



GREATER MONCTON SEWERAGE COMMISSION
MINUTES OF REGULAR MEETING

DATE: Thursday – September 20, 2012 - 4:00 pm
Wastewater Treatment Facility

In attendance: Winston Pearce, P. Eng., Chair
D. Baker, Treasurer
C. Michaud, Secretary
B. Hicks, Commissioner
Daniel Bourgeois, Commissioner
Julie Thériault, Commissioner
C. Allain, Director of Operations
R. Richard, Manager of Special Projects

1.0 Acting Chair's remarks and approval of Agenda

1.1 Election of Officers

Mr. W. Pearce welcomed everyone to the meeting and provided a general overview of Bill 56 suggesting the first item of business was the election of officers.

Mr. Pearce confirmed that the new members of the Commission recently appointed by the Municipalities were as follows:

City of Dieppe	- Chanel Michaud
	- Julie Thériault
City of Moncton	- Brian Hicks
	- Daniel Bourgeois
Town of Riverview	- Winston Pearce
	- Doug Baker

Mr. Pearce invited nominations from the members present.

Mr. D. Baker "nominated" the following:

Mr. Winston Pearce - Chair

Mr. Chanel Michaud - Secretary

Mr. Doug Baker – Treasurer

Mr. Pearce subsequently asked twice if there were other nominations from the members. No other nominations were made and the nominations were declared closed.

The nominations were declared elected by acclamation:



1.2 Bank Signatories

It was **Moved by:** C. Michaud and **Seconded by:** D. Baker that the following Commissioners be authorized to sign GMSC cheques and other related legal documents as approved by the Commission.

- Winston Pearce – Chair
- Chanel Michaud – Secretary
- Doug Baker – Treasurer
- Brian Hicks – Commissioner

Carried.

1.3 Quorum

The Chair noted that the “Quorum” for the GMSC meetings shall be in accordance with section 15.2(14) of Bill 56 stipulating that the GMSC shall establish, in its by-laws, a quorum for its meetings, and a quorum shall comprise at least one half of the number of members who, at the time when the meeting in issue is held, hold an appointment to the Commission.

Until the by-laws are approved, the quorum for GMSC meetings shall be a minimum of three (3) members.

1.4 By-Laws

D. Baker advised that Bruce Fitch, Minister of Local Government and Environment had offered that his department would be available to assist the GMSC with the preparation of its by-laws in accordance with Bill 56.

The Chair advised that he will be meeting with representatives of the department on November 21, 2012 and would inquire on this matter and report at a future Commission meeting.

1.5 Adoption of Agenda

The following items were added to the agenda by D. Baker.

- Update on land transaction
- Orientation Session with new Commissioners
- 2012 Employee Compensation Review
- PSAB update

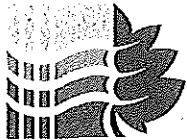
It was **Moved by:** C. Michaud **Seconded by:** B. Hicks to approve the agenda as amended.
Carried.

2.0 Minutes of Meeting

2.1 Minutes of Regular Meeting – August 23, 2012

It was **Moved by:** D. Baker and **Seconded by:** C. Michaud to adopt the Minutes of the Regular Meeting of August 23, 2012 as presented in both languages. **Carried.**

B. Hicks requested that the minutes be circulated electronically in the future. It was agreed that the minutes for the past year would be circulated to all members and that in the future, the minutes would be circulated electronically to the members once prepared and translated. The potential of electronically distributing all pre-meeting materials was also discussed and will be pursued in the future.



2.2 Business arising from Minutes

2.2.(i) Human Resources Review – Report from P. Battah

Dealt with in Agenda Item 8 below.

2.2.(ii) RV Anderson Report Presentation on Virginia Pumping Station

Dealt with in Agenda Item 4.1 below.

2.2.(iii) Presentation by C. Allain on recommended process for approval of “Extra Work” for the Compost Garage Project

Dealt with in Agenda Item 4.2 below.

2.2.(iv) exp Consultant Energy Final Report

Dealt with in Item 4 below.

2.2.(v) Schedule Technical Committee Meeting in September

Meeting was held on September 19, 2012. See additional detail in Item 6.4 below.

3.0 Payables – August 2012 Payables

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

D. Bourgeois requested a summary of the current remuneration for GMSC employees including benefits package. C. Allain to provide information as requested.

