

**From:** [Barry Hanlon](#)  
**To:** ["admin@cyjt.com"](#)  
**Subject:** FW: Invoice #589 September 2024  
**Date:** Wednesday, September 4, 2024 1:47:00 PM  
**Attachments:** [Marine Institute #589 20240901 Rental Space.pdf](#)  
[P0197336D.pdf](#)  
[image002.png](#)  
**Importance:** High

NOTE TO APPLICANT: The attachments are located on the subsequent pages.

IAP Office

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Wanda

As per the contract the monthly amount changes in Sept 2024 – Aug 2025 ( see attached ), it should be 15525.00 per month

Thanks  
Barry

---

**From:** Tommy Hawco <Tommy.Hawco@mi.mun.ca>  
**Sent:** Friday, August 30, 2024 12:23 PM  
**To:** Barry Hanlon <barry.hanlon@mi.mun.ca>; Michelle Nofall <Michelle.Nofall@mi.mun.ca>  
**Subject:** Fw: Invoice #589 September 2024  
**Importance:** High

For the blanket order and payment.

---

**From:** [admin@cyjt.com](#) <[admin@cyjt.com](#)>  
**Sent:** August 30, 2024 11:06:08 AM  
**To:** Tommy Hawco  
**Subject:** Invoice #589 September 2024

Good Morning,

Attached is the September 2024 Rental invoice. Please let me know if you have any questions.

Have a fantastic long weekend!

Best regards,

*Wanda Mugford*

Airport Manager Assistant  
 Stephenville Dymond International Airport  
 Phone: 709-643-8444  
 Website: [www.cyjt.com](#) | Fax: 709-643-1293  
 13 Tennessee Drive, Stephenville, NL A2N 2Y3



**External Sender:** Use **caution** when clicking links, opening attachments, or responding.

**Stephenville Dymond International Airport Inc.**  
**13 Tennessee Drive**  
**Stephenille, Newfoundland A2N 2Y3**  
**Canada**  
**admin@cyjt.com**

**INVOICE**

Invoice No.: 589  
 Date: 09/01/2024  
 Ship Date:  
 Page: 1  
 Re: Order No.

**Sold to:**  
**Marine Institute SERT Centre**  
 Tommy Hawco  
 P.O.BOX 4920  
 St. John's, NL A1C 5R3

**Ship to:**  
**Marine Institute SERT Centre**  
 Tommy Hawco  
 P.O.BOX 4920  
 St. John's, NL A1C 5R3

**Business No.:**

| Quantity                                                      | Unit | Description                   | Tax | Unit Price   | Amount    |
|---------------------------------------------------------------|------|-------------------------------|-----|--------------|-----------|
|                                                               |      | To invoice for September 2024 | G   | 15,000.00    | 15,000.00 |
|                                                               |      | Subtotal:                     |     |              | 15,000.00 |
|                                                               |      | G - HST 15%                   |     |              |           |
|                                                               |      | G                             |     |              | 2,250.00  |
| Stephenville Dymond International Airport Inc. G: #R744660614 |      |                               |     |              |           |
| Shipped By: Tracking Number:                                  |      |                               |     | Total        | 17,250.00 |
| Comment:                                                      |      |                               |     | Amount Paid  | 0.00      |
| Sold By:                                                      |      |                               |     | Amount Owing | 17,250.00 |

## LEASE AGREEMENT

This Lease Agreement made at Stephenville in the Province of Newfoundland and Labrador, this 1<sup>st</sup> day of September 2023.

**BETWEEN: 15132738 Canada Inc,** (Stephenville Dymond International Airport), a body corporate, constituted and continuing under the laws of Canada and being situate in the Town of Stephenville, Province of Newfoundland and Labrador.

(HEREINAFTER CALLED THE "Lessor")

**AND: Memorial University of Newfoundland,** a body corporate, constituted and continuing under and by virtue of the *Memorial University Act* c. M-7, R.S.N.L.1990 through its Fisheries and Marine Institute and being situate in the City of St. John's, Province of Newfoundland and Labrador.

(HEREINAFTER CALLED THE "Marine Institute")

1. **THE PREMISES:**

In consideration of the rent, covenants and conditions hereinafter reserved and contained, and on the part of the Marine Institute to be paid, observed and performed, the Lessor does demise and lease to the Marine Institute and the Marine Institute rents from the Lessor, the premises as described in Schedule A located at the Stephenville Airport in the Town of Stephenville in the Province of Newfoundland and Labrador (the "Premises").

2. **TERM OF LEASE AGREEMENT:**

The Premises are to be leased for a period of ten (10) years commencing September 1<sup>st</sup>, 2023, and ending August 31, 2033 (the "Expiry Date"), provided that either party may terminate this Lease Agreement for any reason at any time during such period by providing 365 days advance written notice to the other party. In the event notice of termination is not provided by one party to the other prior to September 1, 2032, then this Lease Agreement shall remain in effect thereafter until such time as written notice of termination is given by one party to the other, whereupon this Lease Agreement shall terminate 365 days after the giving of such notice. The period during which this Lease Agreement is in effect is referred to herein as the "Term".

3. **RENTAL:**

The Marine Institute shall pay rent as detailed in Schedule B, payable quarterly in advance during the Term provided that if the date upon which the Marine Institute

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is required to commence paying rent is not the first day of the month, then the rent for the first month of the Term shall be prorated on a per diem basis. HST will be in addition to the rental rate.

4. **OTHER COSTS:**

The Marine Institute will keep the interior of the Premises in a state of reasonable cleanliness (reasonable wear and tear and loss or damage by fire only excepted). The Marine Institute will permit the Lessor, its servants and agents to enter the Premises at all reasonable times during the Term, and to examine the condition of the interior thereof; and further that all want of reparation that upon such examination shall be found (pre-existing damage excepted), and for the correction of which a written notice will be sent to the Marine Institute, the Marine Institute will, within sixty (60) days after such notice, well and sufficiently repair and make good accordingly.

The Lessor shall be solely responsible for and shall pay for, to the complete exoneration of the Marine Institute:

- a) All income or capital gains taxes, capital or place of business taxes or levies, corporation taxes, or any other taxes personal to the Lessor as appropriate.
- b) All maintenance, repairs or replacement to structural portions, the roof (including roof structure and membrane), heating systems/equipment and any other part of the Premises, to the extent required to keep the Premises in a state of good repair and maintenance in accordance with normal property management standards for a similar building in the vicinity, and all repairs or replacement to the Premises as a result of faulty construction, improper materials or workmanship, soil or land subsidence or structural defects and weaknesses;
- c) All repairs, replacements, costs or expenses to the extent caused or contributed to by negligence or wilful acts or omission of the Lessor or those for whom it is in law responsible.
- d) Maintenance costs associated with wiring or cabling required to ensure reliable access to the existing network and telephony infrastructure.
- e) All other costs except those otherwise provided for in the Lease Agreement as being the responsibility of the Marine Institute.

5. ALTERATIONS:

The Marine Institute at its sole cost and expense may request alterations and improvements as the Marine Institute deems necessary for the conduct of business in the Premises, but no alteration will be made without the prior written consent of the Lessor. Such consent will not be unreasonably withheld. All Leasehold Improvements shall immediately on their placement become the property of the Lessor, without compensation to the Marine Institute. Except as otherwise agreed by the Lessor in writing, no Leasehold Improvements shall be removed from the Premises by the Marine Institute, either during or on the expiry or earlier termination of the Lease Agreement except that the Marine Institute may, during the Term, in the usual course of its business, remove its trade fixtures. For the purposes of this Lease Agreement, "Leasehold Improvements" mean all fixtures, improvements, installations, alterations and additions from time to time made, erected or installed by or on behalf of the Marine Institute or any former occupant of the Premises, including doors, hardware, partitions (including moveable partitions) and wall-to-wall carpeting, but excluding trade fixtures and furniture and equipment not in the nature of fixtures.

6. SIGNS:

The Marine Institute, at its own expense, may install signs as may reasonably be necessary to the Premises, provided they comply with all local requirements and bylaws and are accepted in advance in writing by the Lessor, which acceptance shall not be unreasonably withheld.

7. USE OF PREMISES:

The Premises shall be used for the operation of the Stephenville Emergency and Response Training Centre (SERTC) and delivering training programs. The Marine Institute shall be permitted to use those portions of the common areas intended for common use by tenants of the airport property, provided that such use by the Marine Institute shall always be subject to such reasonable rules and regulations as the Lessor may from time to time determine. The common areas shall at all times be subject to the exclusive management and control of the Lessor. The Marine Institute shall not do or suffer any waste, damage, disfiguration or injury to the Premises, nor permit or suffer any overloading of the floors, roof deck, walls or any other part of the Premises, and shall not use or permit to be used any part of the Premises for any illegal or unlawful purpose or any dangerous, noxious or offensive trade or business (save and except the Lessor acknowledges that gas and diesel tanks shall be permitted for use by the Marine Institute as part of its SERTC training program), and shall not cause or permit any nuisance in, at or on the Premises.

8. RULES AND REGULATIONS:

The Marine Institute and its employees and all persons visiting or doing business with it on the Premises shall be bound by and shall observe the Rules and Regulations promulgated by the Lessor from time to time, and any further and other reasonable Rules and Regulations made hereafter by the Lessor of which notice in writing shall be given to the Marine Institute, which are of general application to all tenants of the Lessor's property. All such Rules and Regulations shall be deemed to be incorporated into and form part of this Lease Agreement. The Rules and Regulations in effect at the date of signing of this Lease Agreement are incorporated hereto as Schedule C.

9. MATTERS OF SECURITY:

The Lessor will keep the Marine Institute up to date on all security matters at the airport.

10. ASSIGNMENT AND SUBLETTING:

- a) The Marine Institute shall not assign or sublet the Premises without the prior written consent of the Lessor, which shall not be unreasonably withheld.
- b) The Lessor shall not assign, transfer, sell or otherwise dispose of any interest in the Premises, in whole or in part, or any of its rights and obligations under this agreement without the prior written consent of the Marine Institute, which consent shall not be unreasonably withheld.
- c) Any assignee, transferee, or acquiror resulting from an assignment, transfer or disposition in b) above shall reserve the right to transfer, lease, sell or otherwise dispose of its property with the exception of the Premises during the Term.

11. SUCCESSORS AND ASSIGNS:

The rights and liabilities of the parties under this Lease Agreement shall be binding on and enure to the benefit of their respective administrators, successors and assigns, subject to any requirement for consent by the parties hereunder. Any transfer or issue by sale, assignment, operation of law, or other disposition, of any part or all of the corporate ownership of either party to this Lease Agreement or any other change in the effective direct or indirect control of the parties shall be subject to the rights of the parties under this Lease Agreement. Time is of the essence with respect to this Lease Agreement and each and all of its provisions. Both parties have required that this Lease Agreement be drawn up in English. No variation or modification of this Lease Agreement shall in any way be valid unless signed by authorized officers of the Lessor and the Marine Institute.

12. **DEFAULT:**

Any of the following constitutes an Event of Default under this Lease Agreement which may result in immediate termination of the Lease Agreement:

- (a) any Rent due is not paid in accordance with Schedule B, provided notice of overdue Rent is first given to the Marine Institute and the Marine Institute has ten (10) days in which to pay the overdue Rent;
- (b) the default in any of the obligations in this Lease Agreement and, if such breach is capable of being remedied, after notice in writing:
  - (i) the party in breach fails to remedy such breach within ten (10) days (or such shorter period as may be provided in this Lease Agreement); or
  - (ii) if such breach cannot reasonably be remedied within ten (10) days (or such shorter period), the party in breach fails to commence to remedy such breach within ten (10) days of such breach, or thereafter fails to proceed diligently to remedy such breach;
- (c) the Marine Institute or the Lessor becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors or makes any proposal, an assignment or arrangement with its creditors, or any steps are taken or proceedings commenced by any person for the dissolution, winding-up or other termination of the party's existence or the liquidation of its assets; and/or
- (d) a trustee, receiver, receiver/manager or a person acting in a similar capacity is appointed with respect to the business or assets of the Marine Institute or the Lessor.

13. **AUTHORIZATION:**

The Lessor and the Marine Institute covenant that each of them has all requisite power and possess all licenses, franchises, permits consents and other rights necessary to enable each of them to enter into this Lease Agreement. Each party shall obtain at its expense all necessary building and other permits and licenses required for all work needed to be performed by it. All work performed by either party shall comply with the requirements of all Municipal, Provincial, Federal and other applicable governmental authorities.

14. **OBSERVANCE OF LAW:**

- (1) The Marine Institute shall, at its own expense, comply with all laws, by-laws, ordinances, regulations and directives of public authority having jurisdiction with respect to the Premises, the use or occupation thereof

including, without limitation, police, fire and health regulations and requirements of the fire insurance underwriters.

