

**Town of Terra Nova  
Regular Council Meeting  
January 17, 2024**

Minutes of the council meeting of The Town of Terra Nova, held on Wednesday, January 17, 2024, at 6:00pm.

**Members Present**

Mayor	Andrea Granberg
Deputy Mayor	Julie Pike
Councillor	Linda Hillier-Smith
Councillor	Roger Baird

**Absent**

Councillor	Geoff Moore
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**Also, Present**

Account Manager/Town Clerk	Angela Penney-Tucker
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**Adoption of Agenda**

No. 24-001

Moved by Deputy Mayor Pike, seconded by Councillor Baird to adopt the agenda as presented.

In favour: Mayor Granberg, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith.

Opposed: 0

Motion Carried

No. 24-002

Moved by Councillor Baird, seconded by Deputy Mayor Pike to adopt the revised agenda with the following addition under new business – Posting of agenda by Deputy Mayor Pike.

In favour: Mayor Granberg, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith.

Opposed: 0

Motion Carried

**Minutes:**

**Regular meeting on December 13, 2023**

Mayor Granberg asked if there were any errors or omissions in the minutes from the December 13, 2023, Council meeting.

**No. 24-003**

**Motion made by Councillor Hillier-Smith to adopt the December 13, 2023; minutes as tabled. Motion seconded by Councillor Baird.**

**In favour: Mayor Granberg, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith.**

**Opposed: 0**

**Motion Carried**

**Business Arising:**

- Town Policies and regulations update: None at this time but amendment needed for our fireworks policy for New Years and maybe notice to go out on our Facebook page when fireworks going to happen.
- Storage building on Loop Road update –The meeting on December 20, 2023 at 2:00PM did not happen as the property owner could not make it. We are waiting on more dates from the property owner now to proceed.

**Correspondence:**

- Update on MAA – read and included in the minutes.
- Email on lot for sale on Terra Nova Road – read and included in the minutes. Right now, we have no one waiting in line to purchase this lot.

**No. 24-004**

**Motion made by Councillor Hillier-Smith to offer a \$250.00 per month nonrefundable deposit for three months on this piece of land to hold the land for them and if this person proceeds with the purchase, then this amount would go towards the purchase price and if they don't proceed with the sale then it would be nonrefundable. Motion seconded by Councillor Baird.**

**In favour: Mayor Granberg, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith.**

**Opposed: 0**

**Motion Carried**

- Email from Councillor Moore – Read and included in minutes. We all are very supportive of Councillor Moore. Best of luck to get healthy in the three months.

**No. 24-005**

**Motion made by Deputy Mayor Pike to approve a three month leave of absence for Councillor Moore. Motion seconded by Councillor Baird.**

**In favour: Mayor Granberg, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith.**

**Opposed: 0**

**Motion Carried**

### **Committee Reports:**

#### **Finance, Heritage, Women's Committee Liaison, Recreation – Councillor Hillier-Smith**

- Current Operating Balance January 17, 2024 – \$237,926.86
- Gas Tax Account Total January 17, 2024 - \$11,965.28.
- Accounts receivable owed on January 17, 2024, is \$44,701.95. List included in minutes.
- The Vendors Summary list January 17, 2024, totals \$7,736.48 as included on the vendor age included with the minutes.

**No. 24-006**

**Motion made by Councillor Hillier-Smith to pay these invoices as tabled. Motion seconded by Deputy Mayor Pike.**

**In favour: Mayor Granberg, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith.**

**Opposed: 0**

**Motion Carried**

Councillor Hillier-Smith read out an email the town received from Scotiabank on different savings options and the offer available between CIBC and MNL on an investment option. Both the email from Scotiabank and the offer details between CIBC and MNL option is included with the minutes. In the account we have now on our December balance of \$237,610.63 we received \$859.98 in interest, in November our balance was 268,839.85 and we received \$1,057.37 in interest, and in October on the balance of \$425,302.71 we received \$1,539.01 so we are making good interest now on our monies in the account we have. Prime rate may drop so Council is going to look at maybe the option available until March 3<sup>rd</sup> to lock an amount in to a GIC for 388 days at 5.2% interest. Council will look at current budget and monies available to see what a good amount to invest is.

