

**Town of Terra Nova  
Regular Council Meeting  
May 16, 2023**

Minutes of the council meeting of The Town of Terra Nova, held on Tuesday, May 16, 2023, at 6:00pm.

**Members Present**

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

**Absent**

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

**Adoption of Agenda**

**No. 23-060**

Moved by Mayor Granberg, seconded by Councillor Baird to adopt the agenda as presented, with the following additions: under new business – Request to town clerk by Deputy Mayor Pike and under new business – Route 301 and under minutes – meeting with the trailer park on May 13, 2023 by Mayor Granberg.

**In favour: All**

**Opposed: 0**

**Motion Carried**

**Minutes:**

**Regular meeting on April 12, 2023**

Mayor Granberg asked if there were any errors or omissions in the minutes from the April 12, 2023, Council meeting.

**No. 23-061**

Motion made by Mayor Granberg to adopt the April 12, 2023 minutes as tabled. Motion seconded by Deputy Mayor Pike.

**In favour: All**

**Opposed: 0**

**Motion Carried**

### **Special meeting on April 26, 2023**

Mayor Granberg asked if there were any errors or omissions in the minutes from the April 26, 2023, special Council meeting.

**No. 23-062**

**Motion made by Mayor Granberg to adopt the April 26, 2023 minutes as tabled. Motion seconded by Councillor Moore.**

**In favour: All**

**Opposed: 0**

**Motion Carried**

### **Special meeting on April 28, 2023**

Mayor Granberg asked if there were any errors or omissions in the minutes from the April 28, 2023, special Council meeting.

**No. 23-063**

**Motion made by Mayor Granberg to adopt the April 28, 2023, minutes as tabled. Motion seconded by Councillor Baird.**

**In favour: All**

**Opposed: 0**

**Motion Carried**

### **Special meeting on May 3, 2023**

Mayor Granberg asked if there were any errors or omissions in the minutes from the May 3, 2023, special Council meeting.

**No. 23-064**

**Motion made by Mayor Granberg to adopt the May 3, 2023 minutes as tabled. Motion seconded by Deputy Mayor Pike.**

**In favour: All**

**Opposed: 0**

**Motion Carried**

### **Meeting with campers of the trailer park on May 13, 2023**

Mayor Granberg asked if there were any errors or omissions in the minutes from the May 13, 2023, meeting with campers of the trailer park.

**No. 23-065**

**Motion made by Mayor Granberg to adopt the May 13, 2023 minutes as tabled. Motion seconded by Councillor Hillier-Smith.**

**In favour: All**

**Opposed: 0**

**Motion Carried**

### **Business Arising:**

- Town Policies update – Nothing currently. WIP.
- Missing detectors in fire hall update – We have heard back from Service NL and with the information sent into them we do not need a fire alarm/sprinkler just need a smoke detector. A carbon monoxide detector would not work as the doors are sealed and when the truck starts it will go off. Only one smoke detector needed for meeting area. The fire extinguishers are being installed at the fire hall.
- Request by property owner of 12 Loop Road update – send correspondence and ask if they want to meet with Council to discuss the options put forward by Council and find out the best time for the meeting from them. There will be at least three Council members to be present at the meeting.
- Contingency plan for Town Clerk update – The safety deposit box is all set up at the bank and contains the needed information and supplies.
- Update on town asset inventory – still a WIP
- Lot available on Terra Nova Road – No draw as no entries. Next step is for the lot to go up for sale at the same price (Can't lower rate when landowners next to it paid that amount). Advertise the piece of land for sale by advertising online and putting up a for sale sign.
- Spring garbage clean up dates – June 5-9<sup>th</sup> to be posted on Facebook, website, and boards.
- Storage building on Loop Road update – letter is drafted but not sent yet.

### **Correspondence:**

- Repairs done on Lily Brook Road – Angela read out the letter and it is included with the minutes. The town worker will go and rake away the gravel and pieces of chip seal that go pushed up on the grass in this area for this year only as it was due to the emergency repairs done in that area. The mayor will speak to the town worker on this matter.

## **Committee Reports:**

### **Finance, Heritage, Women's Committee Liaison, Recreation – Deputy Mayor Pike**

- Current Operating Balance May 16, 2023 – \$400,883.87
- Gas Tax Account Total May 16, 2023 - \$47,369.26
- Accounts receivable owed on May 16, 2023, is \$131,701.89
- The Vendors Summary list May 16, 2023, totals \$4,804.28 as included on the vendor age included with the minutes.

