



MINUTES



CRANE MOUNTAIN ENHANCEMENT INC. (CMEI)
Board of Directors Meeting
5 February 2013

The 5 February 2013 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, Sandy Coffin, Paul Crilley, Peter Kierstead, Kathy Lawrence, Roberta Lee, Ed Ross, Tom Simpson, Fred Steeves, Jim Stubbs

Regrets: Mike Bonga, Roger McKenzie

PRESENTATION OF THE AGENDA - Modifications & Additions – one item was added to the agenda; Business Arising – action items updates

MOTION 1: Kathy Lawrence / Jim Stubbs - That the agenda be accepted as amended.

MOTION 1: CARRIED

FUNDY REGION SOLID WASTE (FRSW)

- Tom Simpson reported that he and Jim Stubbs met with Marc MacLeod and Jack Keir, chair of the new Regional Service Commission (RSC), on January 31. They discussed CMEI's responses to the FRSWC's Waste Diversion Plan. Mr. Simpson also delivered two letters on behalf of the CMEI Board (see Item 3 below).
- Mr. Simpson asked if the current interaction between CMEI and the FRSWC would carry over to the RSC. Mr. Keir and Mr. MacLeod both supported the continued interaction of the CMEI. The structure for meetings of the RSC will be 12 open session meetings / year.. There will be no separate meetings for Solid Waste.. The first meeting will be February 13 at 12 noon, in the 8th floor board room of City Hall.

ACTION: CMEI Executive to attend the first meeting of RSC.

MINUTES FROM LAST MEETING - Corrections & Additions

MOTION 2: Paul Crilley / Ken Anthony - That the minutes be accepted as presented.

MOTION 2: CARRIED

BUSINESS ARISING FROM THE MINUTES

- 1 *Update exp project:* Tom Simpson reported that he sent off the report of domestic well data collected in December and received a summary from John Sims. A service agreement for the **exp** project was received and distributed to members for discussion. (copy on file)

MOTION 3: Ken Anthony / Kathy Lawrence - That CMEI Board authorize Tom Simpson, Chair, to sign the exp contract on behalf of the Board.

MOTION 3: CARRIED

- 2 *Update on Action Items from January meeting:*

- Item 1: Letter to Department of Environment (DOE) -Tom Simpson reported a letter was sent with
-

the Waste Diversion Response to Jeff Porter and Mark Boldon at the DOE to introduce why CMEI asked to review it, and why CMEI has a more environmental outlook as opposed to just waste diversion.

ACTION: Tom Simpson to send copy of letter to DOE to recording secretary for file.

- Item 2: Domestic well data from Gemtec - Mr. Simpson received an e-mail from April Barnet, Gemtec, with the data from the additional domestic wells tested in December attached. Mr. Simpson suggested that CMEI write another letter to the 20 homeowners who have not signed permission slips and ask Gemtec to mail them. He also suggested writing the 49 homeowners who have signed permission statements to explain the importance of the well testing and encourage them to make sure their wells are tested each year.
- Item 3: Review of insurance and EMP – Mr. Simpson wrote two letters on behalf of the CMEI Board (as mandated at the January meeting) to Marc MacLeod and delivered them at the meeting on January 31. One requests information on the terms and extent of any insurance policies that Crane Mountain Landfill carries for contingencies and the second requests that CMEI representatives be able to review the final draft of the Environmental Management Plan.

ACTION: Tom Simpson to send copy of the two letters to recording secretary for file.

- Item 4: Underdrain monitoring – Mr. Simpson reported that there were two outages reported recently, one coinciding with the wind storm on January 31st, and at the time of this meeting the monitor was still not recording online.

ACTION: Tom Simpson to send the link to the online underdrain monitoring to members of board.

