

**Town of Terra Nova  
Regular Council Meeting  
November 27, 2023**

Minutes of the council meeting of The Town of Terra Nova, held on Monday, November 27, 2023, at 6:01pm.

**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. 23-138

Moved by Councillor Baird, seconded by Deputy Mayor Pike to adopt the agenda as presented, with the following additions: under new business – Tree Lighting and Christmas carols by Mayor Granberg.

In favour: All  
Opposed: 0  
Motion Carried

**Minutes:  
Regular meeting on October 18, 2023**

Mayor Granberg asked if there were any errors or omissions in the minutes from the October 18, 2023, Council meeting.

No. 23-139

Motion made by Councillor Moore to adopt the October 18, 2023 minutes as tabled.  
Motion seconded by Councillor Baird.

In favour: All  
Opposed: 0  
Motion Carried

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

Mayor Granberg asked if there were any errors or omissions in the minutes from the Special meeting on November 3, 2023.

**No. 23-140**

**Motion made by Deputy Mayor Pike to adopt the November 3, 2023 minutes as tabled.  
Motion seconded by Councillor Baird.**

**In favour: All**

**Opposed: 0**

**Motion Carried**

### **Special meeting on November 9, 2023**

Mayor Granberg asked if there were any errors or omissions in the minutes from the Special meeting on November 9, 2023.

**No. 23-141**

**Motion made by Councillor Hillier-Smith to adopt the November 9, 2023 minutes as tabled.  
Motion seconded by Councillor Moore.**

**In favour: All**

**Opposed: 0**

**Motion Carried**

### **Business Arising:**

- Town Policies and regulations update:

Record Management policy read and included in the minutes.

**No. 23-142**

**Motion made by Deputy Mayor Pike to adopt the Record Management policy as tabled.  
Motion seconded by Councillor Baird.**

**In favour: All**

**Opposed: 0**

**Motion Carried**

Accessibility Policy read and included in the minutes.

**No. 23-143**

**Motion made by Councillor Baird to adopt the Accessibility Policy as tabled. Motion seconded by Councillor Moore.**

**In favour: All**

**Opposed: 0**

**Motion Carried**

Fire Department Policy read and included in the minutes.

**No. 23-144**

**Motion made by Deputy Mayor Pike to adopt the Fire Department Policy as tabled. Motion seconded by Councillor Baird.**

**In favour: All**

**Opposed: 0**

**Motion Carried**

- Storage building on Loop Road update – I am waiting on some dates from the property owner as to when someone can meet with Fire Services to complete this inspection. Late date in which I reached out and was told I will receive some dates was November 17, 2023. Angela will email again tomorrow to remind the owner and to let the owner know that the board that was up to bar off one of the window openings is down.
- Wind Break and wheelchair access update – The new inspection is now completed and on file in which everything was good, we just have to send in a picture of the painted handicap parking spot in the spring when completed.

**Correspondence:**

- Weight Signage, Terra Nova – read and included in the minutes.
- Update on the MAA - read and included in the minutes.
- CRSB 2024 budget - read and included in the minutes.
- 2024 Assessment Service Fee - read and included in the minutes.
- Donation of AED – read and included in the minutes. Angela to send a reply thanking him for the offer of the donation but the town already has two AED units – one at the Eddie Eastman Hall and one at the Fire Department and we can not take on the maintenance for another one and this unit is located at the local store and not in the town's possession. You would have to reach out to the business owner where it is placed and the maintenance on it would be between yourself and the business owner.

## **Committee Reports:**

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

- Current Operating Balance November 27, 2023 – \$278,030.83
- Gas Tax Account Total November 27, 2023 - \$245.47. There is \$11,697.00 to be transferred to this account from the current account for gas tax monies received this year.
- Accounts receivable owed on November 27, 2023, is \$45,450.51. List included in minutes.
- The Vendors Summary list November 27, 2023, totals \$23,244.23 as included on the vendor age included with the minutes.

#### **No. 23-145**

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

**In favour: All**

**Opposed: 0**

**Motion Carried**

The 2024 Tax & Fee Structure was read out and included in the minutes.

#### **No. 23-146**

**Motion made by Councillor Hillier-Smith to adopt the Tax & Fee Structure 2024 as tabled. Motion seconded by Councillor Baird.**

**In favour: All**

**Opposed: 0**

**Motion Carried**

#### **No. 23-147**

**Motion made by Councillor Hillier-Smith to adopt the 2024 Budget as tabled. Motion seconded by Deputy Mayor Pike.**

**In favour: All**

**Opposed: 0**

**Motion Carried**

#### **No. 23-148**

**Motion made by Councillor Hillier-Smith to charge interest on all overdue tax account at a rate of 4.5% and is charged on interest and compounded interest, monthly. Motion seconded by Councillor Baird.**

