

**Town of Terra Nova  
Regular Council Meeting  
November 23, 2022**

Minutes of the council meeting of The Town of Terra Nova, held on Wednesday, November 23, 2022, at 6:02pm.

**Members Present**

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

**Absent**

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

**Adoption of Agenda**

**No. 22-104**

Moved by Mayor Granberg, seconded by Deputy Mayor Pike to adopt the agenda as presented, with the following additions and changes: under new business by Councillor Pike – recording public meetings defer it, and on last page council equipment/assets defer it, and remove Facebook post about fire dept. clean up grant. Add announcement/advertising for the wreath making class under new business and tree lighting and Christmas Eve at the hall and inspection of patio and playground all under new business. Under adoption of minutes Angela would like to add the adoption of our special meeting of November 22, 2022, and under correspondence memo from MAA. The last addition will be to add by election dates under new business.

In favour: All  
Opposed: 0  
Motion Carried

**Minutes October 19, 2022**

Mayor Granberg asked if there were any errors or omissions in the minutes from the October 19, 2022, Council meeting.

**No. 22-105**

Motion made by Councillor Hillier-Smith to adopt the October 19, 2022; minutes as tabled.  
Motion seconded by Deputy Mayor Pike.

**In favour: All**  
**Opposed: 0**  
**Motion Carried**

### **Special meeting minutes of November 22, 2022**

**No. 22-106**

**Motion made by Deputy Mayor Pike to adopt the November 22, 2022; special meeting minutes as tabled. Motion seconded by Councillor Hillier-Smith.**

**In favour: All**  
**Opposed: 0**  
**Motion Carried**

### **Business Arising:**

- Trailer – River Road WIP
- Town Policies – Harassment prevention plan for the Town of Terra Nova

**No. 22-107**

**Motion made by Mayor Granberg to adopt the Harassment prevention plan for the Town of Terra Nova as presented. Motion seconded by Councillor Hillier-Smith.**

**In favour: All**  
**Opposed: 0**  
**Motion Carried**

**No. 22-108**

**Motion made by Mayor Granberg to adopt the Christmas party policy as presented. Motion seconded by Deputy Mayor Pike.**

**In favour: All**  
**Opposed: 0**  
**Motion Carried**

**No. 22-109**

**Motion made by Mayor Granberg to adopt the role of the Town Clerk/Account Manager policy as presented. Motion seconded by Deputy Mayor Pike.**

**In favour: All**  
**Opposed: 0**  
**Motion Carried**

- No gas sign – Angela spoke with TNNP and they are working on getting it ready to install.
- Town of Terra Nova website update – working on it is set up for viewing by Angela and Council. Anyone with any history on Terra Nova to be included or any pictures to add to the site please send to the office.
- Municipal Conduct Act – To be adopted by March 2023 so it will be deferred for now.
- Basketball net update – nothing currently.
- Grad Card and donation update – Still waiting to hear back from the individual.
- Old outhouse on crown land update – nothing currently. We are waiting for it to be cleaned up. Angela to contact the owner to see if he will be taking care of it or if we have to get it removed.
- Call for applications update – This does not apply to the Town of Terra Nova it was for water and sewer.
- Inspection report update – Angela contacted inspector and see if someone would come out and meet with Council in regards to the trailer park situation and the inspector said that meeting was above their pay grade and it was up to the town how they fix the issues stated in their reports and bring the trailer park up to standards as they have been telling the town for ten plus years now what needed to be done and the onus is on the town to correct the problems.
- Orders from OHS update – there was three orders from OHS and we have the training order completed and we now have the new policy in place, but we still must hire on an impartial third-party investigator. We only have one quote come in, but I did reach out to a few more but nothing back yet from them. Distance is an issue in taking this case on. Right now we have to see how we can decide on how we can hire someone on because we only have three on Council and two are in conflict on this matter so we are waiting to hear back from the Minister on how we can proceed with this.
- Snow clearing services update – This is for the town roads, and it will be done by the department of transportation for another season. The km listed when checked had a small difference and it had to be included in the forms that were filled out therefore it does make a little difference in the cost over the season, but it is minimal as it was only 0.5 km difference.

### **Correspondence:**

- Email on minutes of special meeting and missing detectors – email is included in minutes.
- Thank you received from the Nippard family.
- Make a Wish donation request received – The town usually don't donate in these regards, but it is a great organization.
- CRSB 2023 Budget – letter read and included in minutes.
- Request to move within the trailer park – email included in minutes. Council okayed the move.

- Response to email on questions on roads in the Town of Terra Nova ei Coolbreeze Lane – email read and included in minutes. Council will get together to answer some of the questions asked.
- Motion made by previous Council re: Fire Department as presented by Mayor Osmond in Public meeting of October 19, 2022 – Letter was read and included in the minutes.
- Request by property owner of 12 Loop Road – letter was read and included in the minutes. Hard to assess now with the weather but Council will check into it and fix up road when able to.
- Old outhouse on Crown land request – email was read and included in the minutes. Reach out to the person and see if they will remove or we can reach out to the person offering to remove it.
- Memo from MAA – letter was read and included in the minutes.
- Letters of resignation - read and included in minutes.

### **Committee Reports:**

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

- Current Operating Balance November 21, 2022 – \$161,332.10
- Gas Tax Account Total November 21, 2022 - \$46,652.48
- The Vendors Summary list November 21, 2022, totals \$5,003.75. The amount for Kim Ralph is for the fall clean up and is invoiced back out to the fire department from the town for the fall clean up plus the amounts from CNWM for the fall clean up.

#### **No. 22-110**

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

**In favour: All**

**Opposed: 0**

**Motion Carried**

#### **No. 22-111**

**Motion made by Councillor Hillier-Smith to pay the \$4,000.00 back for the bid deposits that were issued but the cheques were not cashed and are now stalled dated. Motion seconded by Deputy Mayor Pike.**

**In favour: All**

**Opposed: 0**

**Motion Carried**

- Accounts receivable owed on November 21, 2022, is \$41,242.95. Since October 12, 2022, \$2,721.59 has been paid. Accounts receivable breakdown on October 24, 2022

between amounts owing is trailer park - \$25,596.02, Property tax - \$14,577.39, and other \$3,791.13.

- We are working on the budget for 2023 now. Deputy Mayor Pike thanked Councillor Hillier-Smith for all her time she is putting into working on the budget.

#### **Public Works, Communication – Deputy Mayor Pike**

- Snow Clearing Contract – We have our snow clearing contract ready to go. It will get posted on November 24, 2022, and our awarded at our next meeting. We can if needed hire on in an emergency to make sure our Municipal building is accessible.

#### **No. 22-112**

**Motion made by Deputy Mayor Pike to post our snow clearing contract as an open call as was presented to Council. Motion seconded by Mayor Granberg.**

**In favour: All**

**Opposed: 0**

**Motion Carried**

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

- Update on rules for the trailer park and park policy review – This was sent out to the camp sites and will go out again in the new season.
- Park fee arrears update – Went over this under correspondence section.
- Garbage pile – It has been cleaned up and the lock is on the garbage box for the year.
- Dumping station update – will be looked at to be updated in the new year.

#### **Recreation, Grants, Social, Student Employment**

- Grants – \$1,500.00 one for bingo machine being checked into. \$50,000.00 one we are checking on deadline for this one. Also, there is more in the works that we haven't heard anything back from yet. Angela to check in with City Wide to see if we still have this service.
- Municipal sign – Angela will check with the Sign Factory on this to get an update.

#### **Municipal Affairs, Crown Lands, PR**

- MA update – nothing currently.
- Crown Lands update – the four lots are in preparation for sale. Mayor Granberg read out the policy and it is included with the minutes and will be included with the lot sale package.

**No. 22-113**

**Motion made by Mayor Granberg to put the four lots for sale by draw. It will be posted on November 25, 2022, and will close on December 7, 2022, at 4:00pm. Motion seconded by Deputy Mayor Pike.**

**In favour: All**

**Opposed: 0**

**Motion Carried**

- Public Relations – Nothing currently.
- Beautification project – Fall decorations are taken down.

