

June 6, 2017

Final response



Re: Your request for access to information under Part II of the *Access to Information and Protection of Privacy Act*, our file # TCII/9/2017

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This is to confirm that on May 8, 2017 the Department of Tourism, Culture, Industry and Innovation received your request for access to the following record:

**A copy of the following briefing materials: St. John's International Airport Authority TCII Greening Government through recycling and composting Restaurant Association of NL Town of St. Lawrence**

I am pleased to inform you that a decision has been made by the Deputy Minister for the Department of Tourism, Culture, Industry and Innovation to provide access to some of the requested information. Access to the remaining records, and/or information contained within the records, has been refused in accordance with the following exceptions to disclosure, as specified in the *Access to Information and Protection of Privacy Act* (the Act):

**Policy advice or recommendations**

29. (1) The head of a public body may refuse to disclose to an applicant information that would reveal
- (a) advice, proposals, recommendations, analyses or policy options developed by or for a public body or minister;

**Disclosure harmful to the financial or economic interests of a public body**

35. (1) The head of a public body may refuse to disclose to an applicant information which could reasonably be expected to disclose
- (d) information, the disclosure of which could reasonably be expected to result in the premature disclosure of a proposal or project or in significant loss or gain to a third party;

As required by 8(2) of the Act, we have severed information that is unable to be disclosed and have provided you with as much information as possible. In accordance with your request for a copy of the records, the appropriate copies have been enclosed.

Please be advised that you may appeal this decision and ask the Information and Privacy Commissioner to review the decision to provide partial access to the requested information, as set out in section 42 of the Act (a copy of this section of the Act has been enclosed for your reference). A request to the Commissioner must be made in writing within 15 business days of the date of this letter or within a longer period that may be allowed by the Commissioner. Your appeal should identify your concerns with the request and why you are submitting the appeal.

The appeal may be addressed to the Information and Privacy Commissioner is as follows:

Office of the Information and Privacy Commissioner  
2 Canada Drive  
P. O. Box 13004, Str. A  
St. John's, NL. A1B 3V8

Telephone: (709) 729-6309  
Toll-Free: 1-877-729-6309  
Facsimile: (709) 729-6500

You may also appeal directly to the Supreme Court Trial Division within 15 business days after you receive the decision of the public body, pursuant to section 52 of the Act.

Please be advised that responsive records will be published following a 72 hour period after the response is sent electronically to you or five business days in the case where records are mailed to you. It is the goal to have the responsive records posted to the Office of Public Engagement's website within one business day following the applicable period of time. Please note that requests for personal information will not be posted online.

If you have any further questions, please feel free to contact me phone at (709) 729-3356 or by e-mail at [wcomeau@gov.nl.ca](mailto:wcomeau@gov.nl.ca)

Sincerely,



Wayne Comeau  
ATIPP Coordinator

**Meeting Note**  
**Department of Tourism, Culture, Industry and Innovation**  
**Meeting with the St. John's International Airport Authority**  
**Monday, March 13, 2017 10:00 – 11:00 AM**  
**Executive Boardroom**

**Attendees:**

Hon. Christopher Mitchelmore, Minister of Tourism, Culture, Industry and Innovation  
Mr. Ted Lomond, Deputy Minister, TCII  
Mr. Bradley George, Executive Assistant to the Minister, TCII  
Mr. Keith Collins, President and CEO, St. John's International Airport Authority  
Mr. Art Cheeseman, Chair, St. John's International Airport Authority Board of Directors

**Purpose of Meeting:**

- To provide an overview of proposed new routes for the St. John's International Airport Authority (SJIAA), an update on current routes and a discussion around the special purpose property tax under the assessment act and how it may impact new routes.