**In favour: All**

**Opposed: 0**

**Motion Carried**



- As per a letter received from CRA we are now back to making quarterly installments for payroll deduction in 2024 not monthly as we met all the requirements.
- Angela gave an update on overdue accounts over two years. Property tax letters were sent out to nine accounts on August 9, 2023 and only four of these account are paid up. These are property accounts that owe for 2023 and prior years. The five accounts left owe a total of \$7,997.78 for taxes and interest on these accounts. One invoice and statement of account is coming back to the town as address unknown. I left a phone message on November 17, 2023 to call the office to update the address on file. Emails were sent out to two accounts asking when payment will be received. The fourth one I called, and they said they would e-transfer monies owing, and we have received some of the amount owing. The other one I called said they only deal in cash and would take a day off work in the next couple of weeks and pay in person at the office. In August four account letters were sent out for the Ralph Calloway Memorial Park and two accounts are making payments with the last ones being the end of October and the other two I never heard back from, and they were given a date of October 31<sup>st</sup>, 2023 if not the accounts would be sent to collections. Council said to proceed with collections on those two accounts. In the coming weeks emails will be sent out to all Ralph Calloway Memorial Park accounts and property tax accounts stating all amounts are now overdue and must be paid.
- TNRC update – We had card and social nights on October 19<sup>th</sup>, November 2<sup>nd</sup>, and November 16<sup>th</sup> and bingo on October 23<sup>rd</sup> and November 25<sup>th</sup>. All these events are in collaboration with the Town of Terra Nova. LED bulbs received from Take Charge and NL Power have been disturbed out.
- TNCW update – We had our annual Halloween dance on October 28<sup>th</sup> and will have our party on December 6<sup>th</sup> and selling of the tickets for the New Years dance on December 16<sup>th</sup>. All these events are in collaboration with the Town of Terra Nova. We donated a keyboard to the church. The TNCW asked Councillor Hillier-Smith as liaison to Council to approach Council regarding the TNCW needing answers by November 30, 2023 as to if Council would find a solution regarding the liability insurance for their group so that the TNCW may know if they will carry on in the new year or dissolve. Council said they would need more time to research Councils options to help the TNCW and set up a mandatory meeting to move forward as a community together in the new year and in the meantime the TNCW can go ahead with the use of the building in collaboration with Council until we can come to an agreement that both parties agree upon.

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

- Paving of route 301 and sections in town – A big thank you to our MHA – Lloyd Parrott for your support is helping make this happen and to J1 for the paving of route 301. Also, thanks to Feltham's Construction Limited for completing the paving of the sections of roads in town.
- Shingles on the Eddie Eastman Hall update – Waiting on Home Hardware's contractors to start this work. Angela will contact tomorrow to find out when they will

be starting again as it was supposed to have been started a few weeks ago but maybe the weather is delaying the start.

- The tender for the snow clearing and ice control for the town roads was sent out with the closing date being October 30, 2023 at noon to receive bids on it. We did not get any tenders on it and we have let the Department of Transportation and Infrastructure know and they are going to continue to do this for us for the 2023 to 2024 season.
- Snow clearing contract – A revised scope of work was sent out and we received one tender on this but something in the bid received was invalid, so we must put back out. The notice and scope of work will go out tomorrow and to be closed at noon on Thursday, November 30, 2023.

**No. 23-149**

**Motion made by Deputy Mayor Pike to reissue the scope of work for the snow clearing of the town buildings. Motion seconded by Councillor Baird.**

**In favour: All**

**Opposed: 0**

**Motion Carried**

Grants update: The Active NL grant has been applied for but nothing back yet. The playground equipment has been installed and we are just waiting on one missing piece to the piece of equipment in which is on the way and the installers are going to come back and finish this when the piece is received at no cost to the town. Thanks to DART Enterprises Ltd. for the great groundwork and thanks to the installers of the equipment. The piece that's not installed will go at the main playground and the sign will come off the fence and be installed on the steel structure that will be put away for the winter.

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

- Sewer disposal tank update – Construction is completed for stage one and for the season and will continue in the spring with stage two which will be the electrical hook-up, water, set up of the alarm, and outhouse set up at the location. Thanks to Councillor Baird for all his time on this project.
- The playground at the Ralph Calloway Memorial Park will remain closed until new equipment piece comes in and is installed.
- The bulk garbage left at the Ralph Calloway Memorial Park has been cleaned up at the charge of \$100.00 for the extra pick-up.
- Crown lands update – One extension completed and gone to the lawyers for the deed of conveyance and the one under review by Council on Terra Nova Road now can be let know the final measurements that is allowed by Council.

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

- Municipal Affairs update – N/A
- Public Relations – The potluck supper had approximately 30 people in attendance and lots of food. Meals were taken to a couple shut in's that couldn't attend. Bonnie Sparkes was presented with a plaque and flowers for the donation to the town of the school library books, typewriter and cash register. John Cornell was presented with a plaque for his 20 years of dedicated municipal leadership to the Town of Terra Nova.
- Beautification update – The town worker is coming in next week to get the Christmas lights ready and maybe we could get some lights on the cookhouse. Angela to reach out to Glovertown to order three trees and see if they deliver and how much for the delivery and if not, Mayor Granberg will pick the trees up.

## **New Business:**

- Tree Lighting/Christmas carols – The date for this will be on Saturday, December 9, 2023 at 6:30PM. Mayor Granberg will do up notice for this and there will be hot chocolate available at this event.

## **Permits**

- 2 permits issued since the last meeting.