### **New Business:**

- Garbage box outside of Municipal Building – Will get one placed there in the spring when the town worker comes back to work for the season.
- Audit update – The only discrepancy found was the stale dated cheques for the bid deposits in which we are going to reissue. All adjusting entries are now entered into our system. The audit is all signed off and sent back to the auditors.
- Recording public meetings – Defer
- Council equipment/assets – Defer
- Contingency plan for town clerk – We need to get something in place. We will get something set up.
- Time frame for not making public meetings – In life anything could come up but if you can't make a meeting, if possible, please let the town clerk know by noon the next day why you couldn't make the meeting.
- Wreath making class- It was advertised for the event in the fire hall in which due to different reasons it could not happen there. The event got cancelled due to this. Angela to reach out to the host to let them know if they want to still have this event, they can use the Eddie Eastman Hall free of charge.
- Tree lighting – Set for Saturday, December 10, 2022, at 6:30pm and there will be hot chocolate, glow sticks, maybe fireworks on the beach, and a speaker with Christmas music playing. Mayor Granberg will do a post on it.
- Christmas Eve at the hall – Potluck and Santa to go ahead at the hall this year. The time will be set at the next meeting. All permanent residents of the town will receive chocolates (one per household). Julie will look after this.
- Patio/playground inspection with Service NL – Angela to contact to get inspection completed.

**No. 22-114**

**Motion made by Mayor Granberg to have playground inspection completed at the same time as the patio inspection. Motion seconded by Deputy Mayor Pike.**

**In favour: 2 (Mayor Granberg and Deputy Mayor Pike)**

**Opposed: 1 (Councillor Hillier-Smith)**  
**Motion Carried**

- By election dates – read out and included in minutes.

**Permits**

- 1 as built permit and 1 new shed permit issued since the last meeting.

**General Business: None**

Next meeting scheduled for December 7, 2022, at 6:00pm.  
Special meeting for November 30, 2022, at 1:00pm.

ADJOURNMENT

7:39 pm

*A. Ghanberg*  
Mayor/Deputy

Clerk

*A. Tucker*



## **Harassment prevention plan for the Town of Terra Nova**

Management at the Town of Terra Nova is committed to providing a safe, respectful and harassment free work environment for all staff and customers. No one has the right to harass anyone, at work or in any situation related to employment with this organization.

### **What is harassment?**

Workplace harassment means inappropriate, vexatious conduct or comment by a person to a worker that the person knew or ought to have known would cause the worker to be humiliated, offended, or intimidated.

It can take place at work or in a situation connected to work; can happen repeatedly or only once; be intended or unintended; and can be written, verbal, physical, a gesture or display, or any combination of these. It can include electronic messages to a person or social media posts.

Examples of harassing behaviour may include:

- Unwelcome conduct, comments, gestures or contact which causes offense or humiliation
- Misusing power or authority
- Referring to a person using terms or pronouns that do not align with the person's affirmed gender
- Physical or psychological bullying which creates fear or mistrust, or which ridicules or devalues the individual
- Excluding, intimidating, or isolating individuals
- Making inappropriate gestures/comments
- Making inappropriate sexual advances
- Discriminating based on gender
- Cyberbullying, such as posting offensive or intimidating messages through social media or email
- Deliberately setting the individual up to fail



Reasonable and fair actions taken by an employer or account manager/town clerk, in a respectful manner, to manage and direct workers is NOT harassment. Examples of this include:

- Changing work assignments
- Scheduling, assessing, and evaluating work performance
- Inspecting workplaces
- Implementing health and safety measures
- Taking disciplinary action such as dismissing, suspending, demoting, or reprimanding with just cause

Section 22 – 24.2 of the Newfoundland and Labrador OHS Regulations requires every workplace to have a harassment prevention plan.

### Employer/Account Manager/Town Clerk responsibilities

Management at the Town of Terra Nova is committed to eliminating, where possible, or otherwise, minimizing the hazard of workplace harassment.

Managers and supervisors are responsible for a safe work environment, free of harassment. The employer, supervisors and managers are required to apply and comply with the harassment prevention plan and associated procedures.

Reported incidents of workplace harassment will be investigated in accordance with the procedure outlined below.

The Town of Terra Nova will protect workers from retaliation and provide support to workers when workplace harassment occurs.

### Worker rights and responsibilities

Workers are entitled to work free of harassment at the Town of Terra Nova.

Workers have the responsibility to treat each other with respect and not engage in bullying or workplace harassment. We ask that anyone who experiences harassment or sees another person harassed report it to the account manager/town clerk with the Town of Terra Nova.

Workers are responsible to:

- Not engage in bullying or workplace harassment
- Report observations or experiences of bullying or harassment
- Participate in education and training
- Comply with the prevention plan and associated procedures

## Confidentiality and Workers' rights under various laws

The company and its managers will not identify a complainant, an alleged harasser, or any circumstances about a complaint, including personal information, to anyone, unless it is necessary:

- for the purpose of the investigation
- for corrective action relating to the complaint
- where required by law

This plan is not intended to discourage a worker from exercising his or her rights under the Human Rights Act, 2010, the Criminal Code (Canada) or any other law of the province or of Canada.

The prohibited grounds outlined in the Human Rights Act, 2010 include discrimination based on:

- Race
- Source of income
- Colour
- Political opinion
- Nationality
- Ethnic origin
- Social origin
- Religious creed
- Religion
- Disability (including perceived disability)
- Age
- Sex (including discrimination on the basis that a woman is or may become pregnant)
- Sexual orientation
- Gender identity
- Gender expression
- Marital status
- Family status

## Reporting procedures

If you believe you are being harassed, tell the person harassing you to stop, if it is safe and you feel comfortable to do so. You can do this in person or in writing. If you cannot deal with them directly, or if your request is unsuccessful, follow the procedures for reporting harassment. Complete the Harassment Report Form (Appendix A) when making a formal complaint of harassment.

Report the incident or situation to your account manager/ town clerk.

Harassment by Employer/Account Manager/Town Clerk

Report the incident or situation to the minister of Municipal Affairs.

Incidents of harassment should be reported as soon as possible, but no later than 12 months after the most recent incident.

You also have the right to file a complaint with the Newfoundland Human Rights Commission. A complaint must be filed with the Commission within twelve months of the last incident. The contact details of the Commission are:

PO Box 8700

St. John's, NL

A1B 4J6

Phone: 709-729-2709

Toll Free: 1-800-563-5808

Fax: 709-729-0790

humanrights@gov.nl.ca

## Investigation

The purpose of an investigation is to gather additional information related to the reported incident of harassment and to determine whether harassment has occurred.

Once the complaint has been received, it will be investigated thoroughly and promptly by the town clerk within the following timelines:

- When a complaint is received in writing, a in person meeting will be scheduled with the complainant, account manager/town clerk, and at least one other Councillor within 7-10 business days to begin the investigation process.
- Interviews with the complainant, the alleged harasser, any witnesses, account manager/town clerk, and at least one other Councillor will be conducted to confirm the details of the alleged harassment within 15 calendar days of the in-person meeting. A sign off sheet stating who was at the interview will have to be signed.
- Investigation report will be available within 90 calendar days to the complainant and the alleged harasser.

- Both parties will have 14 calendar days to respond to report. After this time has expired, corrective actions may be taken. If the report findings are not to either party satisfaction than the onus is on the unsatisfied party/ies to pursue any further. This would be at the expense of the party/ies and not the town.

Where this timeline cannot be met, reasons for the delay and the projected new date of completion must be documented for the file.

### Notification of results

When the investigation is complete, the account manager/town clerk will inform the person who filed the complaint and the alleged harasser of the results of the investigation in a timely manner. If the investigation fails to find evidence to support the complaint, there will still be documentation concerning the complaint placed in the confidential file of all parties involved and held at the town office.