Angela explained that each year the accountants write off an amount for doubtful accounts in which she views all account receivable amounts and gives them the information for this amount. These amounts that are doubtful remain in our accounts receivable in hopes that we will receive the monies owing sometime and each month these accounts are charged interest. For the accounts that have been sent to collections and we still have not got any monies from we should remove them from our accounts receivable and just keep a record of these amounts in case we happen to receive monies on them in which can be recorded at the time they are received. Our accounts receivable amount will then have a more reasonable amount showing of what the town is expecting to collect. Most of these doubtful accounts are for the Ralph Calloway Memorial



Park fees for prior years. The accounts that have been sent to collections and the campers are not still in the park are to be written off in accounts receivable as per Council.

We will let the Ralph Calloway Memorial Park account holders know that if they have not got their fees paid up to and including the 2023 fees then they are to have their trailers removed from the park by May 1, 2024 and if not paid by that date then the town will be going ahead and roping off these sites. Council will investigate options with our lawyers that we can enforce like locks on doors of trailers for anyone that does not have their trailers moved and still owes fees for prior years.

**No. 24-007**

**Motion made by Councillor Hillier-Smith to write off accounts that are now considered bad debt and have gone to collections and they are no longer in the park. Motion seconded by Councillor Baird.**

**In favour: Mayor Granberg, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith.**

**Opposed: 0**

**Motion Carried**

- TNRC update – Social held on January 11, 2024 and planning upcoming events for the rest of the year.
- TNCW update –New Years Eve dance was held, a fun time as usual and a nice turnout.

As for groups and individuals using the Eddie Eastman Hall the Town can proceed to let them use the hall because our insurance has confirmed that the town, employees of the town, council members, or volunteers of the town, ie: fire department members, is covered for our part in a possible claim under our general liability policy. It is up to the group or individual using the hall whether they want insurance coverage or not.

**No. 24-008**

**Motion made by Deputy Mayor Pike to let individuals rent the hall and just let them know they must get their own liability insurance if they want it. Motion seconded by Councillor Baird.**

**In favour: Mayor Granberg, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith.**

**Opposed: 0**

**Motion Carried**

Angela to send out letter to liaison for both the TNCW and TNRC groups on the use of the Eddie Eastman Hall.

**Public Works, Communication, Grants update – Deputy Mayor Pike**

- Work on route 301 by J1 Contracting – Angela to email J1 Contracting to get their scope of work so we have knowledge on any road delays and the schedule of this

construction. This work is outside the Town's boundary line but still within our Municipal planning area.

- Shingles on the Eddie Eastman Hall update – Work has been completed but Angela reached out to the contractor as a few shingles still are raised. There are metal pipes in the ceiling and maybe we need to look at getting them wrapped to avoid condensation from them.
- Grants update: Not much currently to update but we are looking at our budget again to see about a slide for the main playground. We will look at upcoming grants and any other options for this and the pricing on a new slide.

#### **Ralph Calloway Memorial Park, Park Liaison, Crown Lands – Mayor Granberg**

- Start prep planning for 2<sup>nd</sup> stage with septic in RCM Park – Councillor Baird will be checking into pricing and time frames for the water well and the exact location of this well. Mayor Granberg will start the prep work for the scope of work for the electrical/pump house.
- Crown lands update – one completed with the deed of conveyance completed. One more in for approval to Crown Lands. We now must get Minister approval on all the applications that are in with Crown Lands. Crystal Pardy with Municipal Affairs is working with Angela on this to see about how we get these approvals and if we need an approval on each individual application or if one main one can be used for all of them.
- Pine Tree Lots – Council has discussed our options and now we are looking at maps of the land to get this project ready to proceed again.

#### **Social, Student Employment, Municipal Affairs, Public Relations, Beautification**

- Municipal Affairs update – Just waiting on budget approval.
- Public Relations – None currently.
- Beautification update – Our town worker was here and took down the Christmas lights. We must purchase new extension cords for our Christmas lights. The lights would not stay on all the time during the holiday season, they kept going out so hopefully with new extension cords this will correct the issue. We also must get an electrician to look at the breakers to see if there is an issue there as to why the lights kept tripping out. If electrical work has to be done, then Angela will get three price quotes.

