

**Town of Terra Nova
Regular Council Meeting
March 20, 2024**

Minutes of the council meeting of The Town of Terra Nova, held on Wednesday, March 20, 2024, at 6:00pm.

Members Present

Mayor	Andrea Granberg
Deputy Mayor	Julie Pike
Councillor	Roger Baird

Present via phone Councillor Linda Hillier-Smith

Also, Present Account Manager/Town Clerk Angela Penney-Tucker

Adoption of Agenda

No. 24-023

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

Minutes:

Regular meeting on February 12, 2024

Mayor Granberg asked if there were any errors or omissions in the minutes from the February 12, 2024, Council meeting.

No. 24-024

Motion made by Councillor Baird to adopt the February 12, 2024; minutes as tabled.
Motion seconded by Deputy Mayor Pike.

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

Opposed: 0

Motion Carried

Mayor Granberg asked if there were any errors or omissions in the minutes from the March 1, 2024, special Council meeting.

No. 24-025

Motion made by Councillor Baird to adopt the March 1, 2024; special meeting minutes as tabled. Motion seconded by Deputy Mayor Pike.

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

Opposed: 0

Motion Carried

Business Arising:

- Town Policies and regulations update: New business Policy – read and included in the minutes.

No. 24-026

Motion made by Deputy Mayor Pike to adopt the New Business policy as read. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

- Storage building on Loop Road update – Another email sent to property owner on March 19, 2024 and the response was they will check their schedule and let me know in the coming days. This inspection needs to be completed soon as it has been an issue for some time now. New rules are coming into effect soon on what we can do in situations like this.
- Issue with breaker at the Municipal Building – This is just to give an update on the outside receptacles to be purchased. Outside receptacles will be ordered soon by Mayor Granberg. We will have to get a certified electrician to replace these outside receptacles.
- Slide for playground update – It is a WIP. We have applied for a grant from Canada Post for this. We got a quote from the company that sells playground equipment in which the delivery time from the time we order is much shorter only 6-8 weeks to arrive. We also got a quote from a contractor on the installation as per the specs because this piece of equipment does not need to be installed by a CSA approved contractor just the specs to be followed as per the company the slide would be purchased from which is a CSA approved company.
- Motion 23-019 correction – This motion stated a recreation committee which in fact was started as a recreation commission not a committee and they are their own commission and not an arm of Council.

- Community Workers and Recreation Commissions updates – The Council will no longer be giving updates on these outside of Council groups at our regular monthly meeting. Going forward we will just announce any upcoming events that we are aware of. The TNRC will be having a social event tomorrow evening. It is posted on social media.

Correspondence:

- Email on 76 Terra Nova Road – Read and included in minutes. Council is okay with a 3-month extension paying the monthly non-refundable deposit amount. If we are approached, we would have to give a final deadline to this interested person.
- Email from Councillor Moore – Read and included in minutes. Thank you, Councillor Moore, for your service as a Councillor for the town. The time you put into your duties as a Councillor was greatly appreciated and your present on Council will be missed by all of us. We are now a Council of four and will need to call a by election. Angela is checking into dates to start this process. It will be posted in the coming days.

Committee Reports:

Finance & Heritage– Councillor Hillier-Smith

- Current Operating Balance March 20, 2024 – \$178,440.60.
- Gas Tax Account Total March 20, 2024 - \$12,036.58.
- Accounts receivable owed on March 20, 2024, is \$169,577.13. This amount includes the 2024 invoices for property tax, business tax, utility tax, and trailer park fees. List included in minutes.
- The Vendors Summary list March 20, 2024, totals \$1,434.63 as included on the vendor age included with the minutes.

No. 24-027

Motion made by Councillor Baird 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

Public Works, Communication, Grants update – Deputy Mayor Pike

- Update on public works and communications – some potholes starting to appear around town. The town worker will address these when he is back.
- Update on work being completed on route 301 – We didn't hear back on the email sent to J1 Contracting in January wondering what the scope of work was. This road work was done without a development permit applied for and then we received an email from Quarry Referrals which included an application for a quarry lease, which has an asphalt plant checked off under the operations section. The town hired on

John Baird as a consultant on these matters and a stop work order was issued on both the road work and the quarry lease application by the town. There is a town meeting open to the public on this matter on Saturday, March 23, 2024.

