

**Town of Terra Nova
Regular Council Meeting
October 19, 2022**

Minutes of the council meeting of The Town of Terra Nova, held on Wednesday, October 19, 2022, at 6:00pm.

Members Present

Mayor	Cynthia Osmond
Deputy Mayor	Kirsty Davis
Councillor	Linda Hillier-Smith
Councillor	Julie Pike
Councillor	Andrea Granberg

Absent

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

No. 22-88

Moved by Councillor Pike, seconded by Deputy Mayor Davis to adopt the agenda as presented, with the following additions: under new business by Councillor Pike – Budget preparation, under vendor age list Deputy Mayor Davis to add receipts for \$30.91 for crates under the beautification project, Mayor Osmond said there was an omission under the RCM park of update on garbage pile/sign and the lawn update. Councillor Granberg added inspection on patio and playground under new business.

In favour: All

Opposed: 0

Motion Carried

Minutes September 28, 2022

Mayor Osmond asked if there were any errors or omissions in the minutes from the September 28, 2022, Council meeting. Deputy Mayor Davis stated that the basketball court should have stated 6" not ½" of concrete. Mayor Osmond stated that in motion 22-83 there was an omission of "if satisfactory paid on completion." In addition, under public relations the spelling of gallery is wrong, and it should be off not of. Under route 301 the wording "not very good" should be "not ideal" and funding is not there should also say by Works Services to cut the brush in town. In addition, on the second last page it says \$258.75 per week and it should be \$258.75 per load per week.

No. 22-89

Motion made by Deputy Mayor Davis to adopt the September 28, 2022; minutes as tabled with these changes. Motion seconded by Councillor Hillier-Smith.

In favour: All

Opposed: 0

Motion Carried

Special meeting minutes:

Mayor Osmond asked if there were any errors or omissions in the minutes from the special public meeting of August 31, 2022. Councillor Granberg said she didn't have a hard copy of the minutes to review, and Angela asked if she had it in her package she picked up from the meeting she missed and if not to contact Angela at the office, but it should have been with that package. Mayor Osmond had one change with motion 22-73 stating that the Councillors that are opposed to a motion their names should be listed – in this case it was Councillor Granberg and Councillor Pike.

No. 22-90

Motion made by Deputy Mayor Davis to adopt the August 31, 2022; special meeting minutes as tabled with these changes. Motion seconded by Councillor Hillier-Smith.

In favour: 4 - Mayor Osmond, Deputy Mayor Davis, Councillor Hillier-Smith, Councillor Pike

Opposed: 1 – Councillor Granberg

Motion Carried

Business Arising:

- Trailer – River Road – Deputy Mayor Davis has new information that she will forward to the town office.
- Town Policies – No updates this time. Councillor Pike will work with Angela to get some policies that have been discussed updated. Just a note that all documents will go out from the town office not from anyone on Council just to be reviewed first by all of Council.
- Contaminated soil letter – this is the area by Forge Lane. No companies or anyone will take ownership so for now we will remove from the agenda unless more information comes to light on this matter.

No. 22-91

Motion made by Councillor Pike to remove the contaminated soil letter from the agenda unless more information comes to light on this matter. Motion seconded by Deputy Mayor Davis.

In favour: All

Opposed: 0

Motion Carried

- Coolbreeze Lane – Email to be sent to taxpayer saying they can come into the office and review the minutes and if can't find the information needed, they can go to ATIPP for more information. Everyone okay with this so it is a decision of Council.
- Brush Cleaning around town – The town worker did what he could with this (town worker is finished now for the season). The permit is good for twelve months.
- No gas sign –Angela spoke with a contact at TNNP, and they are going to take care of this at no cost to the Town of Terra Nova. It will be placed just inside the turn off from the highway.
- Town of Terra Nova Website – Maybe get a few pictures and some information on the town then go from there. Maybe even a collage of pictures promoting our town.
- Municipal conduct Act – Angela to be trained as a trainer and then she can train the rest of Council. Angela said that everyone must complete the training that has been sent out to all of Council. Then the town will have to develop our own code of conduct and adopt it and then all of Council, all workers of the town, and all volunteers of the town will have to receive a copy of it and review it. If there are any questions or to find out any further details, they could contact Angela at the town office regarding the act or our code of conduct. A sign off sheet will be written up and get everyone to sign it when they have reviewed and understood our Code of Conduct.
- Basketball net update – Deputy Mayor Davis is hoping to have it done by winter but at this time there is no guarantee.
- Grad card and donation update - The card is purchased and the amount of donation in prior year has been checked and an email has been sent out to get a forwarding address to mail it out.
- Old outhouse on crown land update – contact to be made to crown lands on this matter.
- Call for applications –It is a grant for wastewater and water advisories so this doesn't apply to us, but Deputy Mayor Davis will double check as to what is included for sure in this grant.
- Inspection report update – This was regarding the trailer park and the swimming pond. Angela reached out to the inspector and is waiting a call back from him. Angela will make sure a copy of the reports is attached to minutes and sent to Councillors.
- Fire department information regarding expenditures and minutes – Councillor Granberg said that expenditures for the fire department are supposed to go through Council as they are a division of Council so going forward, she feels the fire department is to give financial information to Council like how much was made at a fundraiser and minutes of their meetings. Mayor Osmond stated there was a motion of a previous Council that the volunteer fire department wants to open their own bank account for fundraisers. A request was made by the Mayor at the time to submit a financial report every four months and then a cheque from funds was donated in past for the fire department to start their own bank account. This was the minutes of a Council meeting. An amount of \$2,000.00 was agreed upon to issue back to the fire department to start their own bank account. So, the clerk issued a cheque and because this is public knowledge the Deputy Mayor at the