**Next meeting – Wednesday, December 13, 2023 at 6:00pm at the Eddie Eastman Hall.**

**No. 23-150**

**Motion made by Deputy Mayor Pike to adjourn the meeting at 7:16pm. Motion seconded by Councillor Baird.**


**In favour: All**

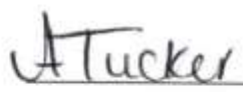
**Opposed: 0**

**Motion Carried**

## **ADJOURNMENT**

**7:16 pm**

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

  
\_\_\_\_\_  
Clerk



Records Management Policy			
Policy Number:	n/a	Effective Date:	November 28, 2023
Date of Council Approval:	November 27, 2023		
Motion Number:	No. 23-142		

## 1.0 Purpose

This policy describes how the town manages the records it relies on to fulfil its mandate. Records are retained in an accessible, secure manner to support operations and to respond to information requests, legal or audit processes. Records are managed as required by legislation including, but not limited to, *The Municipalities Act* and *The Access to Information Management and Protection of Privacy (ATIPP) Act (2015)* and *The Municipal Conduct Act*. Records are securely destroyed when the town no longer has a legal requirement to retain it. These requirements are defined in the Town's Records Retention and Disposal Schedule (RRDS).

## 2.0 Scope

This policy applies to all employees, elected officials, contractors, consultants, partners, students, temporary workers, volunteers, vendors, agents, third parties and other persons working on behalf of the town (hereafter referred to as "Town Users").

This policy applies to information in all formats, including physical (paper and hard copy), electronic records (including e-mail and instant messages), records in databases, datasets, or websites and any other technology in which information is created and managed.



## 3.0 Policy Statements

### 3.1. General

- 3.1.1. All records collected, created, received and/or maintained by Town Users resulting from work completed on behalf of the town is the property of the town.
- 3.1.2. Town Users conduct all town business using town-issued accounts and devices unless approved by the Town Clerk (e.g., use of personal computer may be approved).
- 3.1.3. Town Users return all records, including copies, as well as town-issued equipment used to create and/or store records to the Town Clerk at the end of their term or employment.
- 3.1.4. Town Users do not share their town-issued username or password.
- 3.1.5. Town Users do not use their town-issued email address for personal use.

### 3.2. Collection

- 3.2.1. Collection of personal information:
- 3.2.2. Occurs whenever the town acquires, receives, obtains, gathers, or compiles personal information and then creates a record of that personal information.
- 3.2.3. Occurs via telephone, email, correspondence, form, interview, etc.
- 3.2.4. Is limited to only that which is necessary to provide a program or service.
- 3.2.5. Requires a privacy notice as set out in s. 62(2) of the ATIPP Act, 2015, be given either verbally or in writing).

### 3.3. Creation

- 3.3.1. Town Users record all town decisions, transactions, and operations.
- 3.3.2. Personal or confidential content is not included where such records are open to public inspection as required by The Municipalities Act.

### 3.4. Receipt

- 3.4.1. Town Users do not open electronic messages or download attachments unless they are from known or trusted sources/contacts.
- 3.4.2. Town Users verify sources of information via direct person to person contact (e.g., phone or direct messaging to known accounts) as needed.

### 3.5. Organization/Storage

- 3.5.1. Town records are organized as directed by the Town Clerk.
- 3.5.2. Town records are stored in secured storage locations as directed by the Town Clerk.
- 3.5.3. Reasonable security measures are used to transport and store removable media.
- 3.5.4. Removable media is password protected and/or encrypted.
- 3.5.5. Records stored on removable media are returned to the Town's storage location when no longer required for business purposes.

### 3.6. Using/Sharing

- 3.6.1. Town records are used and shared minimally in a manner consistent with the original purpose of collection/creation in accordance with the ATIPP Act, 2015.
- 3.6.2. Town users do not disclose confidential information obtained in the course of their duties, except as required by law or as authorized by the town to do so.

### 3.7. Retention, Disposition or Transfer

- 3.7.1. Electronic information is acceptable as a record of Town business provided:
- 3.7.2. It is retained in the format in which it was made, sent or received or in a format that does not materially change the electronic information that was originally created, sent or received.
- 3.7.3. It is accessible and usable to those authorized to access it.
- 3.7.4. There is sufficient metadata to document its authenticity including where the electronic information was sent or received, the origin and destination of the electronic information and the date and time when it was sent or received.
- 3.7.5. Town users dispose of transitory records as a regular course of business.
- 3.7.6. The RRDS authorizes the retention and disposition of the town's records.
- 3.7.7. Town records may be transferred to a third party as approved by the Town Clerk.
- 3.7.8. Town records will be destroyed securely and completely, without possibility of reconstruction.

## 4.0 Roles and Responsibilities

### 4.1. ATIPP Coordinator

Ensures responses to Access to Information requests are made within the statutory timeframe, as openly as possible, in compliance with the ATIPP Act, 2015 by:

- 4.1.1. Receiving and processing requests made under the ATIPP Act, 2015.
- 4.1.2. Coordinating responses to requests for approval by the head of the public body (as designated under s. 109 of the ATIPP Act, 2015).
- 4.1.3. Communicating, on behalf of the town, with applicants and third parties to requests throughout the process including the final response.
- 4.1.4. Educating town users of the public body about the applicable provisions of ATIPP Act, 2015.
- 4.1.5. Tracking requests made under ATIPP Act, 2015 and the outcome of the request.
- 4.1.6. Preparing statistical reports on requests for the head of the public body.

### 4.2. Town Users

- 4.2.1. Creation, use and management of records as defined by this policy.