CORRESPONDENCE

Tom Simpson reported he received: a receipt for \$2,000 from NBCC for scholarship monies; a letter from UNB which included the former description of the Host Community Terms of Reference for this scholarship. After an e-mail exchange with Peter Coates it was discovered the description was changed in the calendar and used for the decision, however, it had not been updated in the UNB database used to write the letter; Mr. Simpson asked for a motion to reimburse Kathy Lawrence for the meal.

MOTION 4: Sandy Coffin / Jim Stubbs - That treasurer be authorized to pay for meal.

MOTION 4: CARRIED

CHAIR'S REPORT

Tom Simpson reported that in addition to the letters to **exp**, the DOE, Gemtec, and Marc MacLeod, he also attended the NBCC Awards Ceremony on January 30. The two recipients were Kier Bastarache and Natalie Ross (her second award).

TREASURER'S REPORT

Treasurer, Jim Stubbs, submitted a written Treasurer's report for the February 2013 meeting. (copy on file) Opening balance \$41,289.24; total income: \$5.19 - interest; total expenses of \$457.98. Total closing balance, \$40,836.45. Mr. Stubbs reported the audit should be completed this week and once received he would be applying for the CMEI operating grant.

MOTION 5: Paul Crilley / Ed Ross – To accept Treasurer's Report as submitted.

MOTION 5: CARRIED

COMMITTEE REPORTS

Education

Kathy Lawrence reported that she met with Brenda McCallum who informed Ms. Lawrence that the education committee will no longer exist and they are still in the process of discovering what is going on with the new mandate. They have a set budget, and will continue to work with the Grade 4 students, including the bussing – CMEI will continue to contribute \$1,000/year toward bussing for

local schools in the host community; the former education committee is willing to continue to work with CMEI on promotions for both organizations re: education on recycling, etc.

Monitoring

See Business Arising. Roberta Lee added that a request will be given to **exp** for monthly updates, and suggested that Monitoring Committee members become active in reviewing the online underdrain monitoring data from the landfill.

ACTION: Monitoring Committee to review online monitoring data.

Special Projects

Tom Simpson reported he received confirmation that all of the cheques had been signed for the outstanding projects. The special project application ads have been running in the River Valley News in December, January, and February, and Mr. Simpson is in receipt of two school environmental projects and one regular project.

NEW BUSINESS

1 *Invoices from Shades of Green and KBM for office rental and meeting space rental:* Tom Simpson reported that CMEI has not received invoices from Shades of Green nor the KBM for the yearly rental fees.

ACTION: Roberta Lee to contact Brenda Carpenter for invoice \$100.00 HST for the office space. Jim Stubbs to contact Rob Maguire, Treasurer, KBM for an invoice for meeting rental space.

MOTION 6: Jim Stubbs / Fred Steeves – That the CMEI Recording Secretary book the KBM for the first Tuesday of each month except July and August for monthly CMEI meetings.

MOTION 6: CARRIED

2 *AGM Planning:* Tom Simpson noted he would be busy with the Special Projects committee next month and suggested setting the date of the AGM and selection of the Nominating Committee at this meeting. Discussion ensued, it was determined the AGM date be April 23. The 1/8 page ad in the River Valley News should be in the April issue to satisfy notification of AGM.

3 *Nominating Committee:* Roberta Lee presented a motion to name the nominating committee based on members who were not up for re-election.

MOTION 7: Roberta Lee / Ken Anthony – That Jim Stubbs, Sandy Coffin, and Tom Simpson will make up the Nominating Committee for the 2013 AGM.

MOTION 7: CARRIED

MOTION 8: Roberta Lee / Sandy Coffin – That Jim Stubbs be authorized to pay the auditor fee as long as it is within a reasonable percentage of last year's invoice.

MOTION 8: CARRIED

MOTION 9: Kathy Lawrence motioned the meeting be adjourned at 7:12 pm

The next regular meeting is scheduled for 5:30 p.m. Thursday, March 7, 2013 at the KBM.

Respectfully submitted,
Marlene Abbott, Recording Secretary