time, Mr. Cornell, made a motion of agreement and Councillor Short seconded the motion and all were in favor for them to start their own account which is what was done. So, with respect to the request or the order that they present their expenditures, their minutes, and everything I also spoke with the previous treasurer not the one that recently stepped down but the one prior to that and they presented a financial statement every year just before the end of the year for the auditor. I think that sums up what is required by the fire department unless someone is willing to change what is put in the minutes and to do that it has to be done through proper procedure. If anyone wants to see the motion just ask myself or the office and it will be provided for you to see. Councillor Granberg said she will be contacting Sandy Hounsell on the matter.

- Orders from OHS update – Angela stated that the harassment prevention plan here was sent out to all of Council and was to be read and signed off by all of Council and if Council had any questions, they could ask myself and I would get the answers for them. Right now, I have myself and two others that have signed off on this so this really needs to get completed because it is by an order from OHS. We also need to have our own updated harassment prevention plan in place as well in which I have a draft copy of the sample one that was sent out for review to get this plan put in place, but we need to get together and get this completed. Mayor Osmond said she thinks we should use the sample one and with the one we have in place now do a merger of them both. We will probably have to call a special meeting to adopt the policy and have it into OHS by the deadline. Deputy Mayor Davis asked if there is an appendix A with this because she never seen it. Angela will check on it and send out another copy of the harassment prevention plan to Mayor Osmond. Also, on Friday morning at 9:30am October 28, 2022, we will have a privileged meeting regarding getting a third party in place for the harassment investigation. Mayor Osmond passed the gavel to Deputy Mayor Davis.

No. 22-92

Motion made by Mayor Osmond to call a special public meeting with the one agenda item of the adoption of The Town of Terra Nova Harassment Prevention Plan on Friday October 28, 2022, at 1:00pm. Motion seconded by Councillor Hillier-Smith.

In favour: All

Opposed: 0

Motion Carried

Gavel passed back to Mayor Osmond at 6:44pm.

Angela to send out email of meeting to Council and post on Facebook and post on the boards on Monday.

Correspondence:

- Snow clearing services – An email was received from the Department of Transportation which was read out and included in the minutes saying what we had to do for them to provide winter maintenance services for this winter. The tender for the snow clearing and ice control is put out to the public and the deadline to apply is

October 24, 2022, at 2:00pm. All roads to be double checked on the length as per Councillor Pike. Angela will get list and measurements we have here at the office now and Councillor Pike and Angela will check measurements on Monday.

- Speed bump signage – Angela read email that came in on this. It was explained that the speed bumps and signage was taken up for the remainder of the year and would be put back up in the spring. Councillor Granberg stated if the signs are left up it helps slow people down and the ones that know they are taken up are okay with that. Mayor Osmond said it is the same as a construction sign that must come down when work is complete. Councillor Granberg asked why Council wasn't asked about the sign coming down and who authorized it to be taken down and Mayor Osmond said she did as there was an email sent out to see if there was any work to be completed by the town worker before he was done for the season, and no one else had anything else for him to do and it was discussed in the spring that the town worker would work up until mid October. After that email went out, we had two major washouts on River Road that needed to be repaired so Mayor Osmond did a to do list and went over with the town clerk which included things that needed to be done in which was completed by mid October by the town worker. Councillor Granberg requested that any lists next year given to the town worker be sent out to all of Council to review.

No. 22-93

Motion made by Deputy Mayor Davis to rehire town worker on May 1, 2023, to get the park ready for the season and work until anytime up to October 31, 2023, to get the park closed for the season. Motion seconded by Councillor Pike.

In favour: All

Opposed: 0

Motion Carried

Mayor Osmond passed the gavel to Deputy Mayor Davis at 7:00pm.

