October 16, 2019

Re: Your request for access to information under Part II of the Access to Information and Protection of Privacy Act, 2015 [Our File #: MAE/193/2019]

On September 17, 2019, the Department of Municipal Affairs and Environment received your request for access to the following records/information:

"I am requesting a copy of the most recent application to CEEP for funding by the LSD of Freshwater, Conception Bay."

I am pleased to inform you that a decision has been made by the Deputy Minister for the Department of Municipal Affairs and Environment to provide access to some of the requested information.

However, certain text 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, 2015 (the Act):

"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;

"39. (1) The head of a public body shall refuse to disclose to an applicant information
(a) that would reveal
(ii) commercial, financial, labour relations, scientific or technical information of a third party;
(b) that is supplied, implicitly or explicitly, in confidence; and
(c) the disclosure of which could reasonably be expected to result in undue financial loss or gain to any person"
"40. (1) The head of a public body shall refuse to disclose personal information to an applicant where the disclosure would be an unreasonable invasion of a third party's personal privacy."

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.

The Access to Information and Protection of Privacy Act requires us to provide an advisory response within 10 days of receiving the request. As this request has been completed prior to day 10, this letter also serves as our Advisory Response.

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, Stn. 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 (a copy of this section of the Act has been enclosed for your reference).

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 Completed Access to Information Requests 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 by telephone at 709-729-7183 or by e-mail at DesireeNewman@gov.nl.ca.
Sincerely,

Desirée Newman

DESIREE NEWMAN
ATIPP Coordinator
Municipal Affairs and Environment

Enclosures
Access or correction complaint

42. (1) A person who makes a request under this Act for access to a record or for correction of personal information may file a complaint with the commissioner respecting a decision, act or failure to act of the head of the public body that relates to the request.

(2) A complaint under subsection (1) shall be filed in writing not later than 15 business days

   (a) after the applicant is notified of the decision of the head of the public body, or the date of the act or failure to act; or

   (b) after the date the head of the public body is considered to have refused the request under subsection 16(2).

(3) A third party informed under section 19 of a decision of the head of a public body to grant access to a record or part of a record in response to a request may file a complaint with the commissioner respecting that decision.

(4) A complaint under subsection (3) shall be filed in writing not later than 15 business days after the third party is informed of the decision of the head of the public body.

(5) The commissioner may allow a longer time period for the filing of a complaint under this section.

(6) A person or third party who has appealed directly to the Trial Division under subsection 52(1) or 53(1) shall not file a complaint with the commissioner.

(7) The commissioner shall refuse to investigate a complaint where an appeal has been commenced in the Trial Division.

(8) A complaint shall not be filed under this section with respect to

   (a) a request that is disregarded under section 21;

   (b) a decision respecting an extension of time under section 23;

   (c) a variation of a procedure under section 24; or

   (d) an estimate of costs or a decision not to waive a cost under section 26.

(9) The commissioner shall provide a copy of the complaint to the head of the public body concerned.
Direct appeal to Trial Division by an applicant

52. (1) Where an applicant has made a request to a public body for access to a record or correction of personal information and has not filed a complaint with the commissioner under section 42, the applicant may appeal the decision, act or failure to act of the head of the public body that relates to the request directly to the Trial Division.

(2) An appeal shall be commenced under subsection (1) not later than 15 business days

(a) after the applicant is notified of the decision of the head of the public body, or the date of the act or failure to act; or

(b) after the date the head of the public body is considered to have refused the request under subsection 16(2).

(3) Where an applicant has filed a complaint with the commissioner under section 42 and the commissioner has refused to investigate the complaint, the applicant may commence an appeal in the Trial Division of the decision, act or failure to act of the head of the public body that relates to the request for access to a record or for correction of personal information.

(4) An appeal shall be commenced under subsection (3) not later than 15 business days after the applicant is notified of the commissioner’s refusal under subsection 45(2).
## Application for Community Enhancement Employment Program (CEEP) 2019-20

**Note:** All sections must include sufficient details to permit evaluation of the application. Incomplete applications will be returned to sponsor.