### Corrective action for harassers

Employees who harass another person will be subject to corrective action by the employer. Corrective actions include, but are not limited to:

- Corrective actions as outlined in the Municipal Conduct Act.
  - Section 15 for Councillors
  - Section 17 for administrators
  - Section 18 for other municipal officers

### Support for workers

Employees who have been affected by workplace harassment may be supported through:

- OHS
- Mental Health Resources

### Education and training

The Town of Terra Nova commits to making sure all its employees, supervisors and managers are trained in harassment prevention and the company's harassment prevention plan.

### Monitoring

The Town of Terra Nova will monitor this plan, review annually and adjust whenever necessary. If you have any concerns with this plan, please bring them to the attention of the account manager/town clerk.

The Town will not tolerate retaliations, taunts, or threats against anyone who complains about harassment/workplace violence or takes part in an investigation. Any person who taunts, retaliates against, or threatens any worker in relation to a harassment or violence complaint may be disciplined or terminated, including but not limited to the respondent of the complaint. Breaches of confidentiality during the investigation are considered reprisals. Any reprisal, or

expressed or implied threat of reprisal, for making and pursuing a complaint under this Program is itself considered a breach of this policy.

Signature Q. Hanberg Date November 24/22

## **HARASSMENT COMPLAINT REPORT FORM**

This form may be completed by someone who has allegedly been harassed in the workplace. When completed, send to the account manager/town clerk with the Town of Terra Nova.

### **Complainant Information:**

**Name:** \_\_\_\_\_ **Position Title:** \_\_\_\_\_

**Contact information:** \_\_\_\_\_

### **Alleged Harasser Information:**

**Name:** \_\_\_\_\_ **Position Title:** \_\_\_\_\_

**Contact information:** \_\_\_\_\_

### **Description of the Alleged Harassment**

Please describe, in as much detail as possible, the incident(s) of alleged harassment. You may attach additional sheets if required. Please include:

**Who was involved**

**What was specifically said or done (words, tone, actions, etc.)**

**When it happened (dates and time)**

**Where it happened**

**Any witnesses to the incident(s) (name and contact information, if possible)**

**How it impacted you and any other relevant details.**

## Description of the Alleged Harassment



### **Temporary Measures:**

**Do you believe that the town needs to take any interim measures while the incident is under investigation? YES\_\_\_\_\_ NO\_\_\_\_\_**

**If yes, please describe what you think is necessary to prevent this situation from happening again and why.**

### **Other Processes:**

**Have you initiated any other processes to deal with these allegations of harassment (i.e. one-on-one discussion with the alleged harasser, grievance, Human Rights Commission, legal action, etc.)**

## **HARASSMENT COMPLAINT REPORT FORM**

This form may be completed by someone who has allegedly been accused of harassing someone in the workplace. When completed, send to the account manager/town clerk with the Town of Terra Nova.

### **Alleged Harasser Information:**

**Name:** \_\_\_\_\_ **Position Title:** \_\_\_\_\_

**Contact information:** \_\_\_\_\_

### **Complainant Information:**

**Name:** \_\_\_\_\_ **Position Title:** \_\_\_\_\_

**Contact information:** \_\_\_\_\_

### **Description of the Alleged Harassment**

Please describe, in as much detail as possible, the incident(s) of alleged harassment. You may attach additional sheets if required. Please include:

**Who was involved**

**What was specifically said or done (words, tone, actions, etc.)**

**When it happened (dates and time)**

**Where it happened**

**Any witnesses to the incident(s) (name and contact information, if possible)**

**How it impacted you and any other relevant details.**

## Description of the Alleged Harassment

**Temporary Measures:**

Do you believe that the town needs to take any interim measures while the incident is under investigation? YES\_\_\_\_ NO\_\_\_\_

If yes, please describe what you think is necessary to prevent this situation from happening again and why.

**Other Processes:**

Have you initiated any other processes to deal with these allegations of harassment (i.e. one-on-one discussion with the alleged harasser, grievance, Human Rights Commission, legal action, etc.)

## **HARASSMENT COMPLAINT REPORT FORM**

This form may be completed by someone who was a witness to an alleged harassment in the workplace. When completed, send to the account manager/town clerk with the Town of Terra Nova.

### **Witness Information:**

**Name:** \_\_\_\_\_ **Position Title:** \_\_\_\_\_

**Contact information:** \_\_\_\_\_

### **Alleged Harasser Information:**

**Name:** \_\_\_\_\_ **Position Title:** \_\_\_\_\_

**Contact information:** \_\_\_\_\_

### **Complainant Information:**

**Name:** \_\_\_\_\_ **Position Title:** \_\_\_\_\_

**Contact information:** \_\_\_\_\_

### **Description of the Alleged Harassment**

**Please describe, in as much detail as possible, the incident(s) of alleged harassment. You may attach additional sheets if required. Please include:**

**Who was involved**

**What was specifically said or done (words, tone, actions, etc.)**

**When it happened (dates and time)**

**Where it happened**

**Any witnesses to the incident(s) (name and contact information, if possible)**

**How it impacted you and any other relevant details.**

**Description of the Alleged Harassment**

### **Temporary Measures:**

**Do you believe that the town needs to take any interim measures while the incident is under investigation? YES\_\_\_\_\_ NO\_\_\_\_\_**

**If yes, please describe what you think is necessary to prevent this situation from happening again and why.**



## **Christmas Party Policy**

- 1 This event will be held at the Eddie Eastman Hall each calendar year on Christmas Eve.
- 2 The Council will ensure the Christmas tree and lighting is installed for the festive season.
- 3 The Council will arrange for and schedule the time of arrival of Santa Claus.
- 4 Council will allocate a sum of \$500.00 each year for this event plus chocolates.
- 5 Chocolates will be provided one box per household for permanent residents and presents for each of the full-time children in the community will be provide at a cost of \$25.00 per child.
- 6 Loot bags will be provided for each child participating in the event. The actual number will be estimated by the Chairperson of the Social committee.
- 7 The food provided for the event will be provided by the general public as potluck supper.
- 8 A member of Council will participate in the event by assisting Santa in distributing gifts.
- 9 Council will request assistance and participation each year from the Terra Nova Community Workers.
- 10 Any individual who wishes to bring a gift and be placed under the tree for dispersion by Santa may do so.

Nov 23, 2022.

## TOWN OF TERRA NOVA

### ROLE OF THE TOWN CLERK/ACCOUNT MANAGER POLICY

**Duties include but are not limited to:**

- Administers the day-to-day management of all accounting records of the town.
- Oversee the maintenance of accounting records for the town including cash books, general ledgers, journals, classification ledgers, and records of debts.
- Oversees the accounting of all monies received and disbursed by the town, expending and recording said monies, verifying the correct reporting of all revenues and assuring funds availability to meet obligations.
- Oversees the expenditure of all funds including the proper verification of all payrolls, purchase orders, approval and receipt of goods and authorization for check issuance, ensures all warrants are included with payments prior to the release of checks.
- Provides up-to date information as to budgets, expenditures, and general financial information.
- Performs year-end closing procedures and works closely with the independent auditors.
- T4's, Record of Employment, Tax recovery plan, WHSCC report, HST report, Quarterly HST instalment payment.
- Work with Council in developing annual budget and budget submissions and questions arising from submission
- Perform similar or related work as required or as situation dictates.
- Typing letters, memos, business documents, and reports
- Sorting mail and distributing it to the relevant employees
- Responding to general inquiries
- Managing invoices and following up on outstanding payments
- Taking dictation and minutes during business meetings
- Managing office supplies and ordering them as needed
- Schedule appointments and receive customers or visitors
- Copy, file, and update paper and electronic document

The primary role of the town clerk/account manager is to be secretary to the council and is responsible to council for recording the proceedings and decisions of the council and for safekeeping of all documents of council as per Municipalities Act.

The town clerk/account manager shall perform duties as required by the Town as identified by policies approved by council within the guidelines of The Municipalities Act.

The town clerk/account manager shall ensure all invoices for the month are tabulated and shown on the finance portion of the agenda. Ensure all invoices are labeled for the month even if the money is not available to pay these invoices. All Council members will decide if invoices will be paid.

The town clerk/account manager will be the only person to know who or how much a taxpayer of the community owes.