(2) The Lessor represents warrants and covenants to the Marine Institute as follows:

- (a) the Premises are in compliance with all laws, by-laws, orders, ordinances, rulings, regulations, certificates, approvals, consents and directives of any applicable federal, provincial or municipal government, governmental department, agency or regulatory authority or any court of competent jurisdiction relating to:
  - (i) pollution or the protection of human health or the environment; and /or
  - (ii) regulating the import, storage, distribution, labeling, sale, use, handling, transport or disposal of a Hazardous Substance (collectively "Environmental Laws") and does not contain any hazardous waste, asbestos, PCBs or underground storage tanks or any other Hazardous Substances, other than in compliance with all Environmental Laws. "Hazardous Substances" means any contaminant, pollutant, dangerous substance, noxious substance, toxic substance, hazardous waste, flammable or explosive material, radioactive material, urea formaldehyde foam insulation, asbestos, polychlorinated biphenyl related waste, and any other substance or material now or thereafter declared, defined or deemed to be regulated or controlled in or pursuant to any Environmental Law;
- (b) there are no outstanding governmental orders, notices of violation, deficiencies notices or outstanding files with respect to Environmental Laws with respect to the Premises;
- (c) the Premises are not located on land that is a former waste disposal site or landfill site;
- (d) the Lessor will make available to the Marine Institute copies of all existing environmental reports, studies, tests and assessments relating to the Premises that are in the possession of or control of the Lessor;
- (e) the Lessor will provide the Marine Institute with adequate notice of any planned storage, disposal, or release of any contaminated product which could impact on the use of the Premises. The Lessor

will give notice to the Marine Institute of any spills or illegal discharges of a contaminant if, in the judgment of the Lessor, the Marine Institute is or will be affected;

- (f) the Lessor will comply with all applicable Environmental Laws in respect of its ownership, operation and management of the Premises. The Lessor agrees that the Marine Institute will maintain an Environmental Program that will apply to the Premises; and
- (g) the Marine Institute will provide to the Lessor copies of environmental reports and will notify the Lessor in the event of contra indications as well as in the event of any spill or illegal discharge.

15. **INSURANCE:**

The Marine Institute shall, for the entire Term and at its own expense, carry adequate insurance to cover such losses or damages as may be suffered by a third party or parties as a result of an incident arising from the Marine Institute's use of the Premises in the conduct of the Marine Institute's business and adequate insurance to cover Marine Institute owned property.

The Lessor shall, for the entire Term and at its own expense, carry adequate insurance to cover fire damage, property damage and such losses or damages as may be suffered by a third party or parties as a result of an incident arising from ownership, use or operation of the Premises. The Lessor will carry plate glass insurance with respect to all glass windows and glass doors in or on the Premises for the full replacement value thereof. In addition, when applicable, the Lessor will carry broad form comprehensive boiler and machinery insurance on a blanket repair and replacement basis, with limits for each accident in an amount not less than the full replacement cost of the property, with respect to all boilers and machinery owned or operated by the Lessor or relating to or serving the Premises.

16. **INDEMNITY:**

The Marine Institute will indemnify the Lessor and save it harmless from any and all losses or claims, actions, demands, liabilities and expenses in connection with loss of life, personal injury and/or damage to or loss of property: (a) occasioned or caused wholly or in part by any act or omission of the Marine Institute or anyone for whom it is in law responsible in the course of the leasehold described herein; or (b) arising from any breach by the Marine Institute of any provision of this Lease Agreement.

The Lessor will indemnify the Marine Institute and save it harmless from any and all losses or claims, actions, demands, liabilities and expenses in connection with loss of life, personal injury and/or damage to or loss of property: (a) occasioned or caused wholly or in part by any act or omission of the Lessor or anyone for whom it is in law responsible; or (b) arising from any breach by the Lessor of any provision of this Lease Agreement.

17. NOTICE:

All notices, reports and other correspondence between the parties in respect of the Agreement shall be in writing and shall be directed as follow:

**For the Lessor:**

15132738 Canada Inc.  
Attn: Lew Short, Airport Manager  
13 Tennessee Drive,  
Stephenville, NL  
A2N 2Y3  
Email: lew.short@cyjt.com

**For the Marine Institute:**

Fisheries and Marine Institute of the Memorial University of  
Newfoundland  
Attn: Vice President, Memorial University (Marine Institute)  
P. O. Box 4920,  
St. John's, NL  
A1C 5R3  
Email: paul.brett@mi.mun.ca

18. FORCE MAJEURE:

Notwithstanding any other provision contained herein, in the event that either the Lessor or the Marine Institute should be delayed, hindered or prevented from the performance of any act required hereunder by reason of any unavoidable delay, including but not limited to strikes, lockouts, fires, floods, epidemics, quarantine restrictions, unavailability of materials, inclement weather, acts of God or any other cause beyond its reasonable care and control, the parties will make their best effort to develop and implement work-around plans and use all reasonable means to recover any time lost as a result of the delay. In the event of such a delay, the

party experiencing the delay will notify the other party immediately after the occurrence of the event, stating the cause and the portion of the work affected by the delay. The parties will make their best effort to develop and implement work-around plans and use all reasonable means to recover any time lost as a result of the delay.

19. EFFECT OF WAIVER OR FORBEARANCE:

No waiver by any party of any breach by any other party of any of its covenants, agreements or obligations contained in this Lease Agreement shall be or be deemed to be a waiver of any subsequent breach thereof or the breach of any other covenants, agreements or obligations nor shall any forbearance by any party to seek a remedy for any breach by any other party be a waiver by the party so forbearing of its rights and remedies with respect to such breach or any subsequent breach.

20. NUMBER, GENDER, EFFECT OF HEADINGS:

Words importing the singular number only shall include the plural and *vice versa*, words importing the masculine gender shall include the feminine and neuter genders, and words importing persons shall include firms and corporations and *vice versa*. The division of this Lease Agreement into Articles and Sections and the insertion of headings are for convenience of reference only, and shall not affect the construction or interpretation of this Lease Agreement.

21. SEVERABILITY, SUBDIVISION CONTROL

If any Article or Section or part or parts of an Article or Section in this Lease Agreement is or are held to be illegal or unenforceable, it or they shall be considered separate and severable from the Lease Agreement and the remaining provisions of this Lease Agreement shall remain in full force and effect and shall be binding on the Lessor and the Marine Institute as though such Article or Section or part or parts thereof had never been included in this Lease Agreement. It is an express condition of this Lease Agreement that the subdivision control provisions of the applicable provincial legislation are complied with, if necessary. If such compliance is necessary, the Marine Institute and the Lessor covenant and agree to diligently proceed, at their own expense, to cooperate with each other in bringing such application.

22. GENERAL PROVISIONS

*Access to Information and Protection of Privacy*

The Lessor acknowledges that the Marine Institute is subject to the *Access to Information and Protection of Privacy Act 2015, SNL 2015 c. A-1.2 ('ATIPPA, 2015')* and any records the Lessor supplies to the Marine Institute, including the terms of this Agreement, may be subject to requests under the *ATIPPA, 2015*. In the event of a request to the Marine Institute for third party business information in its custody and control, information can be withheld only if it meets all parts of the 3-part harms test for non-disclosure as stated in section 39 of the *ATIPPA, 2015*.

This Agreement may be executed by the Parties by facsimile or PDF format and in several counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall constitute but one and the same instrument.

Dated at the Town of Stephenville, in the Province of Newfoundland and Labrador this 1<sup>st</sup> day of November 2023.

For 15132738 Canada Inc.:

|          |                                                                                   |                                                                                    |          |
|----------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|----------|
| s. 40(1) |  |  | s. 40(1) |
|          | Authorized Signing Officer                                                        | Witness                                                                            |          |
| s. 40(1) |  |  | s. 40(1) |
|          | Authorized Signing Officer                                                        | Witness                                                                            |          |

Dated at the City of St. John's, in the Province of Newfoundland and Labrador this  day of November 2023. s. 40(1)

For Memorial University of Newfoundland:

|                                                                                     |          |                                                                                      |          |
|-------------------------------------------------------------------------------------|----------|--------------------------------------------------------------------------------------|----------|
|  | s. 40(1) |  | s. 40(1) |
| Authorized Signing Officer                                                          |          | Witness                                                                              |          |
|  |          |  |          |
| Authorized Signing Officer                                                          | s. 40(1) | Witness                                                                              | s. 40(1) |

## SCHEDULE A

### Description of the Premises

1. Aeradio Building at 7 Tennessee Drive

**At the request of the Marine Institute, the Lessor may grant an expansion of the space to be occupied by the Marine Institute in this building at no additional charge.**

2. Classroom Annex adjoining the Aeradio Building
3. Combined Services Building (Fire Hall)
4. Airport Equipment Storage Building- 19 Tennessee Drive (raised area used for high angle work two weeks per year)
5. Fire Training Field south of Runway 09-27 which includes:
  - a. smoke house
  - b. aircraft mock-up
  - c. drill field kitchen
  - d. drill field classroom
6. Area for vehicle fire and extraction training (located in proximity to the Fire Training Field).
7. Buildings/structures constructed by MI and operated on the Lessor's property:
  - a) Mock Tower (located in front of the Combined Services Building)
  - b) Drill Field Maintenance Building
  - c) Drill Field Dry Chemical Fill Shed

**SCHEDULE B****Schedule of Rent and Other Costs**

1. The Marine Institute agrees to pay rent for the Premises for the Term, upon receipt of invoice, as follows:

All-inclusive lump sum payments payable in quarterly installments plus HST as follows:

| <u>Period From:</u> | <u>Period To:</u> | <u>Annual Rent</u> |
|---------------------|-------------------|--------------------|
| September 1, 2023   | August 31, 2024   | 180,000            |
| September 1, 2024   | August 31, 2025   | 186,300            |
| September 1, 2025   | August 31, 2026   | 190,026            |
| September 1, 2026   | August 31, 2027   | 193,826            |
| September 1, 2027   | August 31, 2028   | 197,704            |
| September 1, 2028   | August 31, 2029   | 201,658            |
| September 1, 2029   | August 31, 2030   | 205,690            |
| September 1, 2030   | August 31, 2031   | 209,804            |
| September 1, 2031   | August 31, 2032   | 214,000            |
| September 1, 2032   | August 31, 2033   | 218,280            |

Rent payable by the Marine Institute hereunder shall include the following, which shall be at no additional charge to the Marine Institute:

- a. all rent associated with the Premises;
- b. heat and light;
- c. cleaning/garbage removal;
- d. snow clearing (specific areas noted below);
- e. security
- f. parking within walking distance;
- g. maintenance costs associated with the Premises; and
- h. those items that are the responsibility of the Lessor as set out in the attached Lease.

At the written request of the Lessor, and at the sole discretion of the Marine Institute, the frequency and amount of the instalments can change without amendment to the agreement, provided that the total annual lump sum amount is not exceeded in any fiscal year.

**SCHEDULE B (cont'd)**

Snow clearing shall include the following areas:

- a) Parking area to the left of and in front of the Aeradio Building including the outer lot
  - b) Entrance lot ground side of the Combined Services Building
  - c) Airside Entrance of the Combined Services Building
  - d) Entrance Road to the Vehicle Extrication Area
  - e) Vehicle Extrication Area pad
  - f) Drill Field Road
  - g) Drill Field
2. The Marine Institute is responsible for communications (telephone, fax and internet) at its own cost.

## **SCHEDULE C**

### **Rules and Regulations**

The Marine Institute and/or any of its subsidiaries must follow the rules and regulations put forth by Transport Canada in its latest edition of CARS and TP312E. The Latest edition can be obtained on the following link <http://www.tc.gc.ca/eng/acts-regulations/regulations-scr96-433.htm>.

**From:** [admin@cyjt.com](mailto:admin@cyjt.com)  
**To:** [Barry Hanlon](#); [Tommy Hawco](#)  
**Subject:** Re: Invoice #589 September 2024  
**Date:** Wednesday, September 4, 2024 2:31:52 PM  
**Attachments:** [image002.png](#)  
[Outlook-mzxs0rw.png](#)  
[Marine Institute #589 20240901 Rental Space.pdf](#)

NOTE TO APPLICANT: The attachment is located on the subsequent page.

IAP Office

Hi Barry,

As per your email I have revised Invoice #589 to correspond to the new contract amount for Sept 2024 - Aug 2025.

I apologize for any confusion and thank you for the updated information you provided. I have also updated my contact information to add you to my contact listing for Marine Institute.

In the past all invoices have been emailed to Tommy Hawco, has there been any change?

Best regards,

*Wanda Mugford*

Airport Manager Assistant  
 Stephenville Dymond International Airport  
 Phone: 709-643-8444  
 Website: [www.cyjt.com](http://www.cyjt.com) | Fax: 709-643-1293  
 13 Tennessee Drive, Stephenville, NL A2N 2Y3



**From:** Barry Hanlon <[barry.hanlon@mi.mun.ca](mailto:barry.hanlon@mi.mun.ca)>  
**Sent:** Wednesday, September 4, 2024 9:17 AM  
**To:** [admin@cyjt.com](mailto:admin@cyjt.com) <[admin@cyjt.com](mailto:admin@cyjt.com)>  
**Subject:** FW: Invoice #589 September 2024

Wanda

As per the contract the monthly amount changes in Sept 2024 – Aug 2025 ( see attached ), it should be 15525.00 per month

Thanks  
 Barry

**From:** Tommy Hawco <[Tommy.Hawco@mi.mun.ca](mailto:Tommy.Hawco@mi.mun.ca)>  
**Sent:** Friday, August 30, 2024 12:23 PM  
**To:** Barry Hanlon <[barry.hanlon@mi.mun.ca](mailto:barry.hanlon@mi.mun.ca)>; Michelle Nofall <[Michelle.Nofall@mi.mun.ca](mailto:Michelle.Nofall@mi.mun.ca)>  
**Subject:** Fw: Invoice #589 September 2024

NOTE TO APPLICANT: The remainder of this email is located previously in the records.

IAP Office

**Stephenville Dymond International Airport Inc.**

13 Tennessee Drive

Stephenille, Newfoundland A2N 2Y3

admin@cyjt.com

(709) 643-8444

**INVOICE**

Invoice No.: 589

Date: 09/01/2024

Page: 1

Re: Order No.

