

**Town of Terra Nova
Regular Council Meeting
July 11, 2023**

Minutes of the council meeting of The Town of Terra Nova, held on Tuesday, July 11, 2023, at 6:00pm.

Members Present

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

Absent

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

No. 23-080

Moved by Councillor Baird, seconded by Deputy Mayor Pike to adopt the agenda as presented, with the following additions: under new business – Cost Sharing and Change Table for Eddie Eastman Hall by Deputy Mayor Pike and under correspondence – Cell Service by Deputy Mayor Pike.

In favour: All
Opposed: 0
Motion Carried

Minutes:

Regular meeting on June 12, 2023

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

No. 23-081

Motion made by Deputy Mayor Pike to adopt the June 12, 2023 minutes as tabled. Motion seconded by Councillor Baird.

In favour: All
Opposed: 0
Motion Carried

Business Arising:

- Town Policies update –The garbage Collection Policy was read and included in the minutes.

No. 23-082

**Motion made by Deputy Mayor Pike to accept the garbage collection policy as presented.
Motion seconded by Councillor Baird.**

In favour: All

Opposed: 0

Motion Carried

- Missing detectors in fire hall update – The smoke detector was purchased today and is being installed in the meeting room tomorrow.
- Request by property owner of 12 Loop Road update – Can not share land or decommission it has it has to stay as a roadway/right-of-way. One of the property owners there made the request for the meeting with them to be the week of the 17th-21st of July. Council set up a time of 1pm on July 21st at the Eddie Eastman Hall to meet with the two property owners. Angela will notify the two property owners of the meeting time.
- Update on town asset inventory – The town worker's shed, and the Eddie Eastman Hall inventory is completed. Office and assets around town like playground equipment, picnic tables, garbage cans, beach area, and trailer park left to do and an update on the fire department inventory left to be done.
- Lot available on Terra Nova Road update – We had a few correspondences on the land but nothing more. Mayor Granberg will check into posting on NL Classifieds.
- Storage building on Loop Road update – Letter to be sent asking to comply by August 31, 2023 if not the town will have to look into reaching out to an inspector due to safety concerns and costs will be back billed to the property owner.
- Front office set up – WIP.
- Swimming Platform – New platform is completed, and it is a great job done by Denco Construction. The town worker installed the second ladder on the front and there are some minor issues with both ladders which is being investigated by the town worker. The life preserver is being put back on the new platform and solar lights are here and being installed on the platform, change rooms, and new outhouse with the remainder ones going to the trailer park.
- New Printer for office – Purchased.
- Wind Break and wheelchair access update – Angela to check to see who is responsible to remove the old ramp. The town worker will level with Class A when the old ramp is removed. This project will start next week and the new door will be installed at the town office on Monday, July 24, 2023.
- Eddie Eastman Hall updates – The new toilet is installed in the women's washroom. The damaged tiles are replaced and the paint for the duct work is purchased. Also, the new corkboard is up on the message board.
- Visa debit setup – WIP with Scotiabank

- Dog run park ideas for possible future project – Issue on where to put it and the upkeep of it. We will revisit in the spring and maybe look into any grants available for it.

Correspondence:

- Requirement of Public Entities to Develop and implement Accessibility Plans/Accessibility Plan Session – Deputy Mayor Pike read and included in minutes. Council will revisit this in the fall and make sure it is completed by December 31, 2023.
- Cell Service – Deputy Mayor Pike read and included in minutes. It has been said that the range on the tower(s) we get our service from was reduced. We also have internet issues/concerns too as we are losing service all the time and it is getting worst. The bad cell service is now becoming a safety concern and we need to know what Bell is going to do about it. We need to reach out to a government department to see if they can help us in this matter. Angela to contact Lloyd Parrott's office and send a letter to Bell on the issue. We have to think about the bad service when it comes to the fire department members receiving calls or trying to make calls in an emergency situation.

Committee Reports:

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

- Current Operating Balance July 10, 2023 – \$406,092.13
- Gas Tax Account Total July 10, 2023 - \$47,638.72
- Accounts receivable owed on July 10, 2023, is \$70,013.8
- The Vendors Summary list July 10, 2023, totals \$10,101.38 as included on the vendor age included with the minutes.

No. 23-083

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

- TNWC update – Canada Day - we had a great turnout.
- TNRC update – We now have our business number. We have had a few socials. On June 24th we had 30 adults and kids for the movie night and on June 22nd we had a card night. These events were in collaboration with the town and ANSL was part of the movie night.
- Terra Nova Day planning is underway. Letters were prepared and distributed for donations and prices. All proceeds will go toward the purchase or repairs on equipment for the playground or future Terra Nova Day activities. Games are being checked to

make sure they are all ready to go and prizes for games are being checked into and a band for a dance. We need to have another meeting soon.

