



Minutes of Meeting

Project:	Lower Churchill Project	Contract # if applicable	N/A
Purpose:	Community Liaison Committee Meeting	Rec. No:	N/A
Venue:	Hotel North Two – Conference Room	Date / Time:	June 18/2013 – 18:00
Attendees:	<p>Darren Wells – Member at Large, Leander Baikie – Member at Large, Rosanne Williams – Nalcor Energy, Bob White – Nalcor Energy, Matthew Pike – Nalcor Energy and Lorie O’Halloran – Nalcor Energy</p> <p>Regrets – Melissa Best – Mud Lake, Ernie McLean – North West River, Stanley Oliver – Happy Valley Goose Bay, Wanda Lyall – Member at Large, Arch Parly – Member at Large</p>		
Distribution:	All attendees, posted on website after approval of minutes		
Recorded by:	Lorie O’Halloran	Signature:	

NOTES

Item No.	Description
1	Meeting called to order by Rosanne Williams at 18:04
2	<p>Safety Moment - Matthew Pike spoke about preventing and reporting forest fires.</p> <p>-Rosanne explained the value of having a safety moment prior to holding a meeting and invited members of the committee to share their own safety moments at upcoming committee meetings.</p>
3	<p>-Rosanne Williams read an email sent by Committee Member Arch Parly who has decided to resign from the committee.</p> <p>-Rosanne indicated, as per the terms of reference, vacant positions will not affect the operation of the committee or be considered in the total number of members for the purpose of calculating a quorum of the committee. At the end of the calendar year, the committee will call for an EOI to fill any vacancies in the Member-at-Large positions. Quorum was present, the committee proceeded with the meeting</p>
5	Meeting minutes dated March 19, 2013 were reviewed and approved.
6	<p>Rosanne Williams gave members a project update:</p> <p>Construction Activities</p> <ul style="list-style-type: none"> • Construction at Muskrat Falls is moving forward as scheduled • Approximately 300 people on site per day, including day and night shifts • Seven contractors on site <ul style="list-style-type: none"> ○ Liannu – South side access road

- IKC-ONE – Bulk Excavation
- Nukum – Site clearing access road and Ancillary Areas
- Labrador Catering – Temporary site services
- Innu Med – Paramedic services
- Speuata – Security services
- AMEC – Geotechnical investigation services – North Spur
- The starter camp at Muskrat Falls opened in April
- Approximately 175 people at the camp
- Contracts have recently been awarded to:
 - Johnson’s Construction – Reservoir clearing
 - Great Western Forestry – 315 kv right-of-way clearing
 - Edward’s and Associates – Survey Services

North Spur

- A contract was awarded to AMEC in late March 2013 for geotechnical field investigation services at the North Spur, which includes sonic and conventional boreholes, in situ and laboratory testing, installation of instrumentation and surveys.
- The North Spur has been the subject of multiple studies and the geotechnical conditions of the North Spur are well understood by the project team
- Stabilization work is required. The stabilization work can be done economically and reliably and was included in Nalcor’s decision gate 3 project cost estimates.
- An RFP will be issued later this year for the scope of work. Work is expected to begin in 2014 and will be complete prior to reservoir impoundment

Employment

Over the course of March 2013, a total of 506 people worked on site in Labrador. Of these:

- 34% (173 people) are residence of Labrador; and approximately half (47%/81 people) of those from Labrador are members of Aboriginal groups.
- 54% (274 people) are from the island of Newfoundland
- 12% (59 people) are from outside NL

There are currently more than 5800 people registered in the Muskrat Falls Jobs database.

The Special Project Order (SPO) was issued on June 17, 2013.