No. 22-94

Motion made by Mayor Osmond to have a pay increase for the town worker of \$2.00 per hour effective May 1, 2023. Motion seconded by Councillor Hillier-Smith.

Debate: Councillor Granberg thought we should wait until budget meeting to decide.

In favour: 4 - Mayor Osmond, Deputy Mayor Davis, Councillor Hillier-Smith, Councillor Pike

Opposed: 1 – Councillor Granberg

Motion Carried

Gavel passed back to Mayor Osmond at 7:02pm

Angela said in January 2023 she would like to complete a binder that would include balance sheet, income statement, journal entries for the month, accounts payable lists, accounts receivable lists. This binder would be available for viewing at the town office. Mayor Osmond

said that right now accounts can't be reconciled as they are still with the auditor. Angela will check again on audit as we need to start the budget prep.

No. 22-95

Motion made by Councillor Pike to complete this binder each month starting in January 2023. Motion seconded by Deputy Mayor Davis.

In favour: All

Opposed: 0

Motion Carried

- Email on account to be sent to collections – First just an update on the registered mail sent out on overdue accounts from the trailer park – 4 are delivered, 2 says delivered by no signature, and 1 just available for pick up. Out of those 7 we have one lot paid in full, one that will pay \$100.00 every two weeks and continue even when paid up to go towards next seasons fees. One other lot is down to \$200.00 left owing on their account and there are three that we never heard from, and no payments made since 2020. Email on another was received was read out and included in the minutes. This account has a balance on it for more than one season and the last payment that was made on it was September 12th. Balance left owing is \$1,530.18. Angela to send out email on amounts paid in 2022 on this account and the total owing from 2021 and 2022.

No. 22-96

Motion made by Councillor Pike to refer the three we did not hear from to collections and a letter sent to them to remove their trailer off the site. Motion seconded by Councillor Granberg.

In favour: All

Opposed: 0

Motion Carried

- Municipal Assessment Agency 2022 Assessment service fee – Letter was read and included in the minutes.
- Sage renewal – Has to be done online by credit card. Angela has the town visa debt and can use this to pay for the renewal online.

No. 22-97

Motion made by Deputy Mayor Davis to use the town bank card as a visa debt online as needed. Motion seconded by Councillor Pike.

In favour: All

Opposed: 0

Motion Carried

No. 22-98

Motion made by Councillor Hillier-Smith to go ahead pay the Sage invoice of \$1,627.25 by visa debt. Motion seconded by Deputy Mayor Davis.

In favour: All

Opposed: 0

Motion Carried

Committee Reports:

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

- Current Operating Balance October 12, 2022 – \$231,551.71
- Gas Tax Account Total October 12, 2022 - \$46,560.64
- The Vendors Summary list October 12, 2022, included in the minutes plus the two invoices stated here totals \$60,577.10. The two amounts added of \$30.91 for Deputy Mayor Davis for three crates around town and the invoice from crown lands for the four lots on Terra Nova Road of \$53,085.00.
- Councillor Pike asked that the payment for DART Enterprises be deferred until speak on this contract. The motion to pay vendors will be after this is discussed.
- Accounts receivable owed on October 12, 2022, is \$43,964.54. Since September 15, 2022, \$7,133.00 has been paid.
- Angela to find out number of trailer park and number of taxpayers accounts owing. Also, to let the auditor know we need the books back to do our budget and let Council know when we can set up a meeting after adjusting entries are completed.
- Councillor Hillier-Smith just mentioned that the owner of 46 Lily Brook Road very much appreciated the work done there with the fill.

Ladies Liaison Committee – Just wanted to let everyone know that the was \$3,276.00 made at the annual fall sale.

Public Works, Communication – Councillor Pike

- Coolbreeze Lane – The work has been done. The contractor asked Councillor Pike what Council wanted to do as the measurements were done wrong and there was an additional 25 feet to be completed. He wanted to know should he put another load on it. Councillor Pike and Councillor Hillier-Smith went and looked at it and then Councillor Pike contacted public procurement agency and through a verbal direction and then I did get an email which I will sent off to Angela and because the actual was different from the scope of work amount and if the contractor left and had to come back it would cost more we could go ahead and get the extra load needed to complete the job. When the work was all completed, and I had a look at it the scope of work asked for certified class A and I have questions around the class A used and it was asked in the scope of work to have it compacted by a four tonne roller but he used a ten tonne dump truck while the weight may be heavier it did not compact like a roller would compact it. I asked Angela to go back to the contractor with this stuff and if someone was to go look at it and compare to what was put on the playground it is not

