



MINUTES



CRANE MOUNTAIN ENHANCEMENT INC. (CMEI)
Board of Directors Meeting
7 December 2010

The 7 December 2010 meeting of the Board of Directors of Crane Mountain Enhancement Inc. (CMEI) was held at the KBM, Westfield Road and was called to order at 6:00 p.m. by Chair Tom Simpson.

In attendance: Ken Anthony, Mike Bonga, David Bowen, Paul Crilley, Peter Kierstead, Kathy Lawrence, Roberta Lee, Elmer Mersereau, Tom Simpson, Jim Stubbs

Regrets: David Calvin, Roger McKenzie

FRSWC - Richard McLean

FRSWC

Richard McLean reported things were going along as normal at the landfill. The tonnage of solid waste is down slightly as is compost. Recycling continues to go well with the numbers increasing. The new generator is now a regular piece of operating equipment, has been running well and has been certified by the Province of New Brunswick and all approved with the operating system with Saint John Energy. A new compactor was ordered for compacting garbage up on the cells (\$7 – 800,000 est.), it has arrived in Saint John and will go to Caterpillar in Fredericton for a few adjustments, then be up and running within a couple of weeks. Marc MacLeod continues to work on the new phone system for reporting odors. Due to the low numbers on solid waste and compost, FRSWC is not expecting a surplus this year, and will be lucky to break even on the budget for the year. The next project coming up is the construction of Cell 6 and at this time FRSWC does not know if they will have to borrow for this project and won't know until the RFPs go out and the bids are back. Meantime, they are working to make sure the borrowing is in place if needed. Mr. McLean assumes the clearing for Cell 6 will take place over the winter and the land preparation will begin as soon as possible in the Spring. In response to a question from Roberta Lee, Mr. McLean thought a copy of the budget would be available to CMEI, once it has passed through Fredericton, by calling Sharon at the landfill.

Peter Kierstead inquired if Mr. McLean followed up on his request for information from the last meeting regarding the storage of data from the auto-sampler.

ACTION: Mr. McLean will follow-up on the data storage question with Marc MacLeod and report at the next meeting.

Jim Stubbs noted that he had been up to the blue bins at the Co-op to drop off recycling on the Remembrance Day weekend. The bins were noticeably full, and people had been leaving their recyclables beside the bins and wanted to know who to contact to have the bins emptied more often. Mr. McLean suggested calling the hotline.

Minutes from last meeting:

Corrections & Additions – Correction on page 4 noted by Tom Simpson.

MOTION 1: Ken Anthony / Elmer Mersereau - That the minutes be accepted as amended.

MOTION 1: CARRIED

BUSINESS ARISING FROM THE MINUTES

- 1 Tom Simpson reported that CMEI received a revision of the action plan and a response to the leachate and landfill gas contingencies at the November FRSWC meeting. Mr. Simpson stated that Roberta Lee would like to review both of the documents with the Monitoring Committee and then report back to the Board for discussion. Mrs. Lee noted that she had e-mailed the documents to the Monitoring Committee so they could start reading them before their meeting.
- 2 Mr. Simpson also reported on the letter to the schools. He was in contact with Bob Johnson at School District 8 who was meeting with the principals the following day and was going to distribute it so they could distribute it to their teachers. An e-mail was received from Grand Bay Primary inquiring about the application process. Mr. Simpson replied the new applications would be available on the website after November 22. The application is the same as the Special Projects application so the environmental association to the project can be described. Three quotes are not needed. Mr. Simpson and Kathy Lawrence, Chair of the Education Committee, are planning on meeting with the principals early in 2011.

ACTION: Tom Simpson to distribute letter to Board members via e-mail.

- 3 Roberta Lee reported on the Craig Report follow-up. CMEI received an invoice from Craig Hydrogeologic in the amount of \$1,550.93 including HST. (\$412.50 + HST for 3¾ hours work by Doug Craig and \$960.00 + HST for 16 hours subcontracted to a junior environmental scientist) CMEI Executive has met about this and solicited advice from Sid Lodhi and others. Mrs. Lee noted that the 3¾ hours is not in dispute as it produced information valuable to the Monitoring Committee. However, the hours spent by the junior environmental scientist produced nothing of value for CMEI. Based on consensus, and careful consideration of this matter, the Executive is proposing to the Board that CMEI offer to pay Craig for his hours of work, but to decline to pay for the hours of work by the junior environmental scientist. Mrs. Lee requested a motion to that effect. Discussion ensued on original parameters of quote, approvals, termination of contract, and common practice in industry for settling disputed invoices.

