



GREATER MONCTON SEWERAGE COMMISSION
MINUTES OF REGULAR MEETING

DATE: Tuesday – May 22, 2012 - 4:00 pm
Wastewater Treatment Facility

Chairman: Winston Pearce, P. Eng., Chairman

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

With Regrets: B. Hicks, Commissioner

1.0 Chairman's remarks and approval of Agenda

The Chair welcomed everyone to the meeting and advised that B. Hicks could not attend because of a personal matter.

The following item was added to the agenda:

6.8 Property and Casualty Insurance Renewals 2012

The Chair advised that the report and recommendation had been received and reviewed earlier in the day by R. Richard and the representatives of Goguen Champlain Insurance were available to make a presentation.

It was agreed that the presentation would be accommodated at the beginning of the meeting and the Agenda Item 6.8 would be added.

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

2.0 Minutes of Meeting

2.1 Minutes of Regular Meeting – April 24, 2012

It was **Moved by:** E. Pitre **Seconded by:** D. Baker to adopt the Minutes of April 24, 2012 as presented in both languages. **Carried.**

D. Baker advised that he will verify all approved minutes for conformance to the privacy act. This will be undertaken prior to posting on the website. R. Richard will follow-up with D. Baker prior to posting and circulation of minutes.



2.3 Items arising from Minutes

- 4.1 The Chair confirmed that a letter had been sent to the three Municipal Engineering Departments with an invitation to meet with the GMSC in the near future.
- 4.3 C. Allain confirmed that the contract for the composting site garage has been awarded and contractor advised. The completion is expected before year end.
- 5.4 The "Management Letter" from AC Stevenson has not been submitted regarding the Financial Auditor Statements for 2012.

R. Richard will follow-up on this matter.

- 6.4 The Chair and D. Baker met with Mr. Battah. This matter will be further discussed later at meeting agenda Item 6.6.
- 7.2 C. Allain reported that a copy of the binders of information that was recently provided to the City of Moncton were also provided to Marc Melanson, City Manager, in Dieppe.
- 7.3 C. Michaud confirmed that he received the confirmation of payment authorization from the Commission for the items requested.

8.1

RIFPP - ACT Section 25 (1)

8.3 This item to be discussed under Item 6.7 of the meeting agenda.

8.6 A review of the current "Employee Benefits Package" is underway and R. Richard will provide update at next meeting.

Other: C. Michaud inquired on a report from the CWWA Spring Board Meeting.
R. Richard confirmed that a report will be included at the next meeting.

3.0 Payables – April 2012 Payables

- 1.0 D. Baker requested background and information on the exp Consultants (formerly ADI) payment for fees. C. Allain provided details on invoices and work completed to date. It was reported that he had received the "Draft Report" and will be providing comments to the consultants.
- 2.0 The Chair requested clarification on the Hinz payable. C. Allain summarized the invoice details and advised that the work is provided by Gordon Buck, the IT Specialist.



- 3.0 C. Michaud requested an explanation for the NB Power cheque amount and suggested that a more accurate method of payment be established. R. Richard to follow-up on this matter.

It was Moved by: D. Baker Seconded by: C. Michaud that the payables be approved as presented. Carried.

4.0 Capital Construction Program, Engineering Studies

4.1 Progress Claim # 336 by R. V. Anderson

C. Allain covered the progress to date and advised that the preliminary engineering was going well to date.

The Consultants will be providing a report in the near future.

4.2 Letter Report – Energy Study exp Consultants (formerly ADI)

Previously covered in Agenda Item 3 - Payables

4.3 Long Term Strategy Preliminary Implementation Schedule

General discussions on the Implementation Schedule including annual user rate development.

General discussions on the Annual General Meeting and the details to be presented.

C. Allain advised that he had a meeting scheduled with D. Stevenson on Wednesday, May 23 to further discuss. The Chair advised that he would attend the meeting with Stevenson.

5.0 Financial and Administration

5.1 Monthly Financial Report – March 2012

D. Baker circulated a summary he prepared of the “Financial Report” for the three month period ending March 31, 2012 for information.

A discussion followed. It was agreed that the existing presentation of the financial reports was confusing. Several questions could not be answered on the Revenues/Expenses presentation on the financial report from the Auditors. C. Allain will get the answers and clarifications from D. Stevenson prior to the next meeting and report to the Commission.

5.2 Financial Statement 2011 – final signed copy

No discussion – for information only.

6.0 Winston Pearce

Items 6.1 to 6.6

The Chair reviewed copies of correspondence that he had written to our various stakeholders and indicated that the information was included for reference only.



6.7 Annual General Meeting

General discussions on the planning and preparation for the Annual General Meeting.

- C. Allain will prepare slides for power point presentation.
- R. Richard will confirm simultaneous translation services with J.C. Bourque
- Planning meeting scheduled for Thursday, May 24 at 2:00 p.m. with Chair, C. Michaud, C. Allain.
- Planning meeting scheduled for Friday, May 25 at 2:00 p.m. with the Chair, C. Michaud, D. Baker, and C. Allain.

6.8 Property and Casualty Insurance 2012

MOTION

It was **Moved by:** D. Baker **Seconded by:** E. Pitre that the Property and Casualty Insurance Renewal Policies be renewed in accordance with the recommendations by Goguen Champlain Insurance in their report dated May 22, 2012. **Motion Carried.**

7.0 Next Meeting

The Chair advised that the meeting scheduled for July 19th will be held at the Pearce's residence.

The August meeting originally scheduled for August 16th will be re-scheduled for August 23.

Meeting Adjourned at 8:00 pm.

Note: E. Pitre left the meeting at 6:00 p.m. because of a personal matter. No motions were entertained after this departure.

Prepared by:

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

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