

**Town of Terra Nova
Regular Council Meeting
July 24, 2024**

Minutes of the council meeting of The Town of Terra Nova, held on Wednesday, July 24, 2024,
at 6:00pm.

Members Present

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

Also, Present

Town Clerk Manager	Angela Penney-Tucker
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Adoption of Agenda

No. 24-082

Moved by Councillor Baird, seconded by Deputy Mayor Pike to adopt the agenda with the following amendment and addition: Five permits issued since last meeting not three and under new business – Storage closet by Mayor Granberg.

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

Opposed: 0

Motion Carried

Minutes:

Regular meeting on May 14, 2024

Mayor Granberg asked if there were any errors or omissions in the amended minutes from the May 14, 2024, Council meeting.

No. 24-083

Motion made by Councillor Baird to adopt the amended minutes of the regular council meeting of May 14, 2024. Motion seconded by Deputy Mayor Pike.

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

Opposed: 0

Motion Carried

Regular meeting on June 12, 2024

Mayor Granberg asked if there were any errors or omissions in the minutes from the June 12, 2024, Council meeting.

No. 24-084

Motion made by Deputy Mayor Pike to adopt the minutes of the regular council meeting of June 12, 2024. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

Special meeting on June 24, 2024

Mayor Granberg asked if there were any errors or omissions in the minutes from the June 24, 2024, Council meeting.

No. 24-085

Motion made by Councillor Baird to adopt the minutes of the special council meeting of June 24, 2024. Motion seconded by Councillor Hillier-Smith.

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

Opposed: 0

Motion Carried

Business Arising:

- Town Policies and regulations update: None
- Storage building on Loop Road update – Still a WIP reach out by email again on July 10th and no response.
- Outside receptacles and plug ins for the Municipal Building and office lights – Completed. One plug in never had an electrical box in it so one had to be added to be up to code and for safety reasons. This was an extra charge of \$48.48 plus tax.
- Handicap washroom sign and handlebar for women's washroom – Completed.
- Basketball net – the size of the half court would be 16 x 20 with 4" of concrete and stone to be placed under it at the main playground. This would be too much work for the town worker himself. Scope of work to be written up.
- T-Rail dust control update – Angela reached out to T-Rail, and they will keep this matter in mind when working in the area. They said maybe we could partner with them on this

as well. In the meantime, the town may apply for a permit to place liquid calcium on this area, but the town does not have the equipment to spread this liquid calcium. As for around the Clarendville area they are doing this locally and it is on the branch line not the T-Rail.

- Handicap parking painting at Municipal Building update – Completed but not where it was supposed to be painted. Angela to reach out to company and see what options we have to correct it.
- Terra Nova Day prep – Same agenda as last year. DJ is booked and the races at the swimming pond area will go ahead weather permitting at 10:00AM and then 11:30AM at the Eddie Eastman Hall for games. We are asking the TNRC if they want to do a 50/50 and the TNCW if they want to have a bake sale/craft sale and the fire department if they want to bring the truck by and have a donation box. We would like to have help from all groups in town to help make this event a great one.
- Pickleball – All questions were answered.

No. 24-086

Motion made by Deputy Mayor Pike to approve pickleball on a trial basis at \$25.00 per hour. Motion seconded by Councillor Baird.

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

Opposed: Councillor Osmond

Motion Carried

Correspondence:

- Email on privy at the trailer park– Read and included in minutes. The new privy will be tied into the septic system and will be around this area.
- Email on motion 22-37 – Read and included in minutes.
- Email on RV Park – Read and included in minutes. Mowing has been done in the common areas and vacant sites. Seasonal sites can not be mowed by the town worker due to liability reasons.
- Email on left over topsoil – Read and included in minutes.

No. 24-087

Motion made by Councillor Hillier-Smith to post on our page that the topsoil will go to the highest bidder with starting bid of \$75.00 and the successful bidder will be responsible to remove the topsoil from the Municipal Building area themselves. Bids will close on August 5, 2024 at 10:00AM. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

- Letter form Derrick R. Drodge, CPA, CA – Read and included in minutes. The CPA auditor who worked with our account for many years is going out on her own starting January 2025 and she is willing to take on the town's yearly audits and this would make for a smooth transition. Angela to ask about rates in comparison with past years.
- Painting of building by Town Hall – Read and included in the minutes. Check under beautification budget to see if maybe can paint navy blue with white trim.
- Memorial bench placement – Read and included in minutes. Angela to let them know that it is okay to place the bench in this area.
- Update on MAA – Read and included in minutes.

