

**East River, Louisiana Pacific  
Community Environmental Liaison Committee Meeting  
October 1, 2003, Minutes**

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

**Regrets:** Chris Melvin, Marshal Hector

**Absent:** Tina Cook (resigned)

Opening – Sharon LeBlanc opened the meeting at 7pm.

Quorum was declared by Sharon LeBlanc

Minutes – Rod Fry motioned for the September 8<sup>th</sup> minutes to be adopted and Peter Joules seconded the motion. The minutes were reviewed.

<b>ITEM</b>	<b>ACTION BY</b>
1. Phil Ellwood contacted Marshal Hector by phone and informed him that he was welcome to join the committee. Melissa MacIntyre contacted Mr. Hector to inform him of the date of the meeting. He was unable to attend this meeting but will try to attend the next.	
2. Discussion about whether the committee wants to be called “The Community Liaison Environmental Committee” (CLEC) or “The Community Environmental Liaison Committee” (CELC). It was decided that the committee would be referred to as “CELC”. Documentation will be changed accordingly.	Melissa MacIntyre
3. Sharon LeBlanc spoke with Tina Cook. Ms. Cook has decided not to sit on the committee. Her name will be removed from the committee member’s list.	Melissa MacIntyre
4. The website is still outstanding.	Melissa MacIntyre
5. Guidelines were reviewed regarding the recent changes to Sections 8, 9, and 18. The committee’s name will be changed on the guidelines and re-issued. Otherwise the guidelines were adopted by Peter Joules and seconded by Kerry Keddy.	Melissa MacIntyre

6. Discussion was held surrounding the posting of hardcopies of relevant information for the community. Suggestions included; Austin’s gas station, Community Hall, and LP property (near fenced area next to Austin’s). A location will be chosen and a message board posted.

Melissa MacIntyre

7. Are we ready for a media release? It was decided that it would be better to wait until we have our method of communications established.

8. Melissa MacIntyre brought for discussion the “Complaint’s Form” that she developed for general LP complaints by the public. It was thought that it could be modified for us as a complaint form for the compost facility. As part of the Industrial Approval to operate the compost facility a formal complaint method must be established. A copy of the form will be sent out with the minutes for comment at the next meeting.

Melissa MacIntyre

It was determined by the committee that the form and the complaints should remain confidential if the person complaining wishes.

9. A method for urgent committee approvals was discussed.

Melissa MacIntyre

Email should be used as the primary means of communication. The email should have an “auto reply” to ensure that the individual received the information.

If the email does not generate a reply then a phone call will be made with the individual.

If required an emergency meeting can be called before a scheduled meeting.

10. Melissa MacIntyre brought a RRFB report (Department of Environment and Labour) regarding composting in Nova Scotia. A copy will be sent to Rod Fry to read and comment on at the next meeting. Another copy will be left with the gatehouse for committee members to review.

Melissa MacIntyre

Closing – Next meeting will be determined at a later date.

Peter Joules motioned to adjourn the meeting. Kerry Keddy seconded the motion.

Minutes Reported by Melissa MacIntyre