

**Town of Terra Nova  
Council Meeting with Campers - RCMP  
May 13, 2023**

Minutes of the council meeting of The Town of Terra Nova with the campers of the Ralph Calloway Memorial Park, held on Saturday, May 13, 2023, at 2:01pm.

**Members Present**

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

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

Welcome by Mayor Granberg introducing herself and rest of council and account manager/town clerk. Mayor Granberg stated that council wants to have open communication with the campers at the park and thanked them for being a part of the town.

- Rules of park – read and included in minutes
- RV park policy – read and included in minutes
- Electrical service policy - read and included in minutes
- Forest fire regulations - read and included in minutes
- Fireworks policy - read and included in minutes
- Off road vehicles act - read and included in minutes
- Proposed dumping station location and scope of work, including the relocation of the cookhouse to the new proposed central location. This dumping station will be dumped each year as needed.
- Tentative schedule of work - Right now it is in with the engineers waiting to get back and send to Service NL for approval. Plans to start as soon as approval from Service NL.
- Location for new ½ basketball court – Asked if they had any input as when they would like to see it.
- Establish a liaison between the park and council. Asked for one representative from the trailer park to be appointed to bring any concerns that arise in the trailer park throughout the year. Communication is key.

**QUESTIONS AND ANSWERS:**

- Request to have time extended to pay 2023 invoices for the park fees as invoices were late going out due to waiting on the approval of the budget.
- Request to have playground equipment repaired and new added to playground in the park. Council let them know that there is new playground equipment ordered for the

main playground as well as for the trailer park playground but not sure when it will arrive, but the playground equipment there now will be investigated.

- Old car battery thrown out in woods behind the playground in the park.
- Request for reminder of clean up dates – June 5-9, 2023, Poster to be put up on bulletin board at the park.
- Will the septic system cost the campers extra fees? Each fall the tank will have to be pumped out that cost maybe passed on in future years. There will be no extra cost for the septic system to be installed for the campers.
- Will there be a well put in for the dumping station and can campers use the water too? A well will be put in and maybe a hand pump on it. It will be non potable water.
- Will any sites be affected by the dumping station? One site will be affected but they were notified last year on this issue.
- Will the other outhouses be removed? There will be a minimum of two outhouses remaining at the park that will be hooked onto the septic tank.
- Will there be anyone that will come around and dump the trailers? This could possibility be investigated at a charge.
- Trailer that is under a power line. The distance from a power line is supposed to be 3 meters. This matter will be investigated.
- The emergency exit gate is still being opened all the time.
- Council let campers know that posts will be installed in the front of each site this season with the site number on it.
- Wondering about fill for some sites that asked for it last year? Will be revisited again this year.
- It was suggested that maybe the cookhouse could be put by the playground.
- Need more calcium, more often this year because it is very dusty in the park.

Mayor Granberg mentioned that there will be the first fishing derby next weekend on Saturday from 9:00am – 4:00pm. It will be \$5.00 to register. Also, the TNRC has social nights and the last one they had 22 people for a Thursday night card game and other games available to play. You can bring your own alcohol if you wish and just have a great social night. There will be some kid events coming up soon.

Councillor Moore said it was great to see so many people out to this meeting.

ADJOURNMENT

3:08 pm

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

  
\_\_\_\_\_  
Clerk

Town of Terra Nova  
1 River Road  
Terra Nova, NL A0C 1L0  
709-265-6543

**Camping Season 2022**  
**TERMS & Information to Campers**

Welcome to Ralph Calloway Trailer Park. Thank you for choosing to camp at our park this summer.

