

**Town of Terra Nova
Regular Council Meeting
February 12, 2024**

Minutes of the council meeting of The Town of Terra Nova, held on Monday, February 12, 2024, at 6:00pm.

Members Present

Mayor	Andrea Granberg
Deputy Mayor	Julie Pike
Councillor	Roger Baird

Present via phone

Councillor	Linda Hillier-Smith
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Absent

Councillor	Geoff Moore
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Also, Present

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

No. 24-011

Moved by Deputy Mayor Pike, seconded by Councillor Baird to adopt the agenda with the following addition under new business – Heritage Day/Week Proclamation 2024 - Mayor Granberg.

In favour: Mayor Granberg, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith.

Opposed: 0

Motion Carried

Minutes:

Regular meeting on January 17, 2024

Mayor Granberg asked if there were any errors or omissions in the minutes from the January 17, 2024, Council meeting.

No. 24-012

Motion made by Councillor Baird to adopt the January 17, 2024; minutes as tabled.
Motion seconded by Deputy Mayor Pike.

In favour: Mayor Granberg, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith.

Opposed: 0

Motion Carried

Business Arising:

- Town Policies and regulations update: Amendment of Rental of Eddie Eastman Hall policy – read and included in the minutes.

No. 24-013

Motion made by Deputy Mayor Pike to adopt the amended Rental of Eddie Eastman Hall policy as read. Motion seconded by Councillor Baird.

In favour: Mayor Granberg, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith.

Opposed: 0

Motion Carried

- Amendment of the Fireworks policy – read and included in the minutes.

No. 24-014

Motion made by Deputy Mayor Pike to adopt the amended Fireworks policy as read. Motion seconded by Councillor Baird.

In favour: Mayor Granberg, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith.

Opposed: 0

Motion Carried

- Storage building on Loop Road update –Waiting to hear back from property owner on possible dates to have this inspection completed. Second email sent on January 30th to get some dates the property owners would be available.
- Issue with breaker at the Municipal Building – An electrician looked at it and the breaker is now replaced with another one but it is not a GFCI one as these are old breakers and very expensive to get now. It was suggested that the outside receptacles be replaced at a cost of approximately \$20.00 each and covers for them at approximately \$20.00 each.

No. 24-015

Motion made by Deputy Mayor Pike to purchase and replace the outside receptacles with covers at a cost of approximately \$40.00 each. Motion seconded by Councillor Baird.

In favour: Mayor Granberg, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith.

Opposed: 0
Motion Carried

- Slide for playground update – It is a WIP. We are getting some prices on this and some quotes on the installation. There is now a grant that came out today that we are going to apply for from Canada Post for this slide.
- Basketball court and volleyball court update – There is not a good location for the basketball court at the trailer park that is not near trailers for noise issues and good ground to work with. The area must be open and easy visible. If anyone in town has a good location suggestion, please let us know. The volleyball court area will be set up again this year.

Correspondence: None

Committee Reports:

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

- Current Operating Balance February 12, 2024 – \$230,064.98
- Gas Tax Account Total February 12, 2024 - \$12,003.23.
- Accounts receivable owed on February 12, 2024, is \$45,411.14. This amount is up from last month due to three accounts have been invoiced for the 2024 utility taxes. List included in minutes.
- The Vendors Summary list February 12, 2024, totals \$19,143.86 as included on the vendor age included with the minutes.

No. 24-016

Motion made by Deputy Mayor Pike to pay these invoices as tabled. Motion seconded by Councillor Baird.

In favour: Mayor Granberg, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith.

Opposed: 0
Motion Carried

Council has decided to invest \$50,000.00 in the non-refundable GIC option available until March 3, 2024 for 388 days at a rate of 5.2% at Scotiabank.

No. 24-017

Motion made by Councillor Baird to invest \$50,000.00 in the non-refundable GIC for the 388 days at a rate of 5.2% at Scotiabank. Motion seconded by Deputy Mayor Pike.

In favour: Mayor Granberg, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith.