### **No. 23-066**

**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**

- Recreation Committee update – We have had a couple card socials and we are still waiting on our bingo licence. Maybe Lloyd Parrott's office may have a contact. On May 20<sup>th</sup> we will be having our first fishing derby.
- Terra Nova Day will be on August 6<sup>th</sup> this year and it is coming up quickly so maybe we will ask the TNRC to help.
- A parent approached Councillor Hillier-Smith wondering if the town would put up a volleyball net in a sandy area. All we would need is two poles and a net and a few garbage cans. Council will think on a possible site for this like maybe the old dump area as it is owned by the town. We also will watch for possible grant funding for this project.
- Women's Committee Liaison update – no updates currently

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

- Public Works – The speed bumps are being put down by the town worker. With the state of the roads, we are waiting to see who gets the contract to check into some possible paving. For the unpaved town roads, we will soon have some class A and the town worker will fill in any potholes. The new town sign to be put up near the Eddie Eastman Hall is here and will be put up by the long weekend.
- Grants update: The Kal tire grants we applied for we were unsuccessful for the rubber mats for the playground. The Active NL grant for the walking trail was unsuccessful and the TD grant for a community garden was unsuccessful but we have another grant applied for a community garden in which we haven't heard back from yet.

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

- Park fee arrears update – A few is slowly coming in. We need to investigate legal ways to move trailers out that are in arrears.
- Meeting with the campers of the trailer park went well on May 13, 2023.
- Playground equipment at the trailer park – The town worker is fixing the swing and stand-up structure will be checked to see if it can be reinforced for the season. There is new equipment coming in the fall. The gate opening area to the playground should be moved to the side instead of the front as the kids come right out in the roadway.
- More calcium, more often. The town worker to check every Friday.
- Invoices went out late due to late budget approval so campers would like to have an extension date just for this season.

**No. 23-067**

**Motion made by Mayor Granberg for the trailer park interest on accounts to start after June 30, 2023 for 2023 only. Motion seconded by Councillor Baird.**

**In favour: All**

**Opposed: 0**

**Motion Carried**

Post on board at the trailer park about the extension for this season only.

- Old car battery to be removed by the town worker.
- Liaison member for the trailer park was asked for by Council but as of now no one came forward.
- Dump station funds for pump will be future charge not for the actual dumping station.
- Question on water was asked at the meeting. There will be non potable water available.
- One site will have to move within the park as per the new dumping station and this person is aware of the move.
- Rest of the outhouses – Most of them will be decommissioned and maybe just one or two where the dumping station will be as they will be tied into that.
- Will someone be going around to dump trailers – This will be decided later.
- There is a trailer in one site that has a powerline over it. Councillor Moore will look at this site and see if fill will be put there if needed to move away from powerline.
- Emergency gate – Notice to be put on board to PLEASE KEEP GATE CLOSED ONLY TO BE OPENED IN A CASE OF AN EMERGENCY. Also, remind everyone not to park in the roadways.
- Fill for sites – Please put request into the office then the site will be visited and if needed will be addressed.
- Question on where to put the cookhouse and the ½ basketball court – Cookhouse will be moved and asked campers where they want it. Nothing in yet only mentioned maybe near the playground. Nothing on the placement of the ½ basketball court.

Overall, the meeting went well with the policies being read out and let them all know we are there for them and they can come to us with their concerns.

- The new fireworks policy will be posted on all boards and Facebook page and our town website.
- Sewer disposal tank update – Letter back from CeCon and it is now with Service NL so we are just waiting on approval now. Once we receive approval the project will start ASAP. Deputy Mayor Pike thanked Councillor Baird on taking the lead on this project.
- Update on tags for sites showing payment for 2023 season – Mayor Granberg will email the tags for posts and then they can be laminated, and the town worker can put on the posts when all the posts are up.
- Crown lands update – Mayor Granberg will meet on Thursday for a meeting with the town clerk to update more crown lands applications. As for the Pine Tree lots, we have gotten an extension on the payment for the lots until August 24, 2023. We will now find out the cost to get the work done to make this area ready to access and this in turn may reduce the purchase price of the lots for the town.