#### **New Business:**

- Issue with breaker at the Municipal Building – explained above.
- Investment options – included in the financial report section.
- Time to have garbage in boxes for pick up days, rock rule, and snow removal – This information will be included in the letter that goes out with the 2024 invoicing. Basically, any garbage must be out and ready for pickup by 9:00AM on garbage day,

and if there is any snow in the way of picking up the garbage it will not be picked up. This information will be posted on Facebook and our website. The rock rule is as follows: if there is a rock placed on your garbage box that means there is no garbage in the box but if you put garbage out to be collected just place the rock on the ground by the garbage box and the collectors will pick up your garbage and place the rock back on the garbage box and it will remain there until you place more garbage in the box to be picked up. This is a process used mostly for cabin owners who may not have garbage to be collected every week.

- Posting of agenda – If people don't know what is on the agenda they don't know if they should be present to hear the information given on a topic.

**No. 24-009**

**Motion made by Deputy Mayor Pike to post on Facebook and our website a copy of the agenda prior to the meeting. Motion seconded by Councillor Baird.**

**In favour: Mayor Granberg, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith.**

**Opposed: 0**

**Motion Carried**

### **Permits**

- Zero permits issued since the last meeting. There was a total of 37 permits issued in 2023.

**Next meeting – Monday February 12, 2024 at 6:00PM**

**No. 24-010**

**Motion made by Deputy Mayor Pike to adjourn the meeting at 7:37pm. Motion seconded by Councillor Baird.**


**In favour: Mayor Granberg, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith.**

**Opposed: 0**

**Motion Carried**

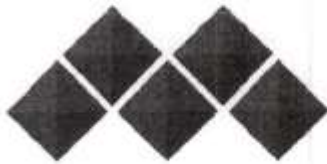
### **ADJOURNMENT**

**7:37 pm**

  
\_\_\_\_\_  
Mayor/Deputy

  
\_\_\_\_\_  
Clerk





**Municipal Assessment Agency**  
| St. John's | Gander | Corner Brook |  
Phone: 1-877-777-2807  
Email: [info@maa.ca](mailto:info@maa.ca)

# Memo

Date: January 3, 2024  
Attention: Mayor and Councillors  
From: Municipal Assessment Agency's Board of Directors  
Mayor Tony R. Keats, Central Director  
RE: **Update on the Municipal Assessment Agency**

The Board of Directors for the Municipal Assessment Agency (MAA) met at the Eastern Regional Office in St. John's on December 7, 2023. Committee meetings were held the previous day.

Some of the issues addressed by the Board included:

- Director Connie Reid, representative of the Professional Municipal Administrators (PMA), was elected as the new Chair of the Finance and Audit Committee.
- Mr. Allan Hawkins was sworn in to serve a two-year term as the province's Taxpayer Representative on the Agency's Board of Directors.
- Human Resources was discussed in terms of outlook, labour relations, occupational health and safety, and recruitment and retention strategies.
- MAA was a silver sponsor at the 2023 Municipalities Newfoundland and Labrador (MNL) Conference and Trade Show that took place in St. John's from October 25-28. During the convention, the CEO presented on the Agency's 2023 Operational Report. Following that was a second presentation on *Transforming Business Processes through GIS Technology*, which focused on aerial imagery and its potential advantages to municipalities in Newfoundland and Labrador. The winner of the Agency's prize draw was the Town of Change Islands.
- The 2024-2025 meeting schedule was reviewed and adopted.
- The Agency plans to create some brief educational videos to host on its website and potentially show case during annual conferences.
- Effective January 1, 2024, the Agency will no longer be providing five supplementals annually. Going forward, supplementals will be reduced to two per year. To coincide with the annual roll, the first supplemental will be mailed in June 2024. The second will be mailed the first week in December 2024.
- The Board reviewed the Agency's financial statements and accounts receivable report.