**As you may already be familiar, here are a few reminders to Campers:**

- Quiet time in the park after 12:00pm. Please be respectful to your fellow campers and children.
- Please dispose of garbage in the PROPER BINS and use BLUE and CLEAR garbage bags as required.  
**BLACK OR WHITE BAGS ARE NOT ACCEPTABLE. PLEASE NO GARBAGE TO BE DUMPED IN BINS NOT IN PROPER GARBAGE BAGS. NO BULK GARBAGE ONLY WHEN CLEAN UP WEEK.**
- No quad or dirt bike riding within the park
- No cutting or breaking off of trees
- Please pick up after your pets
- If any additions or changes to your campsite ie: patios, steps, fill dumped and spread on lot you must first apply for a permit in writing stating who, what, how, and lot # through the Town either by email at [townofterranova@nf.aibn.com](mailto:townofterranova@nf.aibn.com) or to the address above.
- Please obey the Fire Index board
- No open fires. As per current fire regulations as follows:
  - (i) the unit is made entirely of non-combustible materials,
  - (ii) the unit completely contains the fire,
  - (iii) the unit is screened to prevent the escape of sparks or other burning material
  - (iv) the unit rests on legs or supports and is placed on mineral soil or non-combustible material having a surface area of not less than 1.5 square metres, and
  - (v) the unit is located not less than 3.5 metres from the nearest woods, brush or other flammable material

If you have any questions or concerns please contact our the Town Office by Telephone 709-265-6543 or by email [townofterranova@nf.aibn.com](mailto:townofterranova@nf.aibn.com)

Thank you. We want to make your stay safe and an enjoyable one!

HAPPY CAMPING 

## **RV PARK POLICY**

### **General business**

1. Invoicing for the fiscal year will be issued in January/February of the taxation year.
2. The deadline for payment of fees to the Town will be May 1<sup>st</sup>, of each fiscal year.
3. Failure to remit the fee by the deadline may result in the trailer having to be removed and compound interest will be charged at the rate set in the Tax & Fee Structure

### **General Rules of the Park**

1. The privies will only be cleaned while students are hired during the summer months. Failure of council to receive government funding each fiscal year will result in council not being able to fund the cleaning of the privies and general requirements as if funding is approved each year.
2. Any additions to trailers or RVs i.e. patios and decks are subject to our Building Permit Policy.
3. Open fires or fires in barrels etc. will not be permitted during the fire season as established by the Department of Forestry in any given year.
4. Music will only be permitted between the hours of 9:00 am and 12:00 midnight on any given day.
5. Campers are required to keep their campsites clean and tidy at all times.
6. No grey or black water is to be disposed of on the surface of the campgrounds or by underground means linked to the privies.
7. ATV's must only be driven to and from the trailer sites. ATV use in any other area other than on the main park road will not be tolerated. Safety is of utmost importance anywhere on the campgrounds.
8. Driving any vehicle while under the influence of drugs or alcohol is strictly prohibited on the campgrounds.
9. All trailers must be situated with the trailer hitch facing the roadway to the site. This is required to permit easy access for possible removal during a fire or other emergency.

10. For all season users of the park, removing your trailer from the site will require the owner to place an occupancy sign on the site should he/she be returning after a short absence.

#### **FEES FOR 2023**

Field	\$750.00 plus HST
Private	\$800.00 plus HST
Daily Pass	\$ 20.00 plus HST per day

Daily passes can be obtained at the town office at regular scheduled business hours.

#### **PAYMENT OF FEES**

Annual fees may be paid to the town clerk, either at the Town office during regular scheduled business hours or by mail to the address indicated on your invoice or by email at [townofterranova@nf.aibn.com](mailto:townofterranova@nf.aibn.com)

Daily passes may be paid to the town clerk, either at the Town office during regular scheduled business hours or by email at [townofterranova@nf.aibn.com](mailto:townofterranova@nf.aibn.com) or in advance by mail.

Amendment date: February 15, 2023



**TOWN OF TERRA NOVA**  
**Ralph Callaway Memorial Park**  
**Electrical Service Policy**

Effective the 6 th day of July 2016 the following shall apply as to the Installation of Electrical Services In the Ralph Callaway Memorial Park.

