

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

DATE: Tuesday – April 24, 2012 - 4:00 pm
Wastewater Treatment Facility

Chairman: Winston Pearce, P. Eng., Chairman

In attendance: E. Pitre, Vice-Chairman
D. Baker, Commissioner
Chanel Michaud, Commissioner
Brian Hicks, Commissioner
C. Allain, Director of Operations
R. Richard, Manager of Special Projects

1.0 Chairman's remarks and approval of Agenda

The Chairman welcomed everyone to the meeting. The Chairman made remark of the fact that the funeral of Annette Cormier, spouse of GMSC employee Val Cormier, occurred earlier in the day.

The following items were added to the previously circulated agenda:

6.4 Employee Reviews (C. Allain)

7.3 Requests for Information (C. Michaud)

It was **Moved by:** C. Michaud **Seconded by:** E. Pitre to approve the agenda as revised. **Carried.**

It was agreed that agenda items 5.3 "Report to the Commissioners" by Stevenson and Partners and 5.4 "Draft 2011 Financial Statements for approval by Commission" would be discussed at the beginning of the meeting because the auditors were present.

2.0 Minutes of Meeting

2.1 Minutes of Regular Meeting – March 15, 2012 & March 21, 2012

2.2 Procès-Verbal de la réunion du 15 mars 2012 et du 21 mars 2012

It was **Moved by:** E. Pitre **Seconded by:** D. Baker that the Minutes of Meetings of March 15 and 21, 2012 be adopted as presented in both languages. **Carried.**

Business arising from the minutes:

C. Allain circulated information at meeting regarding the following matters:

1. Status of Environmental Work on Virginia Lift Station and Crossing Project
2. - Achieving Energy Self-Sufficiently Proposal from ADI Ltd.
 - Resolution authorizing the project.
 - C. Allain provided summary of study elements.
3. Hawk authorization to proceed with Website update
4. Summary of Septage Haulers and current rates being charged. C. Allain reported that an evaluation will be completed this summer and further reports will be presented to the Commission at a later date.

3.0 Payables – March 2012

C. Allain provided explanation to the question from D. Baker regarding exp Consultants invoices to date on the Compost Site Garage Project. A Balance of only \$15,000.00 remains for the construction supervision of the garage from the approved total budget.

C. Allain to advise consultant.

It was **Moved by:** E. Pitre **Seconded by:** C. Michaud to approve the payables as presented. **Carried.**

4.0 Capital Construction Program, Engineering Studies

4.1 Progress Claim # 336 by R. V. Anderson

C. Allain provided background on R.V. Anderson Claim.

Discussion followed on several elements and C. Michaud suggested that GMSC should formalize meetings with the Engineering Departments of the three Municipalities as soon as possible. C. Michaud suggested that GMSC should take the lead.

4.2 Progress Report/Invoices (exp Consultants)

Previously discussed during the agenda item 3.0 Payables.

4.3 Award of Compost Facility Contract – Legal Advice

The legal advice from Edwin G. Ehrhardt was presented.

In summary:

“It is our opinions that GMSC’s proposed course of action is in accordance with industry standards and appropriate”.

5.0 Financial and Administration

5.1 Monthly Financial Report – February 2012

It was **Moved by:** D. Baker **Seconded by:** B. Hicks that the monthly financial report be approved as presented. **Carried.**

5.2 Annual Budget Forms for Signing

It was **Moved by:** C. Michaud **Seconded by:** E. Pitre that the Chairman and Secretary be authorized to sign the Provincial Annual Budget forms containing the GMSC 2012 approved budget. **Carried.**

5.3 “Report to the Commissioners” by AC Stevenson & Partners

Andrew Boudreau CA, AC Stevenson & Partners, distributed the most current copy of the “Report to the Commission to December 31, 2011” and dated April 19, 2012.

Mr. Boudreau summarized the report providing special emphasis and explanation to the future accounting changes that would be effective in 2012. These are referred to PSAB 3150. GMSC is well under way with the new requirements and further presentations will be forthcoming on this matter. In addition, Mr. Boudreau provided clarification on the current “Disclosure Clause” presented in the report.

5.4 Draft 2011 Financial Statements for approval by Commission

Andrew Boudreau CA, AC Stevenson and Partners distributed the most current “Financial Statements – December 31, 2011. Mr. Boudreau provided explanation and background on report.

It was **Moved by:** D. Baker **Seconded by:** C. Michaud that the Financial Statements to December 31, 2011 be approved as presented. **Carried.**

Mr. Boudreau advised that a “Management Letter” including comments and/or recommendations on the following would be forthcoming in the near future:

- Overall governance
- New Finance/Audit/Governance Committee
- Internal Controls Review
- General Comments

6.0 General Matters

6.1 GMSC Grounds Maintenance “Request for Quotations” Results and Recommendations

R. Richard presented his report dated April 10, 2012 including the results of the quotations received in response to the “RFQ” for the “Grounds Maintenance” for the site at 355 Hillsborough Road. The “RFQ” requested quotations for 2012 and the 2013 growing seasons.

