



# MINUTES



**CRANE MOUNTAIN ENHANCEMENT INC. (CMEI)**  
**Board of Directors Meeting**  
1<sup>st</sup> December, 2009

The 1<sup>st</sup> December, 2009 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.

**All were in attendance:** Mike Bonga, David Bowen, Dave Calvin, Sandy Coffin, Paul Crilley, Peter Kierstead, Roberta Lee, Roger McKenzie, Elmer Mersereau, Tom Simpson, Steven Stackhouse & Jim Stubbs

**FRSWC** – Richard McLean

## **FRSWC**

Due to a death in the family, Richard McLean presented a brief report at 5:45 p.m. on the following recent events at the landfill:

1. The Fundy Solid Waste Commission was honoured to receive the 2009 Saint John Board of Trade's Excellence in Business award.
2. Marc MacLeod, General Manager, and his wife are celebrating the birth of their son.

## **Minutes from last meeting:**

**Corrections & Additions** – corrections to Correspondence and Committee Reports.

**MOTION 1: Paul Crilley/David Calvin - That the minutes be accepted as amended.**

**MOTION 1: CARRIED**

## **BUSINESS ARISING FROM THE MINUTES**

- 1 Tom Simpson responded to the e-mail from The Nature Trust of New Brunswick read at the November 3<sup>rd</sup> meeting. (copy on file)
- 2 School Projects – Sandy Coffin reported that he has just received the River Valley Middle School receipts for \$339.12, long past the deadline. This delay is a first for RVMS and Mr. Coffin suspects it is due to the retirement of both Vice-Principal and Principal.

**MOTION 2: David Calvin/David Bowen – Under special circumstances we honour that commitment and submit the receipts for payment.**

**MOTION 2: CARRIED**

**ACTION:** Sandy Coffin will deliver receipts to Chris Harned at the landfill.

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3 Scholarships - Sandy Coffin has received letter from UNB that two \$1,000 scholarships have been awarded; one to Emily Nelson (who received one before) and one to Stephen Adam Stone. (copy of letter on file) NBCC scholarships were awarded to Adam Reid and Ian Lingley. Steven Stackhouse made the presentations.

**ACTION:** Sandy Coffin will drop off copy of UNB letter to Chris Harned at the landfill.

### **CORRESPONDENCE**

Tom Simpson reported that he was in receipt of the insurance papers that he and Roger McKenzie sent away to the insurance company for renewal of insurance. Tom received an invoice from Huestis Insurance Company for \$1,150.00 via e-mail and will print it off and deliver to Roger McKenzie for payment.

Jim Stubbs received an invoice for Remembrance Day wreath that he delivered to Roger McKenzie. That invoice for \$40.00 has been paid.

Roberta Lee reported that 36 invitations went out for the November 17<sup>th</sup> meeting for the ADI presentation and Thank You letters to four Saint John City Councillors and to Jeff Porter, representative from the Department of the Environment for follow-up.

It was agreed that greeting cards should be purchased and sent to: Richard McLean (sympathy); Marc MacLeod (congratulations); and FRSWC (congratulations).

**MOTION 3: David Calvin/Mike Bonga – That our committee send a congratulatory note to the Chair of the Fundy Solid Waste Commission on the Business Excellence Award that they received.**

### **MOTION 3: CARRIED**

**ACTION:** Tom Simpson to write a letter to Ms. Pat Gallagher Jette, Chair, FSWC (instead of a greeting card).

### **CHAIR'S REPORT**

Tom Simpson reported the ADI review was held on November 17<sup>th</sup>, we had a good turn out from our board. The report was well received and well presented by John Sims of ADI. Roberta Lee and Tom Simpson met with Marc MacLeod in order to give him an advance copy of the 2009 ADI Review before the meeting and he gave them an interesting tour of the new facility for sorting recyclables and where the new generator for the gas energy project is going to sit.

### **TREASURER'S REPORT**

Roger McKenzie submitted a written report for the December 1, 2009 meeting. (copy on file) Balance in Current Account as of 1 December 2009 is approx. \$10,015.88 as shown in the Ledger. Balance in the Savings Account as of 31 October 2009 - \$22,359.09.

Outstanding invoice from Huestis Commercial Insurance needs to be paid before Mr. McKenzie can drop off the books to Teed Saunders and Doyle for their review of our accounts.

Jim Stubbs requested clarification on level of audit and FRSWC commitment to pay for audit. Discussion ensued.