All Persons wishing to obtain or currently have electrical Services are responsible for:

1. All installations to be approved by Town Council.
2. All costs associated with the Installation & Hook-up.
3. Have an Approved Contractor Install the service under a permit.
4. Be Compliant with the standards presented by the Canadian Electrical Code and the Newfoundland Electrical Regulations.
5. Must be inspected by the Electrical Inspector or approved by Electrical Inspection Department.
6. The Owner of the panel is solely responsible and liable for any and all issues arising from the service as well as any extended services given from the panel.
7. Any installation deemed unsafe will be disconnected by the town.  
Service box to be waterproof i.e fibreglass
8. A padlock will be provided by the Town Clerk. The Town has a master key to this lock as required by Service NL Electrical Inspection.
9. Any further installation to services at a later date will have to follow the same guidelines as listed above, with the permission and approval of the Town

# FIRE SEASON MAY 1 - SEPT 30



Fisheries, Forestry and  
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## Public Reminders for Forest Fire Season

Forest Fire Season

Questions & Answers

Permit To Burn -  
Conditions



**Report a Wildfire:**  
**1-866-709-FIRE (3473)**


**Check the provincial Fire Hazard Map - Forecast and Fire Hazard Map - Actual to determine the forest fire hazard in your region when planning an outdoor fire.**

- A Permit to Burn is required to burn brush and other materials during Forest Fire Season.
- Permit holders are required to conduct all burning activity in accordance with strict conditions.
- A Permit to Burn can be obtained by contacting a local Forestry and Wildlife District Office during regular business hours.
- When the Fire Hazard rating is **HIGH**, **VERY HIGH**, or **EXTREME** for a region, all Permits to Burn for that region are suspended.
- When the Fire Hazard rating is **VERY HIGH**, or **EXTREME** for a region, open or outdoor fires are **NOT PERMITTED**.

- A person may light an open or outdoor fire within 300 meters of forested land without a Permit to Burn during Forest Fire Season under the following conditions:
  - The fire is located in a prepared site within a managed park that has facilities to contain open fires, fire suppression equipment available, and permission from the park supervisor or attendant.
  - The fire is on sand, gravel, rock or mineral soil where the fire is not greater than 0.5m (0.25m<sup>2</sup>) in width and height, located one meter from flammable material, and three meters away from overhanging branches, with eight litres of water or a shovel available at all times.
  - The fire is in an outdoor wood burning unit that:
    - Is made completely of non-combustible material;
    - Completely contains the fire and is screened to prevent the escape of sparks and burning debris; and
    - Is resting on legs and placed on non-combustible material of not less than 1.5 square meters, and is located not less than 3.5 meters from flammable material.
  - The fire is contained in an incinerator unit that:
    - Completely contains the fire and is screened to prevent the escape of sparks and other burning material;
    - Is located on private property and is not less than 15 meters away the nearest woods, brush or other flammable material; and
    - Is in good working order, with an attendant on site when the Fire Weather Index is **HIGH, VERY HIGH, or EXTREME.**
- All ashes must be extinguished before discarding on mineral soil not less than 15 meters from the nearest wood, brush or other flammable material.
- All open fires **must be attended** at all times, whether the fire is contained in a prepared camp site or prepared in a charcoal, gas,



kerosene, alcohol, or propane-operated unit or outdoor wood-burning unit.

- Always have sufficient water and other tools on site to extinguish a fire. Never leave the fire location until the fire has been completely extinguished.
- Use of gas, kerosene, alcohol, propane or charcoal-burning units is permitted regardless of the Fire Weather Hazard rating, as long as the units are not used within 3.5 metres of any woods, brush or other flammable material.
- All coals used during barbecuing, or as part of any other burning unit, must be totally extinguished before being discarded. When discarding coals, do so in a manner that will not start a fire.
- In accordance with provincial Forest Fire Regulations  anyone travelling through forest land on an all-terrain or motorized vehicle during the Forest Fire Season is required to have the vehicle fitted with a muffler and a screening or baffling device to prevent sparks or particles of burnt carbon from escaping. Operators are required to be equipped with a fire extinguisher containing a minimum of 225 grams of ABC-class fire retardant.