Committee Reports:

Finance & Heritage– Councillor Hillier-Smith

- Current Operating Balance July 24, 2024 – \$286,657.33.
- Gas Tax Account Total July 24, 2024 - \$16,812.50. Amount increased due to transfer into account of gas tax funds as per auditor.
- Accounts receivable owed on July 24, 2024, is \$43,862.21. List included in minutes.
- The Vendors Summary list July 24, 2024, totals \$12,011.86 as included on the vendor age included with the minutes.

No. 24-088

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

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

Opposed: 0

Motion Carried

Public Works, Communication, Grants update – Deputy Mayor Pike

- Update on quarry application – Angela forwarded the letters that were sent to J1 Contracting Ltd. regarding the quarry application and what needs to be done to the Environmental Assessment Division. The rezoning of the town plan will go ahead as per J1 Contracting Ltd. once they receive their environmental assessment.
- Reminder that permits need to be applied for when doing repairs or additions.
- We have a scope of work done up for the grading of the town roads that needs to be done and Council has reviewed it. No changes, additions, or concerns from Council.

No. 24-089

Motion made by Deputy Mayor Pike to put out the scope of work for the grading of the town roads that need to be done and to be awarded to the lowest bid that meets all requirements. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

- Shingles on the Eddie Eastman Hall update – Still waiting for the contractor. Angela reached out to him again on July 10th and he had some setbacks but is now in the process of getting all outstanding work completed soon.
- Grants update –We have most all the supplies for the New Horizons grant and just need to set up and a schedule to be made. All supplies need to be stored in a secure place. Eight more tables have been purchased for the Eddie Eastman Hall under this grant.

Municipal Affairs was contacted on the proper procedure to dispose of town assets and the twelve tables that were given to the Terra Nova Community Workers were not supposed to be given away as they are town assets as per our town inventory list and as per section 201 of the Municipalities Act must be disposed of by public auction.

No. 24-090

Motion made by Councillor Hillier-Smith to write of loss value of the twelve tables given to the TNCW of \$60.00 and going forward to follow the proper procedures. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

The other Eight tables will be auctioned off to the highest bidder. A time will be set when Angela is back in the office again.

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

- Update on prep planning for second stage with septic in RCM Park – We have been approved for \$10,950.00 under the Canada Community Building Fund. Once the funds have been received by the town we will need to hire on a well drilling company.

No. 24-091

Motion made by Councillor Baird to contact the well drilling company with the lowest price to see if can do a portion of the work and maybe not the 24-hour pump test at this time. Motion seconded by Deputy Mayor Pike.

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

Opposed: 0

Motion Carried

- Crown lands update – We have a couple of applications come in and one is in referral with Scott Murphy and one we cannot approve now because it coincides with another application in the area.
- Pine Tree Lots – Still a work in progress.
- Mayor Granberg will share the post on the lot we have for sale on Terra Nova Road again.

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

- Student Employment update – We had to turn down both the federal and provincial student grants as we never had any applications come in on the grants.
- Municipal Affairs update – Angela spoke to Municipal Affairs regarding meeting minutes and the minutes are to be adopted at the meeting they are brought forward and just state with the amendment if any. Also, in speaking with the department they said our minutes should not be so detailed just a summary of topics not all that is discussed just the conclusion or decision and the motion if any on the topic.
- Public Relations – Thanks to DART Enterprises Ltd. for the emergency repair work to the swim pond beach area. It was a fast response time and an excellent job done. Eddie Eastman's 75th birthday party had a great turnout and a wonderful celebration. We would like to thank an anonymous donator for the Eddie Eastman sign addition to our welcome sign. Eddie Eastman very much appreciated it as well.
- Beautification update – The flowers are all placed around town and the community garden is started. Angela to check into row cover for some of the garden bins to keep bugs away.