Opposed: 0
Motion Carried

- TNCW update –We received a letter from the Terra Nova Community Workers, and it was read and included in the minutes. A meeting between the TNCW and Council is set for February 15, 2024 at 9:00AM. If it can not go ahead due to the weather coming the TNCW can reach out to the office to set up a new meeting date and time.
- TNRC update – The socials are continuing and the last social we had 18 people attend. On March 16, 2024 we are having a Saint Patrick's Day dance and the presale of the tickets is coming up for this event.

Public Works, Communication, Grants update – Deputy Mayor Pike

- Work on route 301 by J1 Contracting – We didn't hear back on the email sent to J1 but in speaking with the contractor company at the work site they said there would be no impact on travel in the area.
- Shingles on the Eddie Eastman Hall update – Work has been completed but Angela reached out to the contractor as a few shingles still are raised and they will return when the snow is off the roof and do these repairs at no extra charge. There are metal pipes in the ceiling and maybe we need to look at getting them wrapped to avoid condensation from them so we will have the contractors look at this when they come up to complete the repairs on the roof.
- Grants update: Not much currently to update other than the new grant that came out today from Canada Post in which we will be looking into for a new slide for the playground.

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

- Start prep planning for 2nd stage with septic in RCM Park, pump house and water well – Councillor Baird said that in the spring we are hoping to have the well dug for non potable water and service the septic tank area. The application is being completed for a nondomestic well and will have to get approved by Service NL then the scope of work will go out to tender for the well. The town worker will be constructing a pump house. A privy will be constructed to drain into the septic tank. Mayor Granberg said that the things we have to figure out in order to get quotes on the electrical for this project are the location of the well, specification on the well pump, the location of the controls (shed), and the specs on the high-water alarm. We will also need a new updated drawing with the location of the new dumping station currently installed.
- Crown lands update – We have one approved by Crown Lands and now just waiting on the minister approval and the survey to be completed. One new application is sent to Crown Lands and for minister approval. We have around twenty now that is waiting on the minister's approval.
- Pine Tree Lots – Council has discussed some options and with what was applied for and what was surveyed and with the slope of the land it will not be possible to have four lots, so we are looking into maybe having two nice size lots with a turn around area there.

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

- Municipal Affairs update – Just waiting on budget approval.
- Public Relations – None currently.
- Beautification update – None currently.

New Business:

- Purchase of new tables for Eddie Eastman Hall – We are waiting on our budget to be approved to start checking into prices and see how many we can purchase this year.
- Discarding of food scraps – It was brought to the town's attention that there has been dumping of food scraps and dogs bring home some scraps and this will be a problem with wildlife in the area if it is not stopped. Please do not dump food scraps outside for wildlife to possibly get into.
- Heritage Day/Week Proclamation 2024 – Read and included in minutes. The town will sign this proclamation and will post pictures of the Eddie Eastman Hall, old school library books, old cash register and typewriter on social media with a copy of the signed proclamation from the Town of Terra Nova.

No. 24-018

Motion made by Councillor Baird to sign and post on social media the Heritage Day/Week Proclamation 2024. Motion seconded by Deputy Mayor Pike.

In favour: Mayor Granberg, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith.

Opposed: 0

Motion Carried

Permits

- Zero permits issued since the last meeting.

Next meeting – Wednesday March 20, 2024 at 6:00PM

No. 24-019

Motion made by Councillor Baird to adjourn the meeting at 6:50pm. Motion seconded by Deputy Mayor Pike.

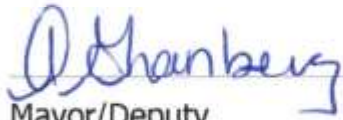
In favour: Mayor Granberg, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith.

Opposed: 0

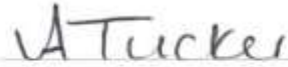
Motion Carried

ADJOURNMENT

6:50 pm

A handwritten signature in blue ink, appearing to read "D. Shanberg", written over a horizontal line.

Mayor/Deputy

A handwritten signature in blue ink, appearing to read "A. Tucker", written over a horizontal line.