### 4.3. Town Clerk/Manager

*(if these are separate roles the tasks can be allocated appropriately)*

- 4.3.1. Overall management of the Town's records.
- 4.3.2. Organize orientation and training for Town Users on their records management responsibilities.
- 4.3.3. Provide tools and resources to Town Users to support compliance with this policy.
- 4.3.4. Authorize/issue equipment and tools to Town Users for the production/storage of town records (e.g., Town network and/or email account, computing devices, cellular phone, etc.).
- 4.3.5. Identify/approve record storage locations either onsite (e.g., town hall) or offsite (e.g., approve secure storage at a Town User's home office).
- 4.3.6. Control access to Town records and storage locations.
- 4.3.7. Retrieve and catalogue all records returned to the Town by the Town Users at the end of their term or employment.
- 4.3.8. Support ongoing disposal of records as per the RRDS.
- 4.3.9. Identify alternative storage locations for Town records including third party storage or archives.
- 4.3.10. Advise Town Council of any risks associated with non-compliance.



## 4.4. Town Council

- 4.4.1. Approves and authorizes this policy.
- 4.4.2. Promotes compliance with this policy.
- 4.4.3. Ensures the town's records management program is adequately resourced.
- 4.4.4. Designates the head of the public body for the town in accordance with s. 109 of the ATIPP Act, 2015. This person cannot also be the ATIPP Coordinator.

## 5.0 Monitoring and Compliance

The town updates this policy as needed to accommodate changes in the business environment, legislation, and technology. Compliance with this policy is mandatory for all Town Users. Non-compliance with this policy may result in disciplinary action.

## 6.0 Definitions

**Archive** Storing information assets for a long term or permanent preservation.

**Authenticity** An authentic record is one that can be proven to be what it purports to be, to have been created or sent by the person purported to have created or sent it, and to have been created or sent at the time purported. (Source: ISO 15489-1: 2016)

**Council** A town council continued or incorporated under this Act and a regional council continued or incorporated under this Act.

**Councillor** Includes a mayor and a councillor of a town council and a chairperson and councillor of a regional council.

**Compliance** The set of activities and processes that result in meeting and adhering to applicable legislation, rules, and codes of professional conduct, as well as the organization's policies and procedures.

**Confidential information** Information in the custody and/or control of the municipality that is prohibited from disclosure pursuant to legislation or court order or any other information that pertains to the business of the municipality generally considered to be of a confidential nature, including, but not limited to:

- Any matter that falls under the exceptions to disclosure identified in the Access to Information and Protection of Privacy Act (ATIPPA), whether or not a request for access has been made,
- Personal information which would constitute an unreasonable invasion of privacy,
- Potential acquisitions or disposition of real property,
- Information which would reveal the substance of deliberation of a privileged meeting,
- Pending contracts including tenders, requests for proposals (RFPs), and records related to potential procurement,
- Draft documents and legal instruments including reports, policies, bylaws, and resolutions that have not been the subject matter of deliberation in a meeting open to the public,
- Employment and collective bargaining matters,
- Legal matters,



- Law enforcement matters.

**Destruction** The process of eliminating or deleting records, beyond any possible reconstruction.

**Disposition** The range of processes associated with implementing records retention, destruction, or transfer decisions, which are documented in records retention and disposal schedules.

**Integrity** The assurance that information is accurate, correct, and authentic by using consistent methods to create, retain, preserve, distribute, and track information (Source: ARMA).

**Metadata** Short descriptive information about an email, document, or database such as its author, date and time created, length, language, and business unit owner.

**Personal Identifiable Information (PII)** means recorded information about an identifiable individual, including:

- the individual's name, address, or telephone number,
- the individual's race, national or ethnic origin, colour, or religious or political beliefs or associations,
- the individual's age, sex, sexual orientation, marital status, or family status,
- an identifying number, symbol or other particular assigned to the individual,
- the individual's fingerprints, blood type or inheritable characteristics,
- information about the individual's health care status or history, including a physical or mental disability,
- information about the individual's educational, financial, criminal or employment status or history,
- the opinions of a person about the individual, and
- the individual's personal views or opinions, except where they are about someone else (Source: ATIPPA, 2015)

**Policy** High level overall plan containing a set of principles that embrace the general goals of the organization and are used as a basis for decisions.

**Record** Any recorded information, regardless of medium or characteristics, made or received and retained by an organization in pursuance of legal obligations or in the transaction of business (Source: ARMA). The disposal of a municipal record must be authorized by the town council as per disposal authority such as a bylaw or Retention and Disposition Schedule.

**Records Retention and Disposal Schedule (RRDS)** Identifies how long different types of information assets are to be held, and how they will be archived or disposed of at the end of their lifecycle.

**Removable Media** All media/records that are stored on external memory devices such as but not limited to USB drive, external hard drives, SD cards, or optical media and tapes.

**Transitory** A record of temporary usefulness in any format or medium having no ongoing value beyond an immediate and minor transaction or the preparation of a subsequent record. Transitory records can be securely destroyed when no longer of value without authorization of the council.

**Town Manager / Clerk** A Town Clerk or a regional clerk responsible for the day-to-day administrative activities of the municipality.

**Town Users** All employees, elected officials, contractors, consultants, partners, students, temporary workers, volunteers, vendors, agents, third parties and other persons working on behalf of the town.

## 11.0 Resources

[Municipalities Act](#)

[Access to Information and Protection of Privacy Act 2015](#)

Rod Hynes - Municipal Access and Privacy Analyst  
Department of Justice and Public Safety - ATIPP Office  
4th Floor East Block, Confederation Building  
PO Box 8700, St. John's, NL, A1B 4J6  
709 729-7308(t) (709) 729-2129 (f)  
email: rhynes@gov.nl.ca

[Municipal Conduct Act](#)

## TOWN OF TERRA NOVA

### ACCESSIBILITY POLICY

#### STATEMENT OF COMMITMENT:

The Town of Terra Nova commits to improving accessibility by preventing, identifying, and removing barriers that prevent persons with disabilities from fully participating in everything The Town of Terra Nova has to offer.