Directions for completing each section are available on the CEEP website (http://www.mae.gov.nl.ca/emp_support/ceep.html) in the Guide to Completing the 2019-20 Community Enhancement Employment Program Application. The guide may also be obtained by calling 1.866.508.5500 (toll-free) or by emailing employmentsupport@gov.nl.ca.

### A. Applicant Information

<table>
<thead>
<tr>
<th>Name of Sponsoring Organization</th>
<th>Local Service District of Freshwater</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mailing Address of Sponsoring Organization</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Town</strong></td>
<td><strong>Postal Code</strong></td>
</tr>
<tr>
<td><strong>Carbonear</strong></td>
<td>****</td>
</tr>
<tr>
<td><strong>Telephone Number (Organization)</strong></td>
<td><strong>Fax Number</strong></td>
</tr>
<tr>
<td><strong>E-mail Address</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Name and Title of Primary Contact Person</strong></td>
<td><strong>Telephone Number (Primary Contact Person)</strong></td>
</tr>
<tr>
<td><strong>David Rietkoetter</strong></td>
<td>****</td>
</tr>
<tr>
<td><strong>Name and Title of Alternate Contact Person</strong></td>
<td><strong>Telephone Number (Alternate Contact Person)</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Provincial District</strong></td>
<td><strong>Carbonear - Trinity - Bay de Verde</strong></td>
</tr>
<tr>
<td><strong>Type of Organization</strong> (Pick one only)</td>
<td></td>
</tr>
</tbody>
</table>
| ☑ Local Service District | ☐ Incorporated Community /Economic Development Organization. Incorporation Number:  
| | ☐ Unincorporated Community /Economic Development Organization |
| | ☐ Incorporated Not-for-profit, Incorporation Number:  
| | ☐ Unincorporated Not-for-profit |
| | ☐ Other (please specify): s. 39(1)(a)(ii), s. 39(1)(b), s. 39(1)(c)(iii), s. 35(1)(d) |
| **Canada Revenue Agency (CRA)** | **Business Number** |
| **Names and Title of persons who have signing authority and take responsibility for the transfer of funds (Please provide names of at least 2 persons with signing authority)** | |
| **Person 1** | **Title:** Treasurer | **Person 2** | **Title:** Vice Chairperson |
| **Name:** David Rietkoetter | **Name:** Belinda Butt | | |
| | | | | |

Application for Community Enhancement Employment Program 2019-20

Page 1
### B. Project Information (Attach additional information, if necessary)

#### B.1 Project Title
- 1) Clowns Cove Pond Development
- 2) Freshwater Pond - Stream - Development

#### B.2 Project Community
- Freshwater

#### B.3 Project Description

Note: If your project includes trail development and/or maintenance, ensure you review the Trail Guidelines Information Sheet available on the CEEP Website: [http://www.mae.gov.nl.ca/emp_support/ceep.html](http://www.mae.gov.nl.ca/emp_support/ceep.html).

Any changes to this description must have prior written approval from the Department.

**Description of Project** – Please describe each project activity, work site/location, and materials required. Avoid using terms such as general/routine maintenance, repairs, upgrades, and “etc”.

**Example:**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Site/Location: Council Chambers, Town Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Install 3 Windows and window trim, paint trim</td>
<td></td>
</tr>
</tbody>
</table>

**Materials required to be purchased from materials budget:**
- 3 Window (24" x 36"), trim, trim paint and paint supplies

1. **Activity:**
   - 1) To build a board walk - walking trail around Clowns Cove Pond, for use by pedestrians, bikers, and walkers for a distance of 800 feet. Activities: groom vegetation, build a wooden board walk & steps where necessary, use Class A Stone to level areas for park benches, picnic tables. Indoor Work - Clean furnace duct work, and insulate duct work in Community Center. Insulate ceiling in Community Center.

   **Site/Location:** Clowns Cove Pond, and Community Center

   **Materials required to be purchased from materials budget:**
   - Stone Class A stone, deck screws various sizes, galvanized nails various sizes. Lumber: 6x6 treated, 2x6x6 treated, 4x4x6 treated. **Rental:** small cart, & Quad or 4x4 trike

   See Attached Budget

2. **Activity:**
   - 2) Continue with trail along Freshwater Pond & swim area, for use by pedestrians, bikers, and walkers for a distance of 500 feet. Activities: clear brush, groom vegetation, use Class A Stone to level areas for park benches, picnic tables. Build wooden board walk & steps where necessary. Indoor Work - Clean furnace duct work, and insulate duct work in Community Center. Insulate ceiling in Community Center.