- Volleyball net update – Just a simple volleyball net to go up in the main playground for this summer while we are waiting on the new play equipment to be delivered.

No. 23-084

Motion made by Councillor Hillier-Smith to purchase a volleyball net taxes in at approx. \$200.00. Motion seconded by Deputy Mayor Pike.

In favour: All

Opposed: 0

Motion Carried

Public Works, Communication, Grants update – Deputy Mayor Pike

- Public Works – We are still waiting for the tender to be awarded to check into some paving in town. There are signs on both ends of the main road saying Max 10 ton that was put there by the government, but we have/had logging trucks, Nalcor, and more vehicles over 10 ton going over the road. We need to reach out to the government to see if they are going to enforce this or not and if not going to be enforced is the new paved road going to be built to the standards to allow for heavier vehicles to be using them. Sometimes those limits are for certain periods of the year, but the signs are still up. Angela to reach out to the government department(s) to see why the signs are there and are they going to be enforced.
- The garbage contract is up in the fall and if everyone is okay with it we will put out by the end of the week and it can get awarded at the next meeting.

No. 23-085

Motion made by Deputy Mayor Pike to post the tender for the garbage contract by the end of the week. Motion seconded by Councillor Baird.

In favour: All

Opposed: 0

Motion Carried

- Shingles on the Eddie Eastman Hall – One company did not get back to us and the other company said they can do a quote, but it will be in the fall before the work could be done.
- Grants update: The swim pond final report is being done. The wind break is getting started next week and we are still waiting on the playground equipment. We are always looking for new grants to avail of. The mobi chair rental forms are done up and we will get a picture of the chair and post it on Facebook.

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

- Sewer disposal tank update – Councillor Baird emailed about a week ago and still haven't heard back. Councillor Baird will contact Cecon tomorrow to check to see if they know anymore on it. Site 75/76 will move this weekend, so the area is free when we get the go ahead.
- Site with powerline over it update – The site is now made bigger, so the trailer is not in under the powerline.
- Placement of ½ basketball court update – Will be done the same time as the sewer disposal tank to save on cost.
- With the standards of the playground equipment and the cost of playground equipment it is hard for the town to keep up two playgrounds. In the trailer park it will possible be just the new piece coming in, a sand box and the couple pieces that are still in good shape there now.
- Placement of cookhouse update – Can't find an ideal location in the trailer park for it. Maybe behind site 6 area.
- Update on posts and 2023 tags – We will reuse the numbers we have for the posts and the town worker will put up posts in near future. It is still a WIP.
- Crown lands update – The four lots on Pine Tree update – Mayor Granberg and Deputy Mayor Pike will get together to check into the work to be done there and get three quotes to do the work. It is a WIP right now. Three more applications have gone to Crown Lands for review, and we are happy to say that all applications are now processed at the town level.
- Bulk garbage and use of black garbage bags – Angela to do up a new notice for Facebook and the board and reach out to the admin for the campers Facebook page to see if it could be posted there with what goes in what bags stating that there is to be no black garbage bags used. Also, there is again this season bulk garbage placed there – a microwave, and what looks like wood from a patio roof. Bulk garbage is only to be placed out for the clean up the town has in June. If the rules are not going to be followed then there will have to be cameras put in the area, or no garbage services at all. If Campers can't follow these simple rules, then how can the Town have meetings and listen and try to respond to issues if they can't follow the rules.

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

- Social update – only what was updated in Councillor Hillier-Smith's reports.
- Student Employment update – We never got a second student apply so we just have the one student working now and she is doing a great job.
- Municipal Affairs update – The inspection report was read by Deputy Mayor Pike and included in the minutes.
- Public Relations – Reminder to update the fire index more often.
- Beautification update – Flowers are put up and planted and going good.

New Business:

- Insects around municipal building – Angela to pick up a bottle of insect defence and also a can of sure shot for the wasps.
- There has been beer glass in the beach area lately so Angela will have to pick up a pair of cut proof gloves for PPE for the town worker.
- Insurance on Eddie Eastman Hall review – WIP we are checking into insurance coverage.
- Outside garbage bins – A few needed to be replaced. Angela to order. This year we want the garbage bins left out until the end of the town workers season.
- Fire Department positions to be filled – Ask Fire Chief to join in to see where we go from here.
- Portable A/C unit – The town office needs a portable unit to go in the window as it gets quite hot in the office when temps are high. They are sold out in many places but comparing prices Kent has one for \$398.00 plus tax that the hose goes to the window. This price is comparable to the other ones priced out.