MOTION 2: Roberta Lee / David Bowen – That CMEI Board pay Craig for his hours of work - \$412.50 + HST, but to decline to pay for the hours of work by the junior environmental scientist.

MOTION 2: CARRIED

- 4 Tom Simpson reported the host of the CMEI website, City & District Web Development, changed the server that serves all of their customers. The changeover was not a huge issue, Mr. Simpson is getting accustomed to the new e-mail and setting up new e-mail addresses. Initially, there was a problem with SPAM, and Mr. Simpson changed settings he had access to which limited the problem, and had City & District change domain settings to delete at the server. The website itself was not affected during the changeover.

- 5 Tom Simpson reported the aerial photos were completed on November 3, 2010 and he received a set of prints from the photographer, and the invoice of \$630.00 + HST has been paid. Mr. Simpson will bring them to the next meeting for all to see, and post them to the website in the meantime. Anyone wanting a digital copy can have Mr. Simpson copy them to their USB drive or a supplied CD. From a prior conversation with Roberta Lee, Mr. Simpson suggested the next time the photographer is hired for aerial photos, CMEI could pay to have photos of the approach from the St. John River towards the landfill to show the properties down grade from the landfill.

CORRESPONDENCE

Tom Simpson reported the invoice for the aerial photos, and a bank statement had been received as well a letter from CRA which will be discussed under New Business.

CHAIR'S REPORT

Tom Simpson reported that he and Roberta Lee attended the November meeting of the FRSWC and they received the action plan and the response to contingency items as mentioned in **Business Arising from the Minutes**.

Mr. Simpson and Kathy Lawrence met with Brenda and Janine at FRSWC on the Education Committee projects. Refer to **Education Committee Report**.

The Executive is drafting a letter to Doug Craig in response to his invoice pending approval of the motion tonight. Refer to **Motion 2**.

TREASURER'S REPORT

Treasurer, Jim Stubbs, submitted a written report for the December 2010 meeting. (copy on file) Mr. Stubbs read the report into the minutes. Opening balance \$38,650.67; expenses of \$1,456.98; interest income of \$4.75. Closing balance, \$37,196.94. The books are currently with the auditor, and an outstanding bank statement was delivered to the Treasurer today.

MOTION 3: Peter Kierstead / Kathy Lawrence – That the Treasurer's Report be accepted as submitted.

MOTION 3: CARRIED

COMMITTEE REPORTS

Education

Kathy Lawrence reported she successfully attended the NBCC bursary ceremony. Ms. Lawrence expects to get out with Tom Simpson to meet with principals and teachers early in 2011 to discuss the \$600.00 environmental project grants. Ms. Lawrence circulated a draft outline of the recycle/reuse project mentioned at the last meeting. Waste diversion is not the goal, this contest would be about people getting creative with household waste, seeing it differently and an opportunity for CMEI to get its message out. At this point the contest would be held on the July long weekend (Canada Day) with advertising and promotions starting early through the River Valley News. Judges will be needed and a prize committee set.

Monitoring

Roberta Lee reported that she and Tom Simpson attended the November meeting of the FRSWC and on behalf of the CMEI Monitoring Committee brought forward the issue of perpetual care from the 2009 ADI Report. A copy of the presentation to FRSWC was e-mailed to members of the Monitoring Committee. The last paragraph of the presentation reads as follows: "Given the sensitive nature of the location of this landfill and given the importance of this issue not only for those living downgradient of the landfill but also for those living in the other parts of the Fundy Region, CMEI respectfully requests that Post Closure/Perpetual Care of the landfill be scrutinized at this time." There is no expectation of an immediate reply to the request, however, Mrs. Lee will be following up with Marc MacLeod on the timing of a response to the request as the FRSWC Finance Committee will have to be involved.