**Background:**

- St. John's International Airport Authority is the primary transportation gateway to Newfoundland and Labrador, currently serving approximately 1.5 million passengers annually. Approximately 70 per cent of all non-resident visitors who travel by air to and from the province do so through SJIAA, therefore SJIAA plays a significant role in facilitating the economic growth and development in the province.
- The SJIAA currently has eight airlines that service out of the airport, 80 commercial flights daily, and 45000 aircraft movements each year (including general aviation, cargo, corporate, and military). The number of annual passengers, projected forecast was 1.6 million passengers in 2016, with an average annual increase of 2%.
- There are three daily flights from the SJIAA to Europe in the summer: WestJet to Dublin; WestJet to London Gatwick; Air Canada to London Heathrow (year-round service)
- As a result of this passenger growth, a 10-year plan was announced in 2014 that includes an investment of \$245 million into the airport to expand and enhance facilities in order to accommodate existing and anticipated future passenger traffic volumes. The expansion of the Airport Terminal Building will be conducted in two phases. First phase: east expansion (2014 – 2018), approximately 145,000 square feet. Second phase: west expansion (2018 – 2021), approximately 72,000 square feet.
- The Airfield Accessibility and Safety Initiative was a three-year infrastructure project that involved preparing the airfield for the installation and operation of a Category III Instrument Landing Systems (CAT III ILS) by NAV Canada. This technology allows aircraft to land and take-off in conditions of very low visibility. The installation of this technology increases the usability of the airport to 99 per cent, putting it on par with all major airports in Canada. As a result, 700 more flights and 70,000 more passengers will arrive and depart annually without delays or cancellations.

**Agenda item #1 (Overview of Proposed Routes)**

- The SJIAA will give a presentation on their proposed new routes.

29(1)(a), 35(1)(d)

Analysis

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**Agenda item #2 (Update on Current Routes)**

- The SJIAA will give an overview of current routes and related statistics.

**Agenda item #3 (Special Purpose Property Tax)**

- SJIAA has indicated that they will discuss the issue of the Special Purpose Property Tax and the implications it will have on the airport and potential routes.

Analysis

- St. John's City Hall and the SJIAA are in a dispute over municipal taxes. Both sides are waiting on an appeal court ruling that could be worth millions of dollars.

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29(1)(a), 35(1)(d)

**Prepared/Approved by:** B. Thorne/C. Harding/B. Gardner/T. Lomond  
**Ministerial Approval:** Received from Hon. Christopher Mitchelmore

March 10, 2017

**Decision/Direction Note**  
**Department of Tourism, Culture, Industry and Innovation**

**Title:** TCII Greening Government through Recycling and Composting

**Decision Required:**

- In support of the Department's 2016-2017 Greening Government Action Plan (GGAP) commitments, the TCII Green Team is seeking ministerial approval for the funding of and partnering with the Multi-materials Stewardship Board (MMSB) for a corporate office recycling and composting program beginning in spring 2017. The MMSB will provide all waste receptacles and signage for the program setup while the Department is responsible for the day-to-day operation (collection and separation of waste streams) and the estimated \$1500 - \$2000 annual collection fees for the waste material.

**Background and Current Status:**

- In September 2016, a TCII 2016-2017 Greening Government Action List was submitted to the Department of Environment and Climate Change (DoECC) outlining the Department's commitments (see Appendix A) in supporting a culture of environmental awareness sustainability within its operations.
- The TCII recycling and composting program will enable the department to address up to eight (8) of its 14 Greening Government commitments including:
  - establish a green movement culture;
  - utilize the Department's recycling designated areas and Intranet to increase participation in Green Team initiatives;
  - monitor green progress in the department;
  - develop a recycle bin accessibility initiative;
  - host a greening government Hangout Session;
  - conduct an office waste audit;
  - increase composting efforts; and
  - collect data on current building inefficiencies.
- The waste materials to be collected and recycled are:
  - paper (non-confidential);
  - beverage containers (plastic bottles and aluminum cans);
  - containers (tin cans, plastic containers, tetra paks and milk cartons); and
  - compost (coffee grounds and organic waste).
- This initiative will help the Department meet two of the GNL's five (5) strategic greening government objectives which are waste diversion and employee engagement (the others are procurement of goods and services, buildings and transportation).
- As one of its GGAP commitments, the MMSB is recruiting three (3) departments to participate in a recycling and composting program. Presently, OCIO and ServiceNL have been approached by the MMSB and are considering participating in the program.