#### ACCESSIBILITY PLANS ACTIONS/OUTCOMES:

- To make the Municipal Town Office fully accessible from the main entrance to all people. A newly installed fully accessible ramp and entrance way for all people to use. – Summer of 2023 – Completed.
- Paving of entrance way to Municipal Town Office and Fire Department meeting area for easier access for all people. – Fall 2023 – Completed.
- Painting of wheelchair parking spot at the Municipal Town Office, Town Hall, and swim pond areas – Spring 2024.
- Purchase and install an age-friendly, all inclusive and barrier free walking trail within our fenced playground area. – Summer 2022 – Completed.
- Purchase and install age-friendly, all inclusive and barrier free playground equipment. Four pieces of equipment for the playground on Loop Road and one piece for the Ralph Calloway Memorial Park playground. Fall 2023 – Completed.
- Install wheelchair accessible privy and changeroom at the swim pond area. Purchase and install mobi-mats to make beach area and access to the water from the parking lot available for users that require these mats. Purchase and make available a mobi-chair for persons that need aid to enjoy the swim pond. – Spring/Summer 2023 – Completed.

Our accessibility plan will be monitored on a regular basis and will be updated every three years. Any questions and/or complaints may be emailed to the town at [townterranova@nf.aibn.com](mailto:townterranova@nf.aibn.com) and will be addressed in a timely manner.

Accessibility Lead – Angela Penney-Tucker  
Account Manager/Town Clerk

Adopted November 27, 2023



## **TOWN OF TERRA NOVA**

### **FIRE DEPARTMENT POLICY**

Effective from the 28 day of November 2023 the requirements are as follows:

1. Council will pay light, heat, and gas for fire trucks for the operation of the fire department and its meeting room and truck bay.
2. Council will pay for insurance for fire truck and the volunteer firefighters.
3. Council will allocate an amount to be agreed by council each fiscal year for operational costs.
4. Council will apply for cost shared money through government for equipment for the fire department. The fire department and Council will work together to obtain funding for all required equipment needed for the operations of the fire department.
5. Council will assist fire department by applying for infrastructure funding. Shared cost between council and fire department on infrastructure costs.
6. Financial records from the fire department will be provided to council on a quarterly basis. Full financial statements to be given to council at the end of each fiscal year ending December 31<sup>st</sup> and to be received by January 15<sup>th</sup> of the next fiscal year.
7. Council to be provided with an updated list of volunteer firefighters as members join or leave the fire department to keep the list up to date.
8. Any and all members, current or new, must complete the Municipal Officials Code of Conduct training.

Adopted: November 27, 2023

COR/2023/10275-001

October 25, 2023

Ms. Angela Penney-Tucker, Account Manager/Town Clerk  
Town of Terra Nova  
[townofterranova@nf.aibn.com](mailto:townofterranova@nf.aibn.com)

**Re: Weight Signage, Terra Nova**

Dear Ms. Penney-Tucker:

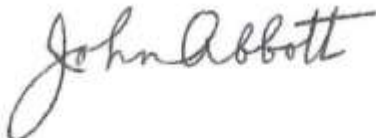
Thank you for your correspondence inquiring about the 10 ton truck weight signage in the Town of Terra Nova.

Following receipt of your email, departmental officials had occasion to review the signage in question. It has been concluded that the signage was installed many years ago. Since the time of installation, the road has been paved and the 10 ton truck weight limit is no longer applicable to the roadway. Please rest assured that the Area Depot will remove the signs as soon as possible.

Thank you for raising this matter with me.

I look forward to continued collaboration with the Town of Terra Nova.

Sincerely,



**HON. JOHN G. ABBOTT, MHA**

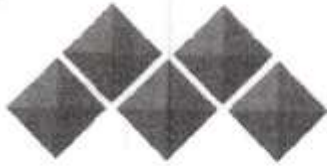
District of St. John's East – Quidi Vidi  
Minister

***"Avoid the worst. Put safety first."***

cc. Mr. Lloyd Parrott, MHA – Terra Nova  
Ms. Andrea Granberg, Mayor – Town of Terra Nova  
Ms. Julie Pike, Deputy Mayor – Town of Terra Nova



Ms. Linda Hillier Smith, Councillor – Town of Terra Nova  
Mr. Geoff Moore, Councillor – Town of Terra Nova  
Mr. Roger Baird, Councillor – Town of Terra Nova  
Mr. Dan Michielsen, Assistant Deputy Minister - Roads



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

# Memo

**Date:** October 25, 2023  
**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 Bonavista on September 22, 2023. Committee meetings were held the previous day.

The main item of business was the review and approval of the Agency's 2024-2025 Budget. This year, the fees to municipal clients will remain at \$26 per assessed parcel (no charge for crown land or low value land).