- Mayor Tony Keats of Dover and Central Director on the Agency's Board of Directors is among the nine finalists for the 2023 World Mayor award. The longlist included an impressive 92 mayors from 40 countries who were nominated. The winners will be announced this month.
- The Agency offers the annual Clar Simmons Memorial Scholarship. There are three awards: two to municipal clients and one to employees/retirees of the Agency. The scholarships are valued at \$1,000 each. Forty-nine applications were submitted for the 2022-2023 academic year. This year's recipients were:
  - Brooke Williams, Peterview. Brooke is currently enrolled in the Mental Health and Addictions Program at the College of the North Atlantic, Grand Falls-Windsor Campus. Her future career goal is to become a Mental Health Counsellor. Brooke is the daughter of Councillor Rosalind Williams, Town of Peterview.
  - Katie Scott, Conception Bay South. Katie is currently pursuing a Bachelor of Science degree at Memorial University. Her career goal is to become a pharmacist. Katie is the daughter of Boyd Scott, Public Works Supervisor, Town of Conception Bay South.
  - Adam Walbourne, St. John's. Adam is also attending Memorial University pursuing his Bachelor of Science Degree with future plans to become a Doctor of Psychology. Adam is the son of Michael Walbourne, MAA Field Assessor, based in the Eastern Regional Office, St. John's.

### 2023 Scholarship Winners



Pic 1: Brooke Williams, Peterview



Pic 2: Mayor Betty Moore (Chair), Katie Scott (Conception Bay South), Don Hearn (CEO)



Pic 3: Mayor Betty Moore (Chair), Adam Walbourne (St. John's), Don Hearn (CEO)





This coming spring, municipalities will receive information on the scholarship application procedure for the 2023-2024 academic school year.

- The next Board meeting is scheduled March 8, 2024, in Corner Brook.

Municipalities who are considering new projects that support property assessment and valuation services (including GIS or imagery projects) are encouraged to contact the Agency to see if the project qualifies for funding under our Collaborative Initiative Fund.

Thank you for your support this past year. I wish you, your staff, and families a healthy and joyous New Year. Please feel free to contact me by phone or email if you have any questions or concerns regarding the assessment service.

The following page provides a list of MAA's current Board of Directors.

Sincerely,

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**Tony R. Keats, Central Director**  
Municipal Assessment Agency  
Phone: 709-424-0257  
Email: [tonyrkeats@icloud.com](mailto:tonyrkeats@icloud.com)



## Board of Directors

As of January 3, 2024

**Avalon Director**  
(Chair)

**Mayor Elizabeth A. Moore**  
*Clarke's Beach*

**Representative of Municipalities  
Newfoundland Labrador (MNL)**  
(Vice-Chair)

**Deputy Mayor Roger Barrett**  
*Western Director (MNL)*  
*Reidville*

**Central Director**

**Mayor Tony R. Keats**  
*Dover*

**Eastern Director**

**Councillor David Hiscock**  
*Bonavista*

**Labrador Director**

**Councillor Deborah Barney**  
*L'Anse au Loup*

**Urban Director**

**Deputy Mayor Mary Thorne-Gosse**  
*Torbay*

**Western Director**

**Councillor Amanda Freake**  
*Deer Lake*

**Representative of the Professional  
Municipal Administrators (PMA)**

**Ms. Connie Reid, Treasurer (PMA)**  
*Reidville*

**Taxpayer Representative**

**Mr. Dean Ball**  
*Deer Lake*

**Taxpayer Representative**

**Mr. Allan Hawkins**  
*Pleasantview*

## Town of Terra Nova

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**From:** [REDACTED]  
**Sent:** January 5, 2024 2:17 PM  
**To:** townofterranovalnf@aibn.com  
**Subject:** Re: 76 Terra Nova Road

Hello again

As per our conversation, I would like to purchase the lot the town of Terra Nova has for sale at 76 Terra Nova Road.

I have a few questions:

Is it possible to rent the land for 3 mts then pay the full amount of purchase ontop of the rent paid.

I definitely want this lot.

My intent is to open a small B&B and live there year round.