- Shingles on the Eddie Eastman Hall update – The contractor was up and looked at the roof, but no work has been done. Angela will reach out to see what is going to be done and when.
- Grants update: We have received approval on a community garden grant in the amount of \$1,339.00 from Active NL. We will be starting this project this spring. The PSD Citywide subscription has worked out well for the town and we have received many grants that we applied for from viewing the available grants from this subscription.

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

- Update on prep planning for 2nd stage with septic in RCM Park, pump house and water well – The permit is in place and now we will be putting out a scope of work on a non-domestic well installation in the Ralph Calloway Memorial Park to service the septic tank and the park with non-potable water. When the well is completed, the electrical process will start.

No. 24-028

Motion made by Councillor Baird to put out the scope of work for the non-domestic well installation to drilling contractors to service the Ralph Calloway Memorial Park septic tank and the park with non-potable water. Motion seconded by Deputy Mayor Pike.

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

Opposed: 0

Motion Carried

- Update on 2024 paid fees tags for posts this year and roping off sites in which fees are not paid for prior seasons will occur in May 2024 – These tags will be posted on the posts in front of the sites when are paid for 2024 and if a site has not paid prior seasons fees they will be roped off in May of this season. The notice of this was sent out with the invoicing for this year. After this information went out to the site renters, we did start to get more payments come in on past years fees.
- Crown lands update – We are still waiting on the minister approval on all our Crown Lands applications that were send to the Minister for approval on January 18, 2024. We have around 20 now that is waiting on the Minister's approval. We had asked if it was possible to get a blanket approval on these applications but was told that each one must be sent in for approval by the Minister. Council is wondering what will happen if the time on an application expires while waiting for this approval.
- Pine Tree Lots –WIP. Walk of land will be done when snow goes.

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

- Municipal Affairs update – We are pleased to announce that we have our balanced budget approval received.

- Public Relations – Town information will start going up again on our sign board in the next couple weeks as the snow is disappearing in the area now.
- Beautification update – Starting to get some prices on brick for the sign board like at the welcome sign and some solar lights for the sign board.

New Business:

- Spring garbage clean up dates – Clean up week will be May 27-31, 2024 and all items must be put out for pick up by noon on May 31, 2024. Notices will go up in the coming weeks of these dates.
- Thank you for donations – We have, since the last meeting, been given the old organ that was at the Eddie Eastman Hall to place on display at the office front area, a gas lantern that was used on the railway and a two man cross cut saw without the handles donated by Thelma Greening, and some old ledgers dating back to the early 1900's on daily entries on both provincial and world events recorded at the old train station that was donated by Ronda Rodriguez. Thank you so much for these donations. These donations of items are very much appreciated and available to view at the town office. Anyone that has anything they would like to donate as artifacts we will proudly display.
- Account Manager/Town Clerk two-year review – This is the end of the contract that was signed when the account manager/town Clerk was hired on. We are glad to announce that a new two-year contract has been signed but the position title has been changed as per suggested in training to Town Manager/Clerk.

No. 24-029

Motion made by Deputy Mayor Pike to increase the Account Manager/Town Clerk wages by the \$1.00 an hour amount as stated in the two-year contract signed at time of hire.

Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

Angela said that it is great working with current Council and that she couldn't do her job without all Council's volunteer work. It is great teamwork by all.

Permits

- Zero permits issued since the last meeting.

Next meeting – Wednesday April 17, 2024 at 6:00PM

Councillor Baird mentioned that Terra Nova is going to be over the path of the solar eclipse on April 8th at approximately 4:00 to 5:00 PM. Just a friendly reminder to not look directly at the solar eclipse unless wearing dark glasses as it can cause eye damage.

No. 24-030

Motion made by Councillor Baird to adjourn the meeting at 7:01pm. Motion seconded by Deputy Mayor Pike.

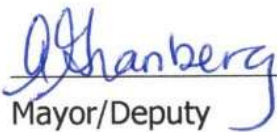
In favour: Mayor Granberg, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith.

Opposed: 0

Motion Carried

ADJOURNMENT

7:01 pm



Mayor/Deputy



Clerk

NEW BUSINESS POLICY

Any new businesses starting up or moving into the Town of Terra Nova must first apply to the Town of Terra Nova including the following information:

Business name:

Business address:

Nature of Business:

Hours of operations:

Other relevant information: (ie – type of equipment or quantity of equipment.)

