

**East River, Louisiana Pacific Community Liaison  
Environmental Committee Meeting  
September 3, 2003, Minutes**

**Attendees:** Sharon LeBlanc (Facilitator/Interim Chair), Kerry Keddy, Peter Joules, Rod Fry (Envirem Rep.), Melissa MacIntyre (LP Environmental Manager)

**Regrets:** Chris Melvin

**Absent:** Tina Cook

Opening – Sharon LeBlanc opened the meeting at 7pm.

Quorum was declared by Sharon LeBlanc

Minutes – Peter Joules motioned for the August 6 minutes to be adopted and Kerry Keddy seconded the motion. The minutes were reviewed.

**ITEM**

**ACTION BY**

1. A letter from the Municipality of the District of Chester was entered into record. It was asking the committee to decide on whether a council member (Councillor Marshal Hector) could attend the meetings on behalf of the Chester Municipal Council.

It was decided that a council member could attend if; that council person represented the area of East River, that they attend under the same guidelines as other community members, that information from the meetings (i.e. minutes) are not brought back to the council meeting prior to them being approved by the Committee.

A letter will be written to the Chester Municipal Council to detail the decision.

Melissa MacIntyre

2. Guidelines were discussed. The paragraphs that were originally omitted were agreed upon with some amendments. Discussion on attendance at Committee meetings was held and it was decided that an 18<sup>th</sup> item regarding attendance would be included in the Guidelines. The Guidelines can now be issued as the completed document at the next meeting.

Melissa MacIntyre

3. Discussion was held on the need to have a faster approval rate for minutes of meeting once the Committee starts meeting less frequently. The approval method will most likely be done via e-mail. The exact procedure will be discussed at a later date.

4. Mission Statement: Discussion was held on the Committee's Mission Statement. The following was agreed upon: **To provide up to date, clear and concise information regarding the Composting Facility to the Community and to speedily address any concerns raised by the residents of the Community or other parties that may be affected by the Compost Facility.**

5. Name: Discussion was held on a name for the Committee. The name was unanimously agreed upon as: **East River, Louisiana-Pacific Community Liaison Environmental Committee.** Rod Fry noted that the term Community Liaison Environmental Committee or the acronym CLEC is widely recognized and used nationally.

6. A communication strategy was discussed and the following points were raised to look into for next meeting:

- Web Site and e-mail - Find out if LP has any other CLEC's on their web site. Find out if Louisiana Pacific is able to provide web space for information on the CLEC. Items to be included on the site: frequently asked questions, information about the facility, the committee, contact information, weather station data, etc.
- Regular Mail – Use LP's address and send "care of" CLEC-Melissa MacIntyre. The address is PO Box 2010, Chester, NS, B0J 1J0
- Hard Copies of Information – Some discussion was held on this topic however it was not completed during this meeting. A location needs to be selected to post information. The Committee agreed to revisit this item at the next meeting.

Melissa MacIntyre

7. The committee was informed that a weather station was installed at the compost facility to collect data: wind direction, wind speed, humidity and temperature. This will help in developing operating procedures to decrease the odour events.

8. Topics for the next meeting to be looked at include:  
Communications Strategy (continued), Media Release, etc.

Melissa MacIntyre

Closing – Next meeting will be held October 1, 2003 at 7pm.

Peter Joules motioned to adjourn the meeting.

Minutes Reported by Melissa MacIntyre