New Business:

- Maintenance around town – Why is the town worker cutting grass around the church and cemetery? They are not town owned properties, and the town must consider the liability on this being done. Angela to reach out to the owner of the properties to see what the policy is on mowing the grass in these areas.
- Swim pond concerns – A swimmer got bumped by a kayak at the swim pond so a post to remind users to use caution in the area and be respectable to swimmers in the pond.
- Trussell concern – We had a concern for the trussell come into the town and we will forward to T-rail with the pictures that came in. Also, we will mention that the Pitts Brook bridge on the T-Rail heading east just west of town has some board that need repair.
- Storage at Eddie Eastman Hall – We need a locked storage area for some town assets and the ladder needs to be moved when the other old tables are gone. The town worker can go ahead with repairs to the bookshelf.

Permits

- Five permits issued since the last meeting.

Next meeting – Monday August 19, 2024 at 6:00PM

No. 24-092

Motion made by Councillor Baird to adjourn the meeting at 8:23pm. Motion seconded by Deputy Mayor Pike.

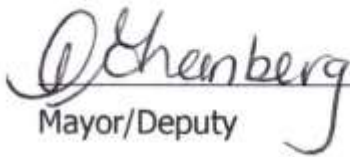
In favour: Mayor Granberg, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith, Councillor Osmond.

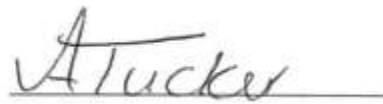
Opposed: 0

Motion Carried

ADJOURNMENT

8:23 pm


Mayor/Deputy


Clerk

Sat.
June 22/24.

Hi.

I was told that the
bathrooms on the Camp
Ground was going to be
removed unless you have
a good reason for it to remain.
at that spot. I am,

hoping
that the Bathroom behind
Lot # 78 can stay there
because I do not use my
bathroom in my trailer
because I can not open
the drain pipe because
the handle is broken & I'm
waiting for the part so it
can be fixed, also Lot #
~~78~~ use the
bathroom & we keep it
clean. we are hoping the
bathroom stays.

Sincerely &
Thank you.

Sent: June 25, 2024 3:33 PM
To: Town of Terra Nova
Subject: Re: Town of Terra Nova Motion 22-37 approved to move speed bump

Please forward to Council and is requested to be read into the Council's minutes.

Dear Council;

Thank you for investigating this matter.

It is better the subject approved motion be rescinded by Council vs. held open and unfulfilled giving the appearance that council merely changed its mind after passing it.

I do respect the Council's decision and you will not hear from me again on this matter.

This said, I do recommend the following:

In future, Council must take more care and consideration when deciding not to carry out actions related to its decisions.

These decisions may carry unanticipated financial consequences if the party who relied on Council's decision were affected financially.

Examples include; (Awarding of employment, contracts, zoning, etc...). Failure to act on approved decisions in these cases or simply rescinding a motion after the fact may result in the individual seeking financial remedies through the courts which may adversely affect our town financially.

Thank you all for volunteering in your positions, the residents do appreciate it.

Best regards,

Town of Terra Nova

From: [REDACTED]
Sent: July 7, 2024 11:11 PM
To: townofterranovalnf.aibn.com
Subject: RV Park

Please pass this along to the Mayor and councillors for their consideration. When we moved into the park a few years ago we were getting the grass mowed around some of the common areas and it was done so close to our trailer. In the last couple of years that all stopped there haven't been anything done the park we went up on July 1 weekend our trailer was grown in but we were lucky that a great neighbour came along with his trimmer and cut it for us and a couple of others until his gas ran out. There is a site on the other side of the road which was rented for the weekend and that was grown over and they had to put up their trailer in the wet grass. I don't know if your council is aware of these conditions in your revenue source but I would like to bring it to their attention. We drove out in the private sites today before leaving the park and with the rain last night it would have been impossible to walk down there without rubbers this afternoon. Thanks [REDACTED]

Sent from my iPad=

Town of Terra Nova

From: [REDACTED]
Sent: July 9, 2024 1:38 PM
To: Town of Terra Nova
Subject: Left over top soil