- A special project order essentially imposes a no-strike, no-lockout undertaking on the labour and employers of the project
- SPO creates labour stability for the project
- Helps ensure the project stays on schedule and budget
- Three SPOs cover three collective agreements; Generation facility, Reservoir clearing and, Transmission line construction
- The collective agreements in the SPOs outline the hiring priority for Qualified Innu, Qualified Labrador residents, and Qualified Newfoundland residents

New Project Website

- A new project website was launched on May 17,

	<p>www.muskratfalls.nalcorenergy.com.</p> <ul style="list-style-type: none"> • The website provides detailed information regarding construction activities, employment and business opportunities, as well as the latest project updates, photos, videos and news. • Meeting minutes from the CLC and monthly report are available on the website <p>Expo Labrador</p> <ul style="list-style-type: none"> • Nalcor will be exhibiting at the Expo Labrador Trade Show on June 24-26 • Gilbert Bennett will be the keynote speaker at the opening luncheon on June 24 • Pat Hussey will be presenting on June 25 about business opportunities • Bob White will be presenting on June 25 about employment • Nalcor and its contractors are hosting a business opportunities networking event on Monday evening for delegates • Nalcor is sponsoring the Theme Night (Mardi Gras) at Maxwell's
7.	<p>-Leander asked how long the SPO was for. -Rosanne indicated that the SPO will be in place for the life of the project. -Rosanne said the collective agreements were developed in collaboration with unions and contractors. -Matthew noted that Nalcor/SNC Lavalin have a Labour relations team on site, and is in the process of hiring an Innu Liaison Coordinator.</p>
8	<p>-Darren asked how big the permanent camp would be. -Bob indicated it would hold 1,500 people. -Darren asked how labour relations were on site since the shutdown. -Matthew spoke about the shut down and the processes taken by Nalcor to rectify the issues and get the site back up and running.</p>
9	<p>Employment – Bob White reviewed the hiring protocol, which is part of the benefits strategy.</p> <ul style="list-style-type: none"> • Qualified Labrador Innu • Qualified Labrador residents • Qualified Newfoundland residents • Qualified Canadians <p>-Bob indicated that this protocol is clearly communicated to all bidders as they go through the bid process. -Once a contract is awarded a kick-off meeting is held where this protocol is reviewed again. Contractors then participate in a benefits kick-off meeting where there are detailed discussions around the hiring protocol. -Contractors are given access and training on muskratfallsjobs.com. Access and training is also provided to unions. -Currently there are approximately 6,000 people registered with muskratfallsjobs.com -People looking for employment are advised to register on muskratfallsjobs.com, as well as contact contractors and unions.</p>

- Some people registered in the database are looking for positions that are not yet required for this phase of the project.
- Nalcor has a list of HR contacts for every contractor on site, which is posted to the new website.
- Leander asked what's mandating contractors to provide training to workers. He said it's easy for contractors to hire someone they know because they don't have to spend time to train them.
- Bob indicated that contractors want to hire local people.
- Leander asked if apprentice positions were only available to Innu workers.
- Bob said contractors will also hire non Aboriginal apprentices.
- Leander stated that training is valuable to people who lack experience.
- Bob talked about recent courses funded by LAMP
- Leander asked if contractors are required to hire people who complete a course funded by LAMP.
- Bob responded that there is no requirement for contractors to hire people who have completed training through LAMP. Students who recently completed the environmental monitoring program had three week work placements with contractors on site. Along with the environmental monitoring program, students have recently graduated from Construction Crafting and students are set to graduate from the Health and Safety course in July.
- Leander talked about LAMP sessions that were held in Natuashish and Sheshatshiu. He said out of 50 who graduated, none are working on site.
- Bob stated that there were other circumstances that prevented some of those students from gaining employment.
- Roy Byrne is employed as the Innu training coordinator; his job is to match qualified Innu to positions.
- Darren asked about the permanent jobs once the project is complete. He wanted to know if there was anything in place to ensure those positions go to Labradorians.
- Bob commented that the hiring protocol in the benefits strategy is for the construction phase of the project.
- Darren stated that those positions would present opportunities for residents. He went on to say that he would like to see those positions go to the local population.
- Bob said one issue in Labrador is there are not a lot of journeypersons, which means it is difficult for apprentices to get hours signed off. Bob said there are many people in Labrador with years of experience but are not certified; he encourages those people to challenge the exams to become a journeyperson.
- Darren commented that there are many people who have the skillsets required for the project but are not willing to come back to Labrador for the construction phase, but would consider returning for a permanent position. It would give them something to work towards.
- Leander commented that people, who will be working for the duration of the project, hopefully will have gained the necessary experience to get hired for those positions. He said he would like to see something in place so the permanent jobs can go to