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

- Social update – This was included with the TNRC update. Terra Nova day will be on August 5<sup>th</sup> this year. Maybe lunch with prizes, draws and not a kitchen party just some suggestions. We will have a meeting on June 12, 2023 at 4:30pm and invite members of the TNVFD, TNRC, and the women's committee to attend and come up with a plan.
- Student Employment update – We received a federal grant for one student but have not heard back on the provincial grant yet. We have one application in so far but the deadline to apply is not up yet.
- Municipal Affairs update – The inspection was completed, and it went great and when the official letter is received, we will update then.
- Public Relations – Mayor Granberg and Angela attended the 2023 symposium in Gander, and it had great training and information sessions.
- Beautification update – We are looking into solar lights for the dock and change rooms at the beach area. We will need to pick up some flowers for the welcome sign and some cones or baskets around town – two for the cemetery, one at the office, and two for the Eddie Eastman Hall.

#### **No. 23-068**

**Motion made by Mayor Granberg to purchase a flat of lowers for the welcome sign and five cones/baskets for around town. Motion seconded by Councillor Moore.**

**In favour: All**

**Opposed: 0**

**Motion Carried**

## **New Business:**

- Front office set up – We have older schoolbooks and books on the history of Terra Nova that would be nice to have moved over there on the bookshelves. We will find out if the town owns the books to be able to move to the office waiting area. There are two shelves in there now, but we have maps with no wall space left to put up so maybe we can move one of the bookshelves to make room.
- Speed bumps – All in the process of getting placed. One on Farm Road that people used to go around will be moved back a bit.
- Trees on Pine Tree Road – the town worker would like someone from Council to show him which trees to trim. Council decided to wait until the leaves are on the trees then Council will show him which trees to trim.
- Swimming platform and lighting – Council is looking into the quality of the sand on the beach area. HA Construction will dive in and see what needs to be repaired/replaced for the swimming platform. Some of the wood is rotten on the platform and the ladder can't be attached safely. Maybe HA Construction can also speak with the previous builder on the procedure, but we will see what is needed there first. We are looking into some solar lighting for the platform for safety at night and it would be a nice upgrade. We are also looking at solar lights for the town sign, the new sign at the Eddie Eastman Hall, the change rooms and outhouse at the swimming pond area. Mayor Granberg will check on some prices.
- Key for Eddie Eastman Hall for TNRC/Council – It came up with the TNRC and Council that when Angela is out of town the key is not available to Council or the TNRC and with this building being our emergency centre a member of Council/TNRC should have a key. Deputy Mayor Pike now has a key in case something comes up when the office is not open.
- Need the town worker to have a look at the women's toilet to get fixed or if new toilet is needed.
- New Printer for office – We have three quotes for a new printer. Rodway's didn't carry the type we want just one something like it at a cost of \$570.38. Staples one with a toner was \$609.78 and with the ink \$1,069.78 which is an all in one, wireless, and ink comes with it. The other option is a rental with Central Office Equipment on a contract of six years which we don't need as we are not a larger town at their rates.

### **No. 23-069**

**Motion made by Councillor Hillier-Smith to purchase the printer from Staples (Epson Ecotank ET-15000 all in one and have it delivered. Motion seconded by Deputy Mayor Pike.**

**In favour: All**

**Opposed: 0**

**Motion Carried**

- Wind break and wheelchair access to the Municipal building – We received a 90/10 grant for \$4,734.44 and Council decided to move forward to get this project completed.

- Request to town clerk – A lot of requests are coming into the office via phone calls, emails, letters while she is trying to do everything else as it is a busy season. These requests will have to be prioritize to when she can respond to them.

#### **No. 23-070**

**Motion made by Deputy Mayor Pike that any request in have to be in writing going forward and prioritize within an appropriate time frame with a response. The person will be let know we acknowledged receipt of the request and will be answered when possible. Motion seconded by Mayor Granberg.**

**In favour: All**

**Opposed: 0**

**Motion Carried**

- Route 301 – Terra Nova Road ditching is being done which is the prep work for the paving. I spoke with the Department of Highways, and it is up for paving this summer, but it is not out for tender yet. Council to engage with the contractor when awarded re: town roads. Just be careful on route 301 right now.

#### **Permits**

- 11 permits issued since the last meeting.

**Next meeting – June 14, 2023 at 6:00pm and June 12, 2023 at 4:30pm a get together with the other groups on Terra Nova Day.**

#### **No. 23-071**

**Motion made by Mayor Granberg to adjourn the meeting at 7:56pm. Motion seconded by Councillor Moore.**

**In favour: All**

**Opposed: 0**

**Motion Carried**

#### **ADJOURNMENT**

**7:56 pm**

---

Mayor/Deputy

---

Clerk