

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

DATE: **Thursday - November 19, 2015 at 5:30 pm**
GMWC Riverview Operations Centre

IN ATTENDANCE: Win Pearce, Chair
Chanel Michaud, Treasurer
Clarence Sweetland, Secretary
Julie Thériault, Commissioner
George Somers, Commissioner
David Muir, Commissioner (absent)
Kevin Rice, General Manager, GMWC

1. Chair's remarks and Approval of Agenda

The Chair welcomed everyone to the public meeting.

The Agenda was circulated and reviewed. To move Item 6 to the beginning of the agenda to accommodate G. Somers who may have to leave the meeting early.

It was **Moved By:** C. Sweetland and **Seconded By:** C. Michaud to approve the Agenda as amended. **CARRIED**

2. Minutes of Meeting

2.1 Minutes of Regular Meeting - October 15, 2015

The minutes were reviewed.

It was **Moved By:** J. Thériault and **Seconded By:** C. Sweetland to approve the minutes as presented. **CARRIED**

2.2 Procès-verbal de la réunion du 15 octobre 2015

It was **Moved By:** J. Thériault and **Seconded By:** C. Michaud to approve the minutes as modified. **CARRIED**

3. Disclosures of Conflict of Interest

None

4. Matters Arising

4.1 Matters Arising - Appendix 1

All items are dealt with separately as agenda items or to be dealt with at future meetings.

5. Capital Construction Program, Engineering Studies

5.1 Capital Projects

EIA Update

A memo dated November 16, 2015 was received and filed.

5.2 Equipment and Contracts - Recommendations and Awards

5.2.1 2016 ¾ Ton Crew Cab 4x4 Truck Replacement

A memo dated November 16, 2015 was received and filed.

5.3 Engineering Studies/Reports

5.3.1 No items this month.

6. Financial and Administration

6.1 2016 Annual Operating and Capital Budget - Approval

6.1.1 2016 Budget - Final Reconciliation

The report was reviewed.

6.1.2 Commission 2016 Financial Budget: Capital Spend Adjustment

The report was reviewed and some questions asked were clarified. K. Rice to provide the five and ten year cash flow projections.

6.1.3 2016 Operating and Capital Budget - Final Draft

Before this Budget vote, the Chair asked for confirmation that the “two thirds of the population” requirement of the Clean Water Act was fulfilled and those in attendance agreed that it was.

It was **Moved By:** C. Michaud and **Seconded By:** C. Sweetland that the 2016 Operating and Capital Budget be approved as presented.

CARRIED

1 nay vote

The approved budget will be sent to the Minister and the municipalities.

6.2 National Bank GIC Maturity - Investment Decision

Information item.

6.3 BMO GIC Maturity - Investment Decision

Information item.

6.4 2015-2016 GMWC Group Benefits Contract Award

The report from K. Rice dated November 16, 2015 was reviewed.

It was **Moved By:** G. Somers and **Seconded By:** C. Sweetland as follows:

1. Provide the GMWC Group Benefits Plan, Insured Life Value and LTD for a one (1) year period will be \$101,142.96 to the Co-Operators; and
2. Authorize the General Manager to administer and make payments associated with this contract; and
3. That the General Manager be directed to explore other avenues of joining a larger insurance pool to mitigate costs for the following year.

CARRIED

6.5 Business / Communications Strategy - Service Provider

K. Rice presented a memo dated November 16, 2015 with respect to a business and communications strategy for the GMWC. He provided an overview of the scope of work for the communications strategy and a separate scope of work for the business strategy. Discussion followed.

It was **Moved By:** G. Somers and **Seconded By:** C. Sweetland to approve the Scope of Work outlined in Appendix A and that a Request for Proposal (RFP) be issued; and to approve the Scope of Work outlined in Appendix B, with the modifications to the first bullet and that it be issued as an RFP. **CARRIED**

G. Somers left the meeting

6.6 Operating Cash to Reserves Fund

A memo dated November 16, 2015 from M. Asplet and K. Rice was reviewed.

