



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

DATE: Thursday – November 15, 2012 - 4:00 pm
Wastewater Treatment Facility

In attendance: Winston Pearce, P. Eng., Chair
D. Baker, Treasurer (in attendance from Agenda Item 4.3 to end of meeting)
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

The Chair welcomed everyone to the meeting.

The following items were added to the agenda:

Item 5.4 - Banking Request for Proposal update
Item 7.3 – Submission of "Abstract" to IWA Conference in Vancouver/July 2013
Item 7.4 – Meeting with "Stakeholders" on November 19, 2012
Item 7.5 – Pre-Easement Agreement/Dieppe

It was Moved by: C. Michaud and Seconded by: J. Thériault to approve the agenda as amended.
Carried.

2.0 Minutes of Meeting

2.1 Minutes of Regular Meeting – October 18, 2012

It was Moved by: D. Bourgeois and Seconded by: C. Michaud to adopt the Minutes of the Regular Meeting of October 18, 2012 as presented in both languages. Carried.

2.2. Items arising from Minutes

I. Meeting with Local MLA's and MP's

The Chair circulated a memo update regarding a proposed meeting with local MLA's and MP's.

The executive assistant to Minister Fitch will bring the invitation to the attention of the South-Eastern Ministers/MLA's at their next meeting scheduled for November 25, 2012.

A meeting could be scheduled for December or in the New Year.



II. Schedule for orientation program for new Commissioners

D. Baker suggested Saturday, December 8, 2012. J. Thériault and D. Bourgeois to confirm availability.

III. Land transaction update

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

IV. Virginia Pumping Station project – Presentation by consultants

Covered in Agenda Item 4.2

V. Director of Operations to prepare resolution recommending transfers to Capital Reserve Fund for the December meeting

C. Allain will prepare required resolution for consideration at December meeting.

VI. Human Resources Committee to review and report on employee benefits package

Matter to be covered in the “In Camera Meeting”.

3.0 Payables – October 2012 Payables

It was **Moved by:** C. Michaud and **Seconded by:** J. Thériault to approve the payables as presented. **Carried.**

Prior to the approval of the payables, C. Allain provided explanation and background to the inquiries from the Commission members on several payables.

Notwithstanding the current payables, D. Bourgeois inquired as to the current GMSC procurement policy in place. C. Allain responded that GMSC has no official procurement policy with the exception of a few services such as insurance coverage and landscaping services.

C. Michaud suggested that several purchases could be identified from the current list of payables that could be tendered.

D. Bourgeois suggested that the Public Purchasing Act could serve as a model to establish purchasing procedures and policies.

D. Bourgeois suggested that the subject of a “GMSC Purchasing Policy/Procedure” be referred to the Finance Committee for review which was supported by all members.

4.0 Capital Construction Program, Engineering Studies

4.1 Progress Claim # 343 by R. V. Anderson

C. Allain provided a brief summary of the Progress Claim.



4.2 Final Report – R.V. Anderson – Predesign report for Virginia Street Pumping Station and Force Main – Status Update

C. Allain advised that two (2) copies of the preliminary engineering report had been received from the consultants and he will be reviewing the document. A technical workshop involving the consultants is scheduled for December to review and discuss the report. Assuming no major revisions, a presentation could be scheduled in the New Year.

4.3 Compost Facility Garage – Certificate of Payment No. 5 (to be tabled at meeting)

C. Michaud noted that the Certificate No. 5 was not available at meeting for review. He requested that C. Allain verify the Certificate has been received and approved prior to releasing payment. C. Michaud also requested a copy of Certificate No. 5 for his records.

5.0 Financial and Administration

5.1 Monthly Financial Report -- September 2012

D. Baker noted that GMSC continues to be in good financial shape with a projected surplus of \$3.6 M at the end of September 2012.

He reminded the Director of Operations to prepare the required resolutions including recommended amounts for transfer to the Capital Reserve Fund for approval at the December meeting.

