



## Minutes of Meeting

<b>Project:</b>	Lower Churchill Project	<b>Contract # if applicable</b>	N/A
<b>Purpose:</b>	CLC Meeting	<b>Rec. No:</b>	N/A
<b>Venue:</b>	Nalcor Energy - LCP Office	<b>Date / Time:</b>	December 10/2013 – 18:00

<b>Attendees:</b>	<p>Darren Wells – Member at Large, Leander Baikie – Member at Large, Rosanne Williams – Nalcor Energy, Wanda Lyall - Member at Large, Art Williams, Town of North West River, Matthew Pike – Nalcor Energy and Lorie O’Halloran – Nalcor Energy</p> <p>Regrets – Melissa Best – Mud Lake</p>
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<b>Distribution:</b>	All attendees, posted on website after approval of minutes
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<b>Recorded by:</b>	Lorie O’Halloran	<b>Signature:</b>	
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### NOTES

Item No.	Description
1	Meeting called to order by Rosanne Williams at 18:00
2	Safety Moment - Slips, Trips and Falls: Leander spoke about the 65-year-old man in NF who fell 6 meters to his death. Rosanne spoke about a Nalcor employee who used a chair to reach a box of decorations and fell hurting her foot. Wanda spoke about a man who was building a house and fell 3 ½ feet crushing his heel because the basement hatch covered with a piece of cardboard.
3	Meeting minutes dated October 15, 2013 were reviewed and approved
4	<p>Rosanne Williams gave members an update on the project –</p> <ul style="list-style-type: none"> <li>• Labrador Island Transmission Link released from environmental assessment</li> <li>• Bulk excavation complete</li> <li>• Riverside cofferdam complete</li> <li>• Strait of Belle Isle (SOBI) HDD drilling commenced in Shoal Cove</li> <li>• SOBI civil works underway in Forteau</li> <li>• UARB approved the Maritime Link</li> <li>• More than 3,500 people attended job fairs in November</li> </ul> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• Matthew noted that residents have been accessing wood from the Labrador Marshalling Yard through the Department of Natural Resources.</li> <li>• Art expressed his displeasure with the lack of benefits for other aboriginal groups.</li> <li>• Matthew and Rosanne explained the IBA with Innu Nation</li> </ul>

	<ul style="list-style-type: none"> <li>• Art commented that the number of Inuit and Metis working on the project is very low.</li> <li>• Rosanne gave current numbers on aboriginal workers with the project as per the September Benefits Report – 462 (~41%) were Labrador residents and 207 of those are members of a Labrador Aboriginal group. Rosanne noted that all employment statistics are available in the monthly Benefits Report and she showed the Committee where to access the Reports online.</li> <li>• Wanda stated that part of the problem with the workforce in Labrador is that there are very few people who are members of a union.</li> <li>• Art said that he found the muskratfallsjobs.com website difficult to use</li> <li>• Wanda stated that this is the biggest complaint she receives.</li> <li>• Rosanne explained that one of the objectives of the recent job fairs was to help people use the database. She also noted that Nalcor has a person available to help people with muskratfallsjobs.com and can be reached by phone (1-888-576-5454) or email (<a href="mailto:lowerchurchill@nalcorenergy.com">lowerchurchill@nalcorenergy.com</a>). Contact information is found on Nalcor’s website and all information sheets.</li> <li>• Matthew stated that Lorie was the person to contact if anyone needed help with muskratfallsjobs.com, or people can contact him as well.</li> <li>• Wanda asked about the database and who has access to it. Lorie explained that once a profile is set-up, Nalcor, contractors, and unions have access to the information.</li> <li>• Rosanne stated that there are three ways to seek employment; create a profile on muskratfallsjobs.com, call a union in your trade, and contact Project contractors.</li> <li>• Matthew indicated he would send out an email to the committee with the steps to take to seek employment with the project.</li> <li>• Discussion around individuals needing to be qualified and have certificates</li> </ul>
5	<p>Procurement</p> <p>Recent awarded contracts:</p> <ul style="list-style-type: none"> <li>• Woodward's Oil Limited and Utapan Fuels Limited, a Joint Venture - Fuel Supply and Dispensing Services</li> <li>• Panalpina Inc - Freight Forwarding Services</li> <li>• Schlumberger – HDD Drill Fluid Services</li> </ul> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• Leander asked if Ultramar was no longer providing fuel on site.</li> <li>• Rosanne clarified that with the recent award of the Fuel Supply and Dispensing contract to Woodward’s and Utapan Fuel Ltd, other suppliers would be sub-suppliers to them.</li> </ul>
6	<p>Project Benefits:</p> <p>Throughout September, 1,122 people were employed at Muskrat Falls. Of those:</p> <ul style="list-style-type: none"> <li>• ~84% (942) were residents of NL</li> <li>• 462 (~41%) were Lab. Residents; ~ 45% (207) are members of Lab. Aboriginal groups</li> <li>• Employment of Lab. residents rose ~19% over August; employment from Lab.</li> </ul>