#### Contact

Department of Fisheries, Forestry and Agriculture  
P.O. Box 8700                      30 Strawberry Marsh Rd.  
St. John's, NL  
A1B 4J6

#### Department Links

Agencies  
Legislation  
Publications

## **Forest Fire Season Questions and Answers**

### **What are the dates for forest fire season?**

Forest Fire Season for the Island portion of the province is May 1 to September 30. In Labrador forest fire season is May 15 to September 30.

### **What is the number to call to report a forest fire?**

To report a wildfire please call 1-866-709-FIRE (3473).

### **When is a permit to burn required?**

A permit to burn is required during forest fire season to burn grass, brush and other materials. A permit can be obtained by contacting a Forestry and Wildlife District Office during regular business hours.

### **Are back yard fires, recreational campfires and boil ups permitted during forest fire season?**

Recreational campfires, backyard fires and boil ups are permitted during forest fire season provided they are conducted in a safe and responsible manner in accordance with Provincial Forest Fire Regulations.

Individuals should check with local fire departments to determine if burning activity conducted within municipal boundaries violates local by-laws related to outdoor fires.

### **Are open fires permitted on beaches and in quarries?**

Yes. Under Section 4 of the Provincial Forest Fire Regulations open fires on beaches and quarries are permitted.

### **What constitutes an appropriate outdoor wood burning device?**

The use of back yard fire pits or other outdoor wood burning devices is permitted during forest fire season if the unit:

- Is made entirely of non-combustible materials;
- Completely contains the fire;

- Is screened to prevent the escape of sparks or other burning material;
- Is placed on mineral soil or non-combustible material having a surface area of not less than 1.5 square metres; and
- Is located not less than 3.5 metres from the nearest woods, brush or other flammable material.

#### **Where can I view fire provincial forest fire hazard forecast maps?**

The public can check the wildfire risk during forest fire season by viewing provincial forest fire hazard forecast maps online at the Department of Fisheries, Forestry and Agriculture website.

#### **Can individuals be held responsible for starting a forest fire?**

Individuals are responsible for being aware of the forest fire hazard rating before lighting an outdoor fire. Individuals failing to comply with regulations may be subject to fines and penalties, including costs associated with fighting a forest fire.

#### **Are farmers permitted to clear land for agricultural purposes during forest fire season?**

During the forest fire season, setting fires for agriculture purposes is permitted provided permission is obtained from a forestry official with the Department Fisheries, Forestry and Agriculture. A Permit to Burn for these purposes can be obtained at a local Forestry and Wildlife District Office.