The town clerk/account manager shall provide, without delay, and at the request of any councillor, documents required by each individual such as: The financial situation of the Town, how much money is owed at specific times, what monies are collected in each calendar month etc.

The town clerk/account manager shall create and maintain a spreadsheet with allocated monies and paid out monies. Spreadsheet to be updated monthly.


The logging of the tax collections shall be done monthly.

Submit biweekly time sheet.

Submit monthly expense claim.

November 1, 2022

Terra Nova Town Council  
1 River Road  
Terra Nova, NL  
AOC 1L0

ATTENTION: DEPUTY MAYOR 

RE: MINUTES OF SPECIAL MEETING AUGUST 28<sup>TH</sup> AND MISSING DETECTORS

Deputy Mayor,

When reading through the approved minutes posted on line, despite fact this item was not on the agenda as it was a one item only agenda, we thank you for bringing it to Councils attention. As we participated in this project we had to investigate further.

This is very important that these fire detection and carbon monoxide detection systems be in place along with exhaust ventilation in Fire Bay connected to the CO System. There should also be a Fire Alarm System installed that would alert a monitoring Company as the Fire Hall is not manned 24/7.

We would like to also note that the Contractor who constructed this phase of the project did all the work complete as per plans and specifications approved by the necessary Government Departments.

With the reference to previous Council, which most certainly involves our reputation, We reached out to the Designer of this project and have attached a copy of his response to us for your reference. IT WAS AN HONEST MISTAKE as admitted but not by previous Council.

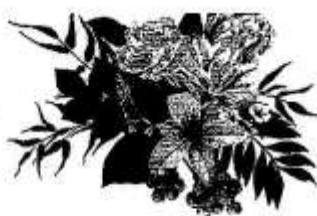
We commend you for raising this important issue and as tax payers we agree that this should be completed AS SOON AS POSSIBLE for the safety of our Volunteer Fire Department and infrastructure.

Sincerely,



Signed on behalf of previous council

attachment



# Thank you



There are not enough words  
to fully express our heartfelt gratitude  
for the sympathy, love and support  
you have extended to our family  
during this time of loss.  
Thank you.



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Thank you for your  
donation and for  
thinking of us at  
this sad time.

forever  
grateful

The Nippard  
Family

[REDACTED]

From:

Sent:

[REDACTED]  
November 1, 2022 9:36 AM

To:

Subject:

Re:

Good morning [REDACTED],

2nd  
These items were obviously missed by me, as well as the folks at Service NL and with approved drawings from Service NL, I can only assume that the contractor/subcontractor has completed work to meet the design drawings/specifications provided and the installation of required smoke and CO2 detectors will have to be completed as an 'extra' to this project. This work will have to be completed in accordance with this the latest editions of the Canadian Electric and National Fire Codes.

Not sure what else I can offer,

[REDACTED]

Sent from Android device

1st  
On Oct 31, 2022 3:25 PM, [REDACTED]

[REDACTED] how should I respond to the comment from the new deputy mayor regarding fire alarm etc. on drawings and specifications that were verified and approved by service NL for the project.

Keep smiling.



**Central Newfoundland Waste Management**

P. O. Box 254, Norris Arm, NL, A0G 3M0

Phone: 709 653 2900

Fax :709 653 2920

Web: [www.cnwmc.com](http://www.cnwmc.com) E-mail: [Info@cnwmc.com](mailto:Info@cnwmc.com)

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**Memo**

**To:** Towns and Local Service Districts (Central NL)  
**From:** Central Regional Service Board (CRSB)  
**Date:** November 3rd, 2022  
**Subject:** CRSB 2023 Budget

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Attached, for your information, is Central Regional Service Boards 2023 operational budget and tip fee schedule.

The 2023 operational budget is a balanced budget with revenues and expenditures of \$8,479,232.00

CRSB has two primary business units, the Residential Curbside Collection Program, and the Waste Disposal Services at the Central Regional Waste Management Site located just off the Trans-Canada Highway, Norris Arm North Access Road, Route 3-1-09.

Due to ever-increasing cost of parts, services, fuel and wages, CRSB has increased the residential curbside collection program from \$83.00 per house hold to \$90.00. The last increase was in 2020.

The disposal fee has not increased since 2017, and facing similar cost increases, the disposal fees will increase from \$136.00 per tonne to \$140.00 with sorted materials going from \$55.00 per tonne to \$60.00.

The same increase, \$60.00 per tonne, will also be charged to cardboard.

Attached is a breakdown of CNWM tipping fees for 2023.  
Communities wishing to see CRSB 2021 annual audit can find it on our website:  
[www.cnwmc.com](http://www.cnwmc.com).

CRSB is pleased to continue to provide waste management services to our residents here in Central Newfoundland. Should you have any questions on our budget or tip fees please contact our office @ 709 653 2900 or [info@cnwmc.com](mailto:info@cnwmc.com)

Regards,

Robert Elliott

Chairperson – CRSB

c.c. Edward Evans – CAO - CRSB





# cnwm

CNWM

Central Regional Service Board

Operational Budget

2023

Submitted by:

Central Regional Service Board

October 31, 2022

<b>CRSB 2023 Operational Budget</b>		
<b>Revenues</b>	<b>Total 2022</b>	<b>Total 2023 Budget</b>
Disposal Services (Note 1)	\$ 6,461,600.00	\$ 6,787,502.00
Collection Services (Note 2)	\$ 1,560,151.00	\$ 1,691,730.00
<b>Total Revenue</b>	<b>\$ 8,021,751.00</b>	<b>\$ 8,479,232.00</b>
<b>Expenses</b>		
Wages and Salary	\$ 2,446,582.00	\$ 2,672,841.64
MERC	\$ 175,000.00	\$ 192,000.00
Benefits	\$ 97,000.00	\$ 97,000.00
RRSP	\$ 75,500.00	\$ 71,000.00
WHSCC	\$ 80,000.00	\$ 45,000.00
Chair Remuneration	\$ 15,000.00	\$ 15,000.00
Board Remuneration	\$ 10,000.00	\$ 10,000.00
Directors Liability	\$ 4,000.00	\$ 4,500.00
Admin Expense -Curb side	\$ 15,000.00	\$ 15,000.00
Utilities	\$ 148,000.00	\$ 150,000.00
Office Supplies Expense	\$ 38,487.00	\$ 33,000.00
Courier and Postage	\$ 8,000.00	\$ 6,000.00
Telephone	\$ 35,000.00	\$ 30,000.00
Wireless	\$ 50,000.00	\$ 45,000.00
Bank/Service Charges	\$ 9,000.00	\$ 8,500.00
Travel (In Town)	\$ 2,400.00	\$ 3,600.00
Board Travel	\$ 10,000.00	\$ 12,000.00
Staff Travel	\$ 8,500.00	\$ 11,000.00
Insurance	\$ 173,000.00	\$ 195,000.00
Memberships	\$ 8,000.00	\$ 5,000.00
Advertising & Promotion/Education	\$ 106,000.00	\$ 60,000.00
Professional Fees	\$ 50,000.00	\$ 30,000.00
Conferences	\$ 10,000.00	\$ 10,000.00
It Support	\$ 100,000.00	\$ 102,000.00
Janitorial/Security	\$ 22,000.00	\$ 22,000.00
Fuel	\$ 405,000.00	\$ 686,811.00
Repairs & Maintenance	\$ 1,240,000.00	\$ 1,180,000.00
Safety Equipment & Training	\$ 74,000.00	\$ 74,000.00