Some of the other issues addressed by the Board included:

- Human Resources was reviewed in terms of outlook, recruitment and retention strategies, labour relations, occupational health and safety, workforce planning, and training and development initiatives.
- Work in the Town of West St. Modeste is now complete. The 2024 notices will be mailed this month.
- Aerial imagery reviews are now complete for the Towns of Pasadena and Stephenville.
- On June 6, 2023, the Agency hosted a very successful Open House event, which was attended by representatives from most government departments. The purpose of this event was to:
  - Explore how other departments and public service providers are using GIS technologies.
  - Share MAA experiences in utilizing GIS technologies.
  - Explore and develop partnerships to improve processes and quality of data.
  - Develop collaborative agreements with others to obtain and access aerial data.
- To date, over 300 individuals have completed the Agency's free introductory training course, hosted on MAA's website. The Agency will host a demonstration at its booth during the MNL trade show.
- The Agency's Strategic Plan and Annual Report has been tabled with the House of Assembly.





- The Board reviewed and approved changes to the Agency's Collaborative Initiative Fund (CIF) Policy to streamline the approval process more efficiently. To date, the fund has paid out \$150,524 with nineteen municipalities availing of the funding.
- MAA is a Silver Sponsor at the 2023 MNL Conference and Trade Show, scheduled in St. John's. The CEO will deliver the 2023 Operational Report on Thursday, October 26. A second presentation: *Transforming Business Processes through GIS Technology* will follow to highlight aerial imagery and the potential benefits to municipalities throughout Newfoundland and Labrador.
- The Agency received a total of 49 applications for its 2023 Clar Simmons Scholarship Program. Awards will be presented in person at the Eastern Regional office during the December Board meeting.
- Mayor Tony Keats of Dover and Central Director on the Agency's Board of Directors has been shortlisted as one of 25 mayors nominated for the World Mayor 2023 award. The longlist included an impressive 92 mayors from 40 countries who were nominated.
- The Board reviewed the financial statements and accounts receivable report as at June 30, 2023.
- Revisions to the 2023-2024 meeting schedule was approved by the Board.
- The next Board meeting is scheduled December 8, 2023, in St. John's.

Following the September meetings, the Hon. Dr. John Haggie, Minister of Municipal and Provincial Affairs, appointed Mr. Allan Hawkins (Pleasantview) as the Agency's newest Taxpayer Representative. The Board congratulates Mr. Hawkins on his appointment and extends its gratitude to Mr. Tim Crosbie who previously served in that role for a two-year term.

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.

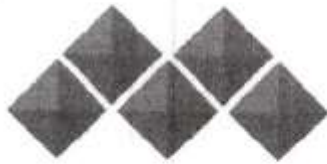
Thank you for your support. Please feel free to contact me by phone or email if you have any questions or concerns regarding the assessment service.

The following page provides a list of MAA's current Board of Directors.

Sincerely,

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**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 October 1, 2023

**Avalon Director**  
(Chair)

**Mayor Elizabeth A. 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)**

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

**Taxpayer Representative**

**Mr. Dean Ball**  
*Deer Lake*

**Taxpayer Representative**

**Mr. Allan Hawkins**  
*Pleasantview*



**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:** October 25th, 2023  
**Subject:** CRSB 2024 Budget

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Attached, for your information, is Central Regional Service Boards 2024 operational budget and tip fee schedule.

The 2024 operational budget is a balanced budget with revenues and expenditures of \$8,703,617.00

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 the ever-increasing cost of parts and services, fuel and salary, CRSB has increased its residential curbside collection fee from \$90.00 per house-hold per year to \$95.00. This represents about a 5.4% increase.

Due to the same cost increases in collection, CRSB has increased its disposal fee from \$140.00/tonne to \$145.00 per tonne. An increase of about 3.8%.

The sorted materials fee will remain the same.

Attached is a breakdown of CNWM tipping fees for 2024.

Communities wishing to see CRSB 2022 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

2024

Submitted by:

Central Regional Service Board

October 31, 2023



<b>CRSB 2024 Operational Budget</b>		
<b>Revenues</b>	<b>Total 2023</b>	<b>Total 2024 Budget</b>
Disposal Services (Note 1)	\$ 6,787,502.00	\$ 6,917,902.00
Collection Services (Note 2)	\$ 1,691,730.00	\$ 1,785,715.00
<b>Total Revenue</b>	<b>\$ 8,479,232.00</b>	<b>\$ 8,703,617.00</b>
<b>Expenses</b>		
Wages and Salay	\$ 2,672,841.64	\$ 2,784,692.00
MERC	\$ 192,000.00	\$ 220,000.00
Benefits	\$ 97,000.00	\$ 85,000.00
RRSP	\$ 71,000.00	\$ 56,994.00
WHSCC	\$ 45,000.00	\$ 45,000.00
Chair Remuneration	\$ 15,000.00	\$ 15,000.00
Board Remuneration	\$ 10,000.00	\$ 8,000.00
Directors Liability	\$ 4,500.00	\$ 4,500.00
Admin Expense -Curb side	\$ 15,000.00	\$ 15,000.00
Utilities	\$ 150,000.00	\$ 158,000.00
Office Supplies Expense	\$ 33,000.00	\$ 30,000.00
Courier and Postage	\$ 6,000.00	\$ 6,000.00
Telephone	\$ 30,000.00	\$ 28,000.00
Wireless	\$ 45,000.00	\$ 45,500.00
Bank/Service Charges	\$ 8,500.00	\$ 8,500.00
Travel (In Town)	\$ 3,600.00	\$ 3,600.00
Board travel	\$ 12,000.00	\$ 12,000.00
Staff Travel	\$ 11,000.00	\$ 11,000.00
Insurance	\$ 195,000.00	\$ 195,000.00
Memberships	\$ 5,000.00	\$ 5,000.00
Advertising & Promotion/Education	\$ 60,000.00	\$ 37,000.00
Professional Fees	\$ 30,000.00	\$ 50,000.00
Conferences	\$ 10,000.00	\$ 10,000.00
It Support	\$ 102,000.00	\$ 102,000.00
Janitorial/Security	\$ 22,000.00	\$ 22,000.00
Fuel	\$ 686,811.00	\$ 680,000.00
Repairs & Maintenance	\$ 1,180,000.00	\$ 1,208,751.00