[REDACTED]



## **Town of Terra Nova**

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**From:** Geoff Moore [REDACTED]  
**Sent:** January 15, 2024 10:22 AM  
**To:** Town of Terra Nova  
**Subject:** Leave Of Absence

Hi

I Geoff Moore am requesting a Three month leave of absences from my duties as a town councilor with the Town Of Terra Nova due to medical reasons

Thank You

**Town of Terra Nova**  
**Vendor Aged Summary As at 01/17/24**

Name	Total	Current	31 to 60	61 to 90	91+
Andrea Granberg	515.30	515.30	-	-	-
Burnt Pine Woodworks Ltd	2,500.00	2,500.00	-	-	-
Central Newfoundland Waste Ma...	275.80	275.80	-	-	-
GB Signs	46.00	-	46.00	-	-
Municipal Assessment Agency	1,540.50	1,540.50	-	-	-
Municipalities Newfoundland & L...	606.59	606.59	-	-	-
Sparkes, Billy	260.00	-	260.00	-	-
Valmin Fire Protection Ltd.	1,552.99	-	1,552.99	-	-
Whalen Law	439.30	439.30	-	-	-
<b>Total outstanding:</b>	<b>7,736.48</b>	<b>5,877.40</b>	<b>1,858.99</b>	<b>-</b>	<b>-</b>

**Town of Terra Nova**  
**Customer Aged Summary As at 01/17/24**

Total	Current	31 to 60	61 to 90	91+
155.25	0.00	0.00	0.00	155.25
1,436.07	61.84	59.18	56.63	1,258.42
1,893.61	81.54	78.03	74.67	1,659.37
21.31	0.92	0.88	0.84	18.67
48.58	2.09	2.00	1.92	42.57
494.85	21.31	20.39	19.51	433.64
260.46	11.22	10.73	10.27	228.24
-2.50	0.00	0.00	0.00	-2.50
-0.55	0.00	0.00	0.00	-0.55
-3.77	0.00	0.00	0.00	-3.77
1,062.50	45.75	43.78	41.90	931.07
21.31	0.92	0.88	0.84	18.67
537.35	23.14	24.73	23.66	465.82
494.85	21.31	20.39	19.51	433.64
-10.00	0.00	0.00	0.00	-10.00
68.28	2.94	2.81	21.64	40.89
74.73	3.22	3.08	2.95	65.48
1,059.16	45.61	43.65	41.77	928.13
-0.20	0.00	0.00	0.00	-0.20
-16.50	0.00	0.00	0.00	-16.50
3,190.71	137.40	131.48	125.82	2,796.01
544.81	23.46	22.45	21.48	477.42
203.00	0.00	0.00	0.00	203.00
290.20	12.50	11.96	11.44	254.30
1,265.39	54.49	52.14	49.90	1,108.86
525.14	23.63	22.61	21.64	457.26
951.43	40.97	56.43	54.00	800.03
39.06	1.68	1.61	1.54	34.23
4,342.78	187.01	178.96	171.25	3,805.56
-2.96	0.00	0.00	-2.96	0.00
4,124.36	177.60	169.96	162.64	3,614.16
494.85	21.31	20.39	19.51	433.64
1,075.04	45.91	44.32	42.41	942.40
678.37	29.21	27.95	26.75	594.46
8.81	0.38	0.36	0.35	7.72
50.00	0.00	0.00	0.00	50.00
1,196.07	51.59	49.37	47.24	1,049.87
102.56	4.42	4.23	4.04	89.87
688.22	29.64	28.36	87.43	542.79
100.00	0.00	0.00	0.00	100.00
1,916.70	82.54	78.98	75.58	1,679.60
1,015.76	43.74	41.86	40.05	890.11
880.24	0.00	0.00	880.24	0.00