Sand/Salt/Snow clearing	\$ 44,322.00	\$ 44,500.00
Transportation of Waste - Fuel	\$ 120,000.00	\$ 244,213.36
Garbage Collection - Other	\$ 25,000.00	\$ 29,886.00
Safety Boot Allowance	\$ 7,000.00	\$ 11,000.00
Pest Control	\$ 16,500.00	\$ 20,000.00
Gull control	\$ 13,000.00	\$ 13,000.00
Fire Protection	\$ 30,000.00	\$ 50,000.00
HHW	\$ 50,000.00	\$ 35,000.00
MRF Expense	\$ 1,109,400.00	\$ 1,098,120.00
Loan payment	\$ 198,000.00	\$ 190,800.00
Capital Reserve		
Equipment	\$ 400,000.00	\$ 400,000.00
Landfill Cell Capping	\$ 40,320.00	\$ 40,320.00
Landfill Cell Construction	\$ 166,140.00	\$ 166,140.00
10 New Collection Trucks	\$ 250,000.00	\$ 250,000.00
MRF	\$ 100,000.00	\$ 100,000.00
<b>Total</b>	<b>\$ 8,021,751.00</b>	<b>\$ 8,479,232.00</b>

Reduce salary by 15,000 to account for the Admin - Curb side collection  
Hapset 2% over 1.3 M included in  
wages



**CNWM**  
**2023 Tipping Fees**

---

**Sorted Waste**

Blue Transparent Bag	\$140.00/Tonne
Clear Bag	\$140.00/Tonne

**Special Waste**

• Asbestos	\$140.00/Tonne
• Creosoted Wood	\$140.00/Tonne
• Pressure Treated Wood	\$140.00/Tonne
• International Waste	\$140.00/Tonne

**Construction & Demolition (C&D)**

C & D Mixed	\$140.00/Tonne
C & D Sorted	\$60.00/Tonne

**Samples are:**

• Paper	
• Shingles	
• Wood Products – untreated (clean) wood	
• Tires (MMSB Program Tires)	Free
• Wall Board Paneling	
• Windows/doors	
• Bulk Material such as couches, furniture	

**Other**

• Contaminated Soil/Gravel (15-1000 ppm)	\$60.00/Tonne
• Cardboard	\$60.00/Tonne
• Tires (Over Size and OTR's)	\$60.00/Tonne
• Car Wrecks – Tires/Oil Removed	Free
• Oil Tank – Clean/Split/Purged	Free
• Milled Asphalt	Free
• Metals	Free
• HHW – Residential Household Hazardous Waste	Free
• Refrigerators/Deep Freeze with Freon	Free
• E-Waste – Electronic Waste	Free

**Non-Compliance Fee**

\$70.00/Tonne (extra) for Unsorted Waste and/or Non- Permitted Black Bag

**Collection Fees**

\$90.00 per household

## Town of Terra Nova

---

**From:** [REDACTED]  
**Sent:** October 27, 2022 6:38 PM  
**To:** Town of Terra Nova  
**Subject:** Site

Hi, we [REDACTED] are interested in moving to a site with power! We have been in contact with the someone who may have a site available and they told us we can hook on to their pole if the person who is hooked on with them now don't come back next season! I'm not sure the site number but it's [REDACTED] pole [REDACTED]  
[REDACTED]

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

## **Town of Terra Nova**

---

**From:** [REDACTED]  
**Sent:** October 26, 2022 10:52 AM  
**To:** Town of Terra Nova  
**Subject:** RE: Questions on the roads in the Town of Terra Nova ei Coolbreeze Lane

Yes, a typical beaucratic response to any taxpayer. The answers cannot be found in your records on the question related to "Shady" Lane because they were removed by a set of previous Councillors who were implicated. On the question related to "Cool Breeze Lane" some of the related details were recorded on minutes of Council which I am already in possession of. As far as ATIPP is concerned, it is nothing more than SHAM process within all levels of Government because it provides all "defendants" an unending array of out ramps to avoiding answering any questions related to their council or civil servant activities. A virtual impenetrable smoke screen. No surprise! But there is a solution to be sure. It just needs to be found

On another set of issues though, I am seeking information related to land grants as follows: (1) Town of Terra Nova land grant for land on which the Council office and Fire Hall is located on River Road; (2) Land Grants for # 29, 31, and 33 Lilly Brook Road. There may be others of interest, which I may later request.

[REDACTED]  
Sent from [Mail](#) for Windows

---

**From:** Town of Terra Nova  
**Sent:** Monday, October 24, 2022 3:16 PM  
**To:** [REDACTED]  
**Subject:** Questions on the roads in the Town of Terra Nova ei Coolbreeze Lane

Good afternoon,  
Council made a decision on the questions you have put forward a while back and if you want you can research to find the answer to these questions yourself as any taxpayer may come into the town office when open and review the minutes of the past public meetings to find out information you may be looking for and if it can not be found the taxpayer can go to ATIPP to request more information. This was the decision of Council.  
Thanks,

*Angela Tucker*  
*Account Manager/Town Clerk*  
*Town of Terra Nova*

October 25, 2022

TOWN OF Terra Nova  
1 River Road  
Terra Nova, NJ  
AOC 110

RE: MOTION MADE BY PREVIOUS COUNCIL RE FIRE DEPARTMENT AS PRESENTED BY MAYOR OSMOND  
IN PUBLIC MEETING October 19<sup>th</sup> 2022

Council,

I am appalled by the lack of transparency by some members of this current governing Council as they so adamantly presented during election campaign; I was even more dismayed when it was explained to me how Mayor Osmond presented the above mentioned motion only PARTIALLY. Since she mentioned my name I think it only ethical to correct her error in presentation. Since this was presented in the meeting by Mayor Osmond, it is public tabled document and when it comes to accepting the minutes of the meeting of October 19, 2022 for errors or omissions, before being adopted this motion needs to be added in its entirety, not parts Mayor Osmond chose to read. My name is associated with this and I am insisting on an ACCURATE COMPLETE RECORD not parts that are misleading. (Full document attached as proof of my statements). Taxpayers deserve FULL transparency not PARTIAL transparency

With respect to the motion referred to above please note the following:

# 3 Town of Terra Nova Minutes May 2, 2007

MEETING WITH FIRE CHIEF JIM SHORT & PAUL NOSEWORTHY (SECT. TREASURER)

Volunteer Fire Department wants to open their own bank account for FUND RAISERS. A request was made by Mayor to submit a Financial Report every four month, and a full financial report at Year End for the Auditors. Sam motioned that Council give them a cheque from funds donated in past for Fire Department to start their own Bank Account. An Amount of \$2000.00 was agreed upon for now. Clerk issued the cheque. Deputy Mayor, John Cornell made motion of agreement and Councillor William Short 2<sup>nd</sup> the motion

All in Favor

Mayor Oliver Short

Deputy Mayor John Cornell

Councillor William Short

Councillor Samuel King

Councillor Robert Head

Mayor Osmond DID NOT READ THIS MOTION IN ITS ENTIRETY, leaving a different impression with everyone in attendance. As this motion reads it was passed for the intended purpose of FUNDRAISING ONLY and not for TOTAL CONTROL of Fire Department SPENDING.

Under section 3.6 of MUNICIPAL COUNCIL HANDBOOK 2021 EDITION it clearly states the following:

**FIRE CHIEF:** the Fire Chief is responsible for the organization, training, and operation of the Town's volunteer Fire Department and for Fire prevention and fire protection in the Town. But MOST IMPORTANTLY IN THIS SECTION IT STATES: the Fire Chief reports to the Town Manager or Council, which AUTHORIZES DEPARTMENT SPENDING.

Members of this Council are directly IGNORING Municipal legislation, taxpayer request for information related to Fire Department WHY. It was a condition of the motion I put forth that Mayor Osmond failed to read in its entirety, and it is MANDATORY as stated in Municipal Handbook.

I fully intend to copy this to Municipal Affairs as I feel it needs immediate attention and rectification.

Sincerely,

A handwritten signature in black ink, appearing to be a stylized name, possibly "J. Osmond" or similar, written over a horizontal line.



*Deputy Mayor*

**Town of Terra Nova**

**Minutes**

**May 2, 2007**

1. A regular meeting of Council was held at Council Chamber at the Fire Hall on Wednesday May 2, 2007. The meeting was Called to Order at 7:00 p.m. by Mayor Oliver Short.

