



# MINUTES



## CRANE MOUNTAIN ENHANCEMENT INC. (CMEI)

### Board of Directors Meeting

3 November 2015

The 3 November 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:** Mike Bonga, Patti Chisholm, Sandy Coffin, Peter Kierstead, Roberta Lee, Kevin Robertson, Tom Simpson, Jim Stubbs, Susan West

**Regrets:** Ed Ross

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

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

**MOTION 1: CARRIED**

#### **MINUTES FROM LAST MEETING - Corrections & Additions to 6 October Minutes**

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

**MOTION 2: CARRIED**

#### **FUNDY REGIONAL SOLID WASTE (FRSW)**

Tom Simpson reported that he spoke with Marc MacLeod who reported that

- Electricity generation has stayed up due to tarps capturing the gas in cell #5 which is not permanently capped.
- During the October 29 storm the high winds tore off some of the tarps. They will be looking at salvaging what they can and replacing others. Instead of laying out 700'x 60' strips, they plan to use 100'x 60' wide strips and overlap them with tires on the outer edges and sandbags in the middle.
- Tom Simpson delivered an in-depth photo presentation on the construction of cell #7 ranging from July 7 to October 28. The presentation illustrated the site preparations, underdrains, materials, and procedures. Mr. Simpson also provided samples of the mesh and liner materials.

#### **BUSINESS ARISING FROM THE MINUTES**

1. *Leachate spill incident (report & results)* - Since the October meeting of CMEI there have been two new incidents at the landfill:
  - a. October 6, Gas Well Pump Hose Incident: a hose pumping leachate out of the bottom of the gas wells was blown out of place by winds – approximately 457.5 liters of leachate spilled over the tarps and some made it into the ditch. (complete report sent to Department of Environment, copy to CMEI received by e-mail, copy on file)
  - b. October 29, an accident occurred when one of the two leachate truck drivers on duty had an accident on site which resulted in the truck and trailer rolling on its side into the ditch near the Administration Building. The tanker leaked leachate from the air vent on top of the tank and diesel fuel from around the cap on the fuel tank. W & S Contractors were contracted to facilitate containment and clean-up of the accident scene. Samples collected will be analyzed

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for leachate parameters and diesel fuel. (copy of complete incident report sent to Department of the Environment and copied to CMEI on file)

ACTION: Tom Simpson to circulate incident reports to board via e-mail.

2. *Follow-up on letter to Marc MacLeod – Moving forward with Numerical Model:* Tom Simpson read from a letter dated October 14, 2015 and e-mailed to Mr. MacLeod citing objective reasons for Mr. MacLeod to commit to definite and adequate finances in the 2016 budget toward the creation of a conceptual model. (copy on file)
3. *Follow-up on request to accompany SJ Lab on sampling run:* Roberta Lee reported that she had e-mailed a letter to Ron Nelson with the request on October 15, but hadn't received a reply to date. (copy on file) Discussion ensued over a letter received from **exp.** regarding their September 2015 Field Trip and in particular section 4 questioning the groundwater monitoring wells sample collection methodology/protocols. It was decided that Board members should review the **exp.** document in preparation for discussion at the December meeting of CMEI

ACTION: Roberta Lee to follow-up with Ron Nelson by telephone re: letter and permission to attend sampling. Distribute **exp.** notes to Board for review and to prepare comments. Recording Secretary to include ACTION item in meeting reminder e-mail.

4. *Follow-up on letter to Jeff Porter re: request for draft by Nov 13:* Tom Simpson reported that he sent a letter via e-mail to Jeffrey Porter on October 21, 2015 requesting a draft of the new Approval to Operate as soon as possible to review or by November 13 to prepare for the December meeting of the CMEI. (copy of letter on file) To date, Mr. Simpson has not received a reply. **Note:** After the October meeting of the CMEI it was learned that Mark Boldon died after a brief bout with cancer. Tom Simpson extended e-mail condolences to Mr. Porter on behalf of CMEI.

ACTION: Tom Simpson / Roberta Lee to find out if there is a new contact for the Department of the Environment, and a new author of the ATO.

## **CORRESPONDENCE**

Tom Simpson reported that on behalf of CMEI he sent the letters reported on in Business Arising and received the e-mails regarding the incidents at the landfill. He is also in receipt of the annual renewal for the post office box, website renewal, insurance policy renewal (copy on file); and received a request to replenish petty cash and to pay receipts from Sue West for the meal this evening. Mr. Simpson requested a motion to pay invoices and meal.

**MOTION 3: Patti Chisholm / Sandy Coffin – That the Treasurer be authorized to pay for items.**

**MOTION 3: CARRIED**

## **CHAIR'S REPORT**

See Business Arising.

## **TREASURER'S REPORT**

Treasurer, Jim Stubbs, submitted a written Treasurer's report for the 3 November 2015 meeting. (copy on file) Opening balance: \$39,579.44; Total expenses: \$437.74; Closing balance: \$39,141.70. Mr. Stubbs was asked if an **exp.** invoice for the site visit/meetings had been received. Nothing to date.

**MOTION 4: Sue West / Kevin Robertson - That the Treasurer's Report be accepted as presented.**

**MOTION 4: CARRIED**

**MOTION 5: Roberta Lee/ Peter Kierstead - That the Treasurer pay exp. invoice re: site visit/meetings upon receipt if received between monthly meetings.**

**MOTION 5: CARRIED**

## **COMMITTEE REPORTS**

### **Monitoring**

See Business Arising.

### **Special Projects**

Tom Simpson reported there is only one outstanding project from the A-List. There has been no reply from River Valley Soccer re: shed. Mr. Simpson left a message requesting contact and if they are unable to move forward, other projects could use the funding. B-List projects include: Grand Bay Westfield Fire Department; Westfield Scouts, Ketepec Scouts, Grand Bay Primary / Inglewood school, and unable to make contact with the Grand Bay-Westfield Home & School.

## **NEW BUSINESS**

1. *Request for Domestic well data evaluation to be in Annual Report*

ACTION: Roberta Lee contact Marc MacLeod for request

2. *Advertising for Grants:* Tom Simpson was in contact with River Valley News to request quotes and a proof for the ¼ page ad placement in December, January, and February editions of RVN for CMEI Grants with February 15 deadline. Last year the ¼ page colour ads were \$184.00 +HST.

**MOTION 6: Jim Stubbs / Peter Kierstead – That funds be approved to pay for 2016 grants advertising.**

**MOTION 6: CARRIED**

3. *Remembrance Day Wreath:* Jim Stubbs asked if anyone from the board would be attending the Remembrance Day ceremony this year in Grand Bay-Westfield, and if so would they lay the wreath on behalf of CMEI. As no one was available, Mr. Stubbs will contact organizers to request a volunteer lay the wreath on behalf of CMEI.

**MOTION 7: Jim Stubbs / Kevin Robertson – That a wreath be purchased for \$45.00 and Mr. Stubbs contact organizers to lay it on behalf of CMEI.**

**MOTION 7: CARRIED**

4. *Meal decision for the December meeting:* Sue West will be away in December and unable to attend to arranging the meal for the December meeting. It was decided that Jim Stubbs will order and pick up Chinese food for the meeting.

**MOTION 8: Peter Kierstead / Jim Stubbs – That the meeting be adjourned at 7:50 pm.**

**MOTION 8: CARRIED**

The next regular meeting of the CMEI is scheduled for 5:30 p.m. 1 December 2015 at the KBM.

Respectfully submitted,  
Marlene Abbott, Recording Secretary