	<p>Aboriginal groups grew ~11%</p> <ul style="list-style-type: none"> <li>• ~16% (180) were from outside the province</li> </ul> <p>September, total expenditures for the Muskrat Falls Project were almost \$40 million. over \$17 million to NL businesses (43% of all project expenditures for September) More than \$4.8 million of NL expenditures were spent on Labrador companies</p>
7	<p>Community</p> <p>Status of Great Western Forestry (GWF)</p> <ul style="list-style-type: none"> <li>• Rosanne explained that for contractual reasons the contract was terminated with GWF</li> <li>• Leander asked about workers and businesses being owed money; Matthew stated that those inquiries should be directed to the Contract Coordinator, Rosann Taylor.</li> </ul> <p>Winter Shipping to the Port of Goose Bay</p> <ul style="list-style-type: none"> <li>• Rosanne informed the Committee that Nalcor does not have any more shipments to the Port of Goose Bay this year and that there will be no shipments during the winter.</li> </ul> <p>IKC-ONE layoffs</p> <ul style="list-style-type: none"> <li>• Rosanne updated that IKC-ONE has successfully completed their scope of work and has now started to layoff some workers and will have a skeleton crew by Christmas. Their work is complete and they are currently doing some clean-up work.</li> </ul> <p>Upcoming job opportunities</p> <ul style="list-style-type: none"> <li>• Rosanne noted that some of the upcoming contracts include: camp catering, housekeeping, and janitorial services, ground transport, air transport, and transmission line construction.</li> <li>• Wanda asked who currently has the busing contract; Matthew said EFCO did.</li> <li>• Wanda expressed concern about the currently parking area which has no lighting, no security fencing and no plugins for vehicles. There have been cases of overcrowding on the buses as well.</li> <li>• Matthew stated that those issues would be addressed by the new contract.</li> <li>• Darren asked if a list of the permanent jobs could be provided along with what training would be required. Rosanne said she would get that information.</li> </ul> <p>Housing</p> <ul style="list-style-type: none"> <li>• Wanda expressed the need for a policy regrading housing, as it continues to be an issue along with other negative social issues. She indicated that this is a serious issue for the community and like-minded groups will be calling for some sort of policy or assurance.</li> <li>• Rosanne stated that Nalcor Energy does not have a housing policy. Since Nalcor has an onsite camp, there is no living allowance or incentive provided for workers who would like live in town. However, some management will likely live in town.</li> <li>• Leander stated that rental properties are a way for locals to make money from the Project and that it is a positive benefit.</li> <li>• Art commented that the community would have capitalized more from the Project if</li> </ul>

	<p>workers were living in town.</p> <ul style="list-style-type: none"> <li>• Darren commented that the social issues in the community existed before the project started.</li> <li>• Rosanne discussed the layout of the new accommodations complex and noted that the benefits of living onsite will be attractive to workers.</li> <li>• Leander asked if local people will have to live in camp.</li> <li>• Rosanne responded that anyone living within 100km of the site will not live in camp.</li> </ul> <p>Vacant Member at Large</p> <ul style="list-style-type: none"> <li>• Call for Expression of Interest (EOI) for vacant position in January.</li> <li>• Current members of the CLC will vote on the new member.</li> </ul> <p>Community Investment</p> <ul style="list-style-type: none"> <li>• Over \$215,000 was invested in over 50 Labrador-based organizations and events, including: Canadian Cancer Society, Conservation Corps Green Team, Expo Labrador, Goose Bay Curling Club, Great Labrador Canoe Race, L'Anse Au Loup Come Home Year, Labrador Creative Arts Festival, Labrador Hunting and Fishing Association, Labrador Winter Games, Libra House, Multi-Cultural Youth Gathering, Nature Conservancy of Canada, North West River Beach Festival, Sheshatshiu Music Festival, Trapline Marathon</li> <li>• Committee members asked about the investment guidelines. Rosanne committed to send the website link to the committee.</li> </ul>
8	<p>Site Tour</p> <p>Leave from Project Office on Burnwood Drive at 10:00am tomorrow morning</p> <p>Tour is approximately 3 hours</p> <p>Don't forget your steel toed boots</p> <p>We will provide other PPE</p>
9	<p>Other Business</p> <ul style="list-style-type: none"> <li>• Leander asked if committee members were provided with mileage for attending the CLC meetings.</li> <li>• Rosanne referred to the terms of reference and confirmed that Committee Members will be reimbursed for expenses incurred to attend Committee Meetings from their residences. She indicated she would get the details of Nalcor's corporate travel policy and send out email.</li> </ul>
10	Next Meeting tentatively scheduled for March 18, 2014.
11	Meeting adjourned at 20:13.

**ACTIONS**

Item No	Description	Action / Date
1	Send meeting minutes to members	December 24/2013 – Lorie O'Halloran
2	Send information on Nalcor's Travel Policy	December 24, 2013 – Lorie
3	Send link to Community Investment page on website	December 24, 2013 - Lorie



## Minutes of Meeting

4	Send email with steps to seek employment	December 24, 2013 - Matthew
5	Provide monthly benefit reports to CLC members	Monthly – Rosanne Williams
6	Send out agenda reminder to give opportunity for members to add items	March 4, 2014 – Lorie O’Halloran
7	Continue constant two way communication on an “as-needed” basis	All members - ongoing