



# DRAFT MINUTES



**CRANE MOUNTAIN ENHANCEMENT INC. (CMEI)**  
**Board of Directors Meeting**  
3 September 2013

The 3 September 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:** Peter Kierstead, Kathy Lawrence, Roberta Lee, Roger McKenzie, Kevin Robertson, Ed Ross, Tom Simpson, Fred M. Steeves, Jim Stubbs, Susan West

**Regrets:** Mike Bonga, Sandy Coffin

**PRESENTATION OF THE AGENDA - Modifications & Additions**

**MOTION 1: Roger McKenzie / Jim Stubbs - That the agenda be accepted as presented.**

**MOTION 1: CARRIED**

**MINUTES FROM LAST MEETING - Corrections & Additions to June 4, 2013 minutes**

**MOTION 2: Peter Kierstead / Jim Stubbs - That the minutes be accepted as presented.**

**MOTION 2: CARRIED**

**FUNDY REGIONAL SOLID WASTE (FRSW)**

Tom Simpson reported he was in contact with Marc MacLeod and discussed the monitoring well head testing project; the Environmental Management Plan, the statistical analysis of water quality data program, and a committee to study waste diversion options.

- The monitoring well head testing project being conducted by UNB at the landfill site has been ongoing over the summer, the tests have been completed and data collected. At this time the report is pending. Mr. MacLeod will follow up with Dr. Al after classes start for the fall semester.
  - Our review of the original Environmental Management Plan was forwarded to FRSW in June and is being considered as part of the revision. The government is about to pass new safety legislation which will require revision of the FRSW safety manual. This has taken priority and the revision of the EMP will likely be delayed until sometime this winter.
  - The “Program for Statistical Analysis of Water Quality Data” is basically complete and it produces results based on parameters used by the developer of the program. Mr. MacLeod wants to review the parameters used in conjunction with the Saint John Laboratory to ensure that proper settings for triggers and trends and proper leachate indicators are being monitored.
  - FRSW has struck a committee including representatives from the municipalities, LSDs, Small Business and CMEI to study waste diversion options going forward. To continue the present recycling and composting programs will require an investment of an estimated \$9,000,000 over the next few years to replace blue bins and composting buildings would inevitably require an increase in tip fees. The challenge facing this committee is to find and recommend cost effective options to the Fundy Regional Service Commission (FRSC). Tom Simpson was asked by General Manager MacLeod to represent CMEI, and after consulting with the executive, Mr. Simpson accepted the position on the committee.
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## **BUSINESS ARISING FROM THE MINUTES**

1 *Confirm and record e-mail vote by the Board of Directors to appoint Susan West to fill the vacant position on the CMEI until the next AGM:*

After Susan West agreed to fill the position left vacant by the resignation of Ken Anthony, Tom Simpson asked Jim Stubbs to conduct an e-mail vote of CMEI Board members. The eight members who responded voted unanimously to endorse this appointment. Mr. Simpson asked for a vote at this time to confirm the results of the email vote.

**Vote to confirm the e-mail vote was unanimous.**

2 *FRSW insurance coverage (protection of homeowners) per Motion 2, June 2013 minutes:*

- Mr. Simpson reported the statistical protocol was sent to **exp** for review but decided against having an engineering company review the insurance document. Discussion ensued.

**MOTION 3: Kathy Lawrence / Roger McKenzie - That CMEI seek legal counsel to review the FRSW insurance policy after November renewal.**

**MOTION 3: CARRIED**

ACTION: Tom Simpson to contact Marc MacLeod regarding new policy and e-mail a pdf copy of post closure article from the River Valley News to the Board of CMEI.

3 *exp project update:*

- Roberta Lee reported that after the June meeting she sent the statistical protocol analysis to **exp** and they agreed to review it and the annual environmental report of Gemtec to see if there are outstanding issues to be considered. John Sims and Fred Baechler are planning a site visit in early fall when Mr. Baechler is in the area.

4 *Aerial photos:*

- Tom Simpson reported that the price for the aerial photos hadn't changed significantly from last year so. The photos were ordered and shot in early July. FRSW paid half of the fee. The photos were on display in slide show format.

## **CORRESPONDENCE**

Tom Simpson reported he received reminder letter from UNBSJ regarding the CMEI scholarship, and two invoices from **exp**. The scholarship will be paid from the Operating Budget. Mr. Simpson also sent out an e-mail to the previous Special Project applicants to announce the new deadline for applications. Mr. Simpson asked for a motion to reimburse Kathy Lawrence for the meal.

