



# DRAFT MINUTES



**CRANE MOUNTAIN ENHANCEMENT INC. (CMEI)**  
**Board of Directors Meeting**  
6 October 2020

The October meeting of the Board of Directors of Crane Mountain Enhancement Inc. (CMEI) was held at the KBM on the 6 October 2020 and was called to order at 6:35 p.m. by Chair, Tom Simpson.

**In attendance:** Jon Bidgood / Patricia Chisholm / John Doubt / Peter Furness / Roberta Lee / Ed Ross / Jim Stubbs

**Regrets:** Dale Kilpatrick, Jane Tunney

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

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

**MOTION 1: CARRIED**

**MINUTES FROM LAST MEETING** - Corrections and/or additions to 8 September Minutes.

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

**MOTION 2: CARRIED**

**FUNDY REGIONAL SOLID WASTE (FRSW)**

Tom Simpson reported that he spoke with Marc MacLeod and there were no changes from the previous meeting and no decision on the EIA.

**BUSINESS ARISING FROM THE MINUTES**

1. *Domestic Well Testing Letter:* Roberta Lee sent the revised letter from the September meeting to Jennifer Hachey, Gemtec, and Ms. Hachey agreed to bring it up to the “Landfill people”. A follow-up with Ms. Hachey indicated the landfill people did not want changes to the letter. Discussion ensued and it was reiterated the changes presented to Gemtec were on behalf of a community member who asked to have the letter simplified at the 2019 AGM of CMEI.

**ACTION:** Roberta Lee to contact Marc MacLeod to explain the simplified letter was a request from a community member at the last AGM and, with the 2020 AGM scheduled for next month, to confirm the FRSW is not willing to accept the simplified text.

2. *CMEI Website:* John Doubt reported that he was in contact with a representative from Brilliant Labs and that one of the students may be able to redesign/restructure the CMEI website. It was suggested that Mr. Doubt and Mr. Simpson decide what should be included in the scope of project and that Mr. Doubt proceed to request a quote based on their decision.

**MOTION 3:** Roberta Lee / John Doubt - **That on behalf of CMEI, John Doubt request a quote from Brilliant Labs to redesign/restructure the CMEI Website.**

**MOTION 3: CARRIED**

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**ACTION:** Tom Simpson and John Doubt to review the requirements and decide on scope of project. Mr. Doubt to send RFP to Brilliant Labs.

## **CORRESPONDENCE**

Tom Simpson reported he received on behalf of CMEI: from SNB the corporation's Annual Return which he will fill out and submit; and a pdf of the exp. review of the 2018 Annual Report which Mr. Simpson circulated to the Board by email prior to the current meeting.

## **CHAIR'S REPORT**

Due to restrictions of Covid-19, the Chair's activities have been limited. See Special Projects.

## **TREASURER'S REPORT**

Treasurer, Jim Stubbs, submitted a written Treasurer's report for the 6 October. (copy on file) Opening balance: \$66,156.12; Revenue \$24,745.00 (FRSW operating grant); Total expenses: \$1,978.22; Closing balance: \$88,922.90.

**MOTION 4: John Doubt / Patti Chisholm - That Treasurer's Report be accepted as presented.**

**MOTION 4: CARRIED**

## **COMMITTEE REPORTS**

### **Special Projects**

Tom Simpson reported that he received invoices for all but three projects. Mr. Simpson. With the Covid-19 issues, Westfield Elementary is having difficulty fulfilling its accessible playground project and has requested the funds be carried over. Mr. Simpson will write a letter for Marc MacLeod to present to the FRSC to request a carry-over.

