

**Town of Terra Nova  
Regular Council Meeting  
August 22, 2023**

Minutes of the council meeting of The Town of Terra Nova, held on Tuesday, August 22, 2023,  
at 6:00pm.

**Members Present**

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

**Absent**

<b>Also, Present</b>	Account Manager/Town Clerk	Angela Penney-Tucker
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**Adoption of Agenda**

No. 23-089

Moved by Councillor Moore, seconded by Councillor Baird to adopt the agenda as presented, with the following additions: under new business – Office Information requests and Town Road Safety by Deputy Mayor Pike.

In favour: All  
Opposed: 0  
Motion Carried

**Minutes:  
Regular meeting on July 11, 2023**

Mayor Granberg asked if there were any errors or omissions in the minutes from the July 11, 2023, Council meeting.

No. 23-090

Motion made by Councillor Moore to adopt the July 11, 2023 minutes as tabled. Motion seconded by Deputy Mayor Pike.

In favour: All  
Opposed: 0  
Motion Carried

## **Business Arising:**

- Town Policies and regulations update –Grading Roads policy read by Deputy Mayor Pike and included in minutes.

**No. 23-091**

**Motion made by Deputy Mayor Pike to adopt the updated Grading Roads policy as read.  
Motion seconded by Councillor Baird.**

**In favour: All**

**Opposed: 0**

**Motion Carried**

- Town of Terra Nova Water and Sewerage (Private) regulations read by Mayor Granberg and included in minutes.

**No. 23-092**

**Motion made by Deputy Mayor Pike to adopt the Town of Terra Nova Water and Sewerage (Private) regulations as read. Motion seconded by Councillor Baird.**

**In favour: All**

**Opposed: 0**

**Motion Carried**

- Request by property owner of 12 Loop Road update – A meeting with the two property owners in the area and council was held on Friday, July 21, 2023, at 1pm. The drive through will be added to our road grading policy but no snow removal services will be available. Council agreed to move the pole as per the quote from Newfoundland Power. The culvert in the area is the responsibility of the Department of Highways as it is on a provincial road.

**No. 23-093**

**Motion made by Councillor Baird to approve moving pole if in same price range as prior quote by Newfoundland Power. Motion seconded by Councillor Moore.**

**In favour: All**

**Opposed: 0**

**Motion Carried**

- Lot available on Terra Nova Road update – Angela will ask to have it put on front page of our website and update on Facebook again.
- Storage building on Loop Road update – The second letter was sent out on July 13, 2023, asking to comply to the matter by August 31, 2023 if not the town will have to reach out to an inspector for safety reasons and any and all charges will be back billed to the property owner. This is a commercial building and must meet all commercial building standards.

- Front office set up – still a WIP.
- Wind Break and wheelchair access update – completed and the final report for the grant is sent in. Just waiting on an inspection now. The plywood has been painted white and maybe we can put letters up on it saying “Town Office.”
- Visa debit setup – Completed.
- Bell Aliant letter on cell and internet service – letter sent to Bell Aliant and cc’ed to Lloyd Parrott’s office on August 9, 2023. Haven’t heard anything back yet.
- Insurance on Eddie Eastman Hall review – Angela called a few different insurance companies, and they didn’t have anything different than our insurance company. WIP
- Fire department minutes and training templates – These templates are to try and help the fire department be able to maintain written documentation of meeting and training sessions when they have no secretary. They are simple templates to fill in and anyone from the fire department can fill them in, it doesn’t have to be the same person all the time. Angela to let the fire chief know to present at the next get together and see who will fill them in so we can have some documentation on file.
- Steins Point – Signage is now up for no overnight camping there and it is working because a family was planning on tenting there and seen the sign and went to the store and then ended up renting a campsite at the trailer park for the night.
- ATIPP requests and appoint head of the public body for ATIPP – A couple ATIPP requests came in and we need to appoint a head who usually is the Mayor.