the same product. So, after numerous phone calls I spoke with Municipal Affairs and they put me onto a engineering company in Gander and we can have them come and get samples of the class A to be analysed to see if it is what was asked in the scope of work or we can go back to the contractor and asked to negotiate a lower price as we didn't get what we asked for. Deputy Mayor Davis said on the weight bills that were provided is says certified class A. Councillor Pike said it does but there is more than one grade of class A. Deputy Mayor Davis said but we didn't state what grade we wanted. Councillor Pike said but we asked for certified class A and with certified with an engineer company they have a grade on what that should be. There is a lot of sand in that class A. Mayor Osmond asked if there was an inspection included in what he sent back and there was. So, we can go back to the company he purchased it from or have the analysis done. Angela wanted to declare a conflict of interest in this case even though she doesn't have a right to vote she has to let Council know of the conflict of interest. Angela will not have any comments on this matter and Council must decide if you want me to be the contact in this matter. Mayor Osmond said that even though you are in conflict there is no monetary gain for you therefore I have no issue with you being here and taking notes and fulfilling your role as account manager/town clerk, you don't have to comment on the issue. All of Council okay with Angela staying. Mayor Osmond asked if someone came in to do testing on the class A what would be the cost and Councillor Pike said it would be around less than \$500.00. Councillor Pike continue by saying the extra load that was needed was \$450.00 plus \$50.00 for time plus HST. Councillor Pike said this is nothing personal against the contractor. The contractor said that is what was used on other roads before and was okay. Also, it was said that when the road was put in it was going to settle and was going to need to be upgraded and the material used at that time was not used with the intention that would be the sole material layer to be compacted. When it comes to the dump truck versus a roller even though the dump truck is heavier it has the space between the wheels and a roller would definably compact better. Councillor Pike suggested we go back to the contractor and ask for a better rate based on this and maybe compact it on the edges. Councillor Granberg said it is already washing away on the edges.

Motion No: 22-99

Moved by Councillor Pike, to going back to the contractor when Angela is back in the office and see if he would renegotiate a lower price based on the material and work that was done. Seconded by Councillor Granberg.

Debate: Deputy Mayor Davis said she still can't understand as it is from a consulting firm, and it says class A and he used a 25 tonne truck as opposed to a 4 tonne roller. Mayor Osmond said she knows other people that would use a dump truck to compact and as for the space in between the wheels they would roll it enough to cover it all. Councillor Pike said but if you look at it the edges are not rolled tight. Councillor Hillier-Smith said she looked at the specs and it is a very experienced company and its all there. Deputy Mayor Davis asked should we talk to the engineer company that issued it? Mayor Osmond said if we do we have to do in the next couple days because it is not fair to have the contractor wait.

In favour: 2 – Councillor Pike, Councillor Granberg

Opposed: 3 – Mayor Osmond, Deputy Mayor Davis, Councillor Hillier-Smith

Motion Carried

Contractor to be paid.

Angela to check to see if there is any warranty on this work in the agreement that was signed.

- Snow Clearing Contract – Councillor Pike and Councillor Granberg had discussed the snow clearing and made notes on it as no one else could make it. Angela is to do up a scope of work on Monday and send out to Council for review. A special meeting can be called to approve the scope of work for the contract.

Ralph Calloway Memorial Park, Park Liaison – Councillor Granberg

- Update on rules for the trailer park and park policy review – This was sent out in an email to the campers.
- Email/letter/meeting with camper on major changes in fall – This can be removed as per Councillor Granberg.
- Councillor Granberg will sit with Angela in the office and do a proposal for dumping station at the park. Councillor Granberg said the people of the town wouldn't like to see water and sewer in the park when they don't even have it. Just to put in a simple dump station to meet guidelines. Maybe the town worker can dump for trailers for a fee. The only people who can shut the park down is the town Council as Service NL will only advise and direct the town on what should be done. Mayor Osmond said have you walked in the park to see the mess up there like the pipes running into the ground to dump their waste in the toilets there. There are hoses that they connect to dispose of their waste in the toilets. Councillor Granberg said all pipes would have to be disconnected if not they would be reported to Service NL. Angela to contact Service NL to see if they would come out to discuss what is going on at the park with all of Council. We have a budget for the trailer park and the total estimate cost to set up dumping station in the past was \$167,000.00 plus the design fee of \$3,600.00 which was under our budget.
- Park fee arrears update – Went over this under correspondence section.
- Garbage pile – Bulk garbage can only be put out during bulk pickup times. Two quotes for sign saying no bulk garbage and smile your on camera 18x24 reflective was \$60.00 or a 24x36 reflective would be \$120.00 with GB Signs and the Sign Factory for 18x24 \$79.00 and 24x36 is \$119.00. Signs not working we need to something with the rules and policing of the trailer park.
- Garbage box needs to be locked for the season as of October 31, 2022.
- Lawn update – no updates. Can be removed from agenda

Recreation, Grants, Social, Student Employment – Deputy Mayor Davis

- Student employment – Can be removed from the agenda at this time.
- Grants – one came back with an extension to resubmit. It was done for additional playground equipment and exercise equipment, and I need to have a survey and assessments for that so I will apply for that one.