## **NEW BUSINESS**

1. *AGM planning and preparation:* Recording Secretary, Marlene Abbott, reported she had spoken to other non-profits regarding AGMs during the pandemic. She was advised that CRA was allowing a 6-month extension on AGMs and was directed to the Worksafe NB website where she found the *Covid-19 Operational Plan for Workplaces Template*. Ms. Abbott discussed pertinent items from the template that would be at issue for an AGM: cleaning and disinfecting, washrooms, the supply of non-medical face coverings for visitors to minimize the risk of transmitting Covid-19 and the sign-in sheet for contact tracing (to be kept for 16 days and submitted to the Department of Health only if someone on the list tests positive). Discussion ensued and it was confirmed the KBM would supply the cleaning and disinfecting of the meeting room prior to and following the AGM and CMEI will pay for those services; and CMEI will provide non-medical face coverings and hand sanitizer for visitors to the AGM.
2. Ms. Abbott also reviewed the Action Items for the 2020 AGM scheduled to follow the November meeting of CMEI at 7:00pm. The slate of candidates for a 2-year term: Peter Furness, Dale Kilpatrick, Ed Ross, Tom Simpson, Jim Stubbs, and; for a 1-year term John Doubt. Roberta Lee was asked to chair the Nominating Committee and asked Messrs. Doubt, Furness, Ross, Simpson, and Stubbs if they would be reoffering. The candidates agreed to have their names stand. Mrs. Lee reported that she spoke with Mr. Kilpatrick prior to the meeting and did not think he would be reoffering. Due to Covid-19 restrictions and seating arrangements, Mrs. Lee asked Jon Bidgood if he would read the Nominating Committee Report at the AGM. Recording Secretary to provide him with the text.

### **Responsibilities:**

- *Tom Simpson:* complete and present the Chair's Report; Special Projects Report; provide screen, projector, extension cord, confirm sanitizing before and after meeting with KBM

- *Roberta Lee*: complete and present the Monitoring Committee Report; e-mail invitation to former CMEI Board members; complete Nominating Committee Report; submit notice to newspaper 2-weeks prior to AGM
- *Jim Stubbs*: complete and present the Treasurer’s Report; arrange signage at KBM to advertise the meeting; purchase non-medical face masks, hand sanitizer, and painter’s tape for the floor
- *Jon Bidgood*: read Nominating Committee Report at AGM
- *Patti Chisholm*: sign in sheet; submit notice to KBM for website and facebook
- *Recording Secretary*: agendas for 2020 AGM; minutes of 2019 AGM; send sign in sheet to Patti; paper, pencils, ballots, tape measure; Notice of meeting from newspaper; text to Jon for Nominating Committee Report
- *All members*: approach any community member you believe would be an asset to CMEI – if they are interested contact Roberta with their details.
- *Any members who can arrive at 5:45pm*: to mark floor and set up chairs for AGM guests

2. **exp. review of 2018 Annual Report**: Tom Simpson reported that he had been in contact with Peter Baxter regarding the trigger parameters. Mr. Baxter indicated the limits are stringent and nothing has indicated any serious risk. The program shows trends and can respond before any limit is reached, rather than upper parameter limits being reached, reported and analyzed before any response could be made.

Mr. Simpson was also in contact with John Sims, **exp.** regarding the 2018 Annual Report Review. As Fred Baechler has retired, Robert Gallagher will be reviewing annual reports moving forward. Mr. Simpson highlighted a few of the suggestions from the Review which he circulated via e-mail to the board members. In particular, under 5) Results (f) *There is a comment in Section 7.0 that a separate report was prepared by GEMTEC concerning the increasing trend in chloride at off-site monitoring well location MW50-L. Has EXP reviewed that report?* Mr. Simpson asked the Board if CMEI should have the separate report reviewed by **exp.**

**MOTION 5: John Doubt / Peter Furness – That CMEI request a review of the Gemtec report on the chloride trend at site MW50-L by exp.**

**MOTION 5: CARRIED**

**ACTION:** Tom Simpson to send the report to John Sims at exp for review. All members to review the **exp.** review of 2018 Annual Report and prepare any questions for the November meeting.

**MOTION 6: Peter Furness / Jim Stubbs– That the meeting be adjourned at 8:13 pm.**

**MOTION 6: CARRIED**

The next regular meeting of the CMEI is scheduled for 6:00 p.m. 3 November, followed by the 2020 AGM at 7:00pm located at the KBM.

Respectfully submitted,  
Marlene Abbott, Recording Secretary