**No. 23-094**

**Motion made by Councillor Hillier-Smith to appoint Mayor Granberg as the head of the public body for ATIPP. Motion seconded by Deputy Mayor Pike.**

**In favour: All**

**Opposed: 0**

**Motion Carried**

### **Correspondence:**

- Letter from camper – Read by Angela and included in the minutes.

### **Committee Reports:**

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

- Current Operating Balance August 22, 2023 – \$407,763.30
- Gas Tax Account Total August 22, 2023 - \$47,780.39
- Accounts receivable owed on August 22, 2023, is \$54,975.26. Reminder notices sent out and looking positive.
- The Vendors Summary list August 22, 2023, totals \$7,140.10 as included on the vendor age included with the minutes.

**No. 23-095**

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

**In favour: All**

**Opposed: 0**

**Motion Carried**

**No. 23-096**

**Motion made by Councillor Hillier-Smith that the 2022 Financial statement and documents be approved. Motion seconded by Deputy Mayor Pike.**

**In favour: All**

**Opposed: 0**

**Motion Carried**

- Terra Nova Day update – It was a great day with the kick off kayak races, then games and lunch at the Eddie Eastman Hall. We had our first kids dance followed by an adult dance with the same DJ. Thanks to all who made this day so successful. Income was \$2,807.50, expenses were \$1,397.53 for a net income of \$1,409.97 less the one receipt to come in for the burgers and winners.
- TNWC update – They helped along with all the committees in town with the Terra Nova Day.
- TNRC update – We had two events, and we received our bingo and ticket licence. The first bingo was a great success. We had two 50/50 draws on Terra Nova Day and the proceeds went to the fire department and the other one to the Town of Terra Nova.

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

- Capital Works project – Council decided to apply for the 24/25 capital works to pave all gravel roads and some repairs on paved roads with the 90/10 split. We are now in the process of getting some estimates.

**No. 23-097**

**Motion made by Deputy Mayor Pike to apply for capital works to pave unpaved roads and repair paved roads. Motion seconded by Councillor Baird.**

**In favour: All**

**Opposed: 0**

**Motion Carried**



- Paving of sections in town when route 301 is being done – We reached out to J1 to look at mainly River Road and part of Lily Brook Road to get a quote on paving and we reach out to one other company today as well. Hopefully we will get this done this fall.
- Tonnage signs update – a letter was sent to the minister of transportation, minister of Fisheries; Forest; and Agriculture, and the MHA on August 9, 2023, regarding this matter and to date we have not heard anything back. This limit is enforced by the department and there are no weight scales in the area.
- Garbage collection tender awarding – We received one tender form Kim Ralph for \$230.00 plus HST per week and the amount of \$280.00 plus HST when the park in town is open (Victoria Weekend – Thanksgiving weekend) and \$155.00 plus HST per load for the community clean up.

**No. 23-098**

**Motion made by Deputy Mayor Pike to accept this tender from Kim Ralph. Motion seconded by Councillor Baird.**

**In favour: All**

**Opposed: 0**

**Motion Carried**

- Shingles on the Eddie Eastman Hall update – new shingles not needed as per Castle contractors when looked at, but a few may need to be repaired. They are willing to give us a price this fall on this and install ventilation for the moisture problem in the attic. Angela to get three quotes on this job.

Angela to give the town worker the clock at the office to replace the broken one at the Eddie Eastman Hall and while there get him to replace the light bulb in the kitchen and put the tote by the ladder up on the top shelf on the right. Also, the fridge door needs to be changed to swing the opposite way. The change table anchor bolts can't work with the studs in the wall in the washroom now maybe have to make a 2x4 brace to anchor it to. The kitchen also needs some dish cloths.