	<p>Labradorians/Aboriginal people.</p> <ul style="list-style-type: none"> -Bob noted that the project is in the early stages of construction and that the Powerhouse and Spillway contract is due to be awarded late summer, which will generate a lot of jobs. -Darren asked if the project is on schedule. -Bob indicated that it was. -Darren asked about the possibility of committee members getting a site visit. -Rosanne said we would note it in the minutes and try to arrange it at an appropriate time.
10	<ul style="list-style-type: none"> -Darren asked about the long-term benefits from the project for the community. -Matthew noted that Nalcor has a community investment plan, which supports community projects. -Leander stated that investment in the community is what people want to see. -Matthew said that if people have items or ideas about an investment Nalcor can make he invites them to come to the office and present it. -Rosanne commented that Nalcor is a Crown Corporation; therefore any investment in infrastructure, health care, schools, roads, etc. would be decided by the provincial government, Nalcor's shareholder.
11	<ul style="list-style-type: none"> -Leander asked if local people had been laid off from the project. -Rosanne said some people have been laid off because work in a particular trade was complete or the contract they were working on is finished. -Bob stressed that if any committee member receives a complaint about hiring, to advise the person to put it in writing and submit to Nalcor's office. We will conduct a thorough investigation and provide feedback to the individual.
	<ul style="list-style-type: none"> -Darren asked about the line being installed to Goose Bay. -Matthew said this work has not started yet. -Bob indicated that Great Western Forestry has the contract for line clearing from HV-GB to Churchill Falls.
	<ul style="list-style-type: none"> -Leander mentioned how excited people are about the project; he said a new gas station is being installed in L'anse au Loup and people are saying it's for the project. -Rosanne talked about work in the Strait of Belle Isle and how eager residents are for business opportunities. -Bob talked about the list of bidders on different contracts and advised businesses looking for subcontract opportunities to contact them. -Matthew commented that businesses in HV-GB who have made contact with contractors are doing very well.
12	<ul style="list-style-type: none"> -Bob indicated that he would be travelling to Rigolet to give a presentation on muskratfallsjobs.com. Nalcor has been working with Nunatsiavut to get more members registered in Muskratfallsjobs.com. -Darren stated that he believes the message is getting out. -Sessions are also being held with Nunatukavut.
13	<ul style="list-style-type: none"> -Leander commented on the fact that there isn't a lot of Aboriginal representation on the

	<p>committee and wondered if it was in protest.</p> <p>-Rosanne stated that multiple invites have been sent out and there was no response. A position on the committee will be available if and when either of the Aboriginal groups would like to appoint a member.</p>
14	<p>-Darren asked about the site orientation for new personnel.</p> <p>-Matthew confirmed that there is an orientation process.</p> <p>-Darren said he was speaking with someone working on the project and although they knew a lot about the safety aspect, they had no idea why the project was happening.</p> <p>-Bob said a new training lead was hired who will be developing an orientation process.</p>
15	<p>Matthew noted that the fibre optic line is complete. The transportation point for workers is now across from Hotel North 2.</p>
16	<p>Next Meeting is scheduled for September 17, 2013.</p>
17	<p>Meeting adjourned at 19:35.</p>

ACTIONS

Item No	Description	Action / Date
1	Send meeting minutes out to members	July 3/2013 – Lorie O’Halloran
2	Provide monthly benefit reports to CLC members	Monthly – Rosanne Williams
3	Send out agenda reminder to give opportunity for members to add items	September 3/2013 – Lorie O’Halloran
4	Continue constant two way communication on an “as-needed” basis	All members - ongoing