**Sold to:****Marine Institute SERT Centre**

Tommy Hawco

P.O.BOX 4920

St. John's, NL A1C 5R3

**Ship to:****Marine Institute SERT Centre**

Tommy Hawco

P.O.BOX 4920

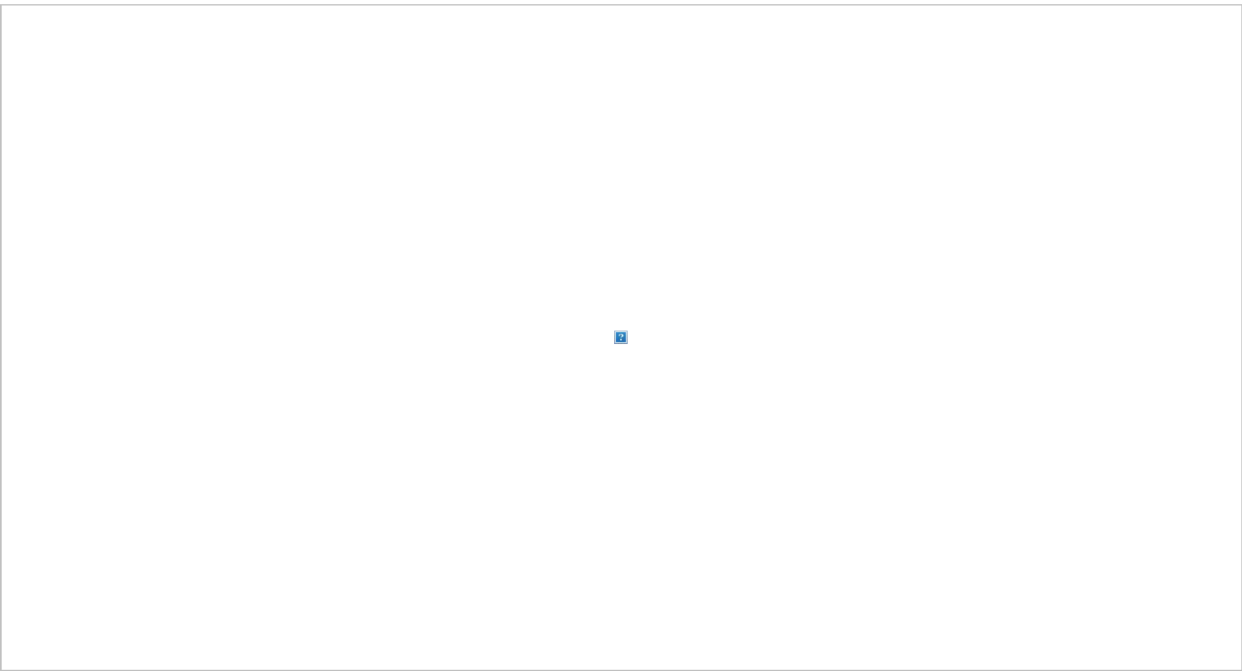
St. John's, NL A1C 5R3

| Quantity                                                      | Unit  | Description             | Tax | Unit Price           | Amount           |
|---------------------------------------------------------------|-------|-------------------------|-----|----------------------|------------------|
| 1                                                             | Month | September 2024 Contract | G   | 15,525.00            | 15,525.00        |
|                                                               |       | Subtotal:               |     |                      | 15,525.00        |
|                                                               |       | G - HST 15%             |     |                      |                  |
|                                                               |       | G                       |     |                      | 2,328.75         |
| Stephenville Dymond International Airport Inc. G: #R744660614 |       |                         |     |                      |                  |
| <b>Note:</b>                                                  |       |                         |     | <b>Total</b>         | <b>17,853.75</b> |
|                                                               |       |                         |     | Amount Paid          | 0.00             |
|                                                               |       |                         |     | <b>Amount Owning</b> | <b>17,853.75</b> |

NOTE TO APPLICANT: The attachment is located on the subsequent page.

From: [Jerico Murphy](#)  
To: [Sandy Hart](#)  
Subject: Diamond Post  
Date: Wednesday, September 18, 2024 10:52:39 AM  
Attachments: [Image001.png](#)

IAP Office



*Jerico Murphy*  
Administrative Officer, Safety and Emergency Response Training Centre  
7 Tennessee Drive, Stephenville, NL A2N 2Y3  
Telephone: (709) 643-5550 ext. 230 Fax: (709) 643-6027  
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**For more information regarding scheduled courses within the Marine Institute, and to learn more about our online registration, please follow the below link:**  
<https://www.mi.mun.ca/programsandcourses/shortcourseregistration/>

For directions to our campus, please visit MUN's campus map application <https://www.mi.mun.ca/ourlocations/>  
Select SERT on the drop down menu on the left hand side of your screen (Choose: Other Locations and then SERT)  
You can see the pin point for our campus on Tennessee Drive in Stephenville.  
When you click on the pin, a box will open to allow you to select directions. You can then enter your starting point for driving/walking directions.

008-23-02-25

**From:** [Tommy Hawco](#)  
**To:** [Angie Clarke](#)  
**Cc:** [Randy Hart](#)  
**Subject:** 15132738 Canada Inc (Stephenville Dymond Airport Corp)  
**Date:** Wednesday, September 18, 2024 2:33:23 PM  
**Attachments:** [Stephenville Dymond Airport - Vendor History.pdf](#)

NOTE TO APPLICANT: The attachment is located on the subsequent page.

IAP Office

---

FYI – we don't get the invoices until right before the end of the month, then payment made subsequent cheque run. See history.

**TOMMY HAWCO, CPA, CMA, CRM**

Manager, Finance and Contracts  
Fisheries and Marine Institute  
Memorial University of Newfoundland  
P.O. Box 4920, St. John's, NL A1C 5R3  
T: 709 778 0657  
[www.mi.mun.ca](http://www.mi.mun.ca)

Vendor Detail History FAIVNDH 9.3.13-M.1

Vendor: 000054049 15132738 Canada Inc Vendor Hold: ☐ Selection: All Fiscal Year: 25 Invoice Date From: Invoice Date To: Start Over

| ▼VENDOR DETAIL HISTORY |          |      |         |          |          |             |           |        |                    |             | ⚙ Settings    | ➕ Insert     | 🗑 Delete      | 📄 Copy | 🔍 Filter |
|------------------------|----------|------|---------|----------|----------|-------------|-----------|--------|--------------------|-------------|---------------|--------------|---------------|--------|----------|
| Vendor Invoice         | Invoice  | Atyp | Seq Num | Approval | Multiple | Credit Memo | Open/Paid | Cancel | Vendor Invoice Amt | Due Date    | Check Date ▼  | Check Number |               |        |          |
| 446                    | I5655869 | BU   | 1       | YES      | NO       | NO          | PAID      | NO     | 17,250.00          | 25-JUL-2024 | 31-JUL-2024   | W0002804     |               |        |          |
| 318                    | I5686322 | BU   | 1       | YES      | NO       | NO          | PAID      | NO     | 17,250.00          | 10-APR-2024 | 11-APR-2024   | I0370117     |               |        |          |
| 396                    | I5686638 | BU   | 1       | YES      | NO       | NO          | PAID      | NO     | 17,250.00          | 15-MAY-2024 | 16-MAY-2024   | I0372761     |               |        |          |
| 494                    | I5687096 | BU   | 1       | YES      | NO       | NO          | PAID      | NO     | 17,250.00          | 03-JUL-2024 | 04-JUL-2024   | I0376131     |               |        |          |
| 545                    | I5687452 | BU   | 1       | YES      | NO       | NO          | PAID      | NO     | 17,250.00          | 07-AUG-2024 | 08-AUG-2024   | I0378641     |               |        |          |
| 556                    | I5687547 | BU   | 1       | YES      | NO       | NO          | PAID      | NO     | 1,231.65           | 28-AUG-2024 | 29-AUG-2024   | I0379919     |               |        |          |
| 589                    | I5687666 | BU   | 1       | YES      | NO       | NO          | PAID      | NO     | 17,853.75          | 04-SEP-2024 | 05-SEP-2024   | I0380377     |               |        |          |
| Total                  |          |      |         |          |          |             |           |        | 105,335.40         |             |               |              |               |        |          |
| ⏪ ⏩ 1 of 1 ⏪ ⏩         |          |      |         |          |          |             |           |        |                    |             | 20 ▼ Per Page |              | Record 7 of 7 |        |          |

**From:** [admin@cyjt.com](mailto:admin@cyjt.com)  
**To:** [Barry Hanlon](#)  
**Cc:** [Tommy Hawco](#)  
**Subject:** Re: Invoice Request  
**Date:** Wednesday, September 18, 2024 3:30:30 PM  
**Attachments:** [image001.png](#)  
[Outlook-kqgyb1xu.png](#)  
[Marine Institute #611 20241001 Rental Space.pdf](#)

NOTE TO APPLICANT: The attachment is located after this email thread.

IAP Office

Absolutely!

I have attached it. Please let me know if you need anything else

Cheers!

*Wanda Mugford*

Airport Manager Assistant  
 Stephenville Dymond International Airport  
 Phone: 709-643-8444  
 Website: [www.cyjt.com](http://www.cyjt.com) | Fax: 709-643-1293  
 13 Tennessee Drive, Stephenville, NL A2N 2Y3



**From:** Barry Hanlon <[barry.hanlon@mi.mun.ca](mailto:barry.hanlon@mi.mun.ca)>  
**Sent:** Wednesday, September 18, 2024 10:39 AM  
**To:** [admin@cyjt.com](mailto:admin@cyjt.com) <[admin@cyjt.com](mailto:admin@cyjt.com)>  
**Cc:** Tommy Hawco <[Tommy.Hawco@mi.mun.ca](mailto:Tommy.Hawco@mi.mun.ca)>  
**Subject:** Invoice Request

Wanda

Would it be possible to get the invoice for October's rent.

Thanks  
 Barry

**From:** Barry Hanlon  
**Sent:** Wednesday, September 4, 2024 1:48 PM  
**To:** 'admin@cyjt.com' <[admin@cyjt.com](mailto:admin@cyjt.com)>  
**Subject:** FW: Invoice #589 September 2024  
**Importance:** High

Wanda

As per the contract the monthly amount changes in Sept 2024 – Aug 2025 ( see attached ), it should be 15525.00 per month

NOTE TO APPLICANT: The remainder of this email is located previously in the records.

IAP Office

**Stephenville Dymond International Airport Inc.**  
**13 Tennessee Drive**  
**Stephenille, Newfoundland A2N 2Y3**  
**admin@cyjt.com**  
**(709) 643-8444**

# INVOICE

Invoice No.: 611  
 Date: 10/01/2024  
 Page: 1  
 Re: Order No.

**Sold to:**  
**Marine Institute SERT Centre**  
 Tommy Hawco  
 P.O.BOX 4920  
 St. John's, NL A1C 5R3

**Ship to:**  
**Marine Institute SERT Centre**  
 Tommy Hawco  
 P.O.BOX 4920  
 St. John's, NL A1C 5R3

| Quantity                                                      | Unit  | Description           | Tax | Unit Price           | Amount           |
|---------------------------------------------------------------|-------|-----------------------|-----|----------------------|------------------|
| 1                                                             | Month | October 2024 Contract | G   | 15,525.00            | 15,525.00        |
|                                                               |       | Subtotal:             |     |                      | 15,525.00        |
|                                                               |       | G - HST 15%           |     |                      |                  |
|                                                               |       | G                     |     |                      | 2,328.75         |
| Stephenville Dymond International Airport Inc. G: #R744660614 |       |                       |     |                      |                  |
| <b>Note:</b>                                                  |       |                       |     | <b>Total</b>         | <b>17,853.75</b> |
|                                                               |       |                       |     | Amount Paid          | 0.00             |
|                                                               |       |                       |     | <b>Amount Owning</b> | <b>17,853.75</b> |

**From:** [Barry Hanlon](#)  
**To:** ["admin@cyjt.com"](#)  
**Subject:** RE: Invoice Request  
**Date:** Wednesday, September 18, 2024 3:41:00 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)

---

Wanda

If it is not too much trouble can you change the date of the invoice to Sept 24 so I can get it processed next Wed

Thanks  
 Barry

---

**From:** admin@cyjt.com <admin@cyjt.com>  
**Sent:** Wednesday, September 18, 2024 3:30 PM  
**To:** Barry Hanlon <barry.hanlon@mi.mun.ca>  
**Cc:** Tommy Hawco <Tommy.Hawco@mi.mun.ca>  
**Subject:** Re: Invoice Request

Absolutely!

I have attached it. Please let me know if you need anything else

Cheers!

*Wanda Mugford*

Airport Manager Assistant  
 Stephenville Dymond International Airport  
 Phone: 709-643-8444  
 Website: [www.cyjt.com](http://www.cyjt.com) | Fax: 709-643-1293  
 13 Tennessee Drive, Stephenville, NL A2N 2Y3




---

**From:** Barry Hanlon <[barry.hanlon@mi.mun.ca](mailto:barry.hanlon@mi.mun.ca)>  
**Sent:** Wednesday, September 18, 2024 10:39 AM  
**To:** [admin@cyjt.com](mailto:admin@cyjt.com) <[admin@cyjt.com](mailto:admin@cyjt.com)>  
**Cc:** Tommy Hawco <[Tommy.Hawco@mi.mun.ca](mailto:Tommy.Hawco@mi.mun.ca)>  
**Subject:** Invoice Request

Wanda

Would it be possible to get the invoice for October's rent.