Grants update: The swim pond is completed, and final report sent in just waiting on the inspection report. The wind break is completed, and the final report sent in just waiting on the inspection to be done. The community garden grant was received in the amount of \$750.00 to start our garden and we have four bins built and a rain barrow and watering can is purchased. We will apply for another grant to continue with our community garden. The playground equipment is not shipped yet but hoping to be here by mid fall. Old seesaw bar there has been removed and we have an idea on what this bar will be used for. A new grant from Active NL fund is due by October 31, 2023 and we will apply for another CSA approved piece of playground equipment for the trailer park playground.

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

- Sewer disposal tank update – The end of July we received the approval of plans for the sewer disposal tank at the trailer park from Service NL. The next step is to contact a few contractors to get estimate prices on construction to be done.
- Placement of ½ basketball court update – Will be completed at the same time as the sewer disposal tank. Ask the town worker to cut trees in behind site number 6 and see if the ½ basketball court is what the campers want or want a green space with a small concrete pad to use in the area.
- Placement of cookhouse update – The cookhouse will be moved from the park and placed by the Municipal building or by the other side of the trussell temporary and may become permanent.
- Update on posts– The town worker has started to put up the posts. We need to purchase 19 site number signs in total.
- Crown lands update – The four lots on Pine Tree update – WIP. Some things came up in the review and we are waiting on answers from Crown Lands.
- Bulk garbage and use of black garbage bags – This is an on going issue. There was a picture taken by a camper at the park of someone that drove into the park and put black garbage bags in the bins. We will post the picute to see if anyone knows this person and if so ask them to touch base with the office to let them know the rules on the trailer park garbage. Mayor Granberg will post.

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

- Social update – Updated with the committees updates. Take out of the agenda.
- Student Employment update – Survey was given to the student and she has it completed as part of the final reports for the grant. Her last day of work is this Friday. She was a wonderful, pleasant, and a hard worker and it was a privilege to have her as our summer student for the second year.
- Municipal Affairs update – N/A
- Public Relations – Someone visited the swimming pond with a service dog and comments were made about the no dog policy at the beach area to them. They asked us to please update our sign to say it does not apply to service dogs. Service dogs are allowed at our beach area and must be wearing their vest to identify them. The RCMP was contacted about the drinking on the beach problem, but to date, no drive to check on it has been made to our knowledge.
- Beautification update – When the flowers are gone at our welcome sign coming into town maybe plant some tulip bulbs.

**No. 23-099**

**Motion made by Deputy Mayor Pike to purchase tulip bulbs to plant at the welcome sign.**

**Motion seconded by Councillor Hillier-Smith.**

**In favour: All**

**Opposed: 0**

**Motion Carried**



## **New Business:**

- Volunteer appreciation and storage for TNRC – The storage closet here is used by TNWC and now the TNRC is using the furnace room. When the books are removed maybe get a shelf for storage. Maybe we should have a volunteer appreciation for the four groups that are working very well in town in October or November. We could send out an email to all groups to have a potluck headed by council for the group members and a plus one. Maybe even invite prior council members where they didn't get anything because of COVID.
- Accounts Receivable update – First notice letters were sent out on four accounts at the trailer park that are overdue more than just this year to pay by October 31, 2023, or they will be sent to collections. First reminder to pay letters were sent out on nine accounts to pay for their property taxes on prior years and this year as well.
- Office Information requests – Just to put this out there to residents, taxpayers, and the public with regard to inquiries to the town office. As previously mentioned at other public meetings there have been numerous inquiries to the town office that our town clerk has done her very best to address. Council decided to put a motion to the table to allow any and all individuals that have more than two questions on the one topic to be a delegate at a public meeting. Since that motion went into effect the office has received two ATIPP requests, one with five questions/requests and the other with nine questions/requests. This could be totally unrelated to prior inquiries but our town clerk now must deal with these inquiries/requests which could have been addressed as a delegation to council at a public meeting. As stated at prior meetings, our town clerk only works part time and there are many day-to-day things that must get done outside of the inquiries/requests. If delegations were to occur, it would make her job easier, and council could help address the issues/concerns with her versus her having to answer numerous questions on the same topic or ATIPP requests. She now must reach out to third party individuals such as the ATIPP office to deal with these requests. This is taking up too much of her time dealing with these requests. If you call the office or go there and she isn't available it's probably due to her having to spend so much time in private meetings with third parties.
- Town Road Safety – It has been recently brought to council's attention that there have been incidents of ATV's, UTV's, dirt bikes and even vehicle traffic that are not adhering to posted speeds or even stop signs. There have been incidents where people on pedal bikes with children who have had close calls with dirt bikes and ATV's. As residents and taxpayers of this beautiful community we like to use our ATV's or other recreational vehicles around the town. The last thing anyone wants is for there to be an accident involving any vehicle or person that could have been avoided. There are children using recreational vehicles that are too young to be operating such machines. There are laws regarding appropriate ages to operate recreational vehicles, unfortunately too many choose to ignore the laws and safety. RCMP are not present in the town very often but perhaps as a council and residents we should request more patrolling due to the safety concerns. There have also been reported situations where even commercial vehicles are not stopping at stop signs where children would be boarding a school bus. As a council I

