 Section 6 (GMSC Jurisdiction/Limits) for October 17 meeting

To be tabled at a future meeting.

5.5.3 Sections yet to be reviewed & approved - Section 7 & 2

To be tabled at a future meeting.

5.6 Review of Travel Request Policy

The Chair presented a memo with respect to the travel request policy.

It was **Moved By:** D. Bourgeois and **Seconded By:** J. Theriault to rescind the policy “that any travel outside the Maritimes, by either Employees or Commissioners, should be approved by the Commission prior to the travel occurring”. That it be replaced with a policy that authorizes “the General Manager to approve any Employee travel outside the Maritimes”. However, any travel outside the Maritimes, by either the General Manager or Commissioners, should be approved by the Commission prior to the travel occurring.

CARRIED

5.7 Travel requests - B. LeBlanc

The Chair presented two requests for travel authorizations for B. LeBlanc.

It was **Moved By:** D. Bourgeois and **Seconded By:** C. Michaud to authorize Bernard LeBlanc to attend the P3 2013 conference in Toronto, Ontario on November 6 to 8, 2013; and the CWWA “Window on Ottawa” conference in Ottawa, Ontario on November 27 to 29, 2013.

CARRIED

5.8 Privacy Officer Update

To be tabled at a future meeting.

6. Information Items

- 6.1 Doug Baker note
- 6.2 Commission Member List - revised
- 6.3 Feedback from C. Allain re Conestoga Rovers & Compost Conference
- 6.4 CWWA Bulletin
- 6.5 Times & Transcript GMSC Article of August 22, 2013
- 6.6 Announcement of new minister of environment

6.7 News article re surfing from National Post September 18, 2013

7. Private Meeting

MOTION TO MOVE TO “PRIVATE” MEETING

It was **Moved By:** J. Thériault and **Seconded By:** D. Bourgeois to adjourn the general meeting. **CARRIED**

The meeting went to “Private” meeting at 7:25 p.m. and ended at 8:00 p.m.

Following the “Private” meeting those items remaining on the agenda that had not been handled were reviewed and a number were tabled to the next meeting. Item 5.1 was dealt with (as a motion was required) and it is dealt with in 5.1 above.

Next meeting October 17, 2013 at 4:00 p.m.

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

The meeting adjourned at 8:10 p.m.