Thanks

NOTE TO APPLICANT: The remainder of this email thread is located previously in the records.

IAP Office

**From:** [admin@cyjt.com](mailto:admin@cyjt.com)  
**To:** [Tommy Hawco](#)  
**Subject:** Invoice #641 20241008 re: Crash Truck inspection slip#456353  
**Date:** Wednesday, October 9, 2024 8:50:27 AM  
**Attachments:** [Outlook-hcr4peba.png](#)  
[Marine Institute #641 20241008 Inspection Slip#456353.pdf](#)

NOTE TO APPLICANT: The attachment is located on the subsequent page.

IAP Office

---

Good morning Tommy,

Attached is your invoice for truck inspection. Please let me know if you have any questions or require further information.

Best regards,

*Wanda Mugford*

Airport Manager Assistant  
Stephenville Dymond International Airport  
Phone: 709-643-8444  
Website: [www.cyjt.com](http://www.cyjt.com) | Fax: 709-643-1293  
13 Tennessee Drive, Stephenville, NL A2N 2Y3



**External Sender:** Use **caution** when clicking links, opening attachments, or responding.

**Stephenville Dymond International Airport Inc.**  
 13 Tennessee Drive  
 Stephenille, Newfoundland A2N 2Y3  
 admin@cyjt.com  
 (709) 643-8444

# INVOICE

Invoice No.: 641  
 Date: 10/08/2024  
 Page: 1  
 Re: Order No.

**Sold to:**  
**Marine Institute SERT Centre**  
 Tommy Hawco  
 P.O.BOX 4920  
 St. John's, NL A1C 5R3

**Ship to:**  
**Marine Institute SERT Centre**  
 Tommy Hawco  
 P.O.BOX 4920  
 St. John's, NL A1C 5R3

| Quantity                                                      | Unit | Description                                                         | Tax | Unit Price          | Amount          |
|---------------------------------------------------------------|------|---------------------------------------------------------------------|-----|---------------------|-----------------|
| 8                                                             | hrs  | Vehicle Inspection for Crash Truck /<br>Red1 Inspection Slip#456353 | G   | 120.00              | 960.00          |
|                                                               |      | SUPPLIES: - n/a                                                     |     |                     |                 |
|                                                               |      | Subtotal:                                                           |     |                     | 960.00          |
|                                                               |      | G - HST 15%                                                         |     |                     |                 |
|                                                               |      | G                                                                   |     |                     | 144.00          |
| Stephenville Dymond International Airport Inc. G: #R744660614 |      |                                                                     |     |                     |                 |
| <b>Note:</b>                                                  |      |                                                                     |     | <b>Total</b>        | 1,104.00        |
|                                                               |      |                                                                     |     | Amount Paid         | 0.00            |
|                                                               |      |                                                                     |     | <b>Amount Owing</b> | <b>1,104.00</b> |

**From:** [lew.short@cyjt.com](mailto:lew.short@cyjt.com)  
**To:** [Janice Murphy](#); "Morris, Steve"  
**Cc:** [Randy Hart](#); "Ramsay, Bill"  
**Subject:** RE: ARFF recertification  
**Date:** Friday, October 11, 2024 9:41:31 AM  
**Attachments:** [image001.png](#)

Thanks everyone. I will advise Transport Canada that the ARFF Training will be conducted on Oct 28, 29, & 30 October, 2024.

Lew Short



Chief Executive Officer  
 Stephenville Dymond International Airport

Phone: 709-643-8444 |   s. 40(1)  
 Website: [www.cyjt.com](http://www.cyjt.com) | Fax: 709-643-1293  
 13 Tennessee Drive, Stephenville, NL A2N 2Y3

**From:** Janice Murphy <[Janice.Murphy@mi.mun.ca](mailto:Janice.Murphy@mi.mun.ca)>  
**Sent:** Friday, October 11, 2024 9:37 AM  
**To:** 'Morris, Steve' <[steve.morris@stephenville.ca](mailto:steve.morris@stephenville.ca)>  
**Cc:** Randy Hart <[Randy.Hart@mi.mun.ca](mailto:Randy.Hart@mi.mun.ca)>; 'lew.short@cyjt.com' <[lew.short@cyjt.com](mailto:lew.short@cyjt.com)>; 'Ramsay, Bill' <[bill.ramsay@stephenville.ca](mailto:bill.ramsay@stephenville.ca)>  
**Subject:** RE: ARFF recertification

Not a problem Chief. I have that noted on the file.

Thank you – and Happy Thanksgiving to you all.

*Janice Murphy*

Administrative Officer, Safety and Emergency Response Training Centre  
 7 Tennessee Drive, Stephenville, NL A2N 2Y3  
 Telephone: (709) 643-5550 ext. 230 Fax: (709) 643-6027

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**From:** Morris, Steve <[steve.morris@stephenville.ca](mailto:steve.morris@stephenville.ca)>  
**Sent:** Friday, October 11, 2024 9:33 AM  
**To:** Janice Murphy <[Janice.Murphy@mi.mun.ca](mailto:Janice.Murphy@mi.mun.ca)>  
**Subject:** RE: ARFF recertification

Good day everyone, as the fit testing is also a requirement of the Stephenville Fire department this aspect of the recert will be the responsibility of the Stephenville Fire Department so include all members on the list and invoice the Town of Stephenville for the costs. I hope this clarifies this issue. Thanks

Steve Morris  
 Fire Chief Stephenville Fire Department NL

**From:** Janice Murphy <[Janice.Murphy@mi.mun.ca](mailto:Janice.Murphy@mi.mun.ca)>

**Sent:** Friday, October 11, 2024 9:22 AM

**To:** 'lew.short@cyjt.com' <[lew.short@cyjt.com](mailto:lew.short@cyjt.com)>; Morris, Steve <[steve.morris@stephenville.ca](mailto:steve.morris@stephenville.ca)>

**Cc:** Randy Hart <[Randy.Hart@mi.mun.ca](mailto:Randy.Hart@mi.mun.ca)>; Ramsay, Bill <[bill.ramsay@stephenville.ca](mailto:bill.ramsay@stephenville.ca)>

**Subject:** RE: ARFF recertification

Hi Lew, for the group that Chief Morris has listed below, their expiry dates are listed below. The ones that are highlighted will need to either provide valid fit testing or we can provide that service at a fee of \$65 plus tax per person.

s. 40(1)

- Exp Nov 3/24
- Exp Nov 3/24
- Exp Oct 19/24
- Exp Nov 3/24
- Exp Oct 19/24
- Exp Nov 03/24
- Exp Oct 19/24
- NA

Bill, We could also do fit testing for the full group as listed above and invoice that separately to the Town, if you would prefer to get them all updated at the same time.

s. 29(1) (a)

Thanks,

*Janice Murphy*

Administrative Officer, Safety and Emergency Response Training Centre

7 Tennessee Drive, Stephenville, NL A2N 2Y3

Telephone: (709) 643-5550 ext. 230 Fax: (709) 643-6027

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**From:** [lew.short@cyjt.com](mailto:lew.short@cyjt.com) <[lew.short@cyjt.com](mailto:lew.short@cyjt.com)>

**Sent:** Friday, October 11, 2024 8:41 AM

**To:** 'Morris, Steve' <[steve.morris@stephenville.ca](mailto:steve.morris@stephenville.ca)>; Janice Murphy <[Janice.Murphy@mi.mun.ca](mailto:Janice.Murphy@mi.mun.ca)>

**Cc:** Randy Hart <[Randy.Hart@mi.mun.ca](mailto:Randy.Hart@mi.mun.ca)>; 'Ramsay, Bill' <[bill.ramsay@stephenville.ca](mailto:bill.ramsay@stephenville.ca)>

**Subject:** RE: ARFF recertification

Hi Janice,

Would you be able to provide me the date when the Fit Testing for the Town Firefighters expire. If their FIT certification is still valid, then we would not require the FIT testing be done with the ARFF Training. Thanks

Lew Short



Chief Executive Officer  
Stephenville Dymond International Airport

Phone: 709-643-8444 | [REDACTED] s. 40(1)

Website: [www.cyjt.com](http://www.cyjt.com) | Fax: 709-643-1293  
13 Tennessee Drive, Stephenville, NL A2N 2Y3

---

**From:** Morris, Steve <[steve.morris@stephenville.ca](mailto:steve.morris@stephenville.ca)>  
**Sent:** Wednesday, October 9, 2024 11:35 AM  
**To:** [lew.short@cyjt.com](mailto:lew.short@cyjt.com); 'Janice Murphy' <[Janice.Murphy@mi.mun.ca](mailto:Janice.Murphy@mi.mun.ca)>  
**Cc:** 'Randy Hart' <[Randy.Hart@mi.mun.ca](mailto:Randy.Hart@mi.mun.ca)>  
**Subject:** Re: ARFF recertification

Good day all I'm fine with those dates. I don't seem to have the records for when fit testing was done last. Wondering Janice would you have that on file?

Thanks

Steve Morris

Fire Chief Stephenville NL

Sent from my Bell Samsung device over Canada's largest network.

---

**From:** [lew.short@cyjt.com](mailto:lew.short@cyjt.com) <[lew.short@cyjt.com](mailto:lew.short@cyjt.com)>  
**Sent:** Wednesday, October 9, 2024 11:28:18 AM  
**To:** 'Janice Murphy' <[Janice.Murphy@mi.mun.ca](mailto:Janice.Murphy@mi.mun.ca)>; Morris, Steve <[steve.morris@stephenville.ca](mailto:steve.morris@stephenville.ca)>  
**Cc:** 'Randy Hart' <[Randy.Hart@mi.mun.ca](mailto:Randy.Hart@mi.mun.ca)>  
**Subject:** RE: ARFF recertification

Hi Janice,

I am OK with the dates if that is acceptable to the Chief Morris. I know that the FIT test is required every 2 years [REDACTED]

s. 29(1) (a)

Lew Short



Chief Executive Officer  
Stephenville Dymond International Airport

Phone: 709-643-8444 | [REDACTED] s. 40(1)

Website: [www.cyjt.com](http://www.cyjt.com) | Fax: 709-643-1293  
13 Tennessee Drive, Stephenville, NL A2N 2Y3

**From:** Janice Murphy <[Janice.Murphy@mi.mun.ca](mailto:Janice.Murphy@mi.mun.ca)>  
**Sent:** Wednesday, October 9, 2024 10:34 AM  
**To:** 'lew.short@cyjt.com' <[lew.short@cyjt.com](mailto:lew.short@cyjt.com)>; 'Morris, Steve' <[steve.morris@stephenville.ca](mailto:steve.morris@stephenville.ca)>  
**Cc:** Randy Hart <[Randy.Hart@mi.mun.ca](mailto:Randy.Hart@mi.mun.ca)>  
**Subject:** RE: ARFF recertification

Good Morning Lew and Steve,

With respect to the requested ARFF Live Fire Recertifications for Stephenville Fire Department, we can scheduled these fires to take place over a three day period:

- Monday, October 28<sup>th</sup>
- Tuesday, October 29<sup>th</sup>
- Wednesday, October 30<sup>th</sup>

Would these dates work on your end? If so, we will get this confirmed in our schedule for you.

If you could advise which fires your personnel will be taking part in (a Turret plus one small fire is included in the tuition) and if you will be requiring Fit Testing, I will then prepare a quote for Lew to sign.

Thanks,

*Janice Murphy*

Administrative Officer, Safety and Emergency Response Training Centre  
 7 Tennessee Drive, Stephenville, NL A2N 2Y3  
 Telephone: (709) 643-5550 ext. 230 Fax: (709) 643-6027

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**From:** Morris, Steve <[steve.morris@stephenville.ca](mailto:steve.morris@stephenville.ca)>  
**Sent:** Tuesday, September 24, 2024 11:17 AM  
**To:** Janice Murphy <[Janice.Murphy@mi.mun.ca](mailto:Janice.Murphy@mi.mun.ca)>  
**Cc:** [lew.short@cyjt.com](mailto:lew.short@cyjt.com); Brake, Jennifer <[jennifer.brake@stephenville.ca](mailto:jennifer.brake@stephenville.ca)>  
**Subject:** ARFF recertification

Good Day Janice, It has come to the time of year that the Stephenville Fire Department must have its members recertified in ARFF to continue providing this service to the airport. As we have an MOU with the Stephenville Dymond Airport. I am requesting to schedule this training for recertification mid-October if possible. As per our MOU with the airport the invoice for this recertification is to be sent to the Dymond international airport for payment. The members of the department that require their recertification are.

s. 40(1)

is not due till June of 2025 for recertification.

s. 40(1)

Thanks  
Steve Morris  
Fire Chief Stephenville NL

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**External Sender:** Use **caution** when clicking links, opening attachments, or responding.

**From:** [admin@cyit.com](mailto:admin@cyit.com)  
**To:** [Tommy Hawco](#)  
**Subject:** Nov2024 Invoice#654  
**Date:** Thursday, October 31, 2024 2:23:47 PM  
**Attachments:** [Outlook-55nleghl.png](#)  
[Marine Institute #654 20241101 Rental Space.pdf](#)

NOTE TO APPLICANT: The attachment is located on the subsequent page.

IAP Office

---

Good afternoon Tommy,

Attached is your Nov2024 invoice#654. Please let me know if you have any questions.