4.0 Capital Construction Program, Engineering Studies

4.1 Progress Claim # 341 by R. V. Anderson

C. Allain provided a brief summary and update regarding the Claim # 341 with emphasis on the Virginia Pumping Station engineering work including the overall concept of the drainage area handled by the Pumping Station.

C. Allain advised that the final report would be submitted in the next few weeks and that RV Anderson will be prepared to present their report at the next Commission meeting in October.
C. Allain will schedule with the consultants.

D. Bourgeois suggested that a presentation of this project would be beneficial at a Tri-Community Meeting of the three Councils. The next meeting is scheduled for October 16, 2012. C. Allain advised that this could be possible; however the lead time is short and the consultants will only be presenting the report to the Commission after the Tri-Community Meeting. It was suggested that a future meeting would be preferred.



4.2 Compost Facility – Avondale Certificate of Payment #3

C. Allain advised that the Certificate of Payment #3 is a progress payment on work completed with no extra items or change orders.

4.3 Collector Sewer Study

The Chair suggested that a study/review is needed on the current GMSC Collector Sewer Network.

The study should be at a “high level” and should be a “technical” evaluation of the existing collector and trunk sewer network with the objective to determine if the existing network needs to be expanded to meet future needs for the next 50-100 years.

The study should consider jurisdiction, cost sharing, ownership, etc. This concept has been discussed with the GMSC Technical Committee and the committee members concur with the need for this evaluation.

C. Allain will prepare a draft set of “Terms of Reference” for the study and submit to the technical committee members for comments prior to final presentation and approval of the GMSC.

5.0 Financial and Administration

5.1 Monthly Financial Report – July 2012

D. Baker provided an overview on the financial reports. He commented that no unusual trends are noted other than the overall budget seems high for 2012.

It was **Moved by:** D. Baker **Seconded by:** J. Thériault that the financial report be approved as presented. **Carried.**

5.2 Banking – Investment Services - RFP

R. Richard advised that submissions had been received as per the RFP. All submissions were complete and a preliminary evaluation has been completed.

R. Richard suggested that D. Baker and C. Michaud, in consideration of their banking and financial background, participate and assist him in the evaluation and preparation of recommendation to the Commission.

All agreed and a report will be submitted for consideration at the October meeting.

5.3 Schedule for Capital and Operating Budget (per Bill 56)

The Chair referred to Bill 56 and the timeline requirements for budget reporting to the municipalities and the Province.

D. Baker advised that he will present the draft 2013 budget at the next Commission meeting scheduled for October 18, 2012.

He requested C. Allain to prepare the projected 5-year Capital Program for consideration as well. D. Baker noted that it is his intention to meet and present the draft budgets to the treasurers of the three municipalities for information and input prior to final submission.



5.4 Action required to accommodate "Local Boards, including water and wastewater Commission, becoming subject to the Access to Information Act on April 1, 2013

D. Baker presented a work plan regarding the "Right to Information and Protection of Privacy Act" for consideration because the GMSC is subject to comply with the regulation.

Following a general discussion on the subject, all agreed that the proposed work plan be used as the template for development of a final plan and that a final work plan be submitted for approval.

D. Baker recommended that R. Richard be designated as the senior staff person to lead this initiative and report back to the Commission as appropriate.

All agreed with this recommendation.

D. Baker noted that the Union of Municipalities of New Brunswick, UMN, will hold a workshop on September 28, 2012 in Fredericton and that GMSC representatives should attend.

5.5 Update Report – 2013 User Unit Determination – Moncton/Dieppe/Riverview

R. Richard presented his report dated September 18, 2012 including the recommended 2013 User Unit Determination for Dieppe, Moncton, Riverview.

It was **Moved by:** D. Baker **Seconded by:** J. Thériault that the 2013 Sewer User Billable Units be approved as presented and that the municipalities be advised accordingly. **Carried.**

R. Richard advised that AC Stevenson and Partners in their report recommending the equivalent user units for 2013 points to the need for the Commission to consider the concept and issues with respect to the use of by-law description categories for billing purposes and/or further consultations with the municipalities to supply user details in a more detailed manner.

D. Baker suggested that he would discuss this topic with the treasurers of each Municipality to help develop draft Terms of Reference for a potential study/evaluation.

