

# **Louisiana Pacific Compost Facility Community Liaison Committee Meeting June 25, 2003, Minutes**

**Attendees:** Sharon LeBlanc (Facilitator), Kerry Keddy, Peter Joules, Rod Fry (Envirem Rep.), Jennifer Enslow (LP Environmental Assistant), Shawn Trottier (LP Rep.)

**Absent:** Tina Cook, Chris Melvin

Opening – Sharon LeBlanc stated the purpose of the meeting, which was to develop the way future meetings will proceed

- Sharon also stated that she will be the Chair of the committee until it is well organized and a new chair is chosen

Introductions – Went around the table and everyone introduced themselves. Rod Fry talked about Envirem, the company running the facility, and what they hope to achieve

Discussion – Ground Rules for Meeting Process

- Only one person is to speak at a time
  - The Chair monitors speakers
  - Meetings will follow an agenda, which will be given to members before the meeting by email or fax
  - Speakers will stay on subject, side issues are to be brought up as new business
  - Minutes will be taken by an LP rep at the meeting
  - LP will be responsible for costs such as flyers delivered to the community conveying committee meeting minutes
  - Meetings will be 1.5 hrs max, with an ideal time of 1hr.
  - Meetings will start at 7pm
  - Meetings will focus on the issues, not the speaker's opinion of the issues
- Methods for receiving community complaints and addressing the community were discussed (written complaints, website, newsletter, etc.). It was brought up that it might be best to ask the community how they want to be informed. It was decided this should be discussed in detail at the next meeting
- It was brought up that the community doesn't really understand why the committee is needed other than because it is a government requirement. They do not know whether it is because harmful side effects could happen if the facility is not run properly or other reasons. Rod Fry stated that it is in place to address community complaints and concerns that would normally come to the government or the facility itself.
- It was decided the best way to change the community's view of the facility would be to educate them. Show them the product before and after, when it's composted the right way and the wrong way. Have them in for a tour so they can

see the process and the finished material being transported offsite for sale. Take information to them in a format that everyone can understand.

- It was decided the committee needs a scope, purpose, and roles and responsibilities. These should be produced in a formal manner and be presented to the public. A template for these will be sent to the members by Sharon LeBlanc. Members will review it and send comments back to Sharon who will have an updated template to be voted on and discussed at the next meeting. All members should be present at this meeting.

- An annual community meeting was suggested to give everyone a chance to ask questions and receive extra information. Community members may be allowed to attend meetings if they have a concern if they receive prior permission.

- Once the committee is established meetings may be held on a quarterly basis. Frequency of meetings until committee is established will be decided at the next meeting.

- There is also a possibility of converting the committee to a general environmental committee to address all concerns once the committee is well established and if the committee wishes to do so.

Closing – Next meeting will be held July 16, 2003 at 7pm. The minutes of this meeting as well as the member contact list will be sent to all members. A copy of the Conditions of Release will be brought to this meeting.

Minutes Reported by Jennifer Enslow