would like for us to stand with our residents to try to keep everyone who lives or visits Terra Nova safe.

Mayor Granberg will do a Facebook post on road safety and Angela will get it posted on our website as well.

Mayor Granberg welcomed back Councillor Moore and said we are thankful you are back with us on council after your leave of absence.

### **Permits**

- 8 permits issued since the last meeting.

**Next meeting – Tuesday, September 19, 2023 at 6:00pm at the Eddie Eastman Hall.**

**No. 23-100**

**Motion made by Councillor Baird to adjourn the meeting at 7:42pm. Motion seconded by Deputy Mayor Pike.**

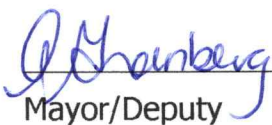
**In favour: All**

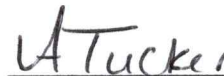
**Opposed: 0**

**Motion Carried**

### **ADJOURNMENT**

**7:42 pm**

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

  
\_\_\_\_\_  
Clerk



# **TOWN OF TERRA NOVA GRADING ROADS POLICY**

**Effective the 22th day of August 2023 the following conditions shall apply for grading town roads**

- 1. During the spring season after the snow and ice melt, the Town Council of Terra Nova will assess town roads and make necessary repairs or upgrades.**
- 2. Town roads will be assessed in early fall to determine if any work is Necessary**

## **List of gravel roads as follows:**

- 1. Three Pond Place 0.2 kms**
- 2. Shady Lane 0.3 kms**
- 3. Forge Lane 0.03 kms**
- 4. Lilly Brook Rd 0.075 kms**
- 5. Coolbreeze Lane 0.07 kms**
- 6. Sparkes Lane 0.2 kms**
- 7. Reserve Lane 0.03 kms**

**Total length for gravel roads is 0.878 kms**  
**Total length for grading 0.878 kms**

## **List of Paved Roads**

- 1. Three Pond Place 0.01 kms**
- 2. Lilly Brook Rd 1.2 kms**
- 3. River Rd 0.8 kms**
- 4. Swimming Pond Rd 0.1 kms**
- 5. Pine Tree Rd 0.4 kms**
- 6. Farm Rd 0.5 kms**

**Total length of paved rds 3.1 kms**

## REGULATIONS

1. These Regulations are cited as the Town of Terra Nova Water and Sewerage (Private) Regulations.
2. In these Regulations:
  - (a) "Act" means the Municipalities Act, 1999 (MA, 1999)
  - (b) "Council" means the Town Council of Terra Nova.
  - (c) "Private sewage disposal system" means a privy, septic tank with an absorption field or other privately owned plant or any other equipment, means or methods of or for the treatment and disposal of sewage.
  - (d) "Private water supply system" means all manner of supplying water other than the supply of water directly by the town.
  - (e) "Municipality" means the Town of Terra Nova.
3. Pursuant to Section 195 of the Act, a person shall not within the Town:
  - (a) Construct a privy or sewer system, septic tank, or sewer; or
  - (b) Make or use a new water supply or system.

