



# MINUTES



**CRANE MOUNTAIN ENHANCEMENT INC. (CMEI)**  
**Board of Directors Meeting**  
1 March 2016

The 1 March 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 5:58 p.m. by Chair, Tom Simpson.

**In attendance:** Patti Chisholm, Peter Kierstead, Roberta Lee, Kevin Robertson, Ed Ross, Tom Simpson, Jim Stubbs, Susan West

**Regrets:** Mike Bonga, Sandy Coffin

**PRESENTATION OF THE AGENDA** - Modifications & Additions (Additions: Nominating Committee, report from meeting with Peter Baxter, Technical Advisor)

**MOTION 1: Jim Stubbs / Peter Kierstead - That the agenda be accepted with additions.**

**MOTION 1: CARRIED**

**MINUTES FROM LAST MEETING** - Corrections & Additions to 2 February 2016 Minutes

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

**MOTION 2: CARRIED**

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

No Report.

## **BUSINESS ARISING FROM THE MINUTES**

1. *Follow-up on Request to Include Domestic Wells in Stats Analysis Program:* Copy of request on file. No response at this time.
  2. *Follow-up on Request to Include Historical Data in Report Sent to Well Owners in the Form of a Spreadsheet:* Copy of request on file. No Response at this time.
  3. *Follow-up on Request for Inclusion of Specific Items in the Annual Report:* Copy of request letter on file. Mr. Nelson was able to confirm the monitoring well elevation data has been included in the annual report; there is no problem including the data on the five production water wells on-site in future reports, however, the data base will need modification to accommodate the results. (Copy on file)
  4. *Follow-up on status of Sedimentation Pond Discharge Testing:* Tom Simpson reported he sent an e-mail (Copy on file) to Ron Nelson noting that in his research, Mr. Simpson could only find sampling data for 2007, 2009, 2010 and 2011 for a total of six samples as opposed to the twice per year as outlined in the Approval to Operate which expired December 31, 2015. On March 1<sup>st</sup>, Mr. Simpson spoke with Mr. Nelson who was unable to locate the data since he only receives what is available annually. Mr. Simpson and Mr. Nelson plan to meet later to review the spreadsheets from Gemtec so Mr. Nelson can see the same materials Mr. Simpson was researching from.
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## **CORRESPONDENCE**

Further correspondence included an e-mail from Jeffrey Porter re: the Department of Environment and Local Government's decision to issue a new ATO for a 2-year period rather than the maximum 5-years to give the FRSW a chance to work on developing more information. Mr. Simpson replied to Mr. Porter's email with an expression of disappointment that CMEI recommendations would not be incorporated into the ATO at this time but that CMEI welcomes the opportunity to work with the Department and FRSW over the next two years to insure that improvements are made to the monitoring system.

These invoices were presented: one from District News for the Notice of AGM in the March issue (\$120.00 + HST); a reimbursement request from Tom Simpson for a toner cartridge (\$71.95 + HST), and one from Sue West for the meal for the meeting (\$126.00 + HST). Mr. Simpson requested a motion to pay invoices and reimbursement for the meal.

**MOTION 3: Ed Ross / Kevin Robertson – That Treasurer be authorized to pay for items.**

**MOTION 3: CARRIED**

## **CHAIR'S REPORT**

See Business Arising and Special Projects Committee Report.

## **TREASURER'S REPORT**

Treasurer, Jim Stubbs, submitted a written Treasurer's report for the 1 March 2016 meeting. (copy on file) Opening balance: \$26,332.29; Total expenses: \$7,770.11; Closing balance: \$18,558.18. On February 4, 2016, Mr. Stubbs sent letters of request to FRSW for payment of CMEI's operating allowance and the partial refund of the accounting fee for the 2014-15 financial review completed by Teed, Saunders & Doyle. (copies on file)

**MOTION 4: Peter Kierstead / Kevin Robertson - That Treasurer's Report be accepted as presented.**

**MOTION 4: CARRIED**

## **COMMITTEE REPORTS**

### **Monitoring**

See Business Arising and New Business.

### **Special Projects**

See New Business.

## **NEW BUSINESS**

- 1. Report from meeting with Peter Baxter:* Peter Baxter, the new technical advisor at Crane Mountain Landfill, will be working for five landfills in New Brunswick and will spend one week/month on work for FRSW. Roberta Lee reported the first task for Mr. Baxter will be to identify trigger parameters, set trigger concentrations and set limits for parameters that are trending for use in the statistical analysis program. At the February 24th meeting with CMEI members Peter Kierstead, Kevin Robertson, Susan West, Tom Simpson and Roberta Lee in attendance a reference material package was given to Mr. Baxter, containing studies and recommendations made by CMEI about statistical analysis and triggers (copy on file). Mr. Baxter listened carefully to the concerns of CMEI and commented positively on some issues raised. As well, Mr. Baxter was optimistic that the above mentioned work on triggers can be completed by year end.
- 2. Nominating Committee:* Tom Simpson reported the following members are up for re-election this year: Tom Simpson, Ed Ross, Sue West, Sandy Coffin, Jim Stubbs and there are vacancies left due

to the resignations of Roger McKenzie and Fred M. Steeves. Mr. Simpson announced that due to health issues that Sandy Coffin would not be re-offering and polled Ed, Sue, and Jim for their intentions to reoffer. Tom Simpson, Ed Ross, Sue West, and Jim Stubbs will be reoffering, which leaves Roberta Lee, Kevin Robertson, Peter Kierstead, Patti Chisholm, and Mike Bonga eligible for the Nominating Committee. After a brief discussion, Peter Kierstead agreed to sit as Chair of the Nominating Committee.

**MOTION 5: Patti Chisholm / Jim Stubbs – That Peter Kierstead chair the Nominating Committee consisting of: Roberta Lee, Kevin Robertson, and Patti Chisholm.**

**MOTION 5: CARRIED**

**ACTION:** Recording Secretary to send AGM Action Items to Tom Simpson and Roberta Lee for review and distribution.

3. *Review of Recommendations for Grant Presented by the Special Projects Committee:* On behalf of the Special Projects Committee, Tom Simpson presented 22 applications for Special Projects for consideration. Discussion ensued.

**MOTION 6: Jim Stubbs / Patti Chisholm – To accept projects as presented with amendments and approved for presentation to the FRSC.**

**MOTION 6: CARRIED**

**ACTION:** Tom Simpson to e-mail revised Special Projects list to Board Members. Mr. Simpson reminded everyone the lists are confidential until approved by the Fundy Regional Service Commission at their March meeting.

**MOTION 7: Roberta Lee / Jim Stubbs – That the meeting be adjourned at 8:46 pm.**

**MOTION 7: CARRIED**

The next regular meeting of the CMEI is scheduled for 5:00 p.m. 5 April 2016 at the KBM. AGM - 7:00 pm

Respectfully submitted,  
Marlene Abbott, Recording Secretary