Safety Equipment & Training	\$	74,000.00	\$	74,000.00
Sand/Salt/Snow clearing	\$	44,500.00	\$	44,000.00
Transportation of Waste - Fuel	\$	244,213.36	\$	258,000.00
Garbage Collection - Other	\$	29,886.00	\$	40,000.00
Safety Boot Allowance	\$	11,000.00	\$	11,500.00
Pest Control	\$	20,000.00	\$	22,000.00
Gull control	\$	13,000.00	\$	13,000.00
Fire Protection	\$	50,000.00	\$	40,000.00
HHW	\$	35,000.00	\$	40,000.00
MRF Expense	\$	1,098,120.00	\$	1,098,120.00
Loan payment	\$	190,800.00	\$	260,000.00
<b>Capital Reserve</b>				
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>\$</b>	<b>8,479,232.00</b>	<b>\$</b>	<b>8,703,617.00</b>



## CNWM 2024 Tipping Fees

### **Sorted Waste**

Blue Transparent Bag	\$145.00/Tonne
Clear Bag	\$145.00/Tonne

### **Special Waste**

• Asbestos	\$145.00/Tonne
• Creosoted Wood	\$145.00/Tonne •
• Pressure Treated Wood	\$145.00/Tonne
• International Waste	\$145.00/Tonne

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

C & D Mixed	\$145.00/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 <b><u>Other</u></b>	
• 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/Spit/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**

\$95.00 per household



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

October 5, 2023

Town of Terra Nova  
Site 3, Comp 6, RR0001  
Charlottetown, NL A0C 1L0

Attention: Angela Penney-Tucker

Dear Ms. Penney-Tucker:

**Subject: 2024 Assessment Service Fee**

The Municipal Assessment Agency's 2024-2025 budget was approved in September 2023. As a result, the fee for assessment services will remain at \$26.00 per parcel and per tenant for tax year 2024.

The annual 2024 assessment fee for the Town of Terra Nova will be \$6,162 and is based on 231 parcels and 6 tenant(s) at \$26.00 each. This fee will be levied in quarterly invoices, with the first invoice for \$1,540.50 issued on January 2, 2024. The option to pay in interest-free monthly installments is also available by submitting your request to [accounting@maa.ca](mailto:accounting@maa.ca).

Please do not hesitate to contact me by telephone at (709) 724-1540 or via email at [dhearn@maa.ca](mailto:dhearn@maa.ca), if you have any questions.

Sincerely,

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**Don Hearn, M.I.M.A., ICD.D**  
Executive Director/CEO  
Municipal Assessment Agency Inc.

DH/cm



## Town of Terra Nova

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**From:** [REDACTED]  
**Sent:** November 14, 2023 5:56 PM  
**To:** Town of Terra Nova  
**Cc:** [REDACTED]  
**Subject:** Donation of AED

Town of Terra Nova Council,  
To be read at next council meeting

On June 10 2017 my father Thomas Richard Grimes experienced a major heart attack on an ATV trail just outside the town of Terra Nova. In order to get the help my father needed we rushed to The Dep where we knew we could get help. Once at the store the ambulance was called along with Dr. Barber a resident living in Terra Nova at the time and an AED from the fire department was retrieved. Unfortunately, we could not revive my father.

In his memory a AED was purchased and placed at the store to be used as a life saving device for everyone in the area. It was intended to be a one-time donation to the Town of Terra Nova to be included in their emergency response equipment check lists and maintenance procedures.

As there was no official previous written correspondence to the town of this donation we are now asking for it to be included in the town's emergency response equipment and maintenance plan.

If this is acceptable the family would still like it to be placed at The Dep along with a provided wooden box with a small engraving.

Thank you

Jon Grimes  
[REDACTED]

On behalf of the Grimes Family

## Town of Terra Nova

## Vendor Aged Summary As at 11/27/23

Name	Total	Current	31 to 60	61 to 90	91+
Andrea Granberg	163.08	163.08	-	-	-
Bell Aliant	162.59	162.59	-	-	-
Canadian Medical Products Inc.	548.88	548.88	-	-	-
Credit Recovery (2003) Ltd.	23.00	-	23.00	-	-
Dart Enterprises Ltd	10,097.00	10,097.00	-	-	-
Feltham's Const. Ltd.	4,470.97	4,470.97	-	-	-
Hillier-Smith, Linda	105.60	105.60	-	-	-
Newfoundland Exchequer Account	7,254.96	7,254.96	-	-	-
PETTY CASH	303.75	303.75	-	-	-
ScotiaLine Visa	-50.00	-	-	-	-50.00
<b>Total outstanding:</b>	23,079.83	23,106.83	23.00	-	-50.00