This information will be available for public viewing. The Town of Terra Nova follows all rules set out in our Town Plan with respect to land use zones and discretionary use.

Council will consider comments from the general public before making its decision on the application.

For further information or to submit your application information contact:

Town of Terra Nova
1 River Road
Terra Nova, NL
A0C 1L0
709-265-6543
townofterranova@nf.aibn.com

Adopted date: March 20, 2024

Motion Number: 24-026

Town of Terra Nova

From: [REDACTED]
Sent: March 18, 2024 2:01 PM
To: Town of Terra Nova
Subject: Re: Receipt 11101 from Town of Terra Nova

Received; thank you.

As per a previous conversation, would it be possible to keep paying the \$250 for the next 2 or 3 months? I am working on the funding, and it should come very soon

[REDACTED]

On Mon, 18 Mar 2024 at 13:57, Town of Terra Nova <townoferranova@nf.aibn.com> wrote:

If you are unable to view the attached receipt, please contact us immediately.

Town of Terra Nova

From: Geoff Moore [REDACTED]
Sent: March 18, 2024 10:24 AM
To: Town of Terra Nova
Subject: Letter Of Resignation

I Geoff Moore have decided to resign as councilor of The Town Terra Nova

Sorry this has to happen but due to personal issues I feel I will not be able to give it the time and effort it deserves .

Hope you all understand

Geoff

Town of Terra Nova
Customer Aged Summary As at 03/20/24

Total	Current	31 to 60	61 to 90	91+
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
155.25	0.00	0.00	0.00	155.25
280.00	280.00	0.00	0.00	0.00
862.50	0.00	862.50	0.00	0.00
862.50	0.00	862.50	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
1,803.72	40.53	927.12	61.84	774.23
380.00	380.00	0.00	0.00	0.00
2,447.87	469.05	85.21	81.54	1,812.07
862.50	0.00	862.50	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
433.05	382.28	2.19	2.09	46.49
523.29	386.17	22.27	21.31	93.54
380.00	380.00	0.00	0.00	0.00
400.00	400.00	0.00	0.00	0.00
780.00	780.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
862.50	0.00	862.50	0.00	0.00
284.43	12.25	11.72	11.22	249.24
862.50	0.00	862.50	0.00	0.00
861.95	0.00	862.50	0.00	-0.55
862.50	0.00	862.50	0.00	0.00
858.73	0.00	862.50	0.00	-3.77
1,761.52	38.71	910.31	45.75	766.75
780.00	780.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
403.27	381.00	0.96	0.92	20.39
380.00	380.00	0.00	0.00	0.00
760.00	760.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
1,271.55	19.77	884.43	23.14	344.21
380.00	380.00	0.00	0.00	0.00
920.39	403.27	22.27	21.31	473.54
432.45	432.45	0.00	0.00	0.00
780.00	780.00	0.00	0.00	0.00

370.00	380.00	0.00	0.00	-10.00
454.56	383.21	3.07	2.94	65.34
780.00	780.00	0.00	0.00	0.00
461.60	383.51	3.36	3.22	71.51
1,757.88	38.56	910.16	45.61	763.55
380.00	380.00	0.00	0.00	0.00
379.80	380.00	0.00	0.00	-0.20
368.75	380.00	0.00	0.00	-11.25
380.00	380.00	0.00	0.00	0.00
4,346.83	150.04	1,006.08	137.40	3,053.31
400.00	400.00	0.00	0.00	0.00
974.95	405.62	24.52	23.46	521.35
380.00	380.00	0.00	0.00	0.00
203.00	0.00	0.00	0.00	203.00
1,074.91	9.15	875.56	12.50	177.70
862.50	0.00	862.50	0.00	0.00
2,244.33	59.50	919.44	54.49	1,210.90
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
862.50	0.00	862.50	0.00	0.00
953.46	404.69	23.63	23.63	501.51
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
1,418.98	424.74	42.81	40.97	910.46
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
422.66	381.84	1.76	1.68	37.38
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
760.00	760.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
400.00	400.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
862.50	0.00	862.50	0.00	0.00