It was noted that such a study/evaluation would need a significant technical evaluation as well.

It was agreed that D. Baker would proceed and report back to the Commission after he has met with the treasurers.

NOTE: D. Bourgeois left meeting at 6:20 p.m.

6.0 Other – General

6.1 Feedback on Councillors' Tour

Positive feedback on the tour was expressed by those who attended. All agreed that it was a success.

6.2 Councillor Jean-Claude Cormier's suggestion that we provide a similar tour for our MLA's and MP's

It was agreed that an invitation to the area MLA's and MP's for a tour and presentation of GMSC facilities and challenges would be a positive initiative from the GMSC. Further discussion on this initiative to follow.



6.3 Feedback from Technical Committee Meeting

The meeting was held on September 19, 2012. The "Meeting Notes" were circulated for information.

6.4 Feedback from meeting with Jacques LeBlanc re Babineau Creek Trunk Sewer

The Chair referred to his memo dated September 14, 2012 and provided a general overview resulting from the meeting.

The City of Dieppe submitted a proposed and alternate motion regarding the upsizing of the Babineau Creek Trunk Sewer for consideration.

Following a detailed discussion, the following motion was **Moved by:** C. Michaud **Seconded by:** D. Baker.

"The GMSC recommends that the City of Dieppe proceed with the upsizing of the Babineau Creek Trunk Sewer to meet the future GMSC long term conveyance strategy for the City of Dieppe which will include re-directing future flows from the Melanson Road drainage basin and the Fox Creek drainage basin.

The GMSC has concluded that prior to GMSC committing to the precise funding for the GMSC share of upsizing the Babineau Creek Trunk Sewer, or the potential ownership of the Babineau Creek Trunk Sewer or any other major collector sewers in Dieppe, Moncton or Riverview, a review/evaluation is required on the current network of GMSC collector sewers with the objective of determining if the network needs to be expanded to meet future needs. The development of a clear policy outlining definitions, ownership, cost sharing formulas, responsibilities of the GMSC; etc., will be developed as part of this review/evaluation. The GMSC further undertakes to complete as quickly as possible the review/evaluation with the participation of the recently formed GMSC/Municipal Technical Committee comprising of representatives of Moncton, Riverview and Dieppe.

The GMSC commits to paying for the GMSC share of the Babineau Creek Trunk Sewer in an amount and timing to be determined after the above mentioned review/evaluation is completed."

Carried.

6.5 Upcoming meeting with Chair of Fredericton Sewerage Commission & Tim LeBlanc of the Department of Environment

The Chair and C. Allain will be meeting in Fredericton on Friday, September 21, 2012 with the following:

- Tim LeBlanc – Department of Environment
- Dan Harvey – Fredericton Sewerage Commission

A summary of the visit will be presented at the next Commission meeting.

6.6 2012 Window of Ottawa – Canadian Water & Wastewater Association (CWWA)

It was **Moved by:** D. Baker **Seconded by:** B. Hicks that the travel authorization for R. Richard to attend the 2012 CWWA Window on Ottawa meetings be approved as submitted and it was further approved that one member of the Commission (to be determined) also be authorized to attend.



Carried.

6.7 Compensation Review

D. Baker inquired on status of the 2012 compensation review for employees.

C. Allain advised that the review is on-going and not final. The Chair offered to contact Commissioner D. Bourgeois to request if he is interested to be part of the Human Resource Committee and finalize the review.

D. Baker requested that a follow up status report be submitted at the next Commission meeting in October.

6.8 Orientation Program for new Commissioners

D. Baker will finalize agenda and schedule according to availability of participants.

6.9 Land Transaction

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

Nothing to report. C. Allain advised that he anticipates additional information for consideration at the October Commission meeting.

7.0 PSAB UPDATE

R. Richard advised that the report and recommendations will be presented at the October meeting including a presentation of Andrew Boudreau of AC Stevenson and Partners the re-stated 2011 Financial Statements.

8.0 In Camera Meeting

Réport from Pierre Battah

9.0 Next Meeting

The regular scheduled monthly meeting is set for October 18, 2012 at 4:00 p.m. at the Plant.

Motion to Adjourn at 7:30 pm.

Prepared by:

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

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