**Present were:-**

Mayor Oliver Short  
Deputy Mayor John Cornell  
Councillor William Short  
Councillor Samuel King  
Councillor Robert Head

**Also Present were:-**

Fire Chief - Jim Short  
Secretary-Treasurer - Paul Noseworthy

**Public Spectators:**

Randy Reid  
Gary Pelley  
Bonnie Short  
Vera Lynn Reid

**2. Adoption of Minutes:**

Motion by Deputy Mayor John Cornell to adopt the Minutes of April 7, 2007 meeting as circulated. 2<sup>nd</sup> by Councillor William Short

All in favour:

Mayor Oliver Short  
Deputy Mayor John Cornell  
Councillor William Short  
Councillor Samuel King  
Councillor Robert Head

**Opposed - 0**

**Abstaining - 0**

**Motion carried.**

**3. Meeting with Fire Chief-Jim Short & Paul Noseworthy (sect.-treasurer)**

Volunteer Fire Department wants to open their own bank account for fund raisers. A request was made by Mayor to submit a Financial Report every four months, and A full financial report at year end for the Auditors. Sam motioned that the council give them a cheque from funds donated in past for fire department to start their own bank Account. An amount of \$2,000.00 was agreed upon for now. Clerk issued the cheque. Deputy Mayor, John Cornell made motion of agreement and Councillor William Short 2<sup>nd</sup> the motion.

All in favour were:

Mayor Oliver Short  
Deputy Mayor John Cornell  
Councillor William Short  
Councillor Samuel King  
Councillor Robert Head

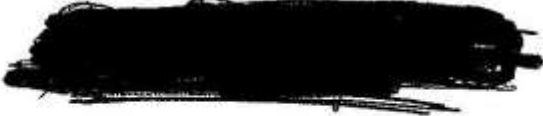
*Read  
here.*

October 24, 2022

To the Town of Terra Nova,

I am the property owner of 12 Loop Road, and my roadway is shared with my neighbor, and it is owned by the Town of Terra Nova and I would like to put in a request to have some maintenance completed on this road as there has been no maintenance completed by the town since I have lived there. In the past I have did the general upkeep such as snow clearing and keeping it cleaned up and filled in small potholes but now, I am asking the town to fill in the much needed pot hole and maybe suggest possible paving in the near future. If gravel is placed there the dust will be a future problem that will need to be maintained as well. The snow clearing is an issue now as there are so many rocks but if the road is fixed up I will continue to clear the snow on this road way.

Thanks,

A large, solid black rectangular redaction mark covering the signature area of the letter.

## Town of Terra Nova

---

**From:** [REDACTED]  
**Sent:** October 24, 2022 12:42 PM  
**To:** Town of Terra Nova  
**Subject:** Re: Old Outhouse On Crown Land

Good day

Just wanted to touch base with you again. I have noticed that quite a bit of the old garbage and debris has been removed from the lot below me.

But the old outhouse is still on the property, just wanted to confirm if this was going to be removed by them or even if I could remove it and burn it myself??

Thanks in advance



Get [Outlook for iOS](#)

---



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

# Memo

**Date:** November 21, 2022  
**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 in Gander on November 2, 2022, during the annual Municipalities Newfoundland and Labrador (MNL) Convention and Trade Show.

As in past years, the Agency was a corporate sponsor of this event. The CEO presented on behalf of the Agency and employees were on site to promote MAA's programs and services.

Some of the issues addressed by the Board included:

- To date, MAA's Collaborative Initiative Fund has paid out \$142,854 and sixteen municipalities have availed of the funding.
- Stephen Wheeler joined the Agency in September as Manager of Human Resources. He brings outstanding human resources experience in both the public and private industry.
- Through an external competition, MAA successfully hired one additional Commercial Assessor for the Western Regional Office.
- A process review of the supplemental process is currently being finalized and will commence by the end of the year once training is complete. A new function of iasWorld will provide an improved flow of information internally.
- Sixteen employees attended the Institute of Municipal Assessors (IMA) Virtual Fall Symposium on November 2-3, 2022. The Agency was a diamond sponsor for this event.
- A total of 492 annual appeals were received for tax year 2023 vs 578 for tax year 2022.
- The Town of Carmanville was the winner of the Agency's prize draw on November 3.
- MAA recently completed imagery review for the Town of Deer Lake. In addition, all field work is complete for the Town of Paradise.
- The Board approved the Agency's Strategic Business plan. Each year in May/June, the Board will review the plan to ensure goals and objectives are being met.



- The winners of the 2022 Clar Simmons Scholarship are:
  - Samantha Tucker, Charlottetown. Samantha is the daughter of Angela Penney-Tucker, Account Manager/Town Clerk, with the Town of Terra Nova.
  - Gracie Whalen, Paradise. Gracie is the daughter of Nelson Whalen, Director of Public Works, with the Town of Paradise.

Awards will be presented at the December Board meeting. Congratulations to Samantha and Gracie!

The next meeting is scheduled December 1, 2022, in St. John's.

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.

I thank you for your support and look forward to working with your municipality in the years ahead. 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 the Municipal Assessment Agency's Board of Directors.

Sincerely,

**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 November 2022

**Avalon Director  
(Board Chair)**

**Mayor Elizabeth 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)**

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

**Taxpayer Representative**

**Carol Ann Smith**  
*Torbay*

**Taxpayer Representative**

**Tim Crosbie**  
*St. John's*

Edward Osmond  
9 Terra Nova Road  
Terra Nova, NL A0C 1L0

November 21, 2022

Town of Terra Nova  
1 River Road,  
Terra Nova, NL A0C 1L0

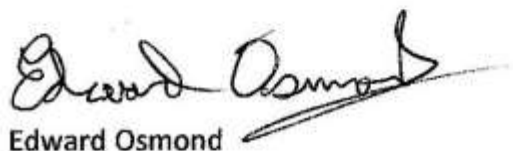
**Attention: Angela Penney-Tucker, Accounts Manager/Town Clerk**

Dear Angela


I write today to advise you that effective immediately, I; Edward Osmond resign from my volunteer position of Fire Chief and will no longer perform any of the duties as outlined in section 3. **(1) Fire Chief Regulations under the Municipalities Act, 1999.** for the Town of Terra Nova.

Effective immediately I as well resign as Volunteer Firefighter for the Town of Terra Nova and will no longer perform any duties as required from your Volunteer Fire Department for the town.

Best Regards,

  
Edward Osmond

A Tucker Nov 21, 2022  
@ 1:38pm



Gary Davis  
1 Shady Lane  
Terra Nova, NL  
A0C 1L0

November 21, 2022

To Whom it May Concern,

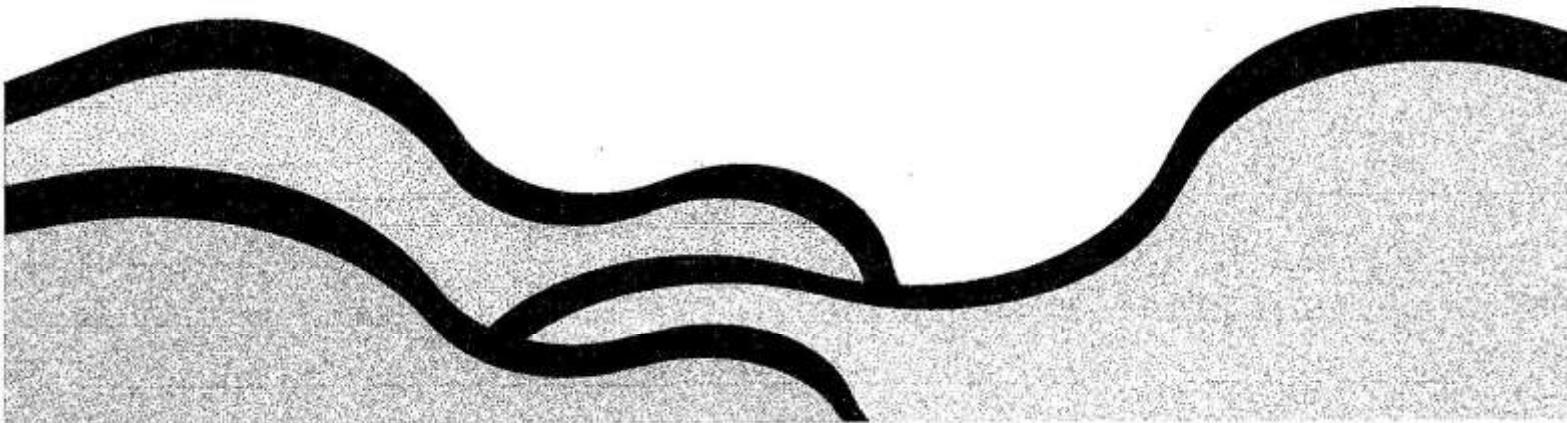
I, Gary Davis, hereby resign from my volunteer position as Volunteer Deputy Fire Chief and Volunteer Fire Fighter with the Terra Nova Volunteer Fire Department, effective immediately Monday, November 21, 2022.