Best regards,

*Wanda Mugford*

Airport Manager Assistant  
Stephenville Dymond International Airport  
Phone: 709-643-8444  
Website: [www.cyit.com](http://www.cyit.com) | Fax: 709-643-1293  
13 Tennessee Drive, Stephenville, NL A2N 2Y3



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**Stephenville Dymond International Airport**

15132738 Canada Inc

13 Tennessee Drive

Stephenille, Newfoundland A2N 2Y3

admin@cyjt.com

(709) 643-8444

**INVOICE**

Invoice No.: 654

Date: 11/01/2024

Page: 1

Re: Order No.

Sold to:

**Marine Institute SERT Centre**

Tommy Hawco

P.O.BOX 4920

St. John's, NL A1C 5R3

Ship to:

**Marine Institute SERT Centre**

Tommy Hawco

P.O.BOX 4920

St. John's, NL A1C 5R3

| Quantity                                                 | Unit  | Description            | Tax | Unit Price          | Amount           |
|----------------------------------------------------------|-------|------------------------|-----|---------------------|------------------|
| 1                                                        | Month | November 2024 Contract | G   | 15,525.00           | 15,525.00        |
|                                                          |       | Subtotal:              |     |                     | 15,525.00        |
|                                                          |       | G - HST 15%            |     |                     |                  |
|                                                          |       | G                      |     |                     | 2,328.75         |
| Stephenville Dymond International Airport G: #R744660614 |       |                        |     |                     |                  |
| <b>Note:</b>                                             |       |                        |     | <b>Total</b>        | <b>17,853.75</b> |
|                                                          |       |                        |     | Amount Paid         | 0.00             |
|                                                          |       |                        |     | <b>Amount Owing</b> | <b>17,853.75</b> |

**From:** [Tommy Hawco](#)  
**To:** ["admin@cyjt.com"](#)  
**Cc:** [Lew Short](#)  
**Subject:** RE: Nov2024 deposit inquiry  
**Date:** Monday, November 4, 2024 10:32:00 AM  
**Attachments:** [image001.png](#)

s. 35(1) (b)

s. 40(1)

our financial office is having issues with [REDACTED] They are hoping its resolved today to issue payment.

Tommy

---

**From:** admin@cyjt.com <admin@cyjt.com>  
**Sent:** Monday, November 4, 2024 10:19 AM  
**To:** Tommy Hawco <Tommy.Hawco@mi.mun.ca>  
**Cc:** Lew Short <Lew.short@cyjt.com>  
**Subject:** Re: Nov2024 deposit inquiry

Thank you so much!! I will definitely send out the monthly invoices sooner.

s. 40(1)

Best regards,

*Wanda Mugford*

Airport Manager Assistant  
 Stephenville Dymond International Airport

Phone: 709-643-8444

Website: [www.cyjt.com](http://www.cyjt.com) | Fax: 709-643-1293

13 Tennessee Drive, Stephenville, NL A2N 2Y3




---

**From:** Tommy Hawco <[Tommy.Hawco@mi.mun.ca](mailto:Tommy.Hawco@mi.mun.ca)>  
**Sent:** Monday, November 4, 2024 5:43 AM  
**To:** [admin@cyjt.com](mailto:admin@cyjt.com) <[admin@cyjt.com](mailto:admin@cyjt.com)>  
**Cc:** Lew Short <[Lew.short@cyjt.com](mailto:Lew.short@cyjt.com)>  
**Subject:** RE: Nov2024 deposit inquiry

Hi Wanda,

We requested a quick cheque for today so you should receive payment tonight.

Yes, if you can send them a week earlier, we can ensure payment in advance.

Tommy

---

**From:** [admin@cyjt.com](mailto:admin@cyjt.com) <[admin@cyjt.com](mailto:admin@cyjt.com)>  
**Sent:** Monday, November 4, 2024 8:53 AM  
**To:** Tommy Hawco <[Tommy.Hawco@mi.mun.ca](mailto:Tommy.Hawco@mi.mun.ca)>  
**Cc:** Lew Short <[Lew.short@cyjt.com](mailto:Lew.short@cyjt.com)>  
**Subject:** Re: Nov2024 deposit inquiry

I am very sorry to inconvenience you and really do appreciate any help you can provide.

Thank you so much for your understanding and if there is a possibility to facilitate a quicker payment then that would be amazing!

For future reference, I will email the monthly invoices a week earlier.

Sincerely,

*Wanda Mugford*

Airport Manager Assistant  
 Stephenville Dymond International Airport

Phone: 709-643-8444

Website: [www.cyjt.com](http://www.cyjt.com) | Fax: 709-643-1293

13 Tennessee Drive, Stephenville, NL A2N 2Y3




---

**From:** Tommy Hawco <[Tommy.Hawco@mi.mun.ca](mailto:Tommy.Hawco@mi.mun.ca)>  
**Sent:** Monday, November 4, 2024 4:10 AM  
**To:** [admin@cyjt.com](mailto:admin@cyjt.com) <[admin@cyjt.com](mailto:admin@cyjt.com)>  
**Cc:** Lew Short <[Lew.short@cyjt.com](mailto:Lew.short@cyjt.com)>  
**Subject:** RE: Nov2024 deposit inquiry

Hi Wanda,

We only received the invoice Thursday afternoon. The University's cheque run is weekly, every Thursday

morning (with overnight direct deposit Thursday night). Our cut-off to get invoices processed would be noon Wednesday at the latest.

I can ask to facilitate a quicker payment and will let you know.

Tommy

---

**From:** [admin@cyjt.com](mailto:admin@cyjt.com) <[admin@cyjt.com](mailto:admin@cyjt.com)>  
**Sent:** Monday, November 4, 2024 8:18 AM  
**To:** Tommy Hawco <[Tommy.Hawco@mi.mun.ca](mailto:Tommy.Hawco@mi.mun.ca)>  
**Cc:** Lew Short <[Lew.short@cyjt.com](mailto:Lew.short@cyjt.com)>  
**Subject:** Nov2024 deposit inquiry  
**Importance:** High

Good Morning Tommy,

I hope you had a great weekend.

I am inquiring as to when you will be releasing the funds for November 2024 Contract Invoice#654? Would it be possible to process the payment today or tomorrow? I really appreciate any assistance you can provide.

Thank you,

*Wanda Mugford*

Airport Manager Assistant  
 Stephenville Dymond International Airport

Phone: 709-643-8444

Website: [www.cyjt.com](http://www.cyjt.com) | Fax: 709-643-1293

13 Tennessee Drive, Stephenville, NL A2N 2Y3



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**From:** [admin@cyjt.com](mailto:admin@cyjt.com)  
**To:** [Tommy Hawco](#)  
**Subject:** Dec 2024 contract invoice  
**Date:** Wednesday, November 20, 2024 8:06:31 AM  
**Attachments:** [Outlook-0hvr2k20.png](#)  
[Marine Institute #677 20241201 Rental Space.pdf](#)

NOTE TO APPLICANT: The attachment is located on the subsequent page.

IAP Office

---

Good morning Tommy,

Attached is Invoice #677 for December 2024 Contract.

Please let me know if you have any questions.

Best regards,

*Wanda Mugford*

Airport Manager Assistant  
Stephenville Dymond International Airport  
Phone: 709-643-8444  
Website: [www.cyjt.com](http://www.cyjt.com) | Fax: 709-643-1293  
13 Tennessee Drive, Stephenville, NL A2N 2Y3



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**Stephenville Dymond International Airport**

15132738 Canada Inc

13 Tennessee Drive

Stephenille, Newfoundland A2N 2Y3

admin@cyjt.com

(709) 643-8444

**INVOICE**

Invoice No.: 677

Date: 12/01/2024

Page: 1

Re: Order No.

**Sold to:****Marine Institute SERT Centre**

Tommy Hawco

P.O.BOX 4920

St. John's, NL A1C 5R3

**Ship to:****Marine Institute SERT Centre**

Tommy Hawco

P.O.BOX 4920

St. John's, NL A1C 5R3

| Quantity                                                 | Unit  | Description            | Tax | Unit Price           | Amount           |
|----------------------------------------------------------|-------|------------------------|-----|----------------------|------------------|
| 1                                                        | Month | December 2024 Contract | G   | 15,525.00            | 15,525.00        |
|                                                          |       | Subtotal:              |     |                      | 15,525.00        |
|                                                          |       | G - HST 15%            |     |                      |                  |
|                                                          |       | G                      |     |                      | 2,328.75         |
| Stephenville Dymond International Airport G: #R744660614 |       |                        |     |                      |                  |
| <b>Note:</b>                                             |       |                        |     | <b>Total</b>         | <b>17,853.75</b> |
|                                                          |       |                        |     | Amount Paid          | 0.00             |
|                                                          |       |                        |     | <b>Amount Owning</b> | <b>17,853.75</b> |

**From:** [Barry Hanlon](#)  
**To:** ["admin@cyjt.com"](mailto:admin@cyjt.com)  
**Subject:** Invoice  
**Date:** Wednesday, November 20, 2024 8:47:00 AM  
**Attachments:** [Marine Institute #677 20241201 Rental Space.pdf](#)

NOTE TO APPLICANT: The attachment is located on the subsequent page.

IAP Office

---

Wanda

Can you change the date on the invoice to today and I will have it processed for next week

Thanks

Barry M. Hanlon  
Purchasing Officer  
Marine Institute  
P.O. Box 4920  
155 Ridge Road  
St. John's, NL  
A1C 5R3

**Stephenville Dymond International Airport**

15132738 Canada Inc

13 Tennessee Drive

Stephenille, Newfoundland A2N 2Y3

admin@cyjt.com

(709) 643-8444

**INVOICE**

Invoice No.: 677

Date: 12/01/2024

Page: 1

Re: Order No.

Sold to:

**Marine Institute SERT Centre**

Tommy Hawco

P.O.BOX 4920

St. John's, NL A1C 5R3

Ship to:

**Marine Institute SERT Centre**

Tommy Hawco

P.O.BOX 4920

St. John's, NL A1C 5R3

| Quantity                                                 | Unit  | Description            | Tax | Unit Price           | Amount           |
|----------------------------------------------------------|-------|------------------------|-----|----------------------|------------------|
| 1                                                        | Month | December 2024 Contract | G   | 15,525.00            | 15,525.00        |
|                                                          |       | Subtotal:              |     |                      | 15,525.00        |
|                                                          |       | G - HST 15%            |     |                      |                  |
|                                                          |       | G                      |     |                      | 2,328.75         |
| Stephenville Dymond International Airport G: #R744660614 |       |                        |     |                      |                  |
| <b>Note:</b>                                             |       |                        |     | <b>Total</b>         | <b>17,853.75</b> |
|                                                          |       |                        |     | Amount Paid          | 0.00             |
|                                                          |       |                        |     | <b>Amount Owning</b> | <b>17,853.75</b> |

**From:** [admin@cyjt.com](mailto:admin@cyjt.com)  
**To:** [Tommy Hawco](#)  
**Cc:** [Lew Short](#); [Barry Hanlon](#)  
**Subject:** Re: January  
**Date:** Monday, December 9, 2024 9:35:56 AM  
**Attachments:** [Outlook-2i2hvimd.png](#)  
[Marine Institute 20250101 #704.pdf](#)

NOTE TO APPLICANT: The attachment is located after this email thread.

IAP Office

---

Good morning,

As per your request I am sending you the January 2025 invoice #704 dated December 9, 2024.

Please let me know if you need anything else. We really appreciate you processing this invoice in December prior to the holidays.

Thank you!

Have a wonderful Christmas & New Year's!

*Wanda Mugford*

Airport Manager Assistant  
 Stephenville Dymond International Airport  
 Phone: 709-643-8444  
 Website: [www.cyjt.com](http://www.cyjt.com) | Fax: 709-643-1293  
 13 Tennessee Drive, Stephenville, NL A2N 2Y3




---

**From:** Tommy Hawco <Tommy.Hawco@mi.mun.ca>  
**Sent:** Thursday, December 5, 2024 1:14 PM  
**To:** admin@cyjt.com <admin@cyjt.com>  
**Cc:** Lew Short <Lew.short@cyjt.com>; Barry Hanlon <barry.hanlon@mi.mun.ca>  
**Subject:** January

Hi,

Can we get the invoice for January prior to December 17. We will be closed over the holiday break and if we don't make payment by December 18, the next cheque run is January 9<sup>th</sup>.

The invoice also needs to be dated in December and not Jan 1.

Tommy

**TOMMY HAWCO, CPA, CMA, CRM**

Manager, Finance and Contracts  
Fisheries and Marine Institute  
Memorial University of Newfoundland  
P.O. Box 4920, St. John's, NL A1C 5R3  
T: 709 778 0657  
[www.mi.mun.ca](http://www.mi.mun.ca)

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**Stephenville Dymond International Airport**

15132738 Canada Inc

13 Tennessee Drive

Stephenille, Newfoundland A2N 2Y3

admin@cyjt.com

(709) 643-8444

**INVOICE**

Invoice No.: 704

Date: 12/09/2024

Page: 1

Re: Order No.

Sold to:

**Marine Institute SERT Centre**

Tommy Hawco

P.O.BOX 4920

St. John's, NL A1C 5R3

Ship to:

**Marine Institute SERT Centre**

Tommy Hawco

P.O.BOX 4920

St. John's, NL A1C 5R3

| Quantity                                                 | Unit  | Description           | Tax | Unit Price           | Amount           |
|----------------------------------------------------------|-------|-----------------------|-----|----------------------|------------------|
| 1                                                        | Month | January 2025 Contract | G   | 15,525.00            | 15,525.00        |
|                                                          |       | Subtotal:             |     |                      | 15,525.00        |
|                                                          |       | G - HST 15%           |     |                      |                  |
|                                                          |       | G                     |     |                      | 2,328.75         |
| Stephenville Dymond International Airport G: #R744660614 |       |                       |     |                      |                  |
| <b>Note:</b>                                             |       |                       |     | <b>Total</b>         | <b>17,853.75</b> |
|                                                          |       |                       |     | Amount Paid          | 0.00             |
|                                                          |       |                       |     | <b>Amount Owning</b> | <b>17,853.75</b> |

**From:** [Randy Hart](#)  
**To:** [lew.short@cyjt.com](mailto:lew.short@cyjt.com)  
**Subject:** FW: Repairs  
**Date:** Friday, December 13, 2024 12:12:00 PM

---

Hi Lew,

The team at SERT has identified a couple of issues that need to be addressed during an inspection. Can you please take care of these?