# **Department of Fisheries, Forestry and Agriculture**

## **PERMIT TO BURN AND OTHER CONDITIONS FOR FIRES TWO METERS OR LESS**

- This permit does not allow the unauthorized burning of heavy oils, items containing natural or synthetic rubber, animal carcasses or waste, asphalt products, petroleum waste, paints, plastic, aerosol cans, electrical wiring, treated wood products, or any other material other than plant growth, paper products, or untreated wood construction waste. This permit is only valid for the burning of wood or vegetation, permission to burn other items must be obtained from the Department of Municipal Affairs and Environment.
- Before burning in a municipality, a permit holder must check municipal bylaws – the Forest Service Permit to Burn is invalid unless permission to burn or a permit to burn has been obtained from a municipality. A permit holder should contact the municipality or local Fire Department.
- Before burning, it is the responsibility of the permit holder to ensure that the Forest Fire Hazard Rating is Low or Moderate. NO BURNING is permitted under periods when the Fire Hazard Rating is High or above. This information can be obtained by calling your local Forestry office or checking online at <https://www.gov.nl.ca/ffa/public-education/forestry/forest-fires/fire-hazard-map/>.
- NO BURNING is permitted under permit when wind speeds are greater than 15 km/hr.
- Before burning, the permit holder must have on site a water hose of sufficient length with running water to surround the fire or a minimum of 227 litres (50 gallons) of water for a 2 meter size (6½ feet) fire and 114 litres (25 gallons) of water for a 1 meter size (3 feet) fire.
- Before burning, the permit holder must ensure the area for burning or burn pile is a minimum of 15 meters (50 feet) from any uncleared land or structures.
- The permit holder must be on site at all times during burning and never leave the fire unattended.
- There shall only be one fire burning at any given time with a minimum of one person attending the fire.
- The permit holder is responsible for ensuring that the fire has been completely extinguished. This should be done by wetting down the fire, grubbing the ground and any partially burnt materials, and then wetting down the burned area and any partially burnt materials again. This should be repeated until no heat is felt from the burned area and any partially burnt materials.
- A Permit to Burn is only valid for the dates specified on the permit.



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## New Off-Road Vehicles Act and Regulations Come Into Effect on May 19

Digital Government and Service NL  
May 10, 2022

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The new Off-Road Vehicles Act and Regulations, which enhance safety for all off-road vehicle users, will come into effect on May 19, 2022. The Act, which received Royal Assent in November, can be found on the House of Assembly website.

The Regulations have also been published in the Newfoundland and Labrador Gazette.

Effective May 19, 2022, the wearing of helmets on all off-road vehicles will be mandatory. The one exception where helmets will not be required is for hunting and trapping activities, involving frequent stops, where speed is less than 20 km/hr. Seatbelts are also mandatory on off-road vehicles where seatbelts have been installed by the manufacturer.

The use of chains will now be permitted on off-road vehicle tires.

Further changes to the legislation can be found in the backgrounder below.

Government is currently working with safety partners to develop training programs and to ensure training is widely available to those who require it. Information regarding when this portion of the Off-Road Vehicles Act and Regulations will come into force will be announced at a later date.

### Quote

"The Provincial Government recognizes the value of outdoor recreation, and

Issue/Topic	Current Legislation	Proposed Amendments
		must meet specific safety requirements
		Operators must not tow passengers on or across a highway
Age Limits and Supervision	Snowmobile	Off-Road Vehicle
	<ul style="list-style-type: none"> <li>• 13 years old to operate</li> <li>• Under 13 years old must be accompanied by another person who is 19 years of age or older</li> </ul>	<ul style="list-style-type: none"> <li>• Under 16 years of age must not operate an off-road vehicle with an engine size that exceeds the manufacturer's recommendation for an operator of their age and weight</li> </ul>
	<p>ATV</p> <ul style="list-style-type: none"> <li>• 16 years old to operate</li> <li>• 14 to 16 years old can operate ATV with engine size of 90cc or less if accompanied and supervised by a person who is 19 years of age or older</li> </ul>	<ul style="list-style-type: none"> <li>• Under 16 years of age must be supervised by a licenced driver at least 18 years of age</li> </ul>
	An operator of a vehicle is accompanied	An off-road vehicle is supervised when, at all

Issue/Topic	Current Legislation	Proposed Amendments
	and supervised when the other person has visual and voice communication with the operator	<p>times, the person supervising is able to see the operator and be seen by the operator, and provide immediate direction to the operator</p> <p>The supervisor must ensure the operator has completed the required training and uses the required safety equipment</p>
Additional Safety Requirements	N/A	A person must not operate a mini-bike, dirt bike, or trail bike unless they are able to keep both feet on the pedals or foot rests
	N/A	A person must not operate a side by side unless the person is able to sit with the seatbelt fastened and both feet flat on the floor
	N/A	New definition of disability-related modification, and allowances made for approved disability-related modifications to



Newfoundland  
Labrador

## Land Use Details

Places, Locations and Address



0 10 20m