   **Site/Location:** Freshwater Pond, and Community Center

   **Materials required to be purchased from materials budget:**
   - Stone Class A stone, deck screws various sizes, galvanized nails various sizes. Lumber: 6x6 treated, 2x6 treated, 4x4x6 treated. **Rental:** small cart, & Quad or 4x4 trike

   See Attached Budget

3. **Activity:**

   **Site/Location:**

   **Materials required to be purchased from materials budget:**
B. Project Information (Continued)

4. Activity:

   Site/Location:

   Materials required to be purchased from materials budget:

5. Activity:

   Site/Location:

   Materials required to be purchased from materials budget:

6. Activity:

   Site/Location:

   Materials required to be purchased from materials budget:

7. Activity:

   Site/Location:

   Materials required to be purchased from materials budget:

By checking this box, I agree that I am aware that ROADSIDE BRUSH CLEARING is NOT ELIGIBLE FOR PROJECT FUNDING: 

[ ]
B. Project Information (Continued)

B.4 Working Conditions – Sponsors must outline plans in the event of adverse weather conditions if the scope of work includes outdoor activities.

<table>
<thead>
<tr>
<th>Does this project require outdoor work? (Yes / No)</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Yes, please outline your plan for alternative work in the event of poor weather conditions:</td>
<td></td>
</tr>
<tr>
<td>Alternative Work:</td>
<td></td>
</tr>
<tr>
<td>Work required at Community Center: Clean and Insulate furnace duct works. Insulate ceiling in Center.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Site/Location:</th>
<th>Freshwater Community Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials required to be purchased from material budget:</td>
<td></td>
</tr>
</tbody>
</table>

B.5 Skills Development Opportunities – Please describe the skills that will be developed from this project (carpentry, office administration, etc.). Please note that CEEP workers cannot be involved with the administration of this project.

| Carpentry skills developed |

B.6 Involving Women and Older Workers

<table>
<thead>
<tr>
<th>Will all workers be equally considered for: Supervisory roles? (Yes / No)</th>
<th>YES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wage premium position? (Yes / No)</td>
<td>YES</td>
</tr>
<tr>
<td>Will workers have access to separate male and female washrooms? (Yes / No)</td>
<td>YES</td>
</tr>
<tr>
<td>Please note: this can also include access to municipal or public facilities.</td>
<td></td>
</tr>
<tr>
<td>Will orientation training / respectful workplace training be provided to workers? (Yes / No)</td>
<td>Yes - If Necessary</td>
</tr>
</tbody>
</table>

B.7 Occupational Health and Safety

*Project sponsors must ensure that they comply with all occupational health and safety legislation.*

<table>
<thead>
<tr>
<th>What are the occupational health and safety concerns for this project? (Handling chemicals, use of power tools, working from heights, confined space, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power Tools</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What will be done to manage these concerns? Please identify a clear plan for each of the concerns identified above. (Use of personal protective equipment, training, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide safety glasses, gloves, and proper use of power tools</td>
</tr>
</tbody>
</table>
### B. Project Information (Continued)

#### B.8 Environmental Impacts

What waste will be produced by this project? (leftover paint, demolition debris, general trash, etc)

- General Trash

How will this waste be disposed of?

