



DRAFT MINUTES



CRANE MOUNTAIN ENHANCEMENT INC. (CMEI)
Board of Directors Meeting
8 September 2020

The September meeting of the Board of Directors of Crane Mountain Enhancement Inc. (CMEI) was held at the KBM on the 8 September and was called to order at 6:35 p.m. by Chair, Tom Simpson.

In attendance: Jon Bidgood / Patricia Chisholm / Peter Furness / Dale Kilpatrick / Roberta Lee / Jim Stubbs / Jane Tunney

Regrets: John Doubt / Ed Ross

PRESENTATION OF THE AGENDA - Modifications & Additions

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

MOTION 1: CARRIED

MINUTES FROM LAST MEETING - Corrections and/or additions to 3 March Minutes.

MOTION 2: Jim Stubbs / Jane Tunney - That the minutes be accepted as presented.

MOTION 2: CARRIED

FUNDY REGIONAL SOLID WASTE (FRSW)

Tom Simpson reported that he spoke with Marc MacLeod on 3 September. Mr. MacLeod described the FRSW response to the Covid-19 pandemic and the precautions which included: Shutting down recycling and composting for 6 weeks to protect against possible spread among workers in close proximity. As a result, a noticeable surge in recycling was observed when recycling resumed, which indicated that residences were storing recyclables; Modifying procedures; and Hiring a cleaner responsible for cleaning high touch surfaces and providing and caring for PPE.

Mr. MacLeod also discussed:

- Leachate - for the most part very low leachate due to dry weather.
- Financial - the FRSW budget approved on Sept 1st. It was based on a rejection of the Clay Source Development project. Mr. MacLeod indicated there will probably be an increase in tip fees next year.
- EIA - No decision at this time.
- Capping of cell 7 - Tenders were called and all were rejected. FRSC staff will undertake the work.

BUSINESS ARISING FROM THE MINUTES

1. *Domestic Well Testing Letter:* Roberta Lee circulated a draft simplified letter written to homeowners in the domestic well testing program. The letter is proposed to be sent to Gemtec as a letter to accompany the domestic well testing results. Discussion ensued.

MOTION 3: Patti Chisholm / Jim Stubbs – That CMEI send the revised simplified letter to Jennifer Hachey at Gemtec and request they use it to correspond with domestic well owners.

MOTION 3: CARRIED

ACTION: Roberta Lee make changes per discussion, email the letter, and follow up with a telephone call.

2. *CMEI Website*: Tom Simpson circulated a preliminary document prepared by John Doubt and Mr. Simpson to discuss requirements for the CMEI website. The current website uses technology that is outdated and an upgrade is indicated. Discussion ensued and it was agreed that a third-party web designer will be sought to build the new website.

ACTION: Board members are to review the document against the current CMEI website and make notes to discuss at the October meeting of CMEI.

CORRESPONDENCE

Tom Simpson reported he received on behalf of CMEI: correspondence concerning Special Projects; a letter from Gemtec informing CMEI of the public availability of supporting documents for the EIA; and the receipt of the annual operating grant from FRSW. Mr. Simpson was also in contact with John Sims, exp. as a reminder that any billable hours need to be submitted before CMEI year end, 31 October.

CHAIR'S REPORT

Due to restrictions of Covid-19, the Chair's activities have been limited. See Correspondence and New Business.

TREASURER'S REPORT

Treasurer, Jim Stubbs, submitted a written Treasurer's report for the 8 September meeting covering the months of March through to the end of July 2020. (copy on file) Opening balance: \$70,933.90; Revenue \$1,000.00 (FRSC share of annual audit); Total expenses: \$5,777.78; Closing balance: \$66,156.12.

MOTION 4: Peter Furness / Jane Tunney - That Treasurer's Report be accepted as presented.

MOTION 4: CARRIED

Discussion was held regarding the bank balance exceeding any limits per the Agreement. Due to the Covid-19 pandemic the proposed projects were unable to proceed and be billed in this fiscal year. Any overages will be reflected in the annual operating grant calculated in 2021.

COMMITTEE REPORTS

Special Projects

Tom Simpson reported that he received and processed projects submitted by: KBM, Grand Bay Primary, Sunrise Play Park, Martinon Clubhouse, Honour our Veterans, and Ketepec Scouts. Patti Chisholm was concerned the deadline for completion should be extended due to current pandemic restrictions. Mr. Simpson had discussed the issue with Marc MacLeod and he will clarify the FRSW position with FRSC.

NEW BUSINESS

1. *AGM*: Tom Simpson reported that he had researched other New Brunswick organizations approach to AGMs during the pandemic. Discussion ensued and it was agreed the AGM will proceed with Covid-19 regulations as it is a legal requirement of the organization. The date chosen will be 3 November at 7:00pm following the monthly meeting of the Board at 6:00pm.

ACTION: Recording Secretary to research guidelines for public meetings, collect the nominating committee information and report back at October meeting.

MOTION 5: Jim Stubbs / Patti Chisholm – That the meeting be adjourned at 8:20 pm.

MOTION 5: CARRIED

The next regular meeting of the CMEI is scheduled for 6:30 p.m. 6 October 2020, at the KBM.

Respectfully submitted,
Marlene Abbott, Recording Secretary