



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

DATE: Thursday – October 18, 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 Chair's remarks and approval of Agenda

Mr. W. Pearce welcomed everyone to the meeting. Regarding the agenda items, it was noted for the minutes that Item # 2 – “Discuss Human Resources Review with Pierre Battah” was discussed “In Camera” in advance of the regular meeting agenda items.

The following item was added to the agenda by D. Bourgeois 7.3 – Personnel Policy Review

It was **Moved by:** D. Baker **Seconded by:** D. Bourgeois to approve the agenda as amended.
Carried.

2.0 In Camera Meeting

2.1 Discuss Human Resources Review with Pierre Battah

“In Camera” meeting held in advance of regular meeting agenda.

3.0 Minutes of Meeting

3.1 Minutes of Regular Meeting – September 20, 2012

It was **Moved by:** C. Michaud and **Seconded by:** J. Thériault to adopt the Minutes of the Regular Meeting of September 20, 2012 as presented in both languages. **Carried.**

The Chair suggested that in the future, the minutes should be titled as “Unapproved” until they are officially approved, whereupon they would be marked “Approved” for release. This process will be followed by staff.

3.2. Items arising from Minutes

I. Preparation of By-Laws – Chair to report on meeting with Province

Covered in Agenda Item 7.2



II. Summary to D. Bourgeois of remuneration for employees (C. Allain)

C. Allain provided information to D. Bourgeois

III. Schedule of Virginia Pumping Station presentation by consultants (C. Allain)

Covered in Agenda Item 5.1

IV. Status of Terms of Reference for Collector Sewer Study (C. Allain)

Covered in Agenda Item 5.3

V. Status on report on Investment Services – RFP (R. Richard)

Covered in Agenda Item 6.4

VI. User Units Determination (D. Baker update on meetings with Treasurers)

Review is on-going. D. Baker to report at a future meeting when review completed.

VII. Meeting with local MLA's and MP's

Date to be determined and finalized at a future Commission meeting.

VIII. Report on meetings in Fredericton by Chair

Covered in Agenda Item 7.1

IX. Follow up on status of employees compensation review 2012 (C. Allain)

Covered in Agenda Item 6.6

X. Schedule for Orientation program for new Commissioners (D. Baker)

D. Baker will schedule and advise accordingly of proposed date.

XI. Land transaction update

C. Allain reported that no additional information was available to report.

XII. PSAB update (R. Richard)

Covered in Item 6.5

4.0 Payables – September 2012 Payables

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



5.0 Capital Construction Program, Engineering Studies

5.1 Progress Claim # 342 by R. V. Anderson

C. Allain provided a general update on the status of the Virginia Pumping Station project and advised that the target for presentation of the final report by the consultants was the November meeting.

C. Allain advised that the tender call for the 1st phase of the second pad has been moved to the winter 2013 timeframe.

5.2 Compost Facility – Avondale Certificate of Payment #4

C. Allain provided a brief summary of Progress Claim #4 from Avondale Construction for work at the Composting Facility Garage Project.

5.3 Babineau Creek Trunk & Gabbey Report

C. Allain with input from the Technical Committee will finalize the “Draft” Terms of Reference (TOR) for the GMSC study to be carried out and will present the final version to the Commission for approval prior to award.

It was noted that completion of the study should not be expected before the end of February 2013.

The Chair noted that he would reply to the City of Dieppe’s request with an official response regarding the motion approval by the GMSC regarding the Babineau Creek Trunk Sewer Renewal Project.

6.0 Financial and Administration

6.1 Monthly Financial Report – August 2012

D. Baker noted that GMSC was in good financial shape. Mr. Baker related that he projects that GMSC will be in surplus cash position at the end of the year. He requested that the Director of Operations prepare the required resolutions including recommended amounts for transfer to the Capital Reserve Funds for the December meeting.

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

6.2 Budget / Borrowing Vote

W. Pearce, Chair, referred to his e-mail report dated October 15, 2012 regarding representation and voting on GMSC budget and borrowing matters.

General discussion followed with no concerns expressed by the Commissioners present.

6.3 Draft Budget

The “Draft” 2013 budget was circulated by D. Baker. Mr. Baker explained the process followed in its preparation.



Mr. Baker reported that he is preparing a detail summary of the 2013 budget projections and will circulate to the Commission members in advance of a special Commission meeting to discuss the draft budget.

The meeting was scheduled for Tuesday, October 30, 2012 at 4:30 – 6:00 at the GMSC boardroom.

Mr. Baker advised that it is his intention to meet with the three (3) municipal treasurers once finalized.

6.4 Report of the RFP – Investment Services

D. Baker referred to the process followed regarding the “Request for Proposals” from the financial institutions and the proposals received. He referenced the report dated September 27, 2012 from the ad-hoc committee. General discussions followed.

It was **Moved by:** D. Baker and **Seconded by:** B. Hicks that the proposal dated September 14, 2012 received from BMO be approved as the preferred proposal. **Carried.**

6.5 Tangible Capital Assets (TCA) / PSAB 3150

R. Richard referred to his memo dated September 24, 2012 regarding Tangible Capital Assets (TCA) and the new procedures as set out by the Public Sector Accounting Board (PSAB).

It was **Moved by:** D. Baker **Seconded by:** D. Bourgeois that the following be adopted:

1. Final report of the “Inventory and Valuation of Tangible Assets” prepared by R.V. Anderson Associates Ltd. and dated September 13, 2011
2. GMSC – Tangible Capital Asset Policy

Carried.

6.6 Staff Salary Adjustments

It was **Moved by:** D. Bourgeois **Seconded by:** B. Hicks that a staff salary increase be approved at 2.5% for 2012 (retroactive from January 1, 2012) and 2.5% for 2013. **Carried.**

It was noted that C. Allain together with the Human Resource Committee will review the current employee benefits package and a report will be forthcoming to the Commission at a future meeting.

7.0 Other – General

7.1 Report on meeting with Province

W. Pearce referred to his report dated September 21, 2012. The Chair also provided a brief summary of the presentation made at the Riverview Town Council on Wednesday, October 17, 2012. A copy of the Power Point Presentation used was circulated for information.



7.2 Status of By-Laws

W. Pearce advised that he is working on a draft set of GMSC By-Laws with the assistance of C. Michaud. A draft will be submitted for Commission review when completed.

7.3 Personnel Policy Review

It was Moved by: D. Bourgeois Seconded by: D. Baker to receive the report submitted by Pierre Battah and refer the report to the Human Resource Committee for follow-up. Carried.

8.0 Information Items

For information only.

9.0 Next Meeting

- Special meeting – Budget - Tuesday, October 30, 2012 (4:30 – 6:00 p.m.) at the GMSC boardroom.
- Regular Monthly Meeting - Thursday, November 15, 2012 at 4:00 p.m. at the GMSC boardroom

Motion to Adjourn at 8:00 pm.

Prepared by:

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

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