



DRAFT MINUTES



CRANE MOUNTAIN ENHANCEMENT INC. (CMEI)
Board of Directors Meeting
7 May 2013

The 7 May 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: Sandy Coffin, Peter Kierstead, Kathy Lawrence, Roberta Lee, Roger McKenzie, Tom Simpson, Jim Stubbs

Regrets: Ken Anthony, Mike Bonga, Kevin Robertson, Ed Ross, Fred Steeves

PRESENTATION OF THE AGENDA - Modifications & Additions – one item was added to the agenda; New Business, Locks for CMEI office

MOTION 1: Sandy Coffin / Kathy Lawrence - That the agenda be accepted as presented.

MOTION 1: CARRIED

FUNDY REGIONAL SERVICES COMMISSION (FRSC) Crane Mountain Landfill Report:

Tom Simpson reported he was in contact with Marc MacLeod and he was happy with the new daily drop off facility since line-ups on Saturdays to enter the landfill have been reduced. Mr. MacLeod asked for any feedback the CMEI may receive on the new drop-off. Sandy Coffin noted that the drop-off cages are too difficult to toss into when they are full.

ACTION: Tom Simpson to e-mail Mr. MacLeod with this concern.

Mr. MacLeod also reported that FRSC has applied for an Environmental Trust Fund grant to re-do the interpretation and education centre. The generator is working well; however, water in the capped cells continues to present a problem with condensation in the gas lines, which forces periodic shutdowns. There are plans for the new cells to fix the problem.

MINUTES FROM LAST MEETING - Corrections & Additions

MOTION 2: Roberta Lee / Kathy Lawrence - That the minutes be accepted as presented.

MOTION 2: CARRIED

BUSINESS ARISING FROM THE MINUTES

1 *Follow-up from April meeting:*

- Tom Simpson reported the Special Projects were approved as presented at the April meeting of the FRSC. Mr. Simpson voiced a concern over Special Projects missing the March agenda of FRSC as it has caused a delay in the awarding of the funds and the start date for the recipients. At the same meeting, the CMEI operational grant was approved; however, the General Manager noted that the payment could not be made at this time because of cash flow problems at the landfill but will be made before October 2013 (the end of the CMEI fiscal year). Discussion ensued over delay of payment in relation to the original agreement.

MOTION 3: Sandy Coffin / Roberta Lee - That the delay in the operating grant in this fiscal year not be seen as precedent in subsequent years; and that payment be made in a timely manner following the CMEI audit as in the original FFBEAC agreement.

MOTION 3: CARRIED

ACTION: Tom Simpson to write to Marc MacLeod (cc: Jack Keir) outlining this concern.

MOTION 4: Roberta Lee / Kathy Lawrence - That CMEI write a letter to Marc MacLeod (cc: Jack Keir) that Special Projects be put on the FRSC annual March agenda to mitigate delays in the awarding of the projects and the start dates of the projects.

MOTION 4: CARRIED

ACTION: Tom Simpson to write to Marc MacLeod (cc: Jack Keir) with this request.

- Mr. Simpson also reported on the insurance information that was requested by CMEI. Due to the reorganizing of the FRSC, there has been a delay in finalizing the insurance. Mr. MacLeod thought it might be available in the next week and will forward the section on contingencies for water.
- Regarding the EMP review, the new plan will not be out until this summer, in the meantime, Mr. MacLeod asked if CMEI could review the old EMP and give feedback before the new one is completed. Mr. Simpson prepared binders for the Monitoring Committee to review, comment on and forward a response to Mr. MacLeod by the middle of June. Mr. Simpson requested to concentrate on the introduction, sections 5 & 6, and make sure any changes would not weaken the document.

ACTION: Monitoring Committee to review document and meet on May 14 at 7pm at Shades of Green.

- Mr. Simpson reported the letters of acceptance or rejection to the Special Projects applicants were sent on April 24 – one month later than usual.

2 Action Items from AGM:

- Seagulls and odor were two issues brought forward from the floor at the AGM. Mr. Simpson noted in the original Environmental Protection Plan and Operations Manual there was a procedure which included a response form to be filled out recording the complaint and the action taken. The form was then to be submitted to the Department of the Environment.

