Senior Officials Working Group
Government of Newfoundland and Labrador
Town of Happy Valley-Goose Bay
Meeting Notes
Town Hall, Happy Valley-Goose Bay
January 9, 2013

Attendees:
Mr. Ron Bowles, Assistant Deputy Minister – Labrador Affairs Office (LAO)
Ms. Julia Mullaley, Deputy Minister – Municipal Affairs (MA)
Mr. Cluney Mercer, Assistant Deputy Minister – MA (Municipal Engineering and Planning)
Mr. Jamie Chippett, Deputy Minister - Transportation and Works (TW)
Ms. Donna Kelland, Assistant Deputy Minister – Service Newfoundland and Labrador (SNL)
Ms. Franca Smith, Senior Analyst- LAO
Mr. Valance Oliver, Communications Specialist - LAO
Mr. Wyman Jacque, Town Manager – Happy Valley-Goose Bay (HV-GB)
Ms. Karen Wheeler, Economic Development – HV-GB
Ms. Ilene Watson Grant, Town Planner – HV-GB

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1. Welcome

The purpose of the meeting was to discuss the Terms of Reference for the working group of senior officials from the Government of Newfoundland and Labrador and the Town of Happy Valley-Goose Bay with regards to the development of the Lower Churchill Project. It was decided that four documents would be reviewed during the meeting:

I. draft Terms of Reference;
II. September 2012 letter submitted by the Town to the Province;
III. draft Scope of Work document; and,
IV. input document provided by the Town on the Scope of Work document.

2. Defining "Impact"

The Town would like clear parameters on the term "impact" and provided examples for inclusion in the Scope of Work document for the hiring of a consultant. The Town notes that the definition of impact in the Terms of Reference (TOR) is limited.

Action: Province will review suggestions provided by the Town as well as Nalcor's definition of the term "impact" so that a working definition of the term can be approved at the next meeting.

3. Terms of Reference

Terms of Reference for the working group was reviewed with timelines and logistics to be determined at the next meeting. It was agreed that LAO will act as secretariat for the group and work with the co-chair to coordinate meeting times and agenda items. LAO will take and distribute meeting notes and relevant material.

Action: Terms of Reference will be finalized to include the mandate of the working group.
Action: LAO will coordinate upcoming meeting with group co-chair.

4. Consultant Report

Discussion was held with regards to expectations of the report. The Town noted concern that it may be a challenge to get baseline data for the report since the impacts of the Project are already occurring. The Province noted that the consultant would be able to look at data from previous years as a method to achieve quantitative data. It was noted that Service NL may be able to assist with background by data that has been collected in previous years. The consultant report would also be able to identify where further data is needed. The Scope of Work document will clearly state what is expected from the working group.

It was noted that traffic patterns may be in a separate report due to winter conditions in the region.

The consultant report would study:

- Port Infrastructure
- Industrial/ Commercial/ Residential Land Development
- In-migration Housing Impact:
- Road, water and infrastructure
- Efficient and Effective Town Administrative Services

It was noted that recreation should be included in the consultant report and that through the Northern Strategic Plan for Labrador funding was given in 2007 for a consultant report on the recreation needs for the Town. The Province noted that recreation would be updated as part of the consultant report.

It was noted that there is a standard template the Government uses for consultant reports and would be milestone oriented.

The Town would like public consultation to occur for the report and the report would be a public document that would be made available to the community.

The Town was concerned with the amount of information that staff will have to convey to the council and public as a capacity piece.

Action: Province and Town will review the respective documents that were distributed prior to the meetings. A call for public consultant will be prepared.
Action: Add recreation to the consultant report.

5. Landfill

Meeting held in December 2012 with MA and the Town to discuss landfill. Landfill was removed from the study as it would be completed as a stand alone project under the Waste Management Strategy.

6. In-migration Housing Impact

The Town noted that the definition is limited in the scope of work. It should be broadened to include affordability of housing, availability and homelessness.

Action: Scope of Work will broaden housing impact definition to include above noted concerns.

7. Fire and Emergency Services (FES)

The Province has offered Fire and Emergency Services to assist the Town with the completion of the Emergency Plan. The Town noted its concern that the regional FES employee may not have the background with large scale hydro developments. In addition the Town was concerned over the cost of updating the plan.

8. Road, Water and Infrastructure

Town concerned that impact has already been felt with roads. TW will be doing a traffic study independent of the consultant report. Service NL will assist with data they have on the region.

9. Efficient and Effective Town Administrative Services

Concern was noted by the Town that the consultant would be relying on the Town to provide information for the report. This would strain their capacity.

Action: Service NL noted that they are currently doing benchmark research on government services that may assist the consultant.

10. Next Meeting

Next meeting will take place in St. John's during the week of the Northern Exposure Conference.

Action: LAO will work with the co-chair to arrange meeting time and agenda.

Summary of Action Items

Date	Actionable Item	Responsible Entity
01/09/2013	Province will review suggestions provided by the Town as well as Nalcor's definition of the term "impact" so that a working definition of the term can be approved at the next meeting.	SOWG
01/09/2013	Terms of Reference will be finalized to include the mandate of the working group.	SOWG
01/09/2013	Province and Town will review the respective documents that were distributed prior to the meetings.	SOWG
	A call for public consultant will be prepared	MA
01/09/2013	Add recreation to the consultant report	LAO
01/09/2013	Scope of Work will broaden housing impact definition to include affordability, availability and homelessness.	LAO
01/09/2013	Service NL noted that they are currently doing benchmark research on government services that may assist the consultant	SNL
01/09/2013	LAO will work with the co-chair to arrange upcoming meeting time and agenda.	LAO