



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

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

**DATE:** Thursday – July 19, 2012 - 4:00 pm  
Wastewater Treatment Facility

In attendance: Winston Pearce, P. Eng., Chair  
E. Pitre, Vice Chair  
D. Baker, Treasurer  
B. Hicks, Commissioner  
Daniel Bourgeois (new Moncton Representative)  
C. Allain, Director of Operations  
R. Richard, Manager of Special Projects

Absent with Regrets: C. Michaud, Secretary

**1.0 Chairman's remarks and approval of Agenda**

The Chair welcomed everyone to the meeting and advised that C. Michaud would not attend the meeting because he was away for family matters.

The Chair also welcomed Mr. Daniel Bourgeois to the meeting as the new member representing the City of Moncton. It was noted that the appointment will be official on September 1, 2012.

The following items were added to the agenda:

- 7.6 – Distribution of the 2012 Budget to the Municipalities – D. Baker
- 7.7 – Announcement of new Federal WSER Regulations – R. Richard

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

**2.0 Minutes of Meeting**

**2.1/ Minutes of Regular Meeting – June 21, 2012**

**2.2**

It was **Moved by:** E. Pitre **Seconded by:** D. Baker that the Minutes of the Regular Meeting of June 21, 2012 be adopted as presented in both languages. **Carried.**

**2.3 Business arising from Minutes**

**2.3.1 Presentation by Dieppe on Babineau Creek Trunk Sewer Replacement**

Referred to a later item on agenda.

**2.3.2 Transfer to Capital Reserve Funds - Resolution**

Referred to a later item on agenda.



### **2.3.3 Internal Controls – Draft Policy**

In response to a recommendation received from A.C. Stevenson and Partners regarding the approval of the reimbursement of eligible expenses for the Commissioners and Senior Management by the “Governance Committee”, Mr. D. Baker, Treasurer, presented a “Draft Policy” for consideration and approval. The purpose of the Policy will assist in the internal controls.

B. Hicks suggested that the procedures currently in place regarding the approval of expenses for Commissioners and Senior Management should be sufficient and that such a policy may not be needed however he would support the policy.

The Chair reminded those present that several committees including the “Governance Committee” had been recently created by the Commission and that the members of this Committee include D. Baker and C. Michaud.

It was **Moved by:** D. Baker **Seconded by:** B. Hicks to approve the policy as presented. **Carried.** One “Nay” vote – E. Pitre

### **2.3.4 Municipal Capital Borrowing Board**

R. Richard advised that he had a meeting in Fredericton with representatives of the M.C.B.B. to inform them of the potential borrowings of the Commission in the foreseeable future and inquired on the requirements that the Commission will have to meet to get borrowing approval.

R. Richard advised that a summary report will be presented to the Commission at a future meeting.

### **2.3.5 More Accurate Method of Payment to NB Power**

R. Richard reported that a solution has not yet been received from NB Power. He will continue to push NB Power for a solution acceptable to the Commission.

### **2.3.6 Payables – April 2012 Payables – Request by B. Hicks**

The information requested was circulated to B. Hicks.

### **2.3.7 Banking / Investment – Request For Proposals**

Referred to a later item on agenda.

### **2.3.8 Bill 56 – Letters to Municipalities**

The Chair confirmed that a letter has been sent to the Municipal Managers.

### **2.3.9 Elected new Councillors - Orientation**

D. Baker advised that he is in the process of preparing a draft agenda for the orientation session for new Councillors.

The suggested date is Tuesday, August 7, 2012 (8:30 – 12:30).

D. Baker will coordinate with staff the preparation of the orientation session.



### 2.3.10 Revenue Analysis

C. Allain provided copies of background information to D. Baker. He suggested that a meeting be scheduled with D. Stevenson on this subject.

D. Baker suggested this matter be tabled until next meeting.

### 2.3.11 Land Exchange

Nothing to report.

## 3.0 Payables – June 2012 Payables

It was **Moved by:** E. Pitre **Seconded by:** D. Baker that the payables be approved as presented. **Carried.**

## 4.0 Capital Construction Program, Engineering Studies

### 4.1 Progress Claim # 339 by R. V. Anderson

C. Allain provided explanation and background regarding the Claim #339. He circulated a copy of the Capital Construction Program budget projections for information. Allain reported that R.V.A. will be submitting the Virginia Pumping Station and River Crossing Report in advance of the September regular meeting.

### 4.2 Compost Facility – Compost Pad No. 2

C. Allain referred to his report dated July 16, 2012 and provided the background and summary information regarding his recommendation for the Engineering Services for the next phase for the Composting Pad on the North Side.