- Garbage collection and proper disposal rules

Does this project correct an existing environmental problem? (Yes / No)

- If yes, please describe: NO

Does this project:

1. Result in changes to the natural landscape or environment? (Yes / No) NO
2. Take place near an ecological reserve, wildlife, plants, protected area, or provincial park? (Yes / No) NO
3. Take place within 50 feet of a natural body of water? (Yes / No) YES
4. Use hazardous substances such as pesticides? (Yes / No) NO

*If you answered yes to any of the questions 1 to 4 above, please contact the Department of Municipal Affairs and Environment for guidance ([https://www.mae.gov.nl.ca/departments/contact.html](https://www.mae.gov.nl.ca/departments/contact.html)).*

### C. Project Costs

**Estimated Work Hours at Regular Wage Rate**

| Regular Direct Labour Cost | 4800 | 54720.00 |

**Estimated Work Hours at Specialized Wage Rate**

- must be approved by Department of Municipal Affairs and Environment (MAE)

| Specialized Direct Labour Cost | (Line C) x $13.40 | 0 |

Please provide details for specialized labour: (reason why it is required, attach details on separate sheet if necessary). Please note that a specialized labour rate will not be considered for approval if this section is not completed.

<table>
<thead>
<tr>
<th>Total Direct Labour Cost</th>
<th>(Line B + Line D)</th>
<th>54720.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory Employment Related Costs</td>
<td>$54720.00 (Line E) x 14% MERC</td>
<td>7660.80</td>
</tr>
<tr>
<td>Total Labour Cost</td>
<td>(Line E + Line F)</td>
<td>62380.80</td>
</tr>
<tr>
<td>Maximum Materials Cost</td>
<td>$62380.80 (Line G) x 25%</td>
<td>15595.20</td>
</tr>
<tr>
<td>Administration Cost</td>
<td>$62380.80 (Line G) x 10%</td>
<td>6238.08</td>
</tr>
<tr>
<td>Total Funding Requested</td>
<td>(Line G + Line H + Line I)</td>
<td>84214.08</td>
</tr>
</tbody>
</table>

Application for Community Enhancement Employment Program 2019-20
### D. Terms and Conditions

- ✓ Whenever appropriate, public acknowledgement of funding by the issuing department is expected.
- ✓ The organization agrees to respect and apply the spirit and provision of existing human rights legislation.
- ✓ Under the Access to Information and Protection of Privacy Act, 2015 members of the public may request and obtain access to information held in Provincial Government records.
  - O Should a request be received for information about this grant application, personal information and certain third-party confidential financial information may be withheld.
  - O When funding is approved, the amount of funding, the purpose for which the funds were granted and the name of the organization(s) receiving the funding are considered public information.

### E. Applicant’s Declaration

To the Department of Municipal Affairs and Environment, I declare that:

a) the information given in this application is to the best of my knowledge and ability, complete, true and correct.

b) the application is made on behalf of the organization named (Pg 1) with its full knowledge and consent.

c) I have read the project administration guidelines and agree to comply with them.

d) I certify that neither the applicant nor its officers are involved in any litigation or in any proceedings before any government board, agency or tribunal which have not been disclosed in writing as an attachment to this application.

e) I will provide all information required by the Department of Municipal Affairs and Environment to complete the assessment of this project and I authorize Department of Municipal Affairs and Environment to make any inquiries of such persons, firms, corporations or other government agencies as it deems necessary in order to reach a decision on this application.

f) I will provide before and after pictures of the project site(s) if requested by the Department.

g) I will instruct the funding agencies as indicated above to provide the Department of Municipal Affairs and Environment with full information concerning my (the applicant’s) operating and financial position. I further authorize the Department of Municipal Affairs and Environment to discuss fully my (the applicant’s) affairs with the relevant agencies.

h) I authorize the Department of Municipal Affairs and Environment to consult with Government Department and Agencies and concerned parties (including elected officials. Regional Economic Development Boards, Industry Associations, and other potential contributors) regarding this application.

i) I confirm that this application is from a not-for-profit organization or local government.

j) I have the authority to legally bind the agency/organization.

**Signature of Authorized Official**

[signature]

**Date**

July 25, 2019

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The deadline to submit the completed CEEP application is July 26, 2019.

If you have any questions regarding the application process, please contact Employment Support toll free at 1-866-508-5500. Please forward the completed and signed application form to Employment Support via mail, email or fax.

**Mail:** Employment Support  
Department of Municipal Affairs and Environment  
4th Floor, West Block  
Confederation Building  
PO Box 8700 St John’s, NL A1B 4J6

**Fax:** 1-709-729-2019  
**E-mail:** employmentsupport@gov.nl.ca