Except in accordance with a written permit from the Council.

4. Every private sewage disposal system and private water supply system shall:
  - (a) Be constructed, located, and maintained in a manner which is acceptable to the Department of Service NL where the capacity is up to 4500 liters per; or
  - (b) Be constructed, located maintained in a manner which is acceptable to the Department of Service NL where the capacity is in excess of 4500 liters per day.
  - (c) The water supply system be constructed, and maintained in a manner which is acceptable to the Department of Service NL and shall be 52 feet for a drilled water supply or 100 feet for a dug water supply from a private sewage disposal system.
5. Pursuant to Section 420 of the Act, a person who contravenes or fails to comply with these regulations, is guilty of an offence and liable on summary conviction to a fine of not less than \$100.00 and not exceeding \$500.00 or in default of payment to a period of imprisonment not exceeding 30 days or to both a fine and period of imprisonment.
6. These regulations were adopted by Council on the 22 day of Aug, 2023 and will take effect on the 22 day of Aug, 2023.

U. Tucker

Town Clerk

J. Granberg

Mayor

Sample approval in principle letters from town included

I am in A Agreement with the  
Cook house being removed from the  
park - it don't be used.

I think the half basketball court  
should not go in the park - it should  
be in the town - any Kids that is  
old enough to play basketball is  
old enough to go outside the park  
& play, Most specially if its going  
to be considered public use, it should  
not be put in the park.

Thank you  
CAMPER.



**Town of Terra Nova**  
**Customer Aged Summary As at 08/22/23**

Total	Current	31 to 60	61 to 90	91+
155.25	0.00	0.00	115.00	40.25
392.40	16.90	0.00	0.00	375.50
2,101.81	90.51	0.00	103.56	1,907.74
1,519.53	65.43	0.00	90.51	1,363.59
397.10	17.10	0.00	0.00	380.00
905.36	38.99	30.00	38.46	797.91
397.10	17.10	0.00	0.00	380.00
31.35	1.35	0.00	0.00	30.00
112.31	39.29	0.00	0.00	73.02
209.00	9.00	0.00	0.00	200.00
-2.50	-2.50	0.00	0.00	0.00
-0.55	0.00	0.00	0.00	-0.55
352.60	15.18	0.00	0.00	337.42
169.81	7.31	0.00	0.00	162.50
1,549.71	66.73	0.00	77.47	1,405.51
397.10	17.10	0.00	0.00	380.00
766.72	33.02	0.00	0.00	733.70
397.10	17.10	0.00	0.00	380.00
-10.00	0.00	0.00	0.00	-10.00
440.36	18.96	0.00	3.49	417.91
369.63	16.78	0.00	0.00	372.85
1,547.01	66.62	0.00	73.60	1,406.79
-0.20	0.00	0.00	0.00	-0.20
-16.50	0.00	0.00	0.00	-16.50
2,560.39	110.26	0.00	168.24	2,281.89
437.19	18.83	0.00	20.45	397.91
203.00	0.00	0.00	0.00	203.00
232.87	10.03	0.00	0.00	222.84
1,015.42	43.73	0.00	27.87	943.82
440.36	18.96	0.00	3.49	417.91
1,098.90	47.32	0.00	86.09	965.49
31.35	1.35	0.00	0.00	30.00
397.10	17.10	0.00	0.00	380.00
397.10	17.10	0.00	0.00	380.00
3,484.86	150.06	0.00	208.34	3,126.46
114.66	0.00	0.00	0.00	114.66
161.25	11.25	0.00	0.00	150.00
3,401.17	146.46	0.00	252.20	3,002.51
397.10	17.10	0.00	0.00	380.00
901.31	38.81	0.00	0.00	862.50
862.99	37.16	0.00	0.00	825.83
640.06	27.56	0.00	0.00	612.50
794.20	34.20	0.00	0.00	760.00
116.96	5.04	0.00	0.00	111.92
397.10	17.10	0.00	0.00	380.00