D. Baker expressed concern that a Request for Proposal (RFP) was not issued for this work. B. Hicks indicated that he supports Baker's concerns generally, however, in this case the preferred team is recommended by the Director of Operations and that a RFP at this stage would not have a different outcome or recommendation.

It was **Moved by:** E. Pitre **Seconded by:** D. Baker that the Commission approve the proposal received from R.V. Anderson Associates Ltd. to provide the engineering services for the concrete slab (North Side) at the Composting Facility in accordance with the letter proposal dated July 12, 2012 recommended by the Director of Operations in his memo dated July 16, 2012. **Carried.** One "Nay" Vote – D. Baker.

## 5.0 Financial and Administration

### 5.1 Monthly Financial Report – May 2012

D. Baker provided a brief summary on the financial statements. He commented that no concerns on trends to date are observed according to the statements presented.

It was **Moved by:** D. Baker **Seconded by:** E. Pitre that the financial statements be approved as presented. **Carried.**



6.0 Winston Pearce

6.1 Feedback on Meetings and Correspondence

The Chair advised that he had met individually with the Mayors of Moncton, Riverview and Dieppe to review the new Bill 56 regarding the make-up of the Commission.

6.2 Letters from Minister Bruce Fitch and Letter from Mayor George LeBlanc

Provided for reference only.

6.3 Meeting with Mayor of Dieppe Yvon Lapierre regarding Babineau Creek Trunk Sewer

The Chair reported that he and C. Allain met with Mayor Lapierre and Dieppe staff to discuss the Babineau Creek Trunk Sewer renewal project.

The Chair confirmed that RV Anderson will provide a report to the Commission in advance of the next meeting with information regarding the upsizing of the Babineau Creek Trunk Sewer. C. Allain to provide follow-up and report at next meeting.

The Chair also indicated that further study on the "Collector Sewer's" within the Greater Moncton Area is needed so that the Commission can effectively identify its responsibilities for the future regarding major collector sewers. This subject will be further discussed at a future Commission meeting.

7.0 Other

7.1 GMSC/Municipal Technical Committee – Meeting Notes

Circulated for information.

D. Baker expressed disappointment on the proposed schedule of meetings (bi-annual) for the Committee. The Chair explained that quarterly meetings were suggested; however, the municipalities preferred bi-annual meetings. It is understood that meetings will be scheduled more often if needed.

7.2 Request For Proposals – Banking/Investments

D. Baker referenced the report dated July 16, 2012 prepared by R. Richard and provided the background information for the **Request For Proposals** (RFP).

It was **Moved by:** D. Baker **Seconded by:** E. Pitre that the Commission approve the RFP dated July 16, 2012 for "Investment Services" as presented. **Carried.**

R. Richard will follow-up on this matter and the date agreed for the receipt of proposals is September 15, 2012.

7.3 Capital Reserve Fund - Transfer

D. Baker referenced the report dated July 13, 2012 prepared by R. Richard regarding a "General Capital Reserve Fund" transfer. He provided the background and details regarding the transfer.



It was Moved by: D. Baker Seconded by: B. Hicks that:

**RESOLUTION – TRANSFER TO GENERAL CAPITAL RESERVE FUND**

The Greater Moncton Sewerage Commission authorizes the transfer of \$3,348,820.00 from the available funds to the "General Capital Reserve Fund" from the fiscal year 2012 and further authorizes the transfer of \$3,348,820.00 from GMSC accounts as identified in the July 13, 2012 report.

**CARRIED.**

**7.4 EMS (Environmental Management System)**

C. Allain provided brief update on the B.N.Q. (Bureau de Normalisation du Quebec) and the National Biosolids Partnership-Environmental Management Systems (NBP-EMS) Certifications.

He advised that an internal audit in accordance with the NBP-EMS Certification was conducted recently with the assistance of Ned Beecher of NEBRA (North Eastern Biosolids and Residuals Association)

**7.5 Human Resources Review – Pierre Battah**

C. Allain advised that P. Battah was currently completing a diagnostic review of the current Human Resources Situation of GMSC and is expecting a report for presentation at the August meeting.

**7.6 Distribution of the 2012 Budgets to the Municipalities**

D. Baker requested that copies of the approved 2012 GMSC budgets be circulated to the three Municipalities. A letter will be prepared for the Chair's signature.

**7.7 Announcement of new Federal WSER Regulations**

R. Richard advised that the Federal Minister of Environment, Peter Kent, announced on July 18, 2012 the coming into force of the new regulations for Wastewater Effluent Discharge.

**8.0 Next Meeting**

The next meeting is scheduled for August 23, 2012 – 4:00 p.m. at the Wastewater Treatment Facility.

Motion to Adjourn by E. Pitre at 7:30 pm.

Prepared by:

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

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