ACTION: Tom Simpson to speak to Marc MacLeod regarding the response complaint form and Item 118 under the Approval to Operate 2012-15, and request a list of complaints from 2010-2013.

- Roberta Lee introduced the 1998 Bird Control document compiled by Neil Gunter for FRSWC. Mrs. Lee suggested CMEI consider requesting an updated document be included in the new EMP.

ACTION: Tom Simpson to scan document and e-mail to Board for review.

CORRESPONDENCE

Tom Simpson reported he received a letter of resignation from Paul Crilley due to serious health issues (copy on file), and an update on Mr. Crilley's condition from Brenda Graham. A motion was made to send a "Get Well" card from the Board.

MOTION 5: Jim Stubbs / Roberta Lee - That the recording secretary purchase and send a card to Mr. Crilley on behalf of the Board of CMEI.

MOTION 5: CARRIED

ACTION: Recording Secretary, Marlene Abbott, to purchase and send a card (completed May 9).

Mr. Simpson also received a receipt from Kathy Lawrence for refreshments purchased for the AGM. Mr. Simpson asked for a motion to reimburse Kathy Lawrence for the AGM receipt and for the meal.

MOTION 6: Roger McKenzie / Sandy Coffin - That the treasurer be authorized to pay for items.

MOTION 6: CARRIED

Mr. Simpson received a copy of quarterly monitoring report for July – December from the Landfill and forwarded it to John Sims at **exp** and made a disc for the CMEI file. Mr. Simpson also reported that he had received several acceptance forms for Special Projects.

CHAIR'S REPORT

Tom Simpson reported that he had been busy with the AGM and the EMP. (See Business Arising)

TREASURER'S REPORT

Treasurer, Jim Stubbs, submitted a written Treasurer's report for the May 2013 meeting. (copy on file) Opening balance \$33,245.05; total income: \$5.19 - interest; total expenses of \$638.95. Total closing balance, \$32,611.29.

**MOTION 7: Roger McKenzie / Peter Kierstead – To accept Treasurer's Report as submitted.
MOTION 7: CARRIED**

COMMITTEE REPORTS

Education

Kathy Lawrence reported she has a call into Brenda McCallum to find out about upcoming events and projects at FRSC and to continue to offer CMEI support for the FRSC education program.

Monitoring

Roberta Lee reported that Tom Simpson has requested the raw monitoring well data from April Barnett at Gemtec, so that it can be sent to **exp**. Mr. Simpson put together EMP binders for the Monitoring Committee to review for input for the new FRSC EMP due out over the summer of 2013. .

Special Projects

Tom Simpson reported that letters were sent out to Special Projects applicants and contacted David Safford with the approved projects spreadsheet. Mr. Safford said he would follow up with Wendy Dickie on the outstanding \$245.00. The value of the projects for 2013 is \$85,049.00.

ACTION: Tom Simpson to follow up re: cheque for outstanding amount.

NEW BUSINESS

- 1 *Discuss CMEI position on Curbside Recycling:* Roberta Lee reported on the Marc MacLeod interview with CBC and his PowerPoint presentation on curbside recycling at the April FRSC meeting. Discussion ensued on whether or not CMEI should craft a response to FRSC to indicate a position on the matter. It was concluded that further investigation on the matter should take place before CMEI takes a position.
- 2 *Locks for the CMEI office.* Jim Stubbs suggested that new locks should be installed on the office door of the CMEI located in the Shades of Green building with a set for each member of the executive and one to Shades of Green.

MOTION 8: Jim Stubbs / Peter Kierstead – That Jim Stubbs be authorized to purchase and install new locks for the CMEI office.

MOTION 8: CARRIED

MOTION 9: Kathy Lawrence / Jim Stubbs – The meeting be adjourned at 7:55 pm.

MOTION 9: CARRIED

The next regular meeting is scheduled for 5:30 p.m. June 4, 2013 at the KBM.

Respectfully submitted,
Marlene Abbott, Recording Secretary