862.50	0.00	862.50	0.00	0.00
859.54	0.00	862.50	0.00	-2.96
862.50	0.00	862.50	0.00	0.00
5,266.41	193.95	1,048.10	177.60	3,846.76
380.00	380.00	0.00	0.00	0.00
862.50	0.00	862.50	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
760.00	760.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
760.00	760.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
862.50	0.00	862.50	0.00	0.00
380.00	380.00	0.00	0.00	0.00
2,036.47	50.55	910.88	45.91	1,029.13
1,278.04	17.89	881.78	29.21	349.16
380.00	380.00	0.00	0.00	0.00
760.00	760.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
851.71	0.00	851.71	0.00	0.00
920.00	0.00	920.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
920.00	0.00	920.00	0.00	0.00
760.00	760.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
862.50	0.00	862.50	0.00	0.00
862.50	0.00	862.50	0.00	0.00
862.50	0.00	862.50	0.00	0.00
862.50	0.00	862.50	0.00	0.00
2,230.91	58.93	973.91	51.59	1,146.48
924.18	0.00	924.18	0.00	0.00
380.00	380.00	0.00	0.00	0.00
1,511.55	792.36	30.97	29.64	658.58
920.00	0.00	920.00	0.00	0.00
100.00	0.00	0.00	0.00	100.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
920.00	0.00	920.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
1,889.24	827.77	45.71	43.74	972.02

880.24	0.00	0.00	0.00	880.24
10,090.36	0.00	10,090.36	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
862.50	0.00	862.50	0.00	0.00
380.00	380.00	0.00	0.00	0.00
862.50	0.00	862.50	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
379.85	380.00	0.00	0.00	-0.15
862.50	0.00	862.50	0.00	0.00
1,510.11	25.41	955.08	33.57	496.05
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
862.50	0.00	862.50	0.00	0.00
403.27	381.00	0.96	21.31	0.00
862.50	0.00	862.50	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
360.91	380.00	0.00	-19.09	0.00
862.50	0.00	862.50	0.00	0.00
380.00	380.00	0.00	0.00	0.00
862.50	0.00	862.50	0.00	0.00
861.76	0.00	862.50	0.00	-0.74
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
862.50	0.00	862.50	0.00	0.00
862.50	0.00	862.50	0.00	0.00
380.00	380.00	0.00	0.00	0.00
780.00	780.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
483.91	384.47	4.28	4.10	91.06
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
755.94	0.00	755.94	0.00	0.00
862.50	0.00	862.50	0.00	0.00
380.00	380.00	0.00	0.00	0.00
862.50	0.00	862.50	0.00	0.00

862.27	0.00	862.50	0.00	-0.23
862.50	0.00	862.50	0.00	0.00
862.50	0.00	862.50	0.00	0.00
790.62	0.00	862.50	0.00	-71.88
862.50	0.00	862.50	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
862.50	0.00	862.50	0.00	0.00
380.00	380.00	0.00	0.00	0.00
858.11	0.00	862.50	0.00	-4.39
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
1,560.00	1,560.00	0.00	0.00	0.00
920.00	0.00	920.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
685.27	393.15	22.27	21.31	248.54
380.00	380.00	0.00	0.00	0.00
920.00	0.00	920.00	0.00	0.00
-0.10	0.00	0.00	0.00	-0.10
862.50	0.00	862.50	0.00	0.00
380.00	380.00	0.00	0.00	0.00
2,533.74	71.97	986.39	63.53	1,411.85
380.00	380.00	0.00	0.00	0.00
780.00	780.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
2,548.67	0.00	0.00	0.00	2,548.67
780.00	780.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
862.50	0.00	862.50	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
862.50	0.00	862.50	0.00	0.00
862.50	0.00	862.50	0.00	0.00
380.00	380.00	0.00	0.00	0.00
862.50	0.00	862.50	0.00	0.00
380.00	380.00	0.00	0.00	0.00

1,002.72	406.82	25.66	24.56	545.68
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
-5.25	0.00	0.00	0.00	-5.25
862.50	0.00	862.50	0.00	0.00
920.00	0.00	920.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
862.50	0.00	862.50	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
920.00	0.00	920.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00

169,577.13 69,750.61 72,220.05 1,142.00 26,464.47

Town of Terra Nova
Vendor Aged Summary As at 03/20/24

Name	Total	Current	31 to 60	61 to 90	91+
Angela Tucker	86.07	86.07	-	-	-
Central Newfoundland Waste Ma...	285.65	285.65	-	-	-
PMA	915.40	915.40	-	-	-
Receiver General For Canada	147.51	147.51	-	-	-
Total outstanding:	1,434.63	1,434.63	-	-	-

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