Thanks,  
 Randy

**FISHERIES AND  
 MARINE INSTITUTE  
 OF MEMORIAL UNIVERSITY**

P.O Box 4920  
 St. John's, NL Canada  
 A1C 5R3  
 ISO 9001 Registered  
[www.mi.mun.ca](http://www.mi.mun.ca)

**Randy Hart**

Director, Offshore Safety and Survival Centre (OSSC) &  
 Safety and Emergency Response Training Centre (SERT)

[randy.hart@mi.mun.ca](mailto:randy.hart@mi.mun.ca)

 s. 40(1)  
 709 834 2076 ext. 0265

<https://www.linkedin.com/in/randy-hart-016690102/>

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---

**From:** Brian OQuinn <brian.oquinn@mi.mun.ca>  
**Sent:** Friday, December 13, 2024 6:59 AM  
**To:** Randy Hart <Randy.Hart@mi.mun.ca>  
**Cc:** Janice Murphy <Janice.Murphy@mi.mun.ca>  
**Subject:** Repairs

Hi Randy

As discussed yesterday we need a new closure on the Men's washroom door and the Exit Light is out (may be the battery or the unit itself).

Also to inform you that the second unit heater in the Firehall has been repaired. The airport had EFCO in to replace a part.

Brian

**From:** [admin@cyjt.com](mailto:admin@cyjt.com)  
**To:** [Tommy Hawco](#)  
**Subject:** Invoice #821 February 2025  
**Date:** Thursday, January 23, 2025 8:33:47 AM  
**Attachments:** [image.png](#)  
[Marine Institute 20250201 #821.pdf](#)

NOTE TO APPLICANT: The attachment is located on the subsequent page.

IAP Office

---

Good morning,

Attached is your invoice for February 2025.

Please let me know if you have any questions.

Thank you.

*Wanda Mugford*

Airport Manager Assistant

**Stephenville Dymond International Airport**

Phone: 709-643-8444

Website: [www.cyjt.com](http://www.cyjt.com) | Fax: 709-643-1293

13 Tennessee Drive, Stephenville, NL A2N 2Y3



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## Stephenville Dymond International Airport

13 Tennessee Drive  
Stephenville, NL A2N2Y3

Phone # (709) 643-8444

Fax # (709) 643-1293

admin@cyjt.com

## Invoice

Invoice #: 821

Invoice Date: 2025-01-23

GST/HST #: 744660614

Terms:

### Invoice To:

Marine Institute SERT Centre

Attn: Tommy Hawco

PO Box 4920

St. John's NL A1C5R3

### Reference Information:

| Qty                  | Unit  | Description                                        | Unit Price          | Amount                   | Tax |
|----------------------|-------|----------------------------------------------------|---------------------|--------------------------|-----|
| 1                    | Month | February 2025 Tenant Contract<br>HST (NL) on sales | 15,525.00<br>15.00% | 15,525.00<br>2,328.75    | H   |
| <b>Subtotal</b>      |       |                                                    |                     | <b>\$15,525.00</b>       |     |
| <b>HST</b>           |       |                                                    |                     | <b><u>\$2,328.75</u></b> |     |
| <b>Total Invoice</b> |       |                                                    |                     | <b>\$17,853.75</b>       |     |

008-23-02-25

**From:** [Barry Hanlon](#)  
**To:** [admin@cyjt.com](mailto:admin@cyjt.com)  
**Subject:** RE: Invoice #821 February 2025  
**Date:** Thursday, January 30, 2025 11:31:00 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)

---

Wanda

The payment was sent last night, should in your account sometime between now and tomorrow morning

Barry M Hanlon  
 Purchasing Officer  
 Marine Institute  
 P.O. Box 4920  
 ST. John's, NL  
 A1C 5R3

---

**From:** admin@cyjt.com <admin@cyjt.com>  
**Sent:** Thursday, January 30, 2025 11:29 AM  
**To:** Barry Hanlon <barry.hanlon@mi.mun.ca>  
**Subject:** Re: Invoice #821 February 2025

Good Morning Barry,

On January 23rd you had mentioned in our email correspondence that '... I can process the invoice for next week'

I am updating my projected cash flow, and I was wondering if you could confirm if the payment has been processed and, if so, when?

Thanks so much!

*Wanda Mugford*

Airport Manager Assistant  
 Stephenville Dymond International Airport

Phone: 709-643-8444

Website: [www.cyjt.com](http://www.cyjt.com) | Fax: 709-643-1293

13 Tennessee Drive, Stephenville, NL A2N 2Y3



---

**From:** [admin@cyjt.com](mailto:admin@cyjt.com) <[admin@cyjt.com](mailto:admin@cyjt.com)>  
**Sent:** Thursday, January 23, 2025 9:43 AM  
**To:** Barry Hanlon <[barry.hanlon@mi.mun.ca](mailto:barry.hanlon@mi.mun.ca)>  
**Subject:** Re: Invoice #821 February 2025

 s. 40(1)

*Wanda Mugford*

Airport Manager Assistant  
 Stephenville Dymond International Airport

Phone: 709-643-8444

Website: [www.cyjt.com](http://www.cyjt.com) | Fax: 709-643-1293

13 Tennessee Drive, Stephenville, NL A2N 2Y3




---

**From:** Barry Hanlon <[barry.hanlon@mi.mun.ca](mailto:barry.hanlon@mi.mun.ca)>  
**Sent:** Thursday, January 23, 2025 9:13 AM  
**To:** [admin@cyjt.com](mailto:admin@cyjt.com) <[admin@cyjt.com](mailto:admin@cyjt.com)>  
**Subject:** RE: Invoice #821 February 2025

 s. 40(1)

---

**From:** [admin@cyjt.com](mailto:admin@cyjt.com) <[admin@cyjt.com](mailto:admin@cyjt.com)>  
**Sent:** Thursday, January 23, 2025 9:11 AM  
**To:** Barry Hanlon <[barry.hanlon@mi.mun.ca](mailto:barry.hanlon@mi.mun.ca)>  
**Subject:** Re: Invoice #821 February 2025

The invoice is dated January 23, 2025

*Wanda Mugford*

Airport Manager Assistant  
 Stephenville Dymond International Airport

Phone: 709-643-8444

Website: [www.cyjt.com](http://www.cyjt.com) | Fax: 709-643-1293

13 Tennessee Drive, Stephenville, NL A2N 2Y3



---

**From:** Barry Hanlon <[barry.hanlon@mi.mun.ca](mailto:barry.hanlon@mi.mun.ca)>

**Sent:** Thursday, January 23, 2025 8:56 AM

**To:** [admin@cyjt.com](mailto:admin@cyjt.com) <[admin@cyjt.com](mailto:admin@cyjt.com)>

**Subject:** FW: Invoice #821 February 2025

Wanda

Can I have the date changed to January so I can process the invoice for next week

Thanks

Barry

---

**From:** Tommy Hawco <[Tommy.Hawco@mi.mun.ca](mailto:Tommy.Hawco@mi.mun.ca)>

**Sent:** Thursday, January 23, 2025 8:45 AM

**To:** Barry Hanlon <[barry.hanlon@mi.mun.ca](mailto:barry.hanlon@mi.mun.ca)>

**Cc:** Michelle Noftall <[Michelle.Noftall@mi.mun.ca](mailto:Michelle.Noftall@mi.mun.ca)>

**Subject:** Fw: Invoice #821 February 2025

Get this paid for next week.

---

**From:** [admin@cyjt.com](mailto:admin@cyjt.com) <[admin@cyjt.com](mailto:admin@cyjt.com)>

**Sent:** January 23, 2025 8:30:58 AM

**To:** Tommy Hawco

**Subject:** Invoice #821 February 2025

Good morning,

Attached is your invoice for February 2025.

Please let me know if you have any questions.

Thank you.

*Wanda Mugford*

Airport Manager Assistant  
**Stephenville Dymond International Airport**

Phone: 709-643-8444

Website: [www.cyjt.com](http://www.cyjt.com) | Fax: 709-643-1293

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**From:** [Randy Hart](#)  
**To:** [lew.short@cyjt.com](mailto:lew.short@cyjt.com)  
**Cc:** [Janice Murphy](#)  
**Subject:** Re: Charter Flight (Feb 7 @ 1800 hrs.)  
**Date:** Wednesday, February 5, 2025 3:45:02 PM  
**Attachments:** [Outlook-43y4nbuy.png](#)

---

Okay, thank you.

Randy Hart  
 Director, OSSC & SERT  
 Marine Institute

s. 40(1)

On Feb 5, 2025, at 3:25 PM, [lew.short@cyjt.com](mailto:lew.short@cyjt.com) wrote:

Hi Randy,

We got the windrows on the South side of the Runway mostly cleared up today. The Runway friction report as of this afternoon is fine and we have no problem landing anything. Rain and snow is forecasted for Friday but we have our full crew in so I would say that it looks OK as of now.

Lew Short

<Outlook-43y4nbuy.png>

Chief Executive Officer  
 Stephenville Dymond International Airport

Phone: 709-643-8444 |  s. 40(1)  
 Website: [www.cyjt.com](http://www.cyjt.com) | Fax: 709-643-1293  
 13 Tennessee Drive, Stephenville, NL A2N 2Y3

---

**From:** Randy Hart <[Randy.Hart@mi.mun.ca](mailto:Randy.Hart@mi.mun.ca)>  
**Sent:** Wednesday, February 5, 2025 3:08 PM  
**To:** [lew.short@cyjt.com](mailto:lew.short@cyjt.com) <[lew.short@cyjt.com](mailto:lew.short@cyjt.com)>  
**Cc:** Janice Murphy <[Janice.Murphy@mi.mun.ca](mailto:Janice.Murphy@mi.mun.ca)>  
**Subject:** Re: Charter Flight (Feb 7 @ 1800 hrs.)

Hi Lew,

Do you have an update?

Thanks,  
 Randy Hart  
 Director, OSSC & SERT  
 Marine Institute

s. 40(1)

On Feb 4, 2025, at 4:07 PM, lew.short@cyjt.com wrote:

Hi Randy,

We are having some equipment problems at the moment and I should be able to provide you an answer by tomorrow afternoon if that works for you.

Lew Short

<Outlook-j5phz1nt.png>

Chief Executive Officer

Stephenville Dymond International Airport

Phone: 709-643-8444 | [REDACTED] s. 40(1)

Website: www.cyjt.com<<http://www.cyjt.com/>> | Fax: 709-643-1293

13 Tennessee Drive, Stephenville, NL A2N 2Y3

---

From: Randy Hart <Randy.Hart@mi.mun.ca>  
 Sent: Tuesday, February 4, 2025 3:47 PM  
 To: lew.short@cyjt.com <lew.short@cyjt.com>  
 Cc: Janice Murphy <Janice.Murphy@mi.mun.ca>  
 Subject: Charter Flight (Feb 7 @ 1800 hrs.)

Hi Lew,

We are firming up travel and logistics for our Labrador group travelling out of Stephenville on Friday (Feb 7 @ 1800 hrs.).

[REDACTED]  
 [REDACTED]  
 [REDACTED] s. 29(1) (a)

Thanks,

Randy

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P.O Box 4920

St. John's, NL Canada

A1C 5R3

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[[www.mi.mun.ca](http://www.mi.mun.ca)][www.mi.mun.ca](http://www.mi.mun.ca)

Randy Hart

Director, Offshore Safety and Survival Centre (OSSC) &  
Safety and Emergency Response Training Centre (SERT)

[randy.hart@mi.mun.ca](mailto:randy.hart@mi.mun.ca)<<mailto:randy.hart@mi.mun.ca>>

 s. 40(1)

709 834 2076 ext. 0265

<https://www.linkedin.com/in/randy-hart-016690102/>

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Disclaimer<<http://www.mi.mun.ca/ict/disclaimer>>.

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**From:** [admin@cyjt.com](mailto:admin@cyjt.com)  
**To:** [Tommy Hawco](#)  
**Cc:** [Barry Hanlon](#); [Lew Short](#)  
**Subject:** March 2025 Invoice  
**Date:** Monday, February 17, 2025 12:03:32 PM  
**Attachments:** [Outlook-dvuorufw.png](#)  
[Marine Institute 20250301 #833.pdf](#)  
**Importance:** High

---

NOTE TO APPLICANT: The attachment is located on the subsequent page.

IAP Office

Attached is your March 2025 invoice dated Feb17, 2025 . Please let me know if you have any questions.