The lowest total quotations of the three received are from Price Landscaping Services Ltd. R. Richard noted that the ‘RFQ’ provided for an estimated 30 weekly visits. The actual number of visits needed in 2011 was 23 therefore the final costs in 2012 will probably be lower than projected in the ‘RFQ’.

It was **Moved by:** E. Pitre **Seconded by:** D. Baker to approve the quotations from Price Landscaping Services Ltd. As submitted in the quotations dated April 3, 2012 for the 2012 and 2013 growing seasons. **Motion Carried** with one nay vote recorded by B. Hicks.

6.2 Insurance Matters

R. Richard presented his report dated April 20, 2012 regarding the evaluation and results of the Proposals received in response to the "R.F.P." for Professional Insurance Broker Services.

R. Richard reviewed the evaluation completed of the submissions received and recommendation. The "RFP" was issued to the brokers currently providing services to the Municipalities of Moncton, Riverview and Dieppe.

It was **Moved by:** C. Michaud **Seconded by:** D. Baker that the Commission approve "Goguen Champlain Insurance" to provide the GMSC Professional Insurance Broker Services as per the proposal submitted and dated April 13, 2012 in response to the "RFP" dated April , 2012. **Motion Carried.**

It was further noted that the basis of compensation will be on a "Fee Basis" as described in the proposal.

6.3 CWWA Board of Directors Meeting

It was **Moved by:** D. Baker **Seconded by:** E. Pitre to approve the travel authorization for R. Richard to attend the CWWA Spring Board meeting at the least cost to GMSC. **Carried.**

6.4 Employee Reviews

C. Allain advised that he had a preliminary meeting with Pierre Battah regarding advisory services in human resources management.

C. Allain advised that he was preparing a frame work for the current position descriptions of the staff.

The Chairman advised that he wants to meet Mr. Battah with D. Baker in the preliminary stages with a follow up presentation to the Commission.

7.0 Doug Baker

7.1 Letter to Jacques Dubé re Information Request

D. Baker provided a brief overview and confirmed that the information requested had been delivered to the City of Moncton.

7.2 Letter to David Muir & Marc Melanson re City of Moncton Information Request

It was noted that the City of Dieppe had requested a copy of the binders of information that was provided to the City of Moncton.

The Chairman requested that C. Allain coordinate that the three binders be sent to Marc Melanson, City Manager of the City of Dieppe as requested.

7.3 C. Michaud – Request for Information

C. Michaud provided a brief summary following a meeting with councilor Paul Belliveau from Dieppe regarding several matters. Following a brief discussion, it was agreed that the information request from the individual should be issued in written form.

C. Michaud requested confirmation of authorization for a few items.
R. Richard will follow-up with the details to C. Michaud.

8.0 Winston Pearce

8.1 Land Exchange

**RIFPP - ACT
Section 25 (1)**

8.2 Auditor General's Report (brought forward from previous meeting)

The "Auditor General's Report" will be deferred to another meeting scheduled for Tuesday, May 22, 2012 at 4:00 p.m.

8.3 Annual General Meeting – date, agenda and attendees

The tentative date for the "Annual General Meeting" was set for June 7, 2012 at 11:00 a.m. at the Lions Senior Citizen's Location on St-George Street.

The final agenda to be finalized by the Chairman with the assistance of C. Allain.

Items to be considered include:

- Auditor's Financial Statements 2011
- Future Plans
- BNR Pilot Plan

A light lunch is to be provided.

8.4 "Items arising out of Minutes" and "to do lists arising out of Minutes"

Covered in agenda item 2.

8.5 Web Site – Commission Members

R. Richard will coordinate with Hawk to update website. A draft of the website page with the Commissioners photos and bios will be made available to the Commissioners for final approval prior to being posted on the site.

8.6 Review of “Employee Benefits Package” underway

C. Allain provided the current situation of the employee schedule of benefits.

R. Richard will coordinate and take the lead on the review and report back to the Commission at a later date.

8.7 GMSC 30th Anniversary – 2013 – an opportunity for a retrospective?

The Chairman reminded the Commissioners that 2013 is the GMSC’s 30th Anniversary.

The Chairman requested the members of the Commission to start thinking about a potential celebration. A modest celebration such as an Open House with visit to BNR Pilot Plant, etc. was suggested.

All members present were in agreement with such an initiative. The 2013 Budget should include an item for this event.

8.8 Notice of Vacancy for Moncton Sewerage Commission posted on the GNB Agencies Boards and Commission Website

The Chairman provided details for information of the Province’s website notice regarding a vacancy on the GMSC.

9. Next Meeting

Next meeting is scheduled for May 17, 2012 – 4:00 p.m. at the Wastewater Treatment Facility.

Meeting Adjourned at 8:00 pm.

Prepared by:

Roland P. Richard, P. Eng., FEC
Manager of Special Projects

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