No. 23-086

Motion made by Councillor Hillier-Smith to purchase this portable a/c unit for the town office. Motion seconded by Deputy Mayor Pike.

In favour: All

Opposed: 0

Motion Carried

- Stiens Point – The area was cleaned up by the town worker. A Town property, no overnight camping in area sign to be ordered. Also, a no glass bottles in beach area sign to be ordered for the swim pond area.
- Cost Sharing – We just had the propane tanks filled and two out of the three had to be exchanged because they were outdated. Also, we had to dispose of pop, and juice left over at the fire department because they were outdated which was a complete waste. It would be nice if one group has items left over from an event to let the next event use the left-over items and that group replace what they used so we can avoid this kind of wastage in the future.
- Change table for the Eddie Eastman Hall – It would be nice to have a change table purchased for the Eddie Eastman Hall to be placed in the women's washroom.

No. 23-087

Motion made by Deputy Mayor Pike to purchase a fold down change table for the women's washroom at the Eddie Eastman Hall. Motion seconded by Councillor Hillier-Smith.

In favour: All

Opposed: 0

Motion Carried

Permits

- 3 permits issued since the last meeting.

Next meeting – Tuesday, August 22, 2023 at 6:00pm at the Eddie Eastman Hall.

No. 23-088

Motion made by Councillor Baird to adjourn the meeting at 8:33pm. Motion seconded by Deputy Mayor Pike.


In favour: All

Opposed: 0

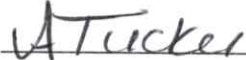
Motion Carried

ADJOURNMENT

8:33 pm



Mayor/Deputy



Clerk

TOWN OF TERRA NOVA
GARBAGE COLLECTION POLICY

1. Garbage contract duration: Two years with option to renew for 3rd year.
2. CNWM Disposal fees: Based on CNWM tipping fee rate.
3. Annual Clean-up: Date to be determined by Council & Contractor.
4. Dumping: No dumping of brush or other waste within town boundaries.

Amended: July 11, 2023

MEMO

TO: Public Entities of Newfoundland and Labrador

FROM: Alan Doody, Deputy Minister, Children, Seniors and Social Development

DATE: June 2, 2023

RE: Requirement of Public Entities to Develop and Implement Accessibility Plans/Accessibility Plan Session

Colleagues, the **Accessibility Act** came into law on December 3, 2021. This is a significant milestone for my department, the province as a whole and most importantly, for persons with disabilities. The purpose of this enabling legislation is to improve accessibility by preventing, identifying and removing barriers that prevent persons with disabilities from fully participating in society. This enhances the Provincial Government's commitment to improve accessibility and inclusion for persons with disabilities. In June 2022, the Accessibility Standards Advisory Board (Board) was established and the prioritization and development of accessibility standards are underway.

I am reaching out to advise that within the **Accessibility Act**, public entities are required to develop and implement accessibility plans. Public entities include Provincial Government departments, agencies, boards and commissions; provincial courts; public and private educational institutions; public school boards; the provincial health authority and municipalities. As per section 22 (1) of the **Accessibility Act**, public entities must complete and make public their initial accessibility plan by December 31, 2023 and require an update every three (3) years.

To help guide public entities in creating an accessibility plan, the Accessibility Plan Guide is attached for your reference. In addition, a virtual learning session is scheduled for June 15, 2023, from 1:00 p.m. to 3:00 p.m.

Please RSVP by **June 12, 2023**. You can register online at Accessibility Plan Session. Disability-related support is available upon request.

I encourage all public entities to ensure representation and participation in this session to help inform the development of the accessibility plans.

Thank you for your support and consideration. Please contact the Disability Policy Office at disabilitypolicy@gov.nl.ca if you have further questions.

Sincerely,



Alan Doody
Deputy Minister

Attachment

Town of Terra Nova

From: [REDACTED]
Sent: July 10, 2023 3:32 PM
To: Terra Nova
Subject: Item for agenda, town council

Terra Nova town council

Angela,

I am a cabin owner in the town, residing on the main road, and have been for 15 years. I have a cell phone, and my carrier is Bell. The service has deteriorated significantly, particularly this year, and raises concern, that it may not be counted upon in case of emergency. I have contacted Bell mobility and they opened a complaint file. They got back to me, saying they have closed my file, as they already have a number of complaints (files). They have 2 possible solutions, either build a new tower or make modification to existing one. They do not see either in the near future.

