



# MINUTES



**CRANE MOUNTAIN ENHANCEMENT INC. (CMEI)**  
**Board of Directors Meeting**  
1 December 2015

The 1 December 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:** Patti Chisholm, Sandy Coffin, Peter Kierstead, Roberta Lee, Kevin Robertson, Tom Simpson, Jim Stubbs

**Regrets:** Mike Bonga, Ed Ross, Susan West

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

**MOTION 1: Peter Kierstead / Sandy Coffin - That the agenda be accepted as presented.**

**MOTION 1: CARRIED**

**MINUTES FROM LAST MEETING - Corrections & Additions to 3 November Minutes**

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

**MOTION 2: CARRIED**

**FUNDY REGIONAL SOLID WASTE (FRSW)**

No report.

**BUSINESS ARISING FROM THE MINUTES**

*1. Oct. 6 Pump discharge leachate spill incident (test results)*

Tom Simpson submitted the completed test results received from Saint John Laboratory Services for file. The results indicated elevated amounts of leachate collected on top of the tarps; some elevated amounts in the sample from the upper end of the ditches; and samples from the lower end of the ditches, indicated levels relative to those in the sedimentation pond. Mr. Simpson expressed concern there is nothing to compare the sedimentation pond to as it is not tested for leachate. Discussion ensued.

**MOTION 3: Roberta Lee / Kevin Robertson – That CMEI to request full leachate testing on sedimentation pond to create baseline.**

**MOTION 3: CARRIED**

*2. Oct. 29 Truck upset Leachate & Diesel spill (test results)*

Tom Simpson reported he had been speaking with Ron Nelson and not all of the test results have been received on the incident to complete a report. Mr. Nelson indicated the concentration level of leachate in the truck at the time of the accident was within the standard for the sedimentation pond. As well, the diesel collection mats and booms were effective and nothing was showing in the stream. Discussion ensued.

**MOTION 4: Patti Chisholm / Sandy Coffin – That the CMEI request anytime spills occur at landfill that a full report and analysis be made available.**

**MOTION 4: CARRIED**

*3. Response from Marc re: Moving forward with Numerical Model (ETF New Business)*

Per an Action Item from the November meeting, Tom Simpson sent a letter requesting a response on the

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CMEI request to move forward with a numerical model. The following day, Mr. Simpson received a telephone call from Marc MacLeod requesting a meeting to discuss making a joint application to fund the first phases of the numerical model to the Environmental Trust Fund. See New Business.

*4. Response from R. Nelson re: request to accompany SJ Lab on sampling run*

Roberta Lee contacted Ron Nelson regarding the CMEI request for representative(s) from the Board to accompany SJ Lab when they collected the well samples. Mr. Nelson's reply was "no".

*5. Response from Jeff Porter re: request for draft by Nov 13 (Update on request for expected date)*

In response to the e-mail sent by Tom Simpson requesting a time frame for receipt of the draft Approval to Operate for Crane Mountain, Jeffrey Porter indicated the draft should be ready the week of November 30. **ACTION:** Tom to distribute the recommendations from May meeting with DoE to confirm they are in the draft ATO to board for comments; set meeting time for monitoring committee to compare against last ATO

*6. Advertising for grants. River Valley News (RVN) update*

In the November meeting of CMEI an advertising budget for Special Projects for the River Valley News was approved. Since the last meeting, Cindy Price, the owner of the RVN has died. Tom Simpson was in contact with Ian Lambert (ad sales) who told Mr. Simpson a new iteration of the newspaper will start up in January. Mr. Simpson tentatively booked ads in the January and February issues. In the interim, Mr. Simpson delivered the same ad copy to the Town of Grand Bay-Westfield for inclusion in their monthly newsletter (copy on file).

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

Roberta Lee read the letter of request to Marc MacLeod into the minutes.

## **CORRESPONDENCE**

Tom Simpson reported that on behalf of CMEI he received an invoice from **exp.** for the amount of \$8,512+HST for the site visit; a duplicate copy of an invoice for the Remembrance Day wreath; an invitation to an open house at UNB Fredericton; a letter from Marcy Dixon from UNBSJ indicating Marion Williams is the new contact for development and donor relations. Mr. Simpson requested a motion to pay invoices and meal.

**MOTION 5: Kevin Robertson / Peter Kierstead – That Treasurer be authorized to pay for items.**

**MOTION 5: CARRIED**

**ACTION:** Jim Stubbs to organize meal for January 2016 meeting.

## **CHAIR'S REPORT**

See Business Arising.

## **TREASURER'S REPORT**

Treasurer, Jim Stubbs, submitted a written Treasurer's report for the 1 December 2015 meeting. (copy on file) Opening balance: \$39,141.70; Total expenses: \$2,502.70; Closing balance: \$36,639.00.

**MOTION 6: Kevin Robertson / Patti Chisholm - That Treasurer's Report be accepted as presented.**

**MOTION 6: CARRIED**

## **COMMITTEE REPORTS**

### **Monitoring**

See Business Arising.

## Special Projects

Tom Simpson reported Fundy Soccer was unable to complete their shed project and the earmarked funds were moved to the B-List and \$14,433.00 was offered to River Valley Track and Field for their lighting project. Mr. Simpson expects the invoice before Christmas.

## NEW BUSINESS

### 1. *Discuss actions required based on letter from exp. re: site visit in September:*

Roberta Lee circulated the letter from exp. and requested comments and/or questions from members of the board. Discussion ensued on topics of operating procedures for technicians collecting samples; sampling protocol; concern for the lack of maintenance of the well casings and covers discovered during the exp. site visit; and items that should be included in the Approval to Operate.

**MOTION 7: Kevin Robertson / Roberta Lee – That CMEI request from Marc MacLeod the DOE standard operating procedures for the sampling of groundwater monitoring wells and surface water monitoring sites.**

**MOTION 7: CARRIED**

**MOTION 8: Kevin Robertson / Roberta Lee – That CMEI bring conditions of wells to attention of Marc MacLeod and request action.**

**MOTION 8: CARRIED**

**ACTION:** Peter Kierstead to draft letter to Marc MacLeod to reflect the above motions.

Bring Forward to January meeting a recommendation to use the CABIN program.

2. *Joint application to Environmental Trust Fund (FRSW & CMEI) exp. input:* Tom Simpson and Roberta Lee spoke with John Sims and Fred Baechler regarding the application and it was suggested the preamble of the July 27 document regarding the framework for the data entry and analysis would work as text for the application.

**MOTION 9: Roberta Lee / Jim Stubbs – That CMEI submit joint application with FRSW for Environmental Trust Fund funding to start modelling program.**

**MOTION 9: CARRIED**

**ACTION:** Tom to distribute exp. e-mail to Board for input.

### 3. *Meeting schedule and booking meeting room:*

The CMEI meeting was interrupted by a Zumba class scheduled at 7pm. Tom Simpson noted the fitness class was running the same time each week and asked the recording secretary to contact Rob Flood to get the telephone number of Kathy Gilmore to arrange the CMEI meeting dates for 2016 and avoid conflict with other scheduled classes. Discussion ensued regarding the scheduling of the AGM and it was decided the meeting in April will be a combination monthly meeting followed by the AGM.

**ACTION:** Recording Secretary to contact Rob Flood and set up meeting schedule for 2016.

**MOTION 10: Jim Stubbs / Peter Kierstead – That the meeting be adjourned at 7:50 pm.**

**MOTION 10: CARRIED**

The next regular meeting of the CMEI is scheduled for 5:30 p.m. 5 January 2016 at the KBM.

Respectfully submitted,  
Marlene Abbott, Recording Secretary