Clerk

TOWN OF TERRA NOVA

RENTAL OF EDDIE EASTMAN HALL POLICY

1. The Eddie Eastman Hall will be available to rent for private functions i.e. weddings, birthday parties, and reunions.
2. The Terra Nova Community Workers have first say at using the hall especially for the booking for New Years Eve, Thanksgiving, Canada Day, and Halloween. Followed by Council and the Terra Nova Volunteer Fire Department.
3. Rental Fees are as follows: General Public \$200.00
Women's Committee Members \$125.00
4. The Town has insurance on the building but the decision to have liability insurance on your event is the responsibility of the renter. If you do obtain insurance for an event, please add the town as an additional insured to the policy. It is no charge for you to do this.

All persons using this hall must ensure that when finished using the facilities:

1. Floors are to be cleaned and mopped.
2. Any dishes used must be cleaned and put away.
3. Kitchen must be cleaned.
4. Garbage is properly sorted and placed in the garbage box outside.
5. All lights and fans are turned off.
6. Bathrooms are to be cleaned.
7. Urinal in men's washroom valve must be turned off.
8. All tables are to be washed.
9. Doors are to be locked and keys returned.

Failure to complete a suitable clean up will result in an additional fee of \$100.00.

Adopted February 15, 2023

Amended February 12, 2024

TOWN OF TERRA NOVA FIREWORKS POLICY

1. Fireworks would need to be approved by Terra Nova Town Council/Terra Nova Volunteer Fire Department.
2. A permit would be required (\$5.00 fee) from the Town of Terra Nova with approval from the Terra Nova Volunteer Fire Department.
3. Absolutely no fireworks during a fire ban (fire weather index should be checked to know when conditions are very high or extreme). As well fireworks cannot be discharged if wind speeds exceed 40 km/hr.
4. If fireworks are discharged during fire ban conditions and the TNVFD has to respond there will be a \$500 charge to the person that discharged them.
5. Fireworks should try to be kept to the usual occasions of New Years Eve, Canada Day and Terra Nova Day. Weather and location permitting.
6. Community should be made aware of the timing and location that fireworks would be discharged to allow pet owners to take precautions.
7. There will be no charge for permits for New Years Eve but if you are planning to discharge fireworks for New Years be courteous and let your neighbours know.
8. Any and all fireworks that are discharged are to be done between the hours of 7:00PM to Midnight.

Adopted April 12th, 2023

Amended February 12, 2024

Town of Terra Nova
Customer Aged Summary As at 02/12/24

Total	Current	31 to 60	61 to 90	91+
155.25	0.00	0.00	0.00	155.25
900.69	64.62	61.84	59.18	715.05
1,253.40	1,253.40	0.00	0.00	0.00
1,234.23	1,234.23	0.00	0.00	0.00
1,978.82	85.21	81.54	78.03	1,734.04
22.27	0.96	0.92	0.88	19.51
50.77	2.19	2.09	2.00	44.49
517.12	22.27	21.31	20.39	453.15
272.18	11.72	11.22	10.73	238.51
-2.50	0.00	0.00	0.00	-2.50
-0.55	0.00	0.00	0.00	-0.55
-3.77	0.00	0.00	0.00	-3.77
1,110.31	47.81	45.75	43.78	972.97
22.27	0.96	0.92	0.88	19.51
439.28	21.93	23.14	24.73	369.48
517.12	22.27	21.31	20.39	453.15
-10.00	0.00	0.00	0.00	-10.00
71.35	3.07	2.94	2.81	62.53
78.09	3.36	3.22	3.08	66.43
1,106.82	47.66	45.61	43.65	969.90
-0.20	0.00	0.00	0.00	-0.20
-16.50	0.00	0.00	0.00	-16.50
3,334.29	143.58	137.40	131.48	2,921.83
569.33	24.52	23.46	22.45	498.90
203.00	0.00	0.00	0.00	203.00
303.26	13.06	12.50	11.96	265.74
1,322.33	56.94	54.49	52.14	1,158.76
548.77	23.63	23.63	22.61	478.90
994.24	42.81	40.97	56.43	854.03
40.82	1.76	1.68	1.61	35.77
-2.96	0.00	0.00	0.00	-2.96
4,309.96	185.60	177.60	169.96	3,776.80
1,123.42	48.38	45.91	44.32	984.81
447.65	19.28	29.21	27.95	371.21
9.21	0.40	0.38	0.36	8.07
1,251.98	53.91	51.59	49.37	1,097.11
107.18	4.62	4.42	4.23	93.91
719.19	30.97	29.64	28.36	630.22
100.00	0.00	0.00	0.00	100.00
1,061.47	45.71	43.74	41.86	930.16
880.24	0.00	0.00	880.24	0.00