I am interested in purchasing the left over top soil that was used for the vegetable raised boxes. Please let me know if the town will sell the soil. Thank You

Derrick R. Drodge, CPA, CA

Pedro Holdings Building
263 Memorial Drive, Suite 202
Clareville, NL A5A 1R5
Tel: (709) 466-1708
Fax: (709) 466-1712

Principal:
Todd Organ, CPA, CGA

Chartered Professional Accountant

July 09, 2024

Town of Terra Nova
1 River Road
Terra Nova NL A0C1L0

Attention: Andrea Granberg, Mayor

Dear Andrea:

Over the past number of months our firm has made the difficult decision of transitioning away from audit services effective January 1, 2025. The requirements surrounding the completion of audits have become overly burdensome, and given we are extremely busy in other areas of services, we have come to this decision.

We would like to take this opportunity however to offer our heartfelt gratitude to you and your organization for the support you have shown us over the previous years. We will assure you that we will make every effort possible to ensure as smooth a transition as possible to your new service provider. We will complete your 2023 audit unless you advise us otherwise.

In closing we thank you once again and apologize for any inconvenience that our decision may cause but given the changing environment for auditing services in Canada, we are confident that it is in the best interest of our firm moving forward. If we can assist in any non-auditing manner now or in the future, please do not hesitate to contact us.

Yours truly,

DERRICK R. DRODGE, CHARTERED PROFESSIONAL ACCOUNTANT


Derrick R. Drodge, CPA CA

DRD/cp

Town of Terra Nova

From: [REDACTED]
Sent: July 11, 2024 8:57 PM
To: Terra Nova Council Thelma
Subject: Painting of Building by Town hall

The council is doing a good job with regard to fixing up area around the Town Hall Please consider painting the brown bld. Same colour as town hall.
It would vastly improve look of the area.

Thank you
Sent from my iPhone=

Town of Terra Nova

From: [REDACTED]
Sent: July 19, 2024 4:00 PM
To: Town of Terra Nova
Subject: Re: Request for permits

Angela — Since it sounds like the playground is off limits, we have identified another place we would like to install the Glenis Greening memorial bench — it is by the lake shore by Forge Lane, near the cabin [REDACTED]. There is another memorial bench there already but it was favourite stopping spot for Glenis and others so two benches there should not be a problem. We would like to pour the concrete pad in the next few weeks. Is any town documentation required before we proceed?



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

Memo

Date: June 20, 2024
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) held its second meeting of the year virtually on June 7, 2024. Committee meetings were held the previous day.

Some of the issues addressed by the Board included:

- The Agency's auditor explained the audit results and presented the audited financial statements for the year ending March 31, 2024.
- MAA was a Gold sponsor for this year's Professional Municipal Administrators (PMA) annual Convention and Trade Show, which took place in Gander from April 9-11. In addition to the CEO's presentation, the Agency hosted a pre-conference workshop on April 9th to provide municipal representatives with practical training and information regarding the relationship between property assessment and municipal taxation.
- The Board congratulated Director Connie Reid on becoming the Professional Municipal Administrators' first female president, following fifty-two years of male leadership.
- The Agency has announced its annual Clar Simmons Scholarship for the 2023-2024 academic year. There are three scholarships, valued at \$1,000 each. The deadline date for receipt of applications is August 23, 2024.
- Human Resources was examined in terms of recruitment and retention tactics, workplace health and safety, and labour relations.
- Aerial imagery reviews are complete for the municipalities of Carbonear and Bryant's Cove. Significant property change and value was found in each municipality.
- MAA released a Request for Proposals (RFP) seeking a firm to provide external auditing services to the Agency.
- The Agency's contractual agreements were presented to the Board.



- The taxable valuation changes from tax year 2024 to 2025 were reviewed.
- MAA participated in the annual Municipalities Newfoundland and Labrador (MNL) Municipal Symposium, which was held May 2-4 at the Quality Hotel and Suites in Gander, as a Gold sponsor and presenter.
- The Board reviewed the overall results of the three surveys conducted by MAA: (1) the Employee Engagement, (2) the Residential Customer Satisfaction, and (3) the Municipal Client surveys.
- The 2024-2025 meeting schedule was reviewed and adopted. The next Board meeting is scheduled September 17-18 in Stephenville.