Best regards,

*Wanda Mugford*

Airport Manager Assistant  
Stephenville Dymond International Airport  
Phone: 709-643-8444  
Website: [www.cyjt.com](http://www.cyjt.com) | Fax: 709-643-1293  
13 Tennessee Drive, Stephenville, NL A2N 2Y3



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## Stephenville Dymond International Airport

13 Tennessee Drive  
Stephenville, NL A2N2Y3

Phone # (709) 643-8444

Fax # (709) 643-1293

admin@cyjt.com

## Invoice

Invoice #: 833

Invoice Date: 2025-02-17

GST/HST #: 744660614

Terms:

### Invoice To:

Marine Institute SERT Centre

Attn: Tommy Hawco

PO Box 4920

St. John's NL A1C5R3

### Reference Information:

| Qty           | Unit  | Description                                     | Unit Price          | Amount                | Tax |
|---------------|-------|-------------------------------------------------|---------------------|-----------------------|-----|
| 1             | Month | March 2025 Tenant Contract<br>HST (NL) on sales | 15,525.00<br>15.00% | 15,525.00<br>2,328.75 | H   |
| Subtotal      |       |                                                 |                     | \$15,525.00           |     |
| HST           |       |                                                 |                     | <u>\$2,328.75</u>     |     |
| Total Invoice |       |                                                 |                     | \$17,853.75           |     |

NOTE TO APPLICANT: The attachment is located after this email thread.

IAP Office

From: Randy Hart  
To: Lew Short  
Subject: RE: Post from  
Date: Thursday, February 27, 2025 3:33:00 PM  
Attachments: jmsoc001.png

s. 40(1)

Hi Lew,

This information is public due to public procurement legislation.

Randy

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St. John's, NL Canada A1C 5R3  
ISO 9001 Registered  
[www.mi.mun.ca](http://www.mi.mun.ca)  
**Randy Hart**  
Director, Offshore Safety and Survival Centre (OSSC) & Safety and Emergency Response Training Centre (SERT)  
[randy.hart@mi.mun.ca](mailto:randy.hart@mi.mun.ca)  
709 834 2076 ext. 0265  
<https://www.linkedin.com/in/randy-hart-016690102/>  
This email is governed by the Terms and Conditions found in our [Disclaimer](#).

s. 40(1)

From: Lew Short  
Sent: Thursday, February 27, 2025 3:09 PM  
To: Randy Hart <Randy.Hart@mi.mun.ca>  
Subject: Post from

s. 40(1)

Hi Randy,

He just made the attached post today regarding our contract with the Marine Institute.

Would you have any idea how he got that information?

s. 40(1)

Lew

External Sender: Use caution when clicking links, opening attachments, or responding.





Sent from my iPhone



NOTE TO APPLICANT: All redactions on this page are made pursuant to s. 40(1).  
IAP Office

| EXCEPTION CLAUSE 6A(V) SOLE SOURCE                                                               |                                                    |                                          |                             |                                 |                                         |                                  |                  |               |                   |                             |                                              |                                                  |                                                                      |                                      |
|--------------------------------------------------------------------------------------------------|----------------------------------------------------|------------------------------------------|-----------------------------|---------------------------------|-----------------------------------------|----------------------------------|------------------|---------------|-------------------|-----------------------------|----------------------------------------------|--------------------------------------------------|----------------------------------------------------------------------|--------------------------------------|
| 6. NOTWITHSTANDING SECTION 5, A PUBLIC BODY IS NOT REQUIRED TO ISSUE AN OPEN CALL FOR BIDS WHERE |                                                    |                                          |                             |                                 |                                         |                                  |                  |               |                   |                             |                                              |                                                  |                                                                      |                                      |
| (A) THE HEAD OF THE PUBLIC BODY DETERMINES THAT                                                  |                                                    |                                          |                             |                                 |                                         |                                  |                  |               |                   |                             |                                              |                                                  |                                                                      |                                      |
| 6(A)(V) ONLY ONE SOURCE REASONABLY AVAILABLE                                                     |                                                    |                                          |                             |                                 |                                         |                                  |                  |               |                   |                             |                                              |                                                  |                                                                      |                                      |
| AS OF NOVEMBER 6, 2023                                                                           |                                                    |                                          |                             |                                 |                                         |                                  |                  |               |                   |                             |                                              |                                                  |                                                                      |                                      |
| OCBE #                                                                                           | Legal Name of Public Body                          | Contract Description                     | Contractor Name             | Contractor Location (City/Town) | Contractor Location (Province or State) | Contract Price CAD (excl. taxes) | Contract or PO # | Date of Award | Terms of Contract | Renewal Options of Contract | Relevant Exception Clause                    | Reason Why an Open Call for Bids was not invited | Approved by (Name of the Head of Public Body or Authorized Delegate) | Date of Approval by Head or Delegate |
| POSTED NOVEMBER 6, 2023:                                                                         |                                                    |                                          |                             |                                 |                                         |                                  |                  |               |                   |                             |                                              |                                                  |                                                                      |                                      |
| OCBE-093-23                                                                                      | MEMORIAL UNIVERSITY 230 ELIZABETH AVE ST JOHNS, NL | TEN YEAR LEASE OF PREMISES AND EQUIPMENT | 13264793 CANADA COPRORATION | STEPHENVILLE                    | NL                                      | \$1,997,288.00                   | P0196244         | 6-Nov         | 10 YEARS          | NONE                        | 6(A)(V) ONLY ONE SOURCE REASONABLY AVAILABLE | LEASE RENEWAL                                    | LISA BROWNE INTERIM VP ADMINISTRATION & FINANCE                      | 6-Nov                                |



Like



Comment



Send



Share



**From:** [Tommy Hawco](#)  
**To:** [Angie Clarke](#); [Kris Drodge](#); [Randy Hart](#)  
**Subject:** Lease  
**Date:** Friday, February 28, 2025 1:03:25 PM  
**Attachments:** [Lease Agreement - Stephenville Dymond International Airport and Memorial University of Newfoundland - Nov 2023.pdf](#)

---

NOTE TO APPLICANT: The attachment is located on the subsequent page.

IAP Office

Manager, Finance and Contracts  
Fisheries and Marine Institute  
Memorial University of Newfoundland  
P.O. Box 4920, St. John's, NL A1C 5R3  
T: 709 778 0657  
[www.mi.mun.ca](http://www.mi.mun.ca)

## LEASE AGREEMENT

This Lease Agreement made at Stephenville in the Province of Newfoundland and Labrador, this 1<sup>st</sup> day of September 2023.

**BETWEEN: 15132738 Canada Inc,** (Stephenville Dymond International Airport), a body corporate, constituted and continuing under the laws of Canada and being situate in the Town of Stephenville, Province of Newfoundland and Labrador.

(HEREINAFTER CALLED THE "Lessor")

**AND: Memorial University of Newfoundland,** a body corporate, constituted and continuing under and by virtue of the *Memorial University Act* c. M-7, R.S.N.L.1990 through its Fisheries and Marine Institute and being situate in the City of St. John's, Province of Newfoundland and Labrador.

(HEREINAFTER CALLED THE "Marine Institute")

**1. THE PREMISES:**

In consideration of the rent, covenants and conditions hereinafter reserved and contained, and on the part of the Marine Institute to be paid, observed and performed, the Lessor does demise and lease to the Marine Institute and the Marine Institute rents from the Lessor, the premises as described in Schedule A located at the Stephenville Airport in the Town of Stephenville in the Province of Newfoundland and Labrador (the "Premises").

**2. TERM OF LEASE AGREEMENT:**

The Premises are to be leased for a period of ten (10) years commencing September 1<sup>st</sup>, 2023, and ending August 31, 2033 (the "Expiry Date"), provided that either party may terminate this Lease Agreement for any reason at any time during such period by providing 365 days advance written notice to the other party. In the event notice of termination is not provided by one party to the other prior to September 1, 2032, then this Lease Agreement shall remain in effect thereafter until such time as written notice of termination is given by one party to the other, whereupon this Lease Agreement shall terminate 365 days after the giving of such notice. The period during which this Lease Agreement is in effect is referred to herein as the "Term".

**3. RENTAL:**

The Marine Institute shall pay rent as detailed in Schedule B, payable quarterly in advance during the Term provided that if the date upon which the Marine Institute

I

is required to commence paying rent is not the first day of the month, then the rent for the first month of the Term shall be prorated on a per diem basis. HST will be in addition to the rental rate.

4. **OTHER COSTS:**

The Marine Institute will keep the interior of the Premises in a state of reasonable cleanliness (reasonable wear and tear and loss or damage by fire only excepted). The Marine Institute will permit the Lessor, its servants and agents to enter the Premises at all reasonable times during the Term, and to examine the condition of the interior thereof; and further that all want of reparation that upon such examination shall be found (pre-existing damage excepted), and for the correction of which a written notice will be sent to the Marine Institute, the Marine Institute will, within sixty (60) days after such notice, well and sufficiently repair and make good accordingly.

The Lessor shall be solely responsible for and shall pay for, to the complete exoneration of the Marine Institute:

- a) All income or capital gains taxes, capital or place of business taxes or levies, corporation taxes, or any other taxes personal to the Lessor as appropriate.
- b) All maintenance, repairs or replacement to structural portions, the roof (including roof structure and membrane), heating systems/equipment and any other part of the Premises, to the extent required to keep the Premises in a state of good repair and maintenance in accordance with normal property management standards for a similar building in the vicinity, and all repairs or replacement to the Premises as a result of faulty construction, improper materials or workmanship, soil or land subsidence or structural defects and weaknesses;
- c) All repairs, replacements, costs or expenses to the extent caused or contributed to by negligence or wilful acts or omission of the Lessor or those for whom it is in law responsible.
- d) Maintenance costs associated with wiring or cabling required to ensure reliable access to the existing network and telephony infrastructure.
- e) All other costs except those otherwise provided for in the Lease Agreement as being the responsibility of the Marine Institute.

5. ALTERATIONS:

The Marine Institute at its sole cost and expense may request alterations and improvements as the Marine Institute deems necessary for the conduct of business in the Premises, but no alteration will be made without the prior written consent of the Lessor. Such consent will not be unreasonably withheld. All Leasehold Improvements shall immediately on their placement become the property of the Lessor, without compensation to the Marine Institute. Except as otherwise agreed by the Lessor in writing, no Leasehold Improvements shall be removed from the Premises by the Marine Institute, either during or on the expiry or earlier termination of the Lease Agreement except that the Marine Institute may, during the Term, in the usual course of its business, remove its trade fixtures. For the purposes of this Lease Agreement, "Leasehold Improvements" mean all fixtures, improvements, installations, alterations and additions from time to time made, erected or installed by or on behalf of the Marine Institute or any former occupant of the Premises, including doors, hardware, partitions (including moveable partitions) and wall-to-wall carpeting, but excluding trade fixtures and furniture and equipment not in the nature of fixtures.

6. SIGNS:

The Marine Institute, at its own expense, may install signs as may reasonably be necessary to the Premises, provided they comply with all local requirements and bylaws and are accepted in advance in writing by the Lessor, which acceptance shall not be unreasonably withheld.

7. USE OF PREMISES:

The Premises shall be used for the operation of the Stephenville Emergency and Response Training Centre (SERTC) and delivering training programs. The Marine Institute shall be permitted to use those portions of the common areas intended for common use by tenants of the airport property, provided that such use by the Marine Institute shall always be subject to such reasonable rules and regulations as the Lessor may from time to time determine. The common areas shall at all times be subject to the exclusive management and control of the Lessor. The Marine Institute shall not do or suffer any waste, damage, disfiguration or injury to the Premises, nor permit or suffer any overloading of the floors, roof deck, walls or any other part of the Premises, and shall not use or permit to be used any part of the Premises for any illegal or unlawful purpose or any dangerous, noxious or offensive trade or business (save and except the Lessor acknowledges that gas and diesel tanks shall be permitted for use by the Marine Institute as part of its SERTC training program), and shall not cause or permit any nuisance in, at or on the Premises.

8. RULES AND REGULATIONS:

The Marine Institute and its employees and all persons visiting or doing business with it on the Premises shall be bound by and shall observe the Rules and Regulations promulgated by the Lessor from time to time, and any further and other reasonable Rules and Regulations made hereafter by the Lessor of which notice in writing shall be given to the Marine Institute, which are of general application to all tenants of the Lessor's property. All such Rules and Regulations shall be deemed to be incorporated into and form part of this Lease Agreement. The Rules and Regulations in effect at the date of signing of this Lease Agreement are incorporated hereto as Schedule C.

9. MATTERS OF SECURITY:

The Lessor will keep the Marine Institute up to date on all security matters at the airport.

10. ASSIGNMENT AND SUBLETTING:

- a) The Marine Institute shall not assign or sublet the Premises without the prior written consent of the Lessor, which shall not be unreasonably withheld.
- b) The Lessor shall not assign, transfer, sell or otherwise dispose of any interest in the Premises, in whole or in part, or any of its rights and obligations under this agreement without the prior written consent of the Marine Institute, which consent shall not be unreasonably withheld.
- c) Any assignee, transferee, or acquiror resulting from an assignment, transfer or disposition in b) above shall reserve the right to transfer, lease, sell or otherwise dispose of its property with the exception of the Premises during the Term.

11. SUCCESSORS AND ASSIGNS:

The rights and liabilities of the parties under this Lease Agreement shall be binding on and enure to the benefit of their respective administrators, successors and assigns, subject to any requirement for consent by the parties hereunder. Any transfer or issue by sale, assignment, operation of law, or other disposition, of any part or all of the corporate ownership of either party to this Lease Agreement or any other change in the effective direct or indirect control of the parties shall be subject to the rights of the parties under this Lease Agreement. Time is of the essence with respect to this Lease Agreement and each and all of its provisions. Both parties have required that this Lease Agreement be drawn up in English. No variation or modification of this Lease Agreement shall in any way be valid unless signed by authorized officers of the Lessor and the Marine Institute.