10,090.36	10,090.36	0.00	0.00	0.00
-0.15	0.00	0.00	-0.15	0.00
814.70	35.08	33.57	32.13	713.92
22.27	0.96	21.31	0.00	0.00
-19.09	0.00	-19.09	0.00	0.00
-0.74	0.00	0.00	0.00	-0.74
99.44	4.28	4.10	3.92	87.14
393.44	16.94	20.52	36.86	319.12
-0.23	0.00	0.00	0.00	-0.23
-71.88	0.00	0.00	0.00	-71.88
2,242.30	96.56	92.40	88.42	1,964.92
-4.39	0.00	0.00	0.00	-4.39
7.17	0.31	0.30	0.28	6.28
517.12	22.27	21.31	20.39	453.15
-0.10	0.00	0.00	0.00	-0.10
1,541.77	66.39	63.53	60.80	1,351.05
2,548.67	0.00	0.00	880.23	1,668.44
595.90	25.66	24.56	23.50	522.18
-380.00	-380.00	0.00	0.00	0.00
-5.25	0.00	0.00	0.00	-5.25

45,411.14	13,495.64	1,260.94	3,002.24	27,652.32
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Town of Terra Nova
Vendor Aged Summary As at 02/12/24

Name	Total	Current	31 to 60	61 to 90	91+
Cal LeGrow Insurance Ltd	14,648.65	14,648.65	-	-	-
Central Newfoundland Waste Ma...	400.20	400.20	-	-	-
Diversions Computer Centre	70.91	70.91	-	-	-
Glovertown Home Hardware Bld...	3,056.59	-	3,056.59	-	-
Workplace NL	967.51	967.51	-	-	-
Total outstanding:	19,143.86	16,087.27	3,056.59	-	-

Town of Terra Nova
1 River Rd.
Terra Nova, NL
AOC 1L0

Council Members,

Please include as correspondence and read in the February 12, 2024, council meeting including all attached documentation.

RE: Request of annual insurance payment

As recorded in the November 27th, 2023, minutes, the Terra Nova community workers sent a letter to council via Councillor Linda Hillier- Smith, the liaison between council and the Terra Nova Community Workers. The Terra Nova Community Workers inquired if council was going to pay for the liability insurance for the Terra Nova Community Workers to allow them to continue with their fund-raising efforts.

The response received back from the council was that they required more time. On January 18th, 2024, all members of the Terra Nova community workers received the attached letter (Item 1). The letter does not answer the original question.

Is the Terra Nova Town Council going to pay for the annual liability insurance in full to allow the Terra Nova community workers to continue the fund-raising?

The Terra Nova Community Workers started back in the seventies. They are a group of community volunteers who give their time to put off events such as dances, Canada day, annual fall sale, funeral memorial services. The Terra Nova Council also has the Terra Nova Community Workers listed in their Christmas party policy to help with this annual event - please see attached document (Item 2). When the Terra Nova Community Workers hold a memorial service not only does the Terra Nova Community Workers volunteer their time to set up, serve and clean they donate and prepare most of the food that is served – not out of any monies donated but out of their own pockets. All monies received from any event is 100% donated back to the Town.

Here is a small sampling of donations made to the Town from the Terra Nova Community Workers:

\$3,130.84 Upgrading bathrooms at the Eddie Eastman Community Hall
\$1,075.67 Carpet for stage and Vinyl flooring at the Eddie Eastman Community Hall
\$3,124.40 Chairs for the Eddie Eastman Community Hall
\$914.00 Stove for the Eddie Eastman Community Hall
\$1291.91 Burnt Pine Woodworking for pot lights at the Eddie Eastman Hall
\$7,822.10 Interior painting of the Eddie Eastman Hall
\$5,000.00 Go Fund Me fundraising for the Eddie Eastman Hall
\$365.00 Christmas tree for the Eddie Eastman Community Hall
\$3,054.00 Repairs at the Eddie Eastman Community Hall
\$1022.44 Bathroom supplies at the Eddie Eastman Community Hall
\$1,864.500 Equipment at playground
\$3,511.00 Monkey bars at playground