**MOTION 4: Jim Stubbs/Roberta Lee - Request clarification from FRSWC to confirm an audit similar to that performed last year is required and will they continue to pick up the difference.**

*Amendment: The Treasurer to send an e-mail to the General Manager of the FRSWC stating we're getting ready to send this off to the auditor and is procedure the same as last time?*

**MOTION 4 AMENDMENT: NOT CARRIED**

**ORIGINAL MOTION 4: NOT CARRIED**

**MOTION 5: Elmer Mersereau/Steven Stackhouse - Support decision made by the Executive to pay Linda Smith the new rate.**

**MOTION 5: CARRIED**

**ACTION:** Tom Simpson to initial and deliver Huestis invoice to Roger McKenzie for payment.

## **COMMITTEE REPORTS**

### **Education**

Scanner, Inglewood School

### **Monitoring**

Roberta Lee reiterated information on ADI report and presentation from the Chair's Report and Correspondence. Copies of the 2009 ADI Review were provided to those present at the November 17th presentation, and Marc MacLeod received copies earmarked for each Commissioner who was not in attendance and for Ron Nelson. The full report has been posted to the website. Mrs. Lee mentioned that we owe a debt of gratitude to the Chair for all of the wonderful work done on the website. Discussion turned to reporting the odor problem at the landfill and that members of the public and CMEI board members were encouraged to call the landfill hotline to report the odor problems, it was also suggested that odor problems be brought up by CMEI representatives at one of the FRSWC monthly meetings. Will bring forward questions to Richard McLean at next month's meeting.

Roger McKenzie reported that he has been in contact with Jamie Wilson to take aerial photos of the landfill. Mr. Wilson is having trouble booking an airplane to take the photos. According to Marc MacLeod, the Commissioners will pay for only one aerial photographic survey per year instead of the two that have been done in the past. David Bowen suggested applying to Special Projects to pay for the second survey. David Calvin suggested paying out of CMEI funds. Motion to pay postponed until Spring.

### **Special Projects**

Tom Simpson reported the Special Projects committee met on 12 November to discuss changes to application forms. Introduced possibility for people to apply by e-mail as well as hand-written submissions. Word document form has been generated where people can fill their responses into fields, save and return by e-mail with any attachments necessary. The new forms are posted to the website and four or five are at the bowling alley in Grand Bay for hand-written submissions. As well, an ad has been placed in the River Valley News for December, with a follow-up of two more ads. Elmer Mersereau mentioned all receipts should be turned in to Tom Simpson. It was not added to this year's application, however, Mr. Mersereau suggested it be in the letter to the successful applicants. A member of CMEI could collect receipts when projects are completed and turn them into Chris Harned at the landfill to avoid repeating problem of late receipts from this year. Text will also be added to letters to reinforce deadline, i.e. "late receipts will adversely affect their application next year". Bring Forward when letters go out to successful applicants.

## **NEW BUSINESS**

**1 Website Updates** Tom Simpson reported website updates have been done recently – Special Projects section has been changed to only one menu page with all dates navigated back and forth with “back” button; Project Application page has a document to explain how to fill out form, from there, you can click to the application with information where to pick up hand-written form, or select the Word document to fill out and e-mail back; the ADI report has been posted to Monitoring section. A “Usage Statistics for cmei.ca” for the past 12 months with a total of 5,672 visits was submitted and is on file.

2 Approval for Special Projects Advertising: Tom Simpson has asked the River Valley News to book a quarter-page ad for December, a half-page ad in January, and a quarter-page ad in February for a total of \$490.00 for advertising.

**MOTION 6: Elmer Mersereau /Sandy Coffin – That we approve advertising for a quarter-page ad for December, a half-page ad for January, and a quarter-page ad for February in the River Valley News.**

**MOTION 6: CARRIED**

3 Meeting dates: Tom Simpson advised the meeting dates for 2010 will change to the first Tuesday of each month, or the Tuesday one week prior to the FRSWC meeting, in order to prepare for FRSWC meetings and to make their deadline (one week prior) to add us to their agenda. Mr. Simpson also mentioned a new contract with KBM is due. No motion needed for date change, recorded in minutes only.

4 Signage for Major Projects: Paul Crilley advised new signage for project sites to acknowledge CMEI contribution is needed.

**ACTION:** Special Projects Committee to look into signage.

**MOTION 7: Elmer Mersereau/Roger McKenzie  
Moved the meeting be adjourned at 8:00 p.m.**

**MOTION 7: CARRIED**

The next regular meeting is scheduled for 5:30 p.m. January 5, 2010 at the KBM.

Respectfully submitted,  
Marlene Abbott  
Recording Secretary