It was **Moved By:** C. Michaud and **Seconded By:** J. Thériault that the GMWC transfer five (5) million dollars from operating funds to reserve funds effective 16 November 2015. **CARRIED**

6.7 Scotia Bank Account and Signatories

A memo dated November 16, 2015 from M. Asplet and K. Rice was reviewed.

It was **Moved By:** C. Michaud and **Seconded By:** J. Thériault that the GMWC formally record the opening of a banking arrangement with Scotiabank, and formally document Commission members and staff (if applicable) who are authorized to hold signing authority on that bank account. **CARRIED**

7. Business Matters

7.1 General Manager Report - October 2015

The General Manager's Report of October 2015 was received and filed.

7.2 Business / Communications Strategy - post mortem

A memo dated November 16, 2015 was received and filed.

7.3 Status of Funding Applications

Information item

7.4 Commission Meeting Agenda - Proposal for modifications by GM

A memo dated November 16, 2015 concerning Proposal for Commission Meeting Agenda Modification was reviewed.

It was **Moved By:** J. Thériault and **Seconded By:** C. Michaud that the Commission adopt the following Public Meeting Agenda:

- Approval of Agenda
- Approval of Meeting Minutes
- Disclosure of Conflicts of Interest
- Consent Agenda
- Submissions by Commissioners
- Business Matters
- Consideration of Issues Separated from Consent Agenda
- Supplemental Agenda
- Items Arising From Private Meeting
- Information Items
- Adjournment

CARRIED

7.5 Standard method for Motions as they relate to developing Meeting Minutes

A memo dated November 16, 2015 concerning Standard Method for Motions as they relate to developing Meeting Minutes was reviewed.

It was **Moved By:** J. Thériault and **Seconded By:** C. Sweetland that the Commission adopt the practice of establishing the Private Meeting motion to “Approve the recommendation as written” and be reflected as “The recommendation was approved as written” in the Public Meeting Minutes.

CARRIED

7.6 AGM Detailed plan and Objectives

A memo dated November 16, 2015 concerning the AGM Detailed Plan and Objectives was reviewed and discussed.

The Commission approves that the AGM Detailed Plan be utilized when planning for a successful 2016 AGM and endorses the use of the Annual Deadline Template.

7.7 By-Law update review

Tabled to a Special Meeting in January

7.8 Correspondence regarding Funding Applications

7.8.1 Municipality Letter of Support for funding application

Information item

7.8.2 Letter to Municipalities regarding GMWC intent to vote on borrowing from MCBB

Information item

7.8.3 Federal Letter of Support for funding application

A draft letter dated November 12, 2015 addressed to the Rt. Hon. Justin Trudeau, Prime Minister, requesting federal funding support to meet federal regulations was circulated. The Chair requested that it be reviewed by each Commissioner and any comments and/or suggestions be sent to him via email.

8. Supplemental Agenda

Nil

9. Private Meeting

Nil

10. Information Items

10.1 Approved Technical Committee Minutes of October 6, 2015

10.2 Press Release - TransAqua announces detailed design consulting contract award for Phase 1 of wastewater treatment facility upgrade project

10.3 T&T Article: Defeated MP Robert Goguen to return to law practice (October 21, 2015)

10.4 T&T Article: Moncton MP's set to get to work. Full restoration of the Petitcodiac River on her to-do list (October 21, 2015)

10.5 T&T Editorial: New MP deserves praise for strong stance on river (October 22, 2015)

- 10.6 T&T Article: New Petitcodiac Riverkeeper wants Causeway removed (October 23, 2015)
- 10.7 T&T Commentary: Date we dream of a river that flows freely under a new bridge? (October 27, 2015)
- 10.8 T&T Article: Water and sewer rates to rise in Moncton (November 3, 2015)
- 10.9 T&T Article: Ambitious Plan unveiled for the Petitcodiac River (November 13, 2015)

11. Adjournment

It was **Moved By:** J. Thériault and **Seconded By:** C. Sweetland to adjourn the public meeting.

The meeting adjourned at 8:00 p.m.

Next meeting - 17 December 2015 at 5:00 p.m.