12. **DEFAULT:**

Any of the following constitutes an Event of Default under this Lease Agreement which may result in immediate termination of the Lease Agreement:

- (a) any Rent due is not paid in accordance with Schedule B, provided notice of overdue Rent is first given to the Marine Institute and the Marine Institute has ten (10) days in which to pay the overdue Rent;
- (b) the default in any of the obligations in this Lease Agreement and, if such breach is capable of being remedied, after notice in writing:
  - (i) the party in breach fails to remedy such breach within ten (10) days (or such shorter period as may be provided in this Lease Agreement); or
  - (ii) if such breach cannot reasonably be remedied within ten (10) days (or such shorter period), the party in breach fails to commence to remedy such breach within ten (10) days of such breach, or thereafter fails to proceed diligently to remedy such breach;
- (c) the Marine Institute or the Lessor becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors or makes any proposal, an assignment or arrangement with its creditors, or any steps are taken or proceedings commenced by any person for the dissolution, winding-up or other termination of the party's existence or the liquidation of its assets; and/or
- (d) a trustee, receiver, receiver/manager or a person acting in a similar capacity is appointed with respect to the business or assets of the Marine Institute or the Lessor.

13. **AUTHORIZATION:**

The Lessor and the Marine Institute covenant that each of them has all requisite power and possess all licenses, franchises, permits consents and other rights necessary to enable each of them to enter into this Lease Agreement. Each party shall obtain at its expense all necessary building and other permits and licenses required for all work needed to be performed by it. All work performed by either party shall comply with the requirements of all Municipal, Provincial, Federal and other applicable governmental authorities.

14. **OBSERVANCE OF LAW:**

- (1) The Marine Institute shall, at its own expense, comply with all laws, by-laws, ordinances, regulations and directives of public authority having jurisdiction with respect to the Premises, the use or occupation thereof

including, without limitation, police, fire and health regulations and requirements of the fire insurance underwriters.

(2) The Lessor represents warrants and covenants to the Marine Institute as follows:

- (a) the Premises are in compliance with all laws, by-laws, orders, ordinances, rulings, regulations, certificates, approvals, consents and directives of any applicable federal, provincial or municipal government, governmental department, agency or regulatory authority or any court of competent jurisdiction relating to:
  - (i) pollution or the protection of human health or the environment; and /or
  - (ii) regulating the import, storage, distribution, labeling, sale, use, handling, transport or disposal of a Hazardous Substance (collectively "Environmental Laws") and does not contain any hazardous waste, asbestos, PCBs or underground storage tanks or any other Hazardous Substances, other than in compliance with all Environmental Laws. "Hazardous Substances" means any contaminant, pollutant, dangerous substance, noxious substance, toxic substance, hazardous waste, flammable or explosive material, radioactive material, urea formaldehyde foam insulation, asbestos, polychlorinated biphenyl related waste, and any other substance or material now or thereafter declared, defined or deemed to be regulated or controlled in or pursuant to any Environmental Law;
- (b) there are no outstanding governmental orders, notices of violation, deficiencies notices or outstanding files with respect to Environmental Laws with respect to the Premises;
- (c) the Premises are not located on land that is a former waste disposal site or landfill site;
- (d) the Lessor will make available to the Marine Institute copies of all existing environmental reports, studies, tests and assessments relating to the Premises that are in the possession of or control of the Lessor;
- (e) the Lessor will provide the Marine Institute with adequate notice of any planned storage, disposal, or release of any contaminated product which could impact on the use of the Premises. The Lessor

will give notice to the Marine Institute of any spills or illegal discharges of a contaminant if, in the judgment of the Lessor, the Marine Institute is or will be affected;

- (f) the Lessor will comply with all applicable Environmental Laws in respect of its ownership, operation and management of the Premises. The Lessor agrees that the Marine Institute will maintain an Environmental Program that will apply to the Premises; and
- (g) the Marine Institute will provide to the Lessor copies of environmental reports and will notify the Lessor in the event of contra indications as well as in the event of any spill or illegal discharge.

15. **INSURANCE:**

The Marine Institute shall, for the entire Term and at its own expense, carry adequate insurance to cover such losses or damages as may be suffered by a third party or parties as a result of an incident arising from the Marine Institute's use of the Premises in the conduct of the Marine Institute's business and adequate insurance to cover Marine Institute owned property.

The Lessor shall, for the entire Term and at its own expense, carry adequate insurance to cover fire damage, property damage and such losses or damages as may be suffered by a third party or parties as a result of an incident arising from ownership, use or operation of the Premises. The Lessor will carry plate glass insurance with respect to all glass windows and glass doors in or on the Premises for the full replacement value thereof. In addition, when applicable, the Lessor will carry broad form comprehensive boiler and machinery insurance on a blanket repair and replacement basis, with limits for each accident in an amount not less than the full replacement cost of the property, with respect to all boilers and machinery owned or operated by the Lessor or relating to or serving the Premises.

16. **INDEMNITY:**

The Marine Institute will indemnify the Lessor and save it harmless from any and all losses or claims, actions, demands, liabilities and expenses in connection with loss of life, personal injury and/or damage to or loss of property: (a) occasioned or caused wholly or in part by any act or omission of the Marine Institute or anyone for whom it is in law responsible in the course of the leasehold described herein; or (b) arising from any breach by the Marine Institute of any provision of this Lease Agreement.

The Lessor will indemnify the Marine Institute and save it harmless from any and all losses or claims, actions, demands, liabilities and expenses in connection with loss of life, personal injury and/or damage to or loss of property: (a) occasioned or caused wholly or in part by any act or omission of the Lessor or anyone for whom it is in law responsible; or (b) arising from any breach by the Lessor of any provision of this Lease Agreement.

17. NOTICE:

All notices, reports and other correspondence between the parties in respect of the Agreement shall be in writing and shall be directed as follow:

**For the Lessor:**

15132738 Canada Inc.  
Attn: Lew Short, Airport Manager  
13 Tennessee Drive,  
Stephenville, NL  
A2N 2Y3  
Email: lew.short@cyjt.com

**For the Marine Institute:**

Fisheries and Marine Institute of the Memorial University of  
Newfoundland  
Attn: Vice President, Memorial University (Marine Institute)  
P. O. Box 4920,  
St. John's, NL  
A1C 5R3  
Email: paul.brett@mi.mun.ca

18. FORCE MAJEURE:

Notwithstanding any other provision contained herein, in the event that either the Lessor or the Marine Institute should be delayed, hindered or prevented from the performance of any act required hereunder by reason of any unavoidable delay, including but not limited to strikes, lockouts, fires, floods, epidemics, quarantine restrictions, unavailability of materials, inclement weather, acts of God or any other cause beyond its reasonable care and control, the parties will make their best effort to develop and implement work-around plans and use all reasonable means to recover any time lost as a result of the delay. In the event of such a delay, the

party experiencing the delay will notify the other party immediately after the occurrence of the event, stating the cause and the portion of the work affected by the delay. The parties will make their best effort to develop and implement work-around plans and use all reasonable means to recover any time lost as a result of the delay.

19. EFFECT OF WAIVER OR FORBEARANCE:

No waiver by any party of any breach by any other party of any of its covenants, agreements or obligations contained in this Lease Agreement shall be or be deemed to be a waiver of any subsequent breach thereof or the breach of any other covenants, agreements or obligations nor shall any forbearance by any party to seek a remedy for any breach by any other party be a waiver by the party so forbearing of its rights and remedies with respect to such breach or any subsequent breach.

20. NUMBER, GENDER, EFFECT OF HEADINGS:

Words importing the singular number only shall include the plural and *vice versa*, words importing the masculine gender shall include the feminine and neuter genders, and words importing persons shall include firms and corporations and *vice versa*. The division of this Lease Agreement into Articles and Sections and the insertion of headings are for convenience of reference only, and shall not affect the construction or interpretation of this Lease Agreement.

21. SEVERABILITY, SUBDIVISION CONTROL

If any Article or Section or part or parts of an Article or Section in this Lease Agreement is or are held to be illegal or unenforceable, it or they shall be considered separate and severable from the Lease Agreement and the remaining provisions of this Lease Agreement shall remain in full force and effect and shall be binding on the Lessor and the Marine Institute as though such Article or Section or part or parts thereof had never been included in this Lease Agreement. It is an express condition of this Lease Agreement that the subdivision control provisions of the applicable provincial legislation are complied with, if necessary. If such compliance is necessary, the Marine Institute and the Lessor covenant and agree to diligently proceed, at their own expense, to cooperate with each other in bringing such application.

22. GENERAL PROVISIONS

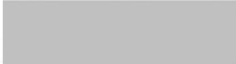
*Access to Information and Protection of Privacy*

The Lessor acknowledges that the Marine Institute is subject to the *Access to Information and Protection of Privacy Act 2015, SNL 2015 c. A-1.2 ('ATIPPA, 2015')* and any records the Lessor supplies to the Marine Institute, including the terms of this Agreement, may be subject to requests under the *ATIPPA, 2015*. In the event of a request to the Marine Institute for third party business information in its custody and control, information can be withheld only if it meets all parts of the 3-part harms test for non-disclosure as stated in section 39 of the *ATIPPA, 2015*.

This Agreement may be executed by the Parties by facsimile or PDF format and in several counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall constitute but one and the same instrument.

Dated at the Town of Stephenville, in the Province of Newfoundland and Labrador this 1<sup>st</sup> day of November 2023.

For 15132738 Canada Inc.:

|          |                                                                                   |                                                                                    |          |
|----------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|----------|
| s. 40(1) |  |  | s. 40(1) |
|          | Authorized Signing Officer                                                        | Witness                                                                            |          |
| s. 40(1) |  |  | s. 40(1) |
|          | Authorized Signing Officer                                                        | Witness                                                                            |          |

Dated at the City of St. John's, in the Province of Newfoundland and Labrador this  day of November 2023. s. 40(1)

For Memorial University of Newfoundland:

|          |                                                                                     |                                                                                      |          |
|----------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----------|
| s. 40(1) |  |   | s. 40(1) |
|          | Authorized Signing Officer                                                          | Witness                                                                              |          |
| s. 40(1) |  |  | s. 40(1) |
|          | Authorized Signing Officer                                                          | Witness                                                                              |          |

**SCHEDULE A****Description of the Premises**

1. Aeradio Building at 7 Tennessee Drive

**At the request of the Marine Institute, the Lessor may grant an expansion of the space to be occupied by the Marine Institute in this building at no additional charge.**

2. Classroom Annex adjoining the Aeradio Building
3. Combined Services Building (Fire Hall)
4. Airport Equipment Storage Building- 19 Tennessee Drive (raised area used for high angle work two weeks per year)
5. Fire Training Field south of Runway 09-27 which includes:
  - a. smoke house
  - b. aircraft mock-up
  - c. drill field kitchen
  - d. drill field classroom
6. Area for vehicle fire and extraction training (located in proximity to the Fire Training Field).
7. Buildings/structures constructed by MI and operated on the Lessor's property:
  - a) Mock Tower (located in front of the Combined Services Building)
  - b) Drill Field Maintenance Building
  - c) Drill Field Dry Chemical Fill Shed

## SCHEDULE B

### Schedule of Rent and Other Costs

1. The Marine Institute agrees to pay rent for the Premises for the Term, upon receipt of invoice, as follows:

All-inclusive lump sum payments payable in quarterly installments plus HST as follows:

| <u>Period From:</u> | <u>Period To:</u> | <u>Annual Rent</u> |
|---------------------|-------------------|--------------------|
| September 1, 2023   | August 31, 2024   | 180,000            |
| September 1, 2024   | August 31, 2025   | 186,300            |
| September 1, 2025   | August 31, 2026   | 190,026            |
| September 1, 2026   | August 31, 2027   | 193,826            |
| September 1, 2027   | August 31, 2028   | 197,704            |
| September 1, 2028   | August 31, 2029   | 201,658            |
| September 1, 2029   | August 31, 2030   | 205,690            |
| September 1, 2030   | August 31, 2031   | 209,804            |
| September 1, 2031   | August 31, 2032   | 214,000            |
| September 1, 2032   | August 31, 2033   | 218,280            |

Rent payable by the Marine Institute hereunder shall include the following, which shall be at no additional charge to the Marine Institute:

- a. all rent associated with the Premises;
- b. heat and light;
- c. cleaning/garbage removal;
- d. snow clearing (specific areas noted below);
- e. security
- f. parking within walking distance;
- g. maintenance costs associated with the Premises; and
- h. those items that are the responsibility of the Lessor as set out in the attached Lease.

At the written request of the Lessor, and at the sole discretion of the Marine Institute, the frequency and amount of the instalments can change without amendment to the agreement, provided that the total annual lump sum amount is not exceeded in any fiscal year.

**SCHEDULE B (cont'd)**

Snow clearing shall include the following areas:

- a) Parking area to the left of and in front of the Aeradio Building including the outer lot
- b) Entrance lot ground side of the Combined Services Building
- c) Airside Entrance of the Combined Services Building
- d) Entrance Road to the Vehicle Extrication Area
- e) Vehicle Extrication Area pad
- f) Drill Field Road
- g) Drill Field

2. The Marine Institute is responsible for communications (telephone, fax and internet) at its own cost.

## **SCHEDULE C**

### **Rules and Regulations**

The Marine Institute and/or any of its subsidiaries must follow the rules and regulations put forth by Transport Canada in its latest edition of CARS and TP312E. The Latest edition can be obtained on the following link <http://www.tc.gc.ca/eng/acts-regulations/regulations-scr96-433.htm>.