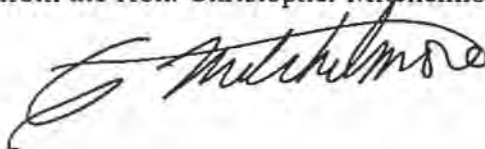
**Analysis:**

- Ashley Burke from the MMSB met with the TCII Green Team (see Appendix B) on December 7, 2016 and conducted a waste walk assessment of the department to gain an understanding of TCII's waste streams and viability for participation in MMSB waste diversion / recycling program.
- It was determined that 2 recycling stations would be appropriate for TCII; one in the Tourism branch and one in Industry branch area. See Appendix C for an image of the recycling stations.
- The MMSB waste collection stations will be leak proof and covered to address any concerns with rodents and odours. The Green Team will manage the operation of the program and inspect the waste collection stations regularly to ensure proper sorting and processing.
- The recycling stations have an estimated cost of \$1200 each which will be covered by MMSB. TCII's obligation to the program is to pay for the collection of waste materials.
- Collection of the recycling materials and compost will be done by a contracted third party. It is estimated that the annual cost will be \$1500 - \$2000 for pickup. A collection schedule will be determined based on need, it is expected that the waste will be picked-up twice a month.
- Recycling and composting collection costs may be shared with other participating departments in the Confederation Building. Estimates for waste pickup fees will be obtained as per GNL's purchasing policies.
- All collected materials will be weighed for benchmarking and program evaluation.

**Alternatives:**

- Approve participation in and funding for the recycling and composting program and enable TCII to meet its committed Greening Government Action Plan deliverables and be used as a success story to showcase to the rest of government how TCII is leading the way in green office practices for sustainability and efficiency.
- Do not approve participation in and funding for the recycling and composting program and the Department will have to seek alternative modes to meet 2016-2017 Greening Government Action Plan commitments.

**Prepared/Approved by:** W. Roebathan / D. Hooper / M. Kielley/T. Lomond  
**Ministerial Approval:** Received from the Hon. Christopher Mitchelmore



March 14, 2017



**Meeting Note**  
**Department of Tourism, Culture, Industry and Innovation**  
**Restaurant Association of Newfoundland and Labrador (RANL)**  
**Tuesday, March 27, 2017 at 10:00 am**  
**TCII Executive Boardroom**

**Attendees:** Minister Christopher Mitchelmore  
Bradley George  
Carol-Ann Gilliard  
Deborah Guillemette (TCII Food and Beverage)  
Rory McPherson, Chair, RANL  
Nancy Brace, Executive Director, RANL  
Michelle LeBlanc, RANL

**Purpose of Meeting:**

- The meeting is to discuss food development opportunities in Newfoundland and Labrador and how RANL and TCII can work together on common priorities.

**Background:**

- RANL is the restaurant industry association representing restaurants and food service operators throughout Newfoundland and Labrador.
- RANL advocates on behalf of its members to reduce barriers to restaurant growth, primarily as it relates to accessing local food products, collaborating with industry and government to ensure the growth of local producers and harvesters, food security in the province and the sustainability of local product in the restaurant industry.
- RANL also promotes its members through an annual *Savour Food and Wine Show*, which showcases food and talent of local restaurants and chefs. *Savour* will take place at The Delta St. John's Hotel on April 4<sup>th</sup>, 2017.

**Agenda item #1 (Food opportunities within provincial PD plan)**

- RANL would like to discuss the food opportunities in the new Provincial Tourism Product Development Plan and ways that RANL and TCII can work together.

Analysis

- RANL was a stakeholder consulted for the development of the five Destination Development Plans, with their Executive Director participating in both the planning and prioritization of the DDP recommendations for the food in tourism initiative in the Eastern Region.
- The PD Plan has identified food as a core experience category that will be a priority for experience development within the PD plan.
- The primary activities under food in the PD plan include identifying brand food experiences that are reflective of the needs and expectations of visitors and establishing more product and marketing partnerships around brand food experiences of restaurants, tours, festivals and events and retail.
- Another food priority in the PD plan includes the need to collaborate to address barriers to food experience development, which will involve industry and government establishing provincial food priorities that enable tourism operators to enhance the quality and value of food experiences, with particular emphasis on supply chain and distribution.

- TCII has led an internal departmental committee with representatives from secondary food processing, agriculture and fisheries to identify ways of working together to address distribution and accessing local products, especially in rural Newfoundland and Labrador.
- TCII has also connected directly with secondary food processors to share the potential opportunities for them in the tourism industry. Many of these are already offering tours or have partnerships with tourism operators, who use their locally made products as part of their experience offerings.

