



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

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

DATE: Thursday - January 17, 2013 - 4:00 pm
Wastewater Treatment Facility

IN ATTENDANCE: Winston Pearce, Chair
Douglas Baker, Treasurer
Chanel Michaud, Secretary
Brian Hicks, Commissioner
Daniel Bourgeois, Commissioner
Julie Thériault, Commissioner
Conrad Allain, Director of Operations

1.0 Chair's remarks and approval of Agenda

The Chair welcomed everyone to the meeting.

Approval of Agenda

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

2. Private Meeting

The meeting went to Private Meeting at 4:00 p.m. and returned to the regular meeting at 5:20 p.m.

3. Minutes of Meeting

3.1 Minutes of Regular Meeting - December 20, 2012

It was **Moved By:** J. Theriault and **Seconded By:** C. Michaud that the minutes be adopted as presented. **CARRIED**

The French version of the minutes will be approved at the next meeting as they were not received in time.

3.2 Items arising from Minutes (see attached Appendix 1)

The 'items arising' listed in Appendix 1 were all found to be covered in Agenda items.



Payables - December 2012 Payables

The Payables were reviewed and several questions raised were discussed and answered by C. Allain.

It was **Moved By:** C. Michaud and **Seconded by:** J. Thériault that the payables be approved as presented. **CARRIED**

5. Capital Construction Program, Engineering Studies

5.1 Progress Claim #345 by R.V. Anderson

C. Allain provided an update on the status of the engineering services provided by R.V. Anderson for the capital projects. Considerable discussion followed.

The Chair suggested that C. Allain should present his recommendation(s) next month regarding the Requests for Proposals for Engineering Services.

5.2 Compost Facility Operations Centre - Certificate of Payment No. 7

It was **Moved By:** D. Bourgeois that contract Change Order No. 9 and No. 17 of the Compost Facility Operation Centre be approved. Change Order No. 9 relates to the Roof Deck and No. 17 relates to the Panel Detail Changes.

Seconded By: C. Michaud. **CARRIED**

5.3 Methodology for Handling Change Orders

C. Allain presented a memorandum dated January 15, 2013 concerning methodology for approving contract change orders. Discussion followed and it was agreed to edit the second bullet point on page 2 of his memo. Part A of the memo recommends guidelines for determining budgets to be applied for change orders depending on the type of construction. Part B suggests guidelines for the approval authority and process. Bullet 1 recommends the limit and conditions of approval by the General Manager while bullet 3 is associated with the Commission approval. It was agreed that bullet 2 is not practical and to edit out.

It was **Moved By:** D. Bourgeois to adopt the memorandum dated January 15, 2013 from C. Allain with the changes as discussed and noted above.

Seconded By: C. Michaud. **CARRIED**

C. Allain presented a change order sheet dealing with the Compost Facility Operation's Centre. The sheet was reviewed and it was agreed that such a



monthly summary of contract Change Orders for all capital projects should be presented at each subsequent Board meeting.

6. Financial and Administration

6.1 Monthly Financial Report - November 2012

C. Michaud presented the financial report.

6.2 Transfer to Capital Reserve

C. Allain presented his recommendation with respect to the transfer of money to the capital reserve fund. General discussion followed.

It was **Moved By:** C. Michaud and **Seconded By:** D. Baker to transfer \$3.2 million to the general capital reserve fund and take an 18 month GIC rate with BMO.

CARRIED

6.3 Purchasing

C. Michaud presented a report with respect to Purchases and Contracts. The various categories were discussed at some length. An overview of the 3 step P.O. system that is currently in place was given. It should be noted that with the P.O. system in place; the review of invoices and signing of cheques (by two Board members) after discussion and approval of the payables by the Commission, that the procedure in place remains without any changes; to be reviewed if necessary by the new Administration being implemented.

7.0 Other - General

7.1 Association Membership Recommendations

C. Allain provided an overview of his recommendations with respect to various associations and memberships. He highlighted the five associations that membership could be cancelled.

C. Allain also commented on the various memberships that we should maintain as they provide very useful continuing education for staff. The Commission approved of his selection.

7.2 Compost Certification and Environmental Management System

C. Allain commented briefly on the Bureau de Normalization du Québec (BNQ) certification. Some questions and discussion followed. It was agreed that this



certification would be well worth having until such time as the Compost Quality Assurance (CQA) of the Canadian Composting Council (CCC) is fully implemented and well integrated to the Canadian Food Inspection Agency (CFIA). It was indicated to C. Allain that some kind of measurement device or scale needed to be installed to determine the amount and value of compost distributed in bulk, especially to the three Municipalities. It was felt that this would be very useful information for future public presentations and future price setting.

7.3 Branding, Marketing and Communications at GMSC

C. Allain presented the outline of the contents of a Request for Proposal (RFP) for GMSC Branding, Communication, and Commercialization.

Some concerns were expressed with the draft. It was felt that we should be very specific with the communications people. Identify what we want to accomplish and have them evaluate it and ensure deliverables are clear.

Considerable discussion followed with respect to the logo, the name, etcetera. Do we have a slogan? D. Bourgeois inquired whether the RFP could ask for costs for the four categories separately.

It was agreed that C. Allain should proceed with creating the RFP for presentation to the Board.

7.4 MP/MLA presentation, Jan. 21, and Environment Department presentation Jan. 17

The Chair advised that seven individuals were invited and four have confirmed they will attend the presentation on January 21st.

J. Thériault advised that the Regional Office of Environment requested a tour as well. That would involve a maximum of 8 individuals.

The Chair advised that a meeting was held this morning, January 17th, with members of the Provincial Department of Environment. A presentation of what will be presented to the MP/MLAs on January 21st was made to the group.

7.5 By-Laws

The Chair advised he received an email from Mr. Gabbey with respect to some suggested changes and/or improvements to the By-Laws. These items to be discussed at a future meeting.



8. Information Items

8.1 CWWA Bulletin

For information purposes. It was felt that this bulletin is very informative.

8.2 Times & Transcript Article of Jan. 4, 2013

For information purposes.

8.3 Payroll and National Bank

It was **Moved By:** D. Bourgeois to transfer the balance of the remaining account at the National Bank to the Bank of Montreal.

Seconded By: J. Thériault .

CARRIED

Before adjourning the meeting C. Allain asked for clarification on change order procedures. To deal with this question, the discussion returned to Item 5.2 on the agenda and the result is reported there.

Next Meeting - February 21, 2013

The meeting adjourned at 8:15 p.m.