- We did receive a grant for \$500.00 for our floating lantern ceremony that will be held on November 11, 2022, at 6:30pm with hot chocolate, tea, coffee, and cookies.
- Municipal sign – Finally got something back and I will put out for feedback.

Municipal Affairs, Crown Lands, PR – Mayor Osmond

- Asset Management update – no new correspondence on it. Angela to find out when it has to be completed.
- The fire department did have their fall clean up last Saturday and they went around town and picked up the garbage and there was some brush cutting done as well by some of our volunteer fire fighters. Help was very low and sad to see we had 4 residents other than the members of the fire department considering it is a clean up of your town.
- Crown Lands update – We have our paperwork back on the four lots on Terra Nova Road so we will get it signed and payment made and follow up with the minister to see what the best way is to get the most for the town. The policy to sell land in place now will be followed.
- Brush cutting will continue in the spring as the permit is good for a year.
- Bon-a-fire with the fire department will be on Saturday night November 5, 2022, with hot chocolate, wieners, and marshmallows. The fire department will be on hand for this.

No. 22-100

Motion made by Deputy Mayor Davis to purchase wieners, marshmallows, and hot chocolate by the town. Motion seconded by Councillor Granberg.

In favour: All

Opposed: 0

Motion Carried

- Remembrance Day service – Mayor Osmond will set up with help from Deputy Mayor Davis, and Councillor Hillier-Smith.
- Update on town office reno – It is completed just window coverings, and the front area set up which will be done next week when Angela is in the office.

Mayor Osmond passed the gavel to Deputy Mayor Davis

No. 22-101

Motion made by Mayor Osmond that we will not tolerate members of the gallery video taping any section or sections of our public meetings going forward. Motion seconded by Councillor Hillier-Smith.

Debate: Live streaming was done in the past, but people couldn't hear and the picture quality was not very good. It was deferred to a later date until it would work better.

In favour: 3 – Mayor Osmond, Deputy Mayor Davis, and Councillor Hillier-Smith
Opposed: 2 – Councillor Pike and Councillor Granberg
Motion Carried

Gavel passed back to Mayor Osmond at 8:32pm.

- Update on Beautification project – I purchased some fall decorations, and they are around town as you can see. Councillor Granberg said it would be nice to know these projects are going to be done as a Councillor. Mayor Osmond said it would be no problem to let Councillors know but like to put out there getting help with projects is not easy and then it doesn't get done and it takes a lot of time to do.

New Business:

- Fire hall patio and playground walking trail – Councillor Granberg said she did listen to the last meeting at the office. My concern with the walking trail is it looks fantastic but it is a municipal playground and the town is subject to its own building and development regulations which are provided to the towns from a consulting company and the playground falls in under the same rules as the fire hall patio and there was no approval drawings sent in to Service NL to approve the addition to the playground and with the surface of class A used in the playground if a fall on this happen it could cause injuries and it is important to pay special attention to the surfaces used in a playground with shock absorbency it could drastically reduce the risk of injury. The best surfaces for a playground are wood chips, small sand, pea gravel, and rubber surfacing. Pea gravel would have been the best choice inside the playground. I am asking that Service NL come and inspect the playground with the class A on the walking trail. I will contact Angela on that. Mayor Osmond asked if this would be a decision of Council to contact Angela on that. Councillor Granberg said that the proper guidelines must followed. I just want Service NL to inspect it and if its good that's great and if not, we would have to take corrected measures to fix it. Mayor Osmond stated that things cannot get done by one Councillor it has to be a decision of Council. Councillor Granberg said according to the approval letter of September 16 for the detached patio it states that that although approval can be given for this building to be occupied the final inspection must be carried out by an inspector from this department within 30 days of the completion of the project. To arrange for an inspection please call Service NL. So, when they come out to inspect the patio on the municipal building I am asking that they please inspect our Municipal playground at that time that also had additions to it. Mayor Osmond asked if she was going to put it to a vote and Councillor Granberg said she would get direction from Sandy Hounsell.