#### Potential Speaking Points

- In order to create, promote and deliver exceptional food experiences, using fresh local ingredients, it will be important that RANL, Hospitality NL and other food industry stakeholder groups are working towards common goals.
- TCII would like to work with RANL to identify ways that we can create and promote more brand food experiences in Newfoundland and Labrador.

#### Proposed Actions

- TCII officials with Tourism Product Development to connect with RANL about future partnership activities.

#### **Agenda item #2 (*Savour Food and Wine Show* participation)**

- RANL will be holding its annual *Savour Food and Wine Show* and will be interested in the Minister making an appearance at the show.

#### Analysis

- *Savour* is an important event for RANL as it not only demonstrates the depth and breadth of talent among chefs in the local restaurant and food services sector, but it is a primary fundraising event for the association's financial operations.
- The event, which showcases food and talent of local restaurants and chefs, will take place at The Delta St. John's Hotel on April 4<sup>th</sup>, 2017.
- TCII has been a supporter of *Savour*, contributing a sponsorship amount annually since its inception (2015/2016 contribution was \$4000).
- In 2016/2017, TCII did not make a sponsorship contribution in an effort to focus tourism development partnership programs toward festivals and events that offered both season extension and non-resident visitation potential.
- RANL may be interested in knowing if this sponsorship contribution will be made for future *Savour* shows.

#### Potential Speaking Points

- TCII will continue to evaluate partnership opportunities with industry associations as they arise but will focus support on initiatives that address collective priorities and outcomes.

#### Proposed Actions

- RANL should connect with TCII to discuss potential partnership opportunities as they arise.

**Prepared/Approved by:** C. Gilliard/T. Lomond  
**Ministerial Approval:** Received from Hon. Christopher Mitchelmore  
March 22, 2017



**Meeting Note**  
**Department of Tourism, Culture, Industry and Innovation**  
**Meeting between Town of St. Lawrence and Minister Mitchelmore**  
**Wednesday, March 8, 2017 at 3:15 pm**  
**Government Members' Office Boardroom, 5th Floor, East Block**

**Attendees:**

Hon. Christopher Mitchelmore  
Carol Anne Haley, MHA  
Bradley George, Executive Assistant  
Marc Kielley, ADM

Town of St. Lawrence

Paul Pike, Mayor  
Jack Walsh, Deputy Mayor  
Ernie Lundrigan, Councillor  
Amanda Slaney, Councillor  
Mike Stacey, Councillor  
Rodney Doyle, Councillor  
Andrea Kettle, Town Manager

**Purpose of Meeting:**

- The meeting is at the request of the Town of St. Lawrence, to discuss specific economic development activities. The Town submitted the following items for discussion: walking trail to Chamber Cove and Lawn Point; Coordinator position from April-September for trails; maintenance of existing trails; and upgrades to RV Park.

**Background:**

- The Town of St. Lawrence was incorporated as a Town in 1949 and is governed by a nine member municipal council. Located on the Burin Peninsula, it has a long history of various economic development generators including fishery, fluorspar mining, and tourism.
- TCII officials have an active working relationship with the Town, including various investments from TCII's Regional Development Fund such as the current initiative to expand the Miner's Museum and supports for trail development.
- Another significant development in St. Lawrence is the reactivation of the fluorspar mine by Canada Fluorspar Inc. (CFI). TCII has been working with the company as the business plan has evolved, which involved a request for financial support from the Province.

**Discussion item #1 (Trail Development and Associated Activities)**

- The Town proposed three trail-related topics for discussion including: a walking trail to Chamber Cove and Lawn Point; establish a Coordinator position (April - September) to oversee trails; and maintenance of existing trails.

Analysis

- Since 2009, TCII has approved \$202,000 for St. Lawrence's Chambers Cove Trail initiative. Specifically, in 2009 \$45,912 was approved for trail construction, and \$55,457 for further trail construction, and most recently \$101,439 to replace the Iron Springs Bridge.