Added Andrea Granberg ① 114.40  
23,244.23

## Accounts Receivable as at November 27, 2023

Total	Current	31 to 60	61 to 90	91+
155.25	0.00	0.00	0.00	155.25
1,315.05	56.63	80.03	76.58	1,101.81
1,734.04	74.67	71.46	68.38	1,519.53
19.51	0.84	0.80	0.77	17.10
44.49	1.92	1.83	40.74	0.00
453.15	19.51	18.67	17.87	397.10
238.51	10.27	9.83	9.41	209.00
-2.50	0.00	0.00	0.00	-2.50
-0.55	0.00	0.00	0.00	-0.55
402.38	17.33	16.58	15.87	352.60
-3.77	0.00	-3.77	0.00	0.00
972.97	41.90	61.62	69.74	799.71
19.51	0.84	18.67	0.00	0.00
549.48	23.66	29.10	30.00	466.72
453.15	19.51	18.67	17.87	397.10
-10.00	0.00	0.00	0.00	-10.00
62.53	21.64	20.71	19.82	0.36
68.43	2.95	18.32	17.53	29.63
969.90	41.77	61.50	69.62	797.01
-0.20	0.00	0.00	0.00	-0.20
-16.50	0.00	0.00	0.00	-16.50
2,921.83	125.82	120.40	115.22	2,560.39
496.90	21.46	20.56	19.67	437.19
203.00	0.00	0.00	0.00	203.00
265.74	11.44	10.95	10.48	232.87
1,158.76	49.90	47.75	45.69	1,015.42
502.53	21.64	20.71	19.82	440.36
1,254.03	54.00	51.68	49.45	1,098.90
35.77	1.54	1.47	1.41	31.35
3,976.81	171.25	163.88	156.82	3,484.86
-2.96	0.00	-2.96	0.00	0.00
3,776.80	162.64	159.94	153.05	3,301.17
453.15	19.51	18.67	17.87	397.10
86.67	3.73	42.38	40.56	0.00
964.81	42.41	40.58	38.83	862.99
621.21	26.75	25.60	28.80	540.06
8.07	0.35	5.50	2.22	0.00
100.00	50.00	0.00	50.00	0.00
164.34	7.08	6.77	6.48	144.01
1,097.11	47.24	45.21	43.26	961.40
93.91	4.04	45.21	43.26	1.40
630.22	87.43	83.66	80.06	379.07
100.00	0.00	0.00	50.00	50.00

1,755.18	75.58	72.33	69.21	1,538.06
930.16	40.05	38.33	36.68	815.10
880.24	880.24	0.00	0.00	0.00
31.65	1.36	1.30	1.25	27.74
1,301.74	56.06	53.64	51.33	1,140.71
432.29	18.62	17.81	17.05	378.81
-0.15	-0.15	0.00	0.00	0.00
713.92	30.74	32.65	39.86	610.67
453.15	19.51	18.67	17.87	397.10
19.51	0.84	0.80	17.87	0.00
2,309.56	99.45	95.17	91.07	2,023.87
0.91	0.91	0.00	0.00	0.00
-0.74	0.00	0.00	0.00	-0.74
87.14	20.12	19.25	18.42	29.35
819.12	36.13	38.88	41.52	702.59
453.15	19.51	18.67	17.87	397.10
453.15	19.51	18.67	17.87	397.10
-0.23	0.00	0.00	0.00	-0.23
-71.88	0.00	0.00	0.00	-71.88
1,984.92	84.81	80.97	77.48	1,721.86
-4.39	0.00	-4.39	0.00	0.00
6.28	0.27	0.26	0.25	5.50
18.09	0.78	8.85	8.46	0.00
453.15	19.51	18.67	17.87	397.10
-0.10	0.00	0.00	0.00	-0.10
1,351.05	58.18	55.67	53.28	1,183.92
2,548.67	880.23	0.00	0.00	1,668.44
1,014.57	43.69	41.81	40.00	889.07
522.18	22.49	21.52	20.59	457.58
-5.25	0.00	0.00	0.00	-5.25
151.54	23.75	22.73	21.75	83.31
506.40	21.81	20.87	19.97	443.75
<hr/>				
45,450.51	3,715.49	2,025.11	2,124.67	37,585.24
<hr/>				



## TAX & FEE STRUCTURE 2024

### TOWN OF TERRA NOVA

Property Tax                      \$380.00 per property under assessment value of  
\$500,000.00 over this amount at a mil rate of 0.75

#### Business Tax:

Construction Services              \$400.00 per year plus property tax if applicable

Electrical Services                  \$400.00 per year plus property tax if applicable

Retail Stores                        \$400.00 per year plus property tax if applicable

B&B's                                  \$400.00 per year plus property tax if applicable

Exemptions:                      Annual income under \$3,000.00 not taxed  
Annual income \$3,000-\$6,000 66% reduction  
Annual income \$6,001-\$10,000 33% reduction

Property tax on businesses              \$380.00 per property under assessment value of  
\$500,000.00 over this amount at a mil rate of 0.75

Home & Tenant Businesses              \$400.00 per year unless they have the following  
exemption:

Annual income under \$3,000.00 not taxed

Annual income \$3,000-\$6,000 66% reduction

Annual income \$6,001-\$10,000 33% reduction

For exemptions the onus is on the owner to provide the annual notice of assessment for proof of annual income. All taxes are due by June 30, 2024. All Ralph Calloway Memorial Park fees are due by May 31, 2024 for the 2024 season. Interest will be charged on all overdue tax accounts at a rate of 4.5% and is charged on interest and compounded interest, monthly.

Permits:

House/Cabin/Cottage	\$100.00
Shed/Garage/Deck/Electrical new or existing	\$30.00
Repairs	\$20.00

Adopted: November 27, 2023