

**East River, Louisiana Pacific  
Community Environmental Liaison Committee Meeting**  
[www.compostingpeastriver.ca](http://www.compostingpeastriver.ca)

**May 1, 2014  
Minutes**

**Attendees:** Sharon LeBlanc (Facilitator/Chair), Katie MacKenzie (LP Interim Plant Environmental Manager), Chris Rhodenizer (Envirem Rep), Paul Kempster (Envirem Rep), Kerry Keddy, Bill Mercier, Kate Spencer, Chris Song (LP Environment Dept. Student), Andre Veinotte (Councilor Blandford-East Chester)

**Regrets:** Jennifer Frotten (LP Environmental Manager), Susan Davis, Marshal Hector, Kevin Green, Michelle Green

Opening – Sharon LeBlanc opened the meeting at 7:00 pm

Quorum was declared by Sharon LeBlanc

Minutes – The minutes for the February 6, 2014 meeting were reviewed and adopted. Moved by Andre Veinotte, seconded by Bill Mercier

ITEM	ACTION BY
1. The Guidelines for the Community Environmental Liaison Committee were reviewed and no changes are required. The guidelines were stayed until next year.	No Action Required
2. Additional Committee Members <ul style="list-style-type: none"> <li>▪ Sharon LeBlanc introduced Paul Kempster to the committee. Paul will be representing Envirem in lieu of Rod Fry, who continues to work with Envirem as a consultant.</li> </ul>	No Action Required
3. Community Feedback <ul style="list-style-type: none"> <li>▪ No concerns brought forward.</li> </ul>	No Action Required
4. Website – Updates <ul style="list-style-type: none"> <li>▪ Updates from the open house as well as the September 2013, and May 2013 minutes are still required for the website.</li> <li>▪ February 2014 minutes will be added to the updates.</li> <li>▪ The Open house notice will be added to the website if possible.</li> </ul>	Katie MacKenzie to facilitate updates.
5. Open House <ul style="list-style-type: none"> <li>▪ Invitation letters will be prepared for the event and sent out once approved by LP's communications department. Sharon will re-work the letters and Katie MacKenzie will ensure their approval and distribution. An Envirem representative will take care of sending to Envirem contacts.</li>   <li>▪ Posters will also be prepared and sent out to committee members to distribute as required and posted in various locations. Posters will also be sent to the public via ad-mail and ads will be taken out in local publications (Aspotogan Recreation Association and New Ross Family Resource Centre</li> </ul>	Katie MacKenzie to prepare & send invitation letters and work with Envirem to distribute. Sharon LeBlanc to distribute to committee members. Katie MacKenzie to look after ad-mail and any paid advertising. Sharon LeBlanc / Katie MacKenzie will facilitate

<p>newsletters as well as put onto any community bulletin boards and into publications as appropriate,</p> <ul style="list-style-type: none"> <li>▪ Press release will be revised and sent out as well.</li> <li>▪ Time of 9 am to 1 pm was re-confirmed with wrap-up meeting to follow.</li> <li>▪ Basin Gardeners' Club will hold plant sale with all revenue going to the Garden Club.</li> <li>▪ Sea Cadets will run the BBQ fundraiser.</li> <li>▪ Tours of the compost facility will again be offered using the flip chart to sign people up, starting at 9:00 a.m. and scheduled every 45 minutes.</li> <li>▪ Susan Davis has offered to transplant the plants into planters of compost for event.</li> <li>▪ We will again give away bags of compost and have the draw for a load of compost and a backyard composter. Katie MacKenzie confirmed a maximum limit of 10 will be placed on any leftover quantities of compost for committee members. Others, such as the garden club, will be offered 4 bags. Left over will be donated to Alfred Gates for use in the local cemeteries.</li> <li>▪ Rod Fry will present for Envirem and Envirem will look at providing some prizes during presentation.</li> <li>▪ David Wimberly will present on Transition Bay and Community Gardening and Jennifer Veinotte on Municipality's Community Garden.</li> <li>▪ LP will present their product as well. The smash-o-matic will be used. Multiple demonstration times suggested. Prizes to be donated as well for the main speaker's talk.</li> <li>▪ Community info may be placed on the table at the back if requested.</li> <li>▪ Union Hall has been booked. Inspection of parking lot condition will occur prior to event to ensure pot holes are marked.</li> <li>▪ LP Volvo will be used to move compost pallets. Pallets must be moved to open house prior to date.</li> <li>▪ Committee members and volunteers:  <i>Will Attend:</i> Sharon LeBlanc, Katie MacKenzie, Kerry Keddy, Paul Kempster, Bill Mercier, Kate Spencer, Robert Kiely, Chris Song, and Andre Veinotte (partial event)  <i>Cannot attend:</i> Marshal Hector.  <i>Unconfirmed:</i> Jennifer Frotten, Susan Davis, Kyle Kennedy, Kevin Green, Michelle Green. Members invited to bring other volunteers. Members asked to confirm any additional volunteers prior to event to ensure there are enough. At least 12 needed.</li> <li>▪ Suggestion/ comment card idea approved for re-use this year on table at back.</li> </ul>	<p>Sharon/ Katie to release</p> <p>Bill Mercier will arrange/oversee sale.  Sharon LeBlanc will coordinate with cadets.  Paul Kempster will arrange the tours with Envirem.</p> <p>Sharon LeBlanc to arrange and Katie MacKenzie ensure payment for plants.  Katie MacKenzie to arrange.</p> <p>Paul Kempster to confirm</p> <p>Sharon LeBlanc to facilitate.</p> <p>Katie MacKenzie to ensure LP representative will be available to present.</p> <p>Katie MacKenzie will inspect.</p> <p>Katie MacKenzie to facilitate.</p> <p>Sharon LeBlanc &amp; Katie MacKenzie will ensure enough helpers.  Members will follow-up with additional volunteer names.</p> <p>Katie MacKenzie to facilitate.</p>
<p>Meeting adjourned: Kerry Keddy moved.  Next regular meeting: September 4<sup>th</sup>, 2014 – 7:00 p.m., LP's Large Boardroom</p>	