Councillor Granberg left the meeting at 8:39pm

Deputy Mayor Davis spoke on the patio by saying "The Fire Department in recent times has responded to a shed fire, last summer there was a wild fire, we had somebody have a heart attack that we serviced, we had somebody, a young boy, who had his back broken that we serviced, we

had a young boy who had his leg that had to have surgery on, so our fire department risk their lives and deal with stressful situations and what these members want, they voted on it, was a patio, a place to unwind and debrief after these situations. Risking lives doesn't warrant a patio? I'm shamed and embarrassed to be associated with a Council that looked to put a stop work order against itself and the fire department. If you put yourself out there for the safety of the community, your community shouldn't rally against you. I don't speak for anybody but myself. I don't speak for Council; I don't speak for the fire department that's coming from me. Embarrassed." That is my opinion.

Permits

Town Clerk has nothing official, but she did check with another towns and they either do it through public works and if there is any issue with the permit they then bring to Council like when we had an issue with one permit before and public works brought it to Council but other than that it just went to public works and then to the clerk to issue the permit. This is what I found but it is depended on each individual town or town Council how they want to go about it. If we want to have all new builds, go to Council for approval then we need to change our policy to state this as it is not included now. Mayor Osmond said she would like, as a Council to sit down and make changes with this policy as needed and have a look at many of our policies for changes.

Motion No: 22-102

Moved by Councillor Hillier-Smith, to pay invoices as tabled totaling \$60,577.10. Seconded by Deputy Mayor Davis.

In favour: 3 – Mayor Osmond, Deputy Mayor Davis, Councillor Hillier-Smith

Opposed: 1 – Councillor Pike

Motion Carried

General Business: None

Next meeting scheduled for November 23, 2022, at 6:00pm.

No. 22-103

Motion to adjourn the meeting made by Deputy Mayor Davis, seconded by Councillor Hillier-Smith.


In favour: All

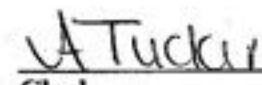
Opposed: 0

Motion Carried

ADJOURNMENT

8:48 pm


Mayor/Deputy


Clerk

Town of Terra Nova

*From
Dept. of
transportation*

From: Slaney, Stephen <StephenSlaney@gov.nl.ca>
Sent: October 3, 2022 9:44 AM
To: Adams, Murray; 'aquafortecouncil@bellaliant.com'; 'townofbeachside@gmail.com'; 'towncouncilbellburns@gmail.com'; 'roddickton@nf.aibn.com'; 'townofbranch@bellaliant.com'; 'bryantcove@eastlink.ca'; 'mbartlett@townofburlington.ca'; 'twcouncil@bellaliant.com'; 'town@chapelarm.ca'; 'ctown@nf.aibn.com'; 'townofcoachmanscove@outlook.com'; 'townofconche@nf.aibn.com'; 'r.short@nf.aibn.com'; 'townoffermeuse@gmail.com'; 'town.ferryland@nf.aibn.com'; 'gallantstown@hotmail.com'; 'gccouncil@outlook.com'; 'towncouncilglp@hotmail.ca'; 'townofjackson@xplornet.ca'; 'emesh@xplornet.com'; 'communityofkingscove@gmail.com'; 'lanseauloup@nf.aibn.com'; 'leadingtickles@nf.aibn.com'; 'townoflittlebay@gmail.com'; 'maryshbr@nf.aibn.com'; 'milescovec@xplornet.com'; 'townmingsbight@outlook.com'; 'towncouncilnh@hotmail.com'; 'council@eastlink.ca'; 'townofportanson@hotmail.com'; 'portauporteast@gmail.com'; 'dana.boland@yahoo.ca'; 'townofpcs@live.ca'; 'townofraleigh@nf.aibn.com'; 'redbaytowncouncil@nf.aibn.com'; 'townofredharbour@yahoo.ca'; 'townofrenewscappahayden@nf.aibn.com'; 'joanmorrisey01@yahoo.ca'; 'stlewistownoffice@nf.aibn.com'; 'stlunaire.griquet@nf.aibn.com'; 'townofstshots@outlook.com'; 'townofterranova@nf.aibn.com'; 'townclerk@townoftroutriver.com'; 'westportnl@gmail.com'; 'townofweststmodeste@hotmail.ca'
Cc: Tee, Dion; Marshall, Shawn A
Subject: RE: Snow Clearing Services 2022-23

Please be advised that the Department of Transportation and Infrastructure will provide winter maintenance services for the Winter of 2022-23 to a municipality that received the service in 2021-22 and is unable to provide the service themselves.

To be considered for these services, municipalities will need to submit a request in writing for snow clearing services to TI no later than November 5, 2022. The request must include the reason the municipality is unable to provide the service themselves. Supporting documentation such as copies of public tender advertisements, the tender document as well as tender results must be included with the request. The municipality must identify the total road kilometers requiring service including the individual road name and length.

If the request is approved by TI, an agreement will be forwarded to the municipality to be signed. The municipality will be invoiced for the actual cost of the services to a maximum of \$6,600.00 (plus HST) per kilometer.