Mrs. Lee also reported an update on expanded latitude of Motion 5 from the November CMEI meeting giving Mrs. Lee the authority to contact UNB and other universities to offer no more than \$5,000.00 to hire a graduate student to work with the Monitoring Committee. Mrs. Lee was in contact with Dr. MacQuarrie at UNB Fredericton, and he thought it was an excellent idea, gave ideas of how to define the project, but declined to offer one of his graduate students this year or within the next two years. Mrs. Lee has made a contact at Waterloo and is in the process of making contact at Memorial University. Mrs. Lee hopes to have more encouraging information to report at the January board meeting.

Special Projects

Tom Simpson reported the Fish Friends Project was completed on the last Monday in November and the invoice submitted to Dave Safford for payment by the end of the month. Mr. Simpson has calculated there should be enough money to pay the rest of the River Valley Community Centre ice plant computer and the rest of the KBM siding project which are the first two projects on the B-List. An estimated \$110.00 remains which will reimburse CMEI for part of one of the scholarships. Mr. Simpson has a meeting with Dave Safford tomorrow to submit the rest of the KBM invoices to determine what is outstanding. To claim the remaining balance for reimbursement to CMEI, Mr. Simpson removed the UNB letter of acknowledgement from the file to copy and submit to Mr. Safford.

Mr. Simpson reported advertisements for Special Projects have been submitted to the River Valley News (RV News) for the 2011 projects. There was a ¼ page ad in the December edition, a ½ page ad booked for the January 2011 edition and a ¼ page ad for the February 2011 edition. The RV News is offering all ads at the 2010 rate. Once the Special Projects invoices are accounted for by FRSWC, Mr. Simpson will be placing an article in the RV News listing the successful Special Projects from 2010.

NEW BUSINESS

Jim Stubbs reported on a letter received by Canada Revenue Agency. It was requesting a remittance of \$3,186.66. Mr. Stubbs discovered this was the amount of CMEI's HST rebates over the past two years and the remittance request was a claw back due to paperwork not received when the CRA rules changed to determine the organizations eligibility for HST rebates. Mr. Stubbs has been in contact with the office in Charlottetown and has been complying with CRA requests for information and the matter is currently under review. Mr. Stubbs asked the CRA representative whether or not the amount due should be remitted or should CMEI wait for the outcome of the review. The

representative told Mr. Stubbs there would be nothing illegal about not paying and waiting for the outcome of the review and a note would be added to the file in collections indicating the matter is under review. Discussion ensued over the question of whether to pay now or wait until the review was completed.

MOTION 4: David Bowen / Ken Anthony – That Treasurer, Jim Stubbs continue the current course of action and CMEI not make payment, and incur interest if necessary, while the review process takes place.

MOTION 4: CARRIED

MOTION 5: Jim Stubbs / Elmer Mersereau – That Kathy Lawrence be paid \$125.00 for the meal provided to the Board at this meeting.

MOTION 5: CARRIED

Tom Simpson raised the idea of writing articles for the River Valley News from the previous meeting. Mr. Simpson requested ideas for the January publication which is due out by December 29. Discussion ensued. Ideas included an article on special projects and one including aerial photos with emphasis on promoting CMEI and the website.

ACTION: Tom Simpson to prepare an article on regular and school special projects for the January publication of the River Valley News, submission deadline – December 10, 2010.

Another idea from the last meeting was the possibility of creating a community garden in the Spring and donating the produce to the local food bank; Richard McLean suggested across from the landfill, and Tom Simpson suggested the ball field next to the Morna Heights School. Roberta Lee suggested next to the Martinon Club House. Mr. Simpson asked if the board should consider making contact this early or wait until closer to Spring before plans are made. Discussion ensued.

ACTION: Elmer Mersereau to look into the possibility of locating a community garden next the Martinon Club House as part of the overall plan designed by city recreation.

Mike Bonga reported on the Blueberry Hill Trail. There is a stability problem on the banks where the culverts have been removed and would it be possible for FRSWC to donate compost to help shore them up. The Nature Trust is also looking for volunteers to plant native species shrubs to improve the look and to hold up the banks. Discussion ensued and David Bowen suggested the request could fall under a Special Projects application.

MOTION 8: Jim Stubbs / Paul Crilley – Moved the meeting be adjourned at 7:25 p.m.

MOTION 8: CARRIED

The next regular meeting is scheduled for 5:30 p.m. January 4, 2011 at the KBM.

Respectfully submitted,
Marlene Abbott
Recording Secretary