\$4,500 to the Terra Nova Volunteer Fire Department for a new Honda pump
\$1,035.00 Donation to the Terra Nova Volunteer Fire Department
\$9,894.71 Belfry and eaves repairs at the Church
\$1,500 Painting exterior of Church
\$1,440.38 Sound system for Church
\$661.22 Keyboard for Church
\$2,931.62 Roof repairs for the Church

These are just a small sampling of the fund-raising donations made back to the community since the seventies. This should not be a conversation between the Terra Nova Community Workers and the town council. The insurance payment is a small price of the towns budget as the Town will receive the money back tenfold in Terra Nova Community Workers donations.

We look forward to a favourable response.

Regards, *Bonnie Sparkes* (For)

Members of the Terra Nova Community Workers

Item 1

Town of Terra Nova

10101 Road, Terra Nova, NL, A0C 1L0

TEL: 709-265-6543 FAX: 709-265-6533

EMAIL: town@terranova.nl.ca

January 18, 2024

To the user groups of the Eddie Eastman Hall,

The Town of Terra Nova do not require you to have your own commercial general liability policy to use the building. The town will not be stopping your group from using the building as you have always used it for your functions in the past but if you do obtain insurance for an event, you can add the town as an additional insured to the policy. It is no charge for you to do that. Our insurance company has now clarified this matter for us and said that we can proceed to rent the town owned building to individuals for events and birthday parties etc. and continue to let our town groups use the building. They just recommended that the users carry their own liability policy but that is completely up to the user of the building if they want to have their own general liability insurance or not.

If an incident were to occur out of one of these private events, and the town was named in a claim of bodily injury or property damage, the town's commercial general liability policy will respond to investigate and defend the Town of Terra Nova, and employees, council members, or volunteers of the Town of Terra ie: fire department, if named in the claim. Always remember that negligence must be proven. In cases where claims are presented, the insurer will assign an adjuster to conduct a full investigation. This is all part of the claims service that Northbridge provides to our municipal clients.

If the user group/renter does not have their own commercial general liability policy, then the towns policy will not respond if a legal suit is brought against the group/renter themselves.

Thanks,

X *A Tucker*

Angela Penny-Tucker

Account Manager/Town Clerk - Town of Terra..

Christmas Party Policy

- 1 This event will be held at the Eddie Eastman Hall each calendar year on Christmas Eve.
- 2 The Council will ensure the Christmas tree and lighting is installed for the festive season.
- 3 The Council will arrange for and schedule the time of arrival of Santa Claus.
- 4 Council will allocate a sum of \$500.00 each year for this event plus chocolates.
- 5 Chocolates will be provided one box per household for permanent residents and presents for each of the full-time children in the community will be provide at a cost of \$25.00 per child.
- 6 Loot bags will be provided for each child participating in the event. The actual number will be estimated by the Council.
- 7 The food provided for the event will be provided by the general public as potluck supper.
- 8 A member of Council will participate in the event by assisting Santa in distributing gifts.
- 9 Council will request assistance and participation each year from the Terra Nova Community Workers.
- 10 Any individual who wishes to bring a gift and be placed under the tree for dispersion by Santa may do so.

Amendment date: January 25, 2023



www.heritagenl.ca

Heritage Day/Week Proclamation 2024

WHEREAS, the third Monday in February is recognized nationally as Heritage Day; and

WHEREAS, Heritage Day and Heritage Week are a time to reflect on the achievements of past generations and to accept responsibility for protecting our heritage; and

WHEREAS, our citizens should be encouraged to celebrate Newfoundland and Labrador's uniqueness and to rejoice in our heritage; and

WHEREAS, in 2024 the residents of Newfoundland and Labrador will celebrate our rich and diverse heritage.

THEREFORE, I, Andrea Granberg on behalf of the Town of Terra Nova, do hereby proclaim **Monday, February 19, 2024 as Heritage Day and February 19-25, 2024 as Heritage Week**, and call upon all citizens to celebrate the richness of our past and the promise of our future.

Andrea Granberg
Mayor

Town of Terra Nova