I remain,



Gary Davis

ATucker Nov 21, 2022  
@ 1:38pm





Cynthia Osmond  
9 Terra Nova Road  
Terra Nova, NL AOC 1L0

November 21<sup>st</sup>, 2022

Town of Terra Nova  
1 River Road  
Terra Nova, NL AOC 1L0

Attention: Angela Penney-Tucker

Good afternoon Angela

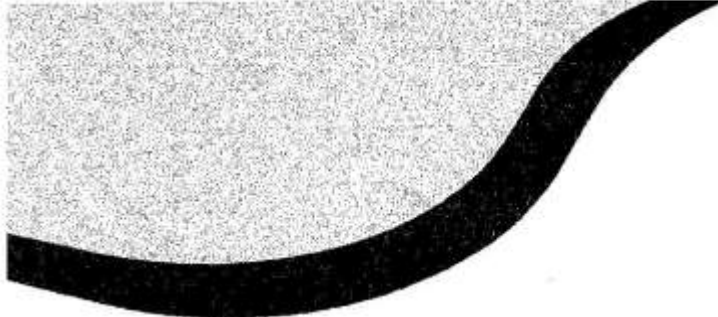
I write to you the Accounts Manager/Town Clerk for the Town of Terra Nova to advise effective immediately upon receipt of this letter to the Terra Nova Council Office my resignation as elected volunteer position of Mayor/Councilor with the Town. I relinquish all duties and as per SNL1999 Chapter M-24-Municipalities Act, 1999, Section 206 (1)(a).

I do hereby as well, resign from my volunteer position as a Volunteer Firefighter with the Volunteer Fire Department for the Town of Terra Nova effective immediately.

Respectfully,

*Cynthia Osmond*  
Cynthia Osmond

A Tucker Nov 21, 2022  
@ 1:38pm



Kirsten Davis  
1 Shady Lane  
Terra Nova, NL  
A0C 1L0

November 21, 2022

To Whom it May Concern,

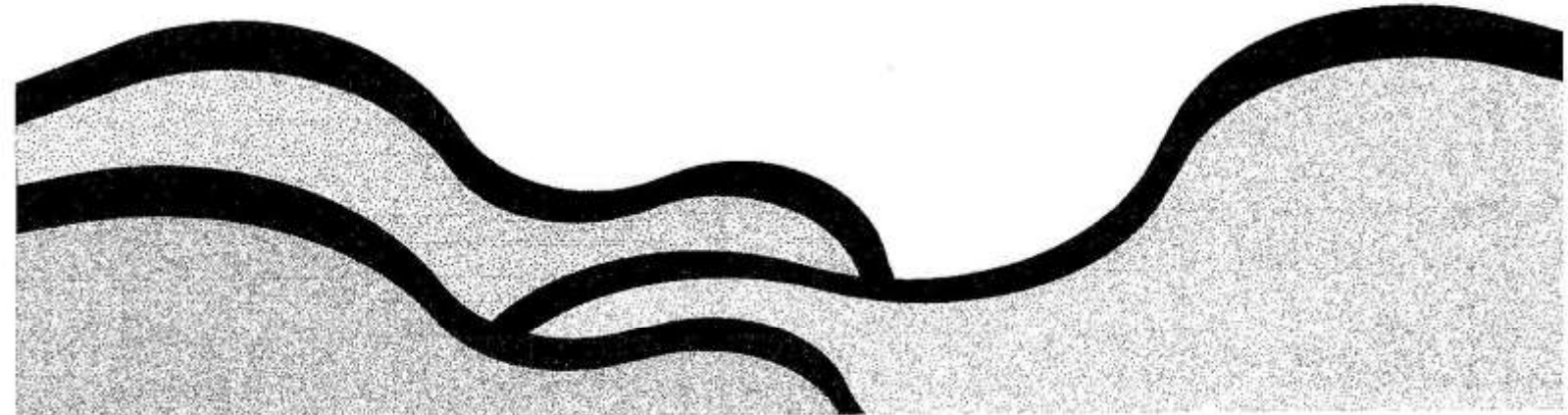
In accordance with Section 206 (1)(A) of the Municipalities Act I, Kirsten Davis, hereby resign from my volunteer position as Deputy Mayor and Councilor with the Town of Terra Nova Town Council. I also resign from my volunteer position as Volunteer Fire Fighter with the Terra Nova Volunteer Fire Department, effective immediately Monday, November 21, 2022.

I remain,



Kirsten Davis

A Tucker Nov 21, 2022  
@ 1:38pm.



## Town of Terra Nova

## Vendor Aged Summary As at 11/21/22

Name	Total	Current	31 to 60	61 to 90	91+
Cabot Timber Mart <i>Emer lock FD</i>	186.29	186.29	-	-	-
Davis, Kirsty <i>Latern cert. supplies</i>	47.77	47.77	-	-	-
Glovertown Home Hardware Bld...	-119.84	-	96.98	-331.20	114.38
Hillier-Smith, Linda <i>Bonfire / training</i>	256.43	256.43	-	-	-
OnSolve, LLC <i>Annual bill for gas</i>	332.24	332.24	-	-	-
Osmond, Cynthia <i>training, mem. day</i>	817.27	817.27	-	-	-
Ralph, Kim <i>Beaut. office Reho</i>	1,063.75	1,063.75	-	-	-
Receiver General For Canada	4,841.37	-	-	-	4,841.37
ScotiaLine Visa	-50.00	-	-	-	-50.00
<b>Total outstanding:</b>	<b>7,375.28</b>	<b>2,703.75</b>	<b>96.98</b>	<b>-331.20</b>	<b>4,905.75</b>

Shannon Chatman

~~Shannon~~ 2300 - 4 Septic designs.

5003.75

	A	B	C	D	E
1	<b>Accounts Receivable as at</b>				
2	<b>21-Nov-22</b>				
3					
4	Total	Current	31 to 60	61 to 90	91+
5	40.25	0.00	0.00	40.25	0.00
6	360.85	10.58	0.00	10.27	340.00
7	-4.50	0.00	0.00	-4.50	0.00
8	929.08	27.25	0.00	39.33	862.50
9	230.00	230.00	0.00	0.00	0.00
10	874.28	25.64	0.00	58.89	789.75
11	371.46	10.88	0.00	10.58	350.00
12	9.50	0.00	0.00	9.50	0.00
13	517.06	15.16	0.00	39.40	462.50
14	-0.55	0.00	0.00	0.00	-0.55
15	444.37	13.03	0.00	18.84	412.50
16	300.06	10.27	0.00	27.29	262.50
17	927.10	27.19	0.00	39.31	860.60
18	360.58	0.00	0.00	10.58	350.00
19	962.02	0.00	0.00	42.02	920.00
20	80.50	0.00	0.00	80.50	0.00
21	537.15	0.00	0.00	29.65	507.50
22	-10.00	0.00	0.00	0.00	-10.00
23	360.58	0.00	0.00	10.58	350.00
24	361.18	0.00	0.00	10.60	350.58
25	901.02	0.00	0.00	39.36	861.66
26	-0.20	0.00	0.00	0.00	-0.20
27	40.25	0.00	40.25	0.00	0.00
28	-24.00	0.00	0.00	0.00	-24.00
29	1,914.87	0.00	0.00	139.66	1,775.21
30	360.58	0.00	0.00	10.58	350.00
31	203.00	0.00	0.00	0.00	203.00
32	176.06	0.00	0.00	7.69	168.37
33	458.44	0.00	0.00	20.03	438.41
34	360.58	0.00	0.00	10.58	350.00
35	360.58	0.00	0.00	10.58	350.00
36	360.58	0.00	0.00	10.58	350.00
37	807.15	0.00	0.00	63.01	744.14
38	360.58	0.00	0.00	10.58	350.00
39	360.58	0.00	0.00	10.58	350.00
40	1,980.13	0.00	0.00	146.12	1,834.01
41	-6.31	-6.31	0.00	0.00	0.00
42	2,484.16	0.00	0.00	196.00	2,288.16
43	360.58	0.00	0.00	10.58	350.00
44	360.58	0.00	0.00	10.58	350.00
45	26.90	0.00	0.00	26.90	0.00