If a request is not received by November 5, 2022, TI will assume the municipality has made their own arrangements for winter maintenance services.

Requests and associated documents are to be emailed to the Highway Maintenance Division of TI at HighwayMaintenanceHQ@gov.nl.ca on or before November 5, 2022. Should you require any clarification on the above, you can contact me at 729-5358.

Thanks

Steve

Stephen Slaney

Highway Maintenance Analyst
Highway Operations
Dept. of Transportation & Infrastructure
5th Floor, West Block
Confederation Building
St John's NL
Email: stephenslaney@gov.nl.ca
Tel: (709)729-5358

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Town of Terra Nova

From: [REDACTED]
Sent: October 11, 2022 11:17 AM
To: townofterranova@nf.aibn.com
Subject: Speed Bump Signage

Good Morning Angela,


A question for the council as to the reason for the speed bump posts and signage removal from LillyBrook and Farm road? Just wondering as this hasn't been done in previous years.

Thanks
[REDACTED]

Sent from my iPhone

Town of Terra Nova

From:
Sent:
To:
Subject:


September 29, 2022 4:52 PM
Town of Terra Nova
Collections Letter

I did contact the office but no response to an email.

I have paid a little but this is wrapped up in a divorce as well.
Send it to collections if you must.

I will make a few payments between now and next week. I can fully pay off the balance by Nov 22nd when I receive my settlement. But unfortunately I can only make small payments before then.


I will remove my trailer from the land, and you can proceed however you need to.
I understand you have a job to do, I just also have my hands quite tied.

I also will add, I spent 2 weekends at my trailer because there is 0 respect for rules in the park. Dogs are not on leashes, parties until 4 am, no peace and quiet and open fires in the middle of the park which flankers and embers caused damage to my trailer and car. Just want to add my 2 cents there. For the amount of money the town is getting for the park with no water, or dumping station I think some of the rules should at least be respected.

But I do understand it is also a "tight nit" group of people up there.

It's a shame I couldn't enjoy it more or felt comfortable there for the price I am paying. And yes, I am paying it, whether it's collections or directly to the town. Again, sometimes, good people fall on hard times, which is my circumstances.




Sorry to have caused trouble, delay in payment and unneeded extra financial stress on the town endured for registered mail, etc.

I can be reached by phone,  (which I have not been) or by this email. Which is the best way to contact me to let me know where this goes from here,

Thank you for your time,

I apologize in my delay in responding but I have quite an amount on my plate.

Thanks




Couldn't respond until I was in the
office on Oct 11, 2022

Balance ^{owing} 1530.18 Last pymt Sept 12/22



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

October 3, 2022

Town of Terra Nova
Site 3, Comp 6, RR0001
Charlottetown, NL A0C 1L0

Attention: Angela Penney-Tucker

Dear Ms. Penney-Tucker:

Re: 2023 Assessment Service Fee

The Municipal Assessment Agency's 2023 fee for assessment services will remain at \$26.00 per parcel and per tenant, subject to approval of the Agency's 2023-2024 budget in December 2022. If a change in the fee is recommended by the Board of Directors, you will be notified at that time.

Pending budget approval, the annual 2023 assessment fee for the Town of Terra Nova will be \$6,162 and is based on 231 parcels and 6 tenant(s) at \$26.00 each. This fee will be levied in quarterly invoices, with the first invoice for \$1,540.50 issued on January 3, 2023. The option to pay in interest-free monthly installments is also available by submitting your request to accounting@maa.ca.

Please do not hesitate to contact me by telephone at (709) 724-1540 or emailing dhearn@maa.ca if you have any questions.

Sincerely,

Don Hearn, M.I.M.A.
Executive Director/CEO
Municipal Assessment Agency Inc.

DH/cm

Town of Terra Nova
Vendor Aged Summary As at 10/12/22

Name	Total	Current	31 to 60	61 to 90	91+
Dart Enterprises Ltd	5,692.50	5,692.50	-	-	-
Diversions Computer Centre	70.15	70.15	-	-	-
East-Glo Castle Building Supplies	117.10	117.10	-	-	-
Glovertown Home Hardware Bid...	-119.84	96.98	-255.32	38.50	-
Municipal Assessment Agency	1,547.00	1,547.00	-	-	-
Quality Auto Supplies Ltd.	34.44	34.44	-	-	-
Receiver General For Canada	4,841.37	-	-	-	4,841.37
ScotiaLine Visa	-50.00	-	-	-	-50.00
Total outstanding:	12,132.72	7,558.17	-255.32	38.50	4,791.37