- In addition, TCII has approved funding to the Town of St. Lawrence to complete the extension of the Miner's Museum (\$166,000 from TCII), and a portion of the project involves grading the road that leads to the head of the Chambers Cove Trail. It is intended that the Town's equipment would be utilized as an in-kind contribution.
- The community of Lawn has developed a plan to reach Lawn Point. The trail is approximately 9.5 km however the license to occupy has not been applied for/approved when TCII staff met with Town officials in early January, 2017. Lawn has been approved for ACOA funding to complete work on this trail but no TCII funding is required at this point.
- Given the route of the Lawn Point trail (adjacent to and/or through the CFI mine site); there may be challenges to reaching Lawn Point from Lawn. It is possible that the groups may be considering reaching Lawn Point from the end of the Chambers Cove Trail.
- TCII staff is not aware of a request to hire a Coordinator. This would not be an eligible activity under Regional Development Fund policy.
- TCII staff is not aware of intended plans for ongoing maintenance of existing trails. Repairs and maintenance are not an eligible activity under Regional Development Fund policy.

#### Potential Speaking Points

- TCII will only consider investments in trail developments that meet several criteria including destination criteria, such as being able to demonstrate the product is a travel demand generator. Town staff and officials should meet with TCII staff in Marystown to determine the fit of any proposed trail development with program criteria, as well as consideration for potential levels of investment.
- Regarding a Coordinator position for trails, the Town should approach AESL, however the submissions dates for the JCP and or summer employment programs have not yet been announced.
- TCII economic development programs are not intended to support ongoing maintenance and repairs of trails. The Town may want to consider approaching AESL for this activity.

#### Proposed Actions:

- Town officials and staff to follow up with TCII staff in Marystown.

#### **Discussion item #2 (RV Park)**

- TCII has no current proposals related to an RV park in the area; however, in the past, the Town has mentioned some possibilities that might be explored.

#### Analysis

- There is an area in the Town of St. Lawrence that was once the site of a school. The building was destroyed by fire approximately seven to nine years ago; however the water and sewer infrastructure remains in the ground.
- The Town has, in the past, discussed the possibility of repurposing that area as an RV Park. Contractors with mobile homes/offices could occupy the space while completing contracts in the town, so too could tourists when visiting the area.

- The nearest RV parks are located in Fortune (The Horse Brook Trailer Park), Winterland (Golden Sands Resort), Frenchman's Cove (Provincial Park), as well as Grand Le Pierre (Flag Hills Flats) and Swift Current (Kilmory Resort).
- TCII has supported RV parks in certain circumstances, dependent on a number of factors including existing capacity and infrastructure in the region, competitive impact analysis, etc. Given the number of RV parks in the region, commercial funding would be the main option.

#### Potential Speaking Points

- If the Town can provide a summary concept of the proposed RV Park, TCII regional office staff can review and further discuss with the Town. Understanding the proposed scope, as well as a scan of existing infrastructure will be required prior to advising about potential funding opportunities.

#### Proposed Actions

- Town officials and staff should follow up with TCII staff in Marystown.

#### **Discussion item #3 (Canada Fluorspar Inc)**

- While the Town didn't include CFI on the list, it is anticipated that this issue will be raised.

#### Analysis     29(1)(a), 35(1)(d)

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- As a result of the CFI development, the Town is considering other related projects and submitted applications to ACOA for the following:
  - Light Industrial Park. The project requires water and sewer services to be brought to the 15 lot park and stubbed off. The plan would be to clear and grub the first 6-8 lots, with the proceeds from those sales/development applied to the development of the remaining 7-9 lots. Budget is \$2.27M (HST incl.).
  - Access Road. This project involves the construction of a 5.5KM by-pass road from the mine site to the highway and not through the heart of the community. Budget estimated to be \$1.7M.
  - Power Line and Air Quality. This project involves the installation of a main power line (along access road), as well as in town air quality monitors/station to test/monitor the air quality within the town and alert the mine staff and citizens of the town as necessary. Budget estimated to be \$1.3M.

29(1)(a), 35(1)(d)

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Potential Speaking Points

- TCII has been proactive in the ongoing discussions with CFI and completing due diligence requirements. A decision will be communicated as soon as possible.
- Given the Province's current fiscal situation and limited program budgets, TCII will assess any potential additional projects as determined by eligibility, priority, and in discussion with ACOA.

Proposed Actions

- None.

**Prepared/approved by:** T. Bungay/G. Skinner/D. Sullivan/L. Price/M.Kielley (pending)/ C. Murphy (pending)/T. Lomond

**Ministerial Approval:** Hon. Christopher Mitchelmore

March 7, 2017