1,421.53	61.21	58.58	56.06	1,245.68
-0.15	0.00	-0.15	0.00	0.00
779.62	33.57	32.13	30.74	683.18
494.85	21.31	20.39	19.51	433.64
2,522.10	108.61	103.93	99.45	2,210.11
-19.09	-19.09	0.00	0.00	0.00
-0.74	0.00	0.00	0.00	-0.74
95.16	4.10	3.92	20.12	67.02
476.50	20.52	36.86	36.13	382.99
494.85	21.31	20.39	19.51	433.64
-0.23	0.00	0.00	0.00	-0.23
-71.88	0.00	0.00	0.00	-71.88
2,145.74	92.40	88.42	84.61	1,880.31
-4.39	0.00	0.00	0.00	-4.39
6.86	0.30	0.28	0.27	6.01
494.85	21.31	20.39	19.51	433.64
1,475.38	63.53	60.80	58.18	1,292.87
2,548.67	0.00	0.00	880.23	1,668.44
570.24	24.56	23.50	22.49	499.69
-5.25	0.00	0.00	0.00	-5.25

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44,701.95 1,742.93 1,723.39 3,503.27 37,732.36

## Town of Terra Nova

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**From:** [REDACTED]  
**Sent:** January 15, 2024 4:16 PM  
**To:** Town of Terra Nova  
**Subject:** Savings Options

Good afternoon,

Please see following options in order to earn interest on savings with Scotiabank:

- Dual Rate Investment Account: Current strategy being utilized, account currently pays interest of 4.4% on funds in account of \$50,000 to \$999,999 and increases to 4.5% beyond that. As well, currently pays a fluctuating rate of 2.8%. Interest paid out monthly on account.
- 1 Year cashable GIC: Funds accessible at any time without penalty, if withdrawn from GIC before 30 days have passed you don't receive any interest. After that, any early redemptions will result in less interest earned. Lower rate than Dual Rate but this rate is locked in for 1 year whereas Dual Rate interest can change at any time. Rate expires on January 21<sup>st</sup>, after this date the rate may decrease or remain the same. Currently 4.25%
- Non-Redeemable GICs: For any funds not needed for medium to long term, this would be appropriate solution. Funds locked in and not accessible until maturity. Current special rates are 388 Day Special @ 5.2%. Available until March 3<sup>rd</sup>, can't purchase on Thursdays, and 18 month Special @ 5%. Available currently until January 21<sup>st</sup>. May change afterward.

All of these rates are annual interest rates as well. For the non-redeemable interest can either be paid out annually or compounded annually. There are other long-term GICs available as well ranging around 4%. If there's any funds you know you won't need for the next few years I'd recommend locking in as rates have been slightly on the decline lately and I'd expect this to continue.

Thanks,

Dylan Wheaton (He/Him) | Small Business Advisor and Mutual Funds Representative\*

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## Scotiabank.

24 Shoal Harbour Drive, Clarenville, Newfoundland and Labrador, Canada A5A 2C4

T 1-709-466-4618 X 4300 F 1-709-466-4630

[REDACTED]  
[www.scotiabank.com](http://www.scotiabank.com)

Scotiabank is a business name used by The Bank of Nova Scotia

\*Mutual Funds Representative with Scotia Securities Inc. distribute mutual funds at Scotiabank branches

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# HIGH INTEREST POOLED SAVINGS ACCOUNT FOR MUNICIPALITIES

MNL has partnered with CIBC to offer members a new Municipal High Interest Pooled Savings Account that has no minimum deposit and allows you to withdraw funds at any time.

Put your surplus funds to work for a higher rate of return while also keeping funds accessible for whenever you need them.

## WHAT IT IS

The Municipal High Interest Pooled Savings Account is a straightforward interest-bearing account at CIBC that pools money together from cities and towns to achieve a higher annual interest rate for the group.

## HOW IT WORKS

Municipalities place their funds in the Municipal High Interest Pooled Savings Account. MNL and CIBC manage the account on your behalf and provide monthly reports so you can track your money.

Deposits are 100% liquid and withdrawals can be completed within 1-2 business days.

There are no fees associated with this account, but MNL will retain five basis points of the interest earned on the overall account to cover administrative and other internal costs.

Your deposit(s) and your share of the interest will always be available when you need it.

## SAVE MORE IN LESS TIME

The Municipal High Interest Pooled Savings Account allows you to earn more than most other comparable savings accounts, without restricting access to your funds or locking them away for set terms.

Interest rates are superior to current Money Market and Short-Term Bond Rates and will increase as the pooled funds increase

## EASILY ACCESS YOUR FUNDS

- Deposits and withdrawals processed with a single email request.