	A	B	C	D	E
46	492.84	0.00	0.00	30.34	462.50
47	199.59	0.00	0.00	177.12	22.47
48	386.77	0.00	0.00	24.27	362.50
49	360.58	0.00	0.00	10.58	350.00
50	360.58	0.00	0.00	10.58	350.00
51	807.79	0.00	0.00	35.29	772.50
52	744.65	0.00	0.00	21.85	722.80
53	360.58	0.00	0.00	10.58	350.00
54	1,255.62	0.00	0.00	121.50	1,134.12
55	350.00	0.00	0.00	0.00	350.00
56	901.27	0.00	0.00	39.37	861.90
57	360.58	0.00	0.00	10.58	350.00
58	293.71	0.00	0.00	38.71	255.00
59	360.58	0.00	0.00	10.58	350.00
60	360.58	0.00	0.00	10.58	350.00
61	412.09	0.00	0.00	12.09	400.00
62	1,530.18	0.00	0.00	121.36	1,408.82
63	235.58	0.00	0.00	10.58	225.00
64	908.49	0.00	0.00	39.69	868.80
65	-0.74	0.00	0.00	0.00	-0.74
66	10.58	0.00	0.00	10.58	0.00
67	1,948.59	0.00	0.00	142.99	1,805.60
68	-2.70	0.00	0.00	0.00	-2.70
69	96.29	0.00	0.00	15.04	81.25
70	359.21	0.00	0.00	10.54	348.67
71	48.66	0.00	0.00	28.66	20.00
72	37.74	0.00	0.00	37.74	0.00
73	48.34	0.00	0.00	39.24	9.10
74	-71.88	0.00	0.00	0.00	-71.88
75	495.84	0.00	0.00	33.34	462.50
76	1,001.61	0.00	0.00	74.03	927.58
77	-1.36	0.00	0.00	0.00	-1.36
78	0.50	0.00	0.00	0.00	0.50
79	386.89	0.00	0.00	13.17	373.72
80	360.58	0.00	0.00	10.58	350.00
81	-0.10	0.00	0.00	0.00	-0.10
82	335.45	0.00	0.00	35.45	300.00
83	962.02	0.00	0.00	42.02	920.00
84	1,668.44	0.00	0.00	0.00	1,668.44
85	1,294.67	1,294.67	0.00	0.00	0.00
86	371.98	0.00	0.00	28.07	343.91
87	291.88	0.00	0.00	30.00	261.88
88	1,047.11	0.00	0.00	77.22	969.89
89	-5.25	0.00	0.00	0.00	-5.25
90	18.88	0.00	0.00	18.88	0.00
91	360.58	0.00	0.00	10.58	350.00

	A	B	C	D	E
92					
93	41,242.95	1,658.36	40.25	2,590.28	36,954.06
94					
95					

## Town of Terra Nova

July 27, 2021

### Town of Terra Nova Policy on New Residential/ Commercial Lot Sales (Town owned lots and Crown Lands owned lots):

It is the policy of the Town of Terra Nova to offer new residential and commercial lots for sale in compliance with the Town of Terra Nova Municipal Plan and Development Regulations (2019- 2029) under the following terms and conditions:

#### A. Town of Terra Nova owned lots:

1. Residential and commercial lot sales within the Town of Terra Nova will be by public draw on a randomly selected basis at the town office 1 River Road.
2. The town will publish a 10-day notice period (date and time) of lot sales on the Eddie Eastman Town Hall bulletin board 1 Pine Tree Road and the Town Administration Office bulletin board 1 River Road and on the Town's web site.
3. Only one entry per person per draw location and a \$500.00 refundable deposit is required with each entry. Applicants with an adjoining property will not be accepted.
4. If no application entries are received at the Town's Administration Office 1 River Road by the end of the required notice period the town will offer the lot sales to the public on a first-come, first-serve basis. Clause #3 will apply with only one lot per applicant.
5. The successful applicants will be notified by the town and have 60 days to complete the financial transaction with the Town of Terra Nova for payment of the residential/commercial lot. Failure to execute the financial payment transaction in 60 days for the sale will result in cancellation of the sale and forfeiture of the applicant's \$500.00 deposit. In this circumstance of a cancelled lot sale the next applicant on the list of original applicants will be notified that a lot is available. This procedure will continue until the list of applicants is exhausted or a successful applicant is selected.
6. The successful applicant will be responsible for all permits, survey cost and legal title fees associated with the residential/commercial lot sales transaction.
7. All residential/commercial lots offered for public sale by the Town of Terra Nova are undeveloped and may require site work by the successful applicant and all applicants are advised to view the sites before making an application to purchase a lot.

#### B. Crown Lands owned lots:

1. Residential and commercial applicants will first complete a Crown Lands application, then submit to the Town of Terra Nova for approval and then forward the application along with applicable application fees to the Crown Lands Office. An unsuccessful applicant will forfeit the Crown Lands application fee per Government regulations.
2. The Town of Terra Nova will advise the successful applicant and the applicant will have to follow steps #1 through #7 in section A to complete the Crown Lands purchase sales transaction.

#### C. Commercial Lot Applicants:

The Town of Terra Nova requires commercial lot applicants to first submit a development plan for the site prior to the Town accepting an application for a commercial lot purchase.



## Town of Terra Nova

**From:** Kelly, Michelle <MichelleKelly@gov.nl.ca>  
**Sent:** November 21, 2022 3:59 PM  
**To:** 'townofterranova@nf.aibn.com'  
**Subject:** Election information

	Earliest Date	Latest Date	Number of Days before Election (earliest)	Number of Days before Election (latest)	Comments
Posting of the time & place for nominating candidates Use MEF-01					Must be posted 10 days before day is set) or 10 days before than one day is set) in at least newspaper, if available
	3-Dec-22	10-Dec-22	38	31	
Nomination Period Range*					If only one nomination day is nominated between 8:00 a.m. more nomination days are scheduled must be nominated between 8:00 a.m. each day. Send MEF-04 immediately following close of nomination: soon as possible.
	13-Dec-22	20-Dec-22	28	21	
Posting of list of candidates					Returning Officer has within 7 days of which nominations close to give notice of the nominated candidates in town & the local paper
	20-Dec-22	27-Dec-22	21	14	
Advanced Poll					If council decides to hold an Advance Poll also decide when & where. Re post in 2 places & publish in a newspaper. Advance Poll at least once in town & the local paper (Two polls? One must be held in town & the local paper)
	27-Dec-22	7-Jan-23	14	3	
Election officials					Use: MEF-09; MEF-10; MEF-11
		9-Jan-23		1	

Election day is January 10, 2023

After you find out who your candidate's are that's running for council get your ballots printed.

[Microsoft Word - 2021 Municipal Election Forms \(gov.nl.ca\)](#) This is the link for the forms you will need. Any questions, reach out!

Michelle Kelly  
 Municipal Analyst



Municipal Support  
Central Region  
Dept. of Municipal and Provincial Affairs  
P 709-256-1058  
F 709-256-1060  
E [michellekelly@gov.nl.ca](mailto:michellekelly@gov.nl.ca)

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