- This is not news to any of you, I'm sure, as residents in this community. The benefits of reliable cellular or internet service are obvious. I'm asking, as a taxpayer, for your attention, in this matter. I'm asking for the council contact Bell to address this concern, with a request for timely resolution. Respectfully, [REDACTED]

Sent from my iPad

Town of Terra Nova
Vendor Aged Summary As at 07/10/23

Name	Total	Current	31 to 60	61 to 90	91+
Baird, Roger	27.53	27.53	-	-	-
Credit Recovery (2003) Ltd.	282.90	282.90	-	-	-
Dart Enterprises Ltd	2,921.00	2,921.00	-	-	-
East-Glo Castle Building Supplies	1,134.79	1,134.79	-	-	-
Granberg, Andrea	405.00	405.00	-	-	-
Municipal Assessment Agency	1,540.50	1,540.50	-	-	-
Pike, Julie	45.99	45.99	-	-	-
Ralph, Kim	1,247.75	1,247.75	-	-	-
Receiver General For Canada	2,495.92	2,495.92	-	-	-
ScotiaLine Visa	-50.00	-	-	-	-50.00
Total outstanding:	10,051.38	10,101.38	-	-	-50.00

Town of Terra Nova
Customer Aged Summary As at 07/10/23

Total	Current	31 to 60	61 to 90	91+
155.25	0.00	115.00	0.00	40.25
380.00	0.00	0.00	0.00	380.00
862.50	0.00	0.00	0.00	862.50
380.00	0.00	0.00	0.00	380.00
375.50	0.00	0.00	0.00	375.50
2,011.30	0.00	103.56	102.23	1,805.51
230.00	0.00	0.00	0.00	230.00
1,454.10	0.00	90.51	96.20	1,267.39
380.00	0.00	0.00	0.00	380.00
380.00	0.00	0.00	0.00	380.00
836.37	0.00	38.46	40.88	757.03
380.00	0.00	0.00	0.00	380.00
30.00	0.00	0.00	0.00	30.00
30.00	0.00	0.00	0.00	30.00
873.02	0.00	0.00	1.02	872.00
200.00	0.00	200.00	0.00	0.00
380.00	0.00	0.00	0.00	380.00
862.50	0.00	0.00	0.00	862.50
-0.55	0.00	0.00	0.00	-0.55
537.42	0.00	0.00	0.00	537.42
262.50	0.00	0.00	0.00	262.50
1,482.98	0.00	77.47	102.01	1,303.50
380.00	0.00	0.00	0.00	380.00
380.00	0.00	0.00	0.00	380.00
115.00	0.00	115.00	0.00	0.00
783.70	0.00	0.00	0.00	783.70
380.00	0.00	0.00	0.00	380.00
-10.00	0.00	0.00	0.00	-10.00
421.40	0.00	3.49	40.88	377.03
780.00	0.00	0.00	0.00	780.00
372.85	0.00	0.00	0.19	372.66
1,480.39	0.00	73.60	102.13	1,304.66
-0.20	0.00	0.00	0.00	-0.20
50.00	50.00	0.00	0.00	0.00
-16.50	0.00	0.00	0.00	-16.50
2,450.13	0.00	168.24	217.06	2,064.83
418.36	0.00	20.45	40.88	357.03
203.00	0.00	0.00	0.00	203.00
222.84	0.00	0.00	0.00	222.84
1,071.69	0.00	27.87	51.96	991.86
421.40	0.00	3.49	40.88	377.03
836.37	0.00	38.46	40.88	757.03