**MOTION 4: Fred M. Steeves / Ed Ross - That the treasurer be authorized to pay for item.**

**MOTION 4: CARRIED**

## **CHAIR'S REPORT**

Tom Simpson reiterated his discussions with Marc MacLeod and referred to other activities as previously mentioned elsewhere in minutes.

## **TREASURER'S REPORT**

Treasurer, Jim Stubbs, submitted a written Treasurer's report for the September 2013 meeting – including the months of June, July and August. (copy on file) Opening balance \$32,291.72; total income: \$261.63; total expenses of \$5,286.24. Total closing balance: \$27,267.11. Mr. Stubbs reported there was a \$19.00 service charge on the chequing account as it was below the \$5,000.00 minimum for that account as the operating grant has been delayed. Mr. Stubbs requested permission to transfer the funds from savings to chequing to cover the minimum.

**MOTION 5: Fred M. Steeves / Ed Ross – To permit the treasurer to transfer funds between the chequing and savings accounts to keep the minimum above \$5,000.00 until the operating grant is received from FRSW.**

**MOTION 5: NOT CARRIED – during questions, Sue West asked if there was any point or regulation to keep the savings account.**

**MOTION 6: Roger McKenzie / Peter Kierstead – To disband the savings account and consolidate the accounts in a single chequing account until interest rates justify reopening a savings account to make money.**

**MOTION 6: CARRIED**

**MOTION 7: Fred M. Steeves / Roberta Lee – To accept Treasurer’s Report as submitted.**

**MOTION 7: CARRIED**

## **COMMITTEE REPORTS**

### **Education**

Kathy Lawrence reported she is planning to visit the high schools to renew her contact with the guidance counselors and remind them of the CMEI grants. Ms. Lawrence would also like to run an item in the River Valley News (RVN) to encourage the students to apply for the available grants.

**ACTION:** Tom Simpson to send text from 2012 RVN article to Kathy Lawrence.

### **Monitoring**

Roberta Lee reported the letters reminding homeowners of the domestic well sampling program from FRSW have been delivered to the well owner’s homes. The samples will be collected by Gemtec on September 20 and 21 (Friday and Saturday). Mrs. Lee suggested moving forward with a reminder letter from CMEI to the 49 well owners who gave written permission to CMEI to allow follow-up contact by next week.

**ACTION:** Tom Simpson and Roberta Lee to draft a letter to well owners, and Marlene Abbott to create a mailing list from spreadsheet, print labels, and post the letters.

### **Special Projects**

Tom Simpson reported that 11 projects have been completed and one is partially completed (Grand Bay skateboard park). Outstanding projects include Blueberry Hill and Martinon Community Centre. To date the total paid out is \$29,737.00 and \$55,311.00 outstanding for a total of \$85,049.00 in grants. The complete list of projects is on the CMEI website. October 1 is the deadline for the A-List.

## **NEW BUSINESS**

- 1 *Discuss adequacy of post-closure fund:* Further to the Grand Bay-Westfield Council Notes in the RVN, Roberta Lee was questioning how the amount saved (\$350,000/year) was determined for the Fund and had a needs study been completed that could be reviewed. If not, should CMEI be recommending a study to understand what needs to be done post-closure. Discussion ensued. Consensus was reached that an important function of CMEI at present is to insure adequate coverage for perpetual care in the future.

**ACTION:** Tom Simpson to contact Marc MacLeod to set up a presentation of the Perpetual Care Fund for the CMEI to better understand the adequacy of the post-closure fund.

2 *Annual Operating Grant – CMEI funding due in October:* Tom Simpson reminded the Board of the decision of the Fundy Regional Service Commission to pay the annual operating grant within the fiscal year ending October 2013. To date the grant has not been paid and felt a request for payment by October 15 was reasonable to not interfere with CMEI accounting. It was also suggested that Mr. Simpson reiterate this delay was acceptable for this year only in recognition of the change over from Fundy Solid Waste Commission to Fundy Regional Service Commission.

**ACTION:** Tom Simpson to write a reminder letter to request payment of the outstanding Operating Grant by October 15, and the unpaid \$1,000.00 portion share of the annual CMEI audit.

**MOTION 8: Kathy Lawrence / Jim Stubbs – The meeting be adjourned at 7:55 pm.**

**MOTION 8: CARRIED**

The next regular meeting is scheduled for 5:30 p.m. October 1, 2013 at the KBM.

Respectfully submitted,  
Marlene Abbott, Recording Secretary