



# MINUTES



**CRANE MOUNTAIN ENHANCEMENT INC. (CMEI)**  
**Board of Directors Meeting**  
6 September 2011

The 6 September 2011 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 6:05 p.m. by Chair, Tom Simpson.

**In attendance:** Ken Anthony, Mike Bonga, David Bowen, Paul Crilley, Peter Kierstead, Kathy Lawrence, Roberta Lee, Roger McKenzie, Fred Steeves, Jim Stubbs

**Regrets:** Sandy Coffin

**FRSWC** – No report from FRSWC, the new representative has not officially been designated.

## **MINUTES FROM LAST MEETING**

### **Corrections & Additions**

**MOTION 1: Roberta Lee / Paul Crilley - That the minutes be accepted as presented.**

**MOTION 1: CARRIED**

## **BUSINESS ARISING FROM THE MINUTES**

- 1 Roberta Lee reported on the follow-up from the Department of Environment (DOE) from the June 7, 2011 meeting in Fredericton. Mrs. Lee received an e-mail on July 21 from Jeff Porter saying the DOE discussed the matter internally with their policy people and it was their opinion that exp would need to have written consent from the homeowners to obtain the domestic well data. Roger McKenzie requested clarification on the analysis of the domestic well data and if there were restrictions on the DOE receiving and analyzing the well data. Mrs. Lee noted at this point the Department of Health receives the domestic well data and files without analysis.

## **CORRESPONDENCE**

- 1 Tom Simpson reported there were letters for Kathy Lawrence, CMEI Education Committee, one a thank you from UNBSJ for the Environmental Grant and the other an invitation to the reception for the official opening of the new UNBSJ Hans Klohn commons building. Mr. Simpson also presented invoices for mailing of permission statements to well owners (postage, envelopes and copies); printing of flyers for the Education Committee activity at the Canada Day celebration at Brundage Point; and the meal expense be paid to Kathy Lawrence.

**MOTION 2: David Bowen / Roger McKenzie – That the above invoices be paid by Treasurer.**

**MOTION 2: CARRIED**

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## **CHAIR'S REPORT**

Tom Simpson reported that over the summer he had been working with Roberta Lee on the Monitoring activities; writing of letters and permission statements to home owners involved in the domestic well testing program; and co-ordinating with Gemtec to send them on behalf of CMEI, as Gemtec keeps the confidential mailing list.

## **TREASURER'S REPORT**

Treasurer, Jim Stubbs, submitted a written report for the September 2011 meeting. (copy on file) Mr. Stubbs read the report into the minutes. Opening balance \$55,704.43; total income: \$14.72 (interest); total expenses of \$4,179.52. Total closing balance, \$51,539.63. Mr. Stubbs updated the Board on the HST status. Teed Saunders Doyle submitted a rebuttal report to CRA along with a letter from Marc MacLeod, FRSWC stating that CMEI does not provide a service to FRSWC. Mr. Stubbs was advised this part of the process can take up to six months and not to expect a response before December and that communications from CRA will be direct to CMEI from this point.

**MOTION 3: Peter Kierstead / Kathy Lawrence – To accept Treasurer's Report as presented.  
MOTION 3: CARRIED**

## **COMMITTEE REPORTS**

### **Education**

Kathy Lawrence reported on the craft projects that were donated by Home Depot and part of the activities promoted by CMEI at the Canada Day celebration at Brundage Point. Both parents and children were involved and the focus was on educating the children and general public about using recycled materials, reducing waste, composting (free compost bags and calendars were donated by FRSWC). Older children completed thirty craft projects in two hours and the younger children received stickers. Ms. Lawrence handed out flyers (one on file) to show the people that CMEI and FRSWC worked together to get out the message to recycle and compost. Ms. Lawrence is also waiting for outstanding photos of the fish friends project salmon release from Kim McCormack. With the new school year beginning, Ms. Lawrence will soon be in contact with the schools regarding possible projects.

### **Special Projects**

Tom Simpson reported there were two schools that had environmental projects; Morna Heights had invoiced \$394.00 and the outstanding balance was spent on busing the children to the fish release site. There were 14 projects in total: five are completed and invoiced; one invoice from Grand Bay Primary for auto responders was received. Mr. Simpson has created an e-mail mailing list for the other nine projects and he will send out a reminder.

**ACTION:** Tom Simpson to send out e-mail reminder for update on outstanding projects.

### **Monitoring**

Roberta Lee reported that Monitoring Committee requested Marc MacLeod to release the monitoring well data and database form from Gemtec and was sent to **exp**. John Sims also needed the GPS information on the monitoring wells from Gemtec. **exp** has started on a geographical model of the area from the landfill down to the monitoring wells and they now have the monitoring well data and database form. Marc MacLeod contacted Gemtec to send out a letter and permission statement to the

70 well owners involved in the domestic well testing that would be drafted by CMEI. Mrs. Lee and Tom Simpson wrote and copied the letters and permission statements, prepared the outgoing envelopes with postage, and return self-addressed and stamped envelopes and delivered them to Gemtec for distribution to their mailing list. (copy on file) The letters were dated August 15, 2011 with a request for return by the end of the first week of September. However, they were not posted until August 25, 2011. At the time of this meeting, the recording secretary received 24 responses and Mrs. Lee received two telephone enquiries. Mrs. Lee requested direction from the Board to decide the cut off date for responses and the process for a follow-up reminder to non-respondents. The Board's advice was to wait until September 20 to assess the initial response; send a list of respondents to Gemtec; and have them follow-up with a second letter from CMEI to the outstanding home owners on their list. Once the process has been completed and Gemtec receives the copies of the permission statements, the data can be released directly to **exp** for their use in this project. The next meeting of the Monitoring Committee will be September 20, 7:00 pm at the Shades of Green. **ACTION:** Mrs. Lee to send reminder of next meeting to Monitoring Committee.

#### **NEW BUSINESS**

- 1 Roger McKenzie proposed looking at follow-up studies from the current **exp** project, such as post closure activities: is there enough money set aside for perpetual care, etc. and will **exp** prepare reports for individual well owners? Tom Simpson explained this **exp** project will involve collecting domestic and monitoring well data every year for two to three years to fully develop a back-up system for scrutiny with a front end cost of an estimated \$10 – 12,000.00 / year and an ongoing \$5,000.00 / year to maintain the reports to challenge the degree of work being done by Gemtec in their analysis.

**MOTION 4: Kathy Lawrence / Roger McKenzie - Moved the meeting be adjourned at 7:30 p.m.**  
**MOTION 4: CARRIED**

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

Respectfully submitted,  
Marlene Abbott, Recording Secretary