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

5.2 Ratify Motion passed on October 30th Budget Meeting

Following discussions from the October 30, 2012 GMSC budget meeting, the following motion was **Moved by:** D. Baker and **Seconded by:** D. Bourgeois:

That the two accounts at the National Bank known as the "Reserve Base Line" and the "Reserve Capital General" accounts be closed and the funds transferred to the Bank of Montreal recently opened Capital Reserve Account.

Carried.

5.3 2013 Budget and 5 year plan - approval

D. Baker provided an update of the proposed 2013 Budget resulting from the budget meeting on October 30, 2012.

It was **Moved by:** D. Baker and **Seconded by:** D. Bourgeois to approve the adoption of the 2013 operations and capital budgets as required under paragraph 189 (4) of the New Brunswick Municipalities Act and this motion is to be ratified by e-mail subsequent to the review by the three municipal stakeholders of the commission prior to November 30, 2012.

Carried.



5.4 Banking Request for Proposal update

The Chair informed the Commission that the transfer of funds from the National Bank to the BMO had been completed and that \$15.0 M had been placed in GIC's for a term of 3 years.

6.0 Other – General

6.1 Draft of By-Law #1 for discussion purposes

The Chair referred to his report dated September 9, 2012 and his first draft of the new GMSC By-Laws. He noted that the draft is intended to be a starting point and requested the Commissioners to further review and welcomed comments.

Several general observations were expressed on several items and it was concluded that this topic would be brought forward in early 2013 for further elaboration and development.

6.2 Tri-Community/GMSC Wastewater Conveyance and Asset Ownership Study (Gabbey)

Copies of the "Tri-Community/GMSC Wastewater Conveyance Asset Development and Ownership Study" – Terms of Reference dated November 1, 2012 and the preliminary cost estimate dated November 2012 were circulated at the meeting by the Chair.

It was **Moved by:** B. Hicks and **Seconded by:** D. Bourgeois that the circulated "Terms of Reference" dated November 1, 2012 including the preliminary cost estimate be approved "In Principle" subject to the approval of the Municipal Technical Committee during their next scheduled meeting on November 28, 2012. **Carried.**

6.3 December 20 meeting content

The Chair offered to host a reception and dinner following the next Commission meeting at his residence.

7.0 Information Items

7.1 Meeting Dates for 2013

Meeting dates were circulated for information and planning purposes. D. Bourgeois suggested that the Annual General Meeting should be scheduled on the same date as a regular monthly meeting.

The schedule of the Annual Meeting will be brought forward in 2013 for finalization.

7.2 Municipal Technical Committee Meeting Notes

Meeting notes included for information.

7.3 Submission of "Abstract" to IWA Conference in Vancouver / July 2013

The Chair advised that C. Allain will be submitting an "Abstract" on the GMSC BNR Pilot Plant project for consideration for a presentation at the IWA/WEF Conference scheduled for July 2013 in Vancouver, BC.



7.4 Meeting with Stakeholders

The Chair advised that a meeting with representatives of Moncton, Dieppe and Riverview was scheduled for Monday, November 19, 2021 at the GMSC boardroom to review the 2013 budget.

The Chair, C. Michaud, D. Baker and C. Allain would attend on behalf of the Commission.

7.5 Pre-Easement - Dieppe

C. Allain explained the request from the City of Dieppe for the approval of a "Pre-Easement Agreement" from the GMSC as per plan for the creation of a pedestrian walking trail. C. Allain recommended the approval of the "Pre-Easement Agreement".

It was **Moved by:** C. Michaud and **Seconded by:** J. Thériault that the "Pre-Easement Document" be approved as presented and that the "Final Easement" document be approved as well when submitted and that the Chair and Secretary be authorized to sign the documents. **Carried.**

8.0 Next Meeting – December 20, 2012

Regular Monthly Meeting - Thursday, December 20, 2012 at 4:00 p.m.

Motion to Adjourn at 7:00 pm.

ADOPTED ON DECEMBER 20, 2012