Accounts Receivable at Oct 12, 2022

Total	Current	31 to 60	61 to 90	91+
40.25	0.00	40.25	0.00	0.00
350.27	10.27	0.00	0.00	340.00
-4.50	-4.50	0.00	0.00	0.00
901.83	39.33	0.00	0.00	862.50
848.64	58.89	0.00	0.00	789.75
360.58	10.58	0.00	0.00	350.00
9.50	9.50	0.00	0.00	0.00
501.90	39.40	0.00	0.00	462.50
-0.55	0.00	0.00	0.00	-0.55
431.34	18.84	0.00	0.00	412.50
389.79	27.29	0.00	0.00	362.50
899.91	39.31	0.00	0.00	860.60
360.58	10.58	0.00	0.00	350.00
962.02	42.02	0.00	0.00	920.00
80.50	80.50	0.00	0.00	0.00
587.15	29.65	0.00	0.00	557.50
-10.00	0.00	0.00	0.00	-10.00
360.58	10.58	0.00	0.00	350.00
361.18	10.60	0.00	0.00	350.58
901.02	39.36	0.00	0.00	861.66
-0.20	0.00	0.00	0.00	-0.20
40.25	40.25	0.00	0.00	0.00
-24.00	0.00	0.00	0.00	-24.00
1,914.87	139.66	0.00	0.00	1,775.21
360.58	10.58	0.00	0.00	350.00
203.00	0.00	0.00	0.00	203.00
176.06	7.69	0.00	0.00	168.37
458.44	20.03	0.00	25.00	413.41
360.58	10.58	0.00	0.00	350.00
360.58	10.58	0.00	0.00	350.00
360.58	10.58	0.00	0.00	350.00
807.15	63.01	0.00	0.00	744.14
360.58	10.58	0.00	0.00	350.00
360.58	10.58	0.00	0.00	350.00
1,980.13	146.12	0.00	0.00	1,834.01
113.69	13.69	0.00	0.00	100.00
2,484.16	196.00	0.00	0.00	2,288.16
360.58	10.58	0.00	0.00	350.00
360.58	10.58	0.00	0.00	350.00
50.00	50.00	0.00	0.00	0.00
901.90	39.40	0.00	0.00	862.50
492.84	30.34	0.00	0.00	462.50

199.59	177.12	0.00	0.00	22.47
340.74	56.54	0.00	0.00	284.20
386.77	24.27	0.00	0.00	362.50
360.58	10.58	0.00	0.00	350.00
360.58	10.58	0.00	0.00	350.00
807.79	35.29	0.00	0.00	772.50
744.65	21.85	0.00	0.00	722.80
360.58	10.58	0.00	0.00	350.00
40.25	40.25	0.00	0.00	0.00
1,255.62	121.50	0.00	0.00	1,134.12
1,668.44	0.00	1,668.44	0.00	0.00
350.00	0.00	0.00	0.00	350.00
901.27	39.37	0.00	0.00	861.90
360.58	10.58	0.00	0.00	350.00
368.71	38.71	0.00	0.00	330.00
360.58	10.58	0.00	0.00	350.00
360.58	10.58	0.00	0.00	350.00
412.09	12.09	0.00	0.00	400.00
1,530.18	121.36	0.00	0.00	1,408.82
360.58	10.58	0.00	0.00	350.00
906.49	39.69	0.00	0.00	866.80
-0.74	0.00	0.00	0.00	-0.74
360.58	10.58	0.00	0.00	350.00
1,948.59	142.99	0.00	0.00	1,805.60
-2.70	0.00	0.00	0.00	-2.70
177.54	15.04	0.00	0.00	162.50
359.21	10.54	0.00	0.00	348.67
548.66	28.66	0.00	0.00	520.00
37.74	37.74	0.00	0.00	0.00
48.34	39.24	0.00	0.00	9.10
-71.88	0.00	0.00	0.00	-71.88
495.84	33.34	0.00	0.00	462.50
1,001.61	74.03	0.00	0.00	927.58
-1.36	0.00	0.00	-1.36	0.00
0.50	0.00	0.00	0.00	0.50
386.89	13.17	0.00	0.00	373.72
10.58	10.58	0.00	0.00	0.00
360.58	10.58	0.00	0.00	350.00
-0.10	0.00	0.00	0.00	-0.10
335.45	35.45	0.00	0.00	300.00
962.02	42.02	0.00	0.00	920.00
1,668.44	0.00	1,668.44	0.00	0.00
371.98	28.07	0.00	0.00	343.91
291.88	30.00	0.00	0.00	261.88
1,047.11	77.22	0.00	0.00	969.89
-5.25	0.00	0.00	0.00	-5.25
18.88	18.88	0.00	0.00	0.00

360.58	10.58	0.00	0.00	350.00
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43,964.54	2,773.84	3,377.13	23.64	37,789.93
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