1,271.11	54.74	0.00	38.46	1,177.91
144.01	37.64	0.00	0.00	106.37
961.40	41.40	0.00	0.00	920.00
961.40	41.40	0.00	0.00	920.00
1,779.07	76.61	0.00	79.42	1,623.04
50.00	0.00	50.00	0.00	0.00
1,538.06	66.23	0.00	124.03	1,347.80
815.10	35.10	0.00	0.00	780.00
27.74	1.19	0.00	18.60	7.95
378.81	16.31	0.00	0.00	362.50
459.04	19.77	0.00	21.36	417.91
885.67	42.45	0.00	0.00	843.22
397.10	17.10	0.00	0.00	380.00
397.10	17.10	0.00	0.00	380.00
397.10	17.10	0.00	0.00	380.00
2,023.87	87.15	0.00	163.21	1,773.51
180.00	7.75	0.00	0.00	172.25
-0.74	0.00	0.00	0.00	-0.74
409.35	17.63	0.00	0.00	391.72
394.28	16.98	0.00	0.00	377.30
922.59	38.87	0.00	0.00	883.72
397.10	17.10	0.00	0.00	380.00
397.10	17.10	0.00	0.00	380.00
402.39	32.40	0.00	0.00	369.99
-0.23	-0.23	0.00	0.00	0.00
-71.88	0.00	0.00	0.00	-71.88
26.21	1.13	0.00	0.00	25.08
1,721.86	74.15	0.00	106.83	1,540.88
377.39	16.25	0.00	0.00	361.14
5.50	0.00	0.00	0.00	5.50
188.10	8.10	0.00	0.00	180.00
476.91	20.54	0.00	0.00	456.37
428.17	18.44	0.00	2.50	407.23
397.10	17.10	0.00	0.00	380.00
-0.10	0.00	0.00	0.00	-0.10
1,183.92	50.98	0.00	17.94	1,115.00
1,668.44	0.00	0.00	0.00	1,668.44
889.07	38.29	0.00	39.67	811.11
183.31	20.81	0.00	0.00	162.50
457.58	19.70	0.00	4.88	433.00
-5.25	0.00	0.00	0.00	-5.25
199.51	8.59	0.00	0.00	190.92
483.31	20.81	0.00	0.00	462.50
47.10	17.10	0.00	0.00	30.00
443.75	19.11	0.00	3.76	420.88

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54,975.26 2,391.36 80.00 1,889.43 50,614.45

**Town of Terra Nova**  
**Vendor Aged Summary As at 08/22/23**

Name	Total	Current	31 to 60	61 to 90	91+
Andrea Granberg	498.74	498.74	-	-	-
Central Newfoundland Waste Ma...	613.20	613.20	-	-	-
Credit Recovery (2003) Ltd.	46.00	46.00	-	-	-
Diversions Computer Centre	70.15	70.15	-	-	-
East-Glo Castle Building Supplies	370.05	0.40	369.65	-	-
GB Signs	203.55	-	203.55	-	-
Glovertown Home Hardware Bld...	5,803.68	5,803.68	-	-	-
Pike, Julie	17.93	17.93	-	-	-
Rodway's Printing & Office Suppl...	-40.81	-	-40.81	-	-
ScotiaLine Visa	-50.00	-	-	-	-50.00
Tucker, Watson	90.00	90.00	-	-	-
<b>Total outstanding:</b>	<u>7,622.49</u>	<u>7,140.10</u>	<u>532.39</u>	<u>-</u>	<u>-50.00</u>