1,401.58	0.00	86.09	91.49	1,224.00
380.00	0.00	0.00	0.00	380.00
50.00	0.00	0.00	0.00	50.00
380.00	0.00	0.00	0.00	380.00
380.00	0.00	0.00	0.00	380.00
180.00	0.00	0.00	0.00	180.00
3,334.80	0.00	208.34	193.40	2,933.06
462.50	0.00	0.00	0.00	462.50
250.00	0.00	0.00	0.00	250.00
3,254.71	0.00	252.20	272.39	2,730.12
18.24	0.00	0.00	1.79	16.45
380.00	0.00	0.00	0.00	380.00
862.50	0.00	0.00	0.00	862.50
825.83	0.00	0.00	0.00	825.83
762.50	0.00	0.00	0.00	762.50
760.00	0.00	0.00	0.00	760.00
111.92	0.00	0.00	0.00	111.92
380.00	0.00	0.00	0.00	380.00
1,216.37	0.00	38.46	40.88	1,137.03
836.37	0.00	38.46	40.88	757.03
920.00	0.00	0.00	0.00	920.00
920.00	0.00	0.00	0.00	920.00
1,702.46	0.00	79.42	84.40	1,538.64
1,471.83	0.00	124.03	133.30	1,214.50
780.00	0.00	0.00	0.00	780.00
406.55	0.00	18.60	7.95	380.00
380.00	0.00	0.00	0.00	380.00
2,003.21	0.00	96.12	102.17	1,804.92
362.50	0.00	0.00	0.00	362.50
380.00	0.00	0.00	0.00	380.00
439.27	0.00	21.36	37.91	380.00
262.50	0.00	0.00	0.00	262.50
943.22	0.00	4.11	30.08	909.03
380.00	0.00	0.00	0.00	380.00
380.00	0.00	0.00	0.00	380.00
380.00	0.00	0.00	0.00	380.00
380.00	0.00	0.00	0.00	380.00
1,936.72	0.00	163.21	173.45	1,600.06
372.25	0.00	0.00	0.00	372.25
-0.74	0.00	0.00	0.00	-0.74
431.25	0.00	0.00	0.00	431.25
391.72	0.00	0.00	1.14	390.58
377.30	0.00	0.00	0.00	377.30
883.72	0.00	0.00	36.55	847.17
380.00	0.00	0.00	0.00	380.00
380.00	0.00	0.00	0.00	380.00
719.99	0.00	0.00	0.00	719.99

472.99	0.00	0.00	0.00	472.99
-71.88	0.00	0.00	0.00	-71.88
25.08	0.00	0.00	2.45	22.63
1,647.71	0.00	106.83	113.54	1,427.34
611.14	0.00	0.00	0.00	611.14
380.00	0.00	0.00	0.00	380.00
5.50	0.00	0.00	0.00	5.50
180.00	0.00	0.00	0.00	180.00
456.37	0.00	0.00	0.00	456.37
409.73	0.00	2.50	2.68	404.55
380.00	0.00	0.00	0.00	380.00
1,132.94	0.00	17.94	109.05	1,005.95
1,668.44	0.00	0.00	0.00	1,668.44
850.78	0.00	39.67	42.16	768.95
462.50	0.00	0.00	462.50	0.00
862.50	0.00	0.00	0.00	862.50
437.88	0.00	4.88	5.18	427.82
5.00	0.00	0.00	0.00	5.00
-5.25	0.00	0.00	0.00	-5.25
440.92	0.00	0.00	0.00	440.92
662.50	0.00	0.00	0.00	662.50
380.00	0.00	0.00	0.00	380.00
380.00	0.00	0.00	0.00	380.00
424.64	0.00	3.76	40.88	380.00
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70,013.88	50.00	2,381.58	2,903.42	64,678.88
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Government of Newfoundland and Labrador
Municipal and Provincial Affairs
Central Region

July 11, 2023

DOC/2023/01899-01

Mayor and Councillors
Town of Terra Nova
1 River Road
Terra Nova, NL A0C 1L0

Dear Mayor and Councillors:

During my recent inspection of the Council's records I noted the following to which I draw your attention.

1. No water and/or sewer (private) regulations:

Section 414 (1) of *Chapter M-24 Municipalities Act, 1999*, states "The council shall make regulations.

- a) controlling the construction, location, use and maintenance of privies, sewer systems, septic tanks and sewers;
- b) governing the digging, drilling, use and construction of wells and water supply systems; and
- c) prohibiting and controlling the use of a source of water that council considers dangerous to public health and restricting or prohibiting the use of water in a municipality;

A copy of all regulations adopted by a council and certified by the clerk shall be sent to the Minister by the clerk within 14 days of their adoption by council. This has been noted in the previous inspection, and is in violation of the legislation.

- 2. Minutes show that council has applied for a bingo license for the purpose of fundraising, the town or any arm of council, has no authority under the Municipalities Act, 1999 to fundraise**
- 3. As stated in the *Municipalities Act, 1999* section 22(3) the Mayor or other person presiding at a meeting of the town council may, when he or she speaks on a subject, be replaced as the presiding person by the deputy mayor or temporary chairperson for the time during which the mayor or presiding person is speaking. I noticed in the minutes the minutes the proposing most motions, this is not best practice.**
mayor is



If you have any questions regarding the above please contact me at 256-1053.

Yours truly,


CRYSTAL PARDY
Municipal Affairs Analyst

/ah