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 this past year. 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,

Tony R. Keats, Central Director
Municipal Assessment Agency
Phone: 709-424-0257
Email: tonyrkeats@icloud.com



MAA Board of Directors

As of June 7, 2024

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

Town of Terra Nova

Vendor Aged Summary As at 07/24/24

Name	Total	Current	31 to 60	61 to 90	91+
Coastline Specialties Limited	318.78	-	318.78	-	-
Credit Recovery (2003) Ltd.	725.25	-	725.25	-	-
Dart Enterprises Ltd	575.00	575.00	-	-	-
East-Glo Castle Building Supplies	2,296.83	-	2,296.83	-	-
Glovertown Home Hardware Bld...	4,830.84	4,658.35	172.49	-	-
Hillier-Smith, Linda	100.00	100.00	-	-	-
Municipal Assessment Agency Inc.	1,540.50	1,540.50	-	-	-
North Atlantic	133.33	93.31	40.02	-	-
REN Electrical Limited	970.01	970.01	-	-	-
Rodway's Printing & Office Suppl...	110.39	110.39	-	-	-
Safety Source Fire	372.29	148.04	224.25	-	-
Stanley's Trucking Ltd.	38.64	-	38.64	-	-
Total outstanding:	12,011.86	8,195.60	3,816.26	-	-

Town of Terra Nova
Customer Aged Summary As at 07/24/24

Total	Current	31 to 60	61 to 90	91+
270.25	0.00	0.00	0.00	270.25
380.00	0.00	0.00	0.00	380.00
380.00	0.00	0.00	0.00	380.00
380.00	0.00	0.00	0.00	380.00
1,172.28	34.12	97.24	0.00	1,040.92
380.00	0.00	0.00	0.00	380.00
543.52	7.04	6.74	0.00	529.74
780.00	0.00	0.00	0.00	780.00
284.43	0.00	0.00	0.00	284.43
-0.55	0.00	0.00	0.00	-0.55
215.05	0.00	0.00	0.00	215.05
678.69	29.23	38.73	0.00	610.73
406.55	1.14	1.09	0.00	404.32
601.72	0.00	31.76	0.00	569.96
996.68	26.56	25.41	0.00	944.71
-10.00	0.00	0.00	0.00	-10.00
461.43	3.51	0.00	0.00	457.92
780.00	0.00	0.00	0.00	780.00
469.11	3.84	0.00	0.00	465.27
674.53	29.05	38.56	0.00	606.92
-0.50	0.00	0.00	-0.50	0.00
-4.00	0.00	0.00	0.00	-4.00
967.31	41.65	63.16	0.00	862.50
1,058.94	29.24	27.98	0.00	1,001.72
203.00	0.00	0.00	0.00	203.00
761.49	0.00	0.00	0.00	761.49
777.49	33.48	0.00	0.00	744.01
473.62	4.03	3.86	0.00	465.73
-26.84	-26.84	0.00	0.00	0.00
760.00	0.00	0.00	0.00	760.00
380.00	0.00	0.00	0.00	380.00
190.00	0.00	0.00	0.00	190.00
436.31	18.79	17.98	0.00	399.54
-2.50	0.00	-2.50	0.00	0.00
5,858.27	252.27	241.41	0.00	5,364.59
380.00	0.00	0.00	0.00	380.00
862.50	862.50	0.00	0.00	0.00
941.87	40.56	38.81	0.00	862.50
861.94	37.12	35.52	0.00	789.30
841.87	40.56	38.81	0.00	762.50
760.00	0.00	0.00	0.00	760.00

564.34	24.30	38.33	0.00	501.71
1,004.66	43.26	41.40	0.00	920.00
1,009.23	43.46	41.59	0.00	924.18
150.00	50.00	0.00	0.00	100.00
115.00	0.00	0.00	0.00	115.00
380.00	0.00	0.00	0.00	380.00
1,939.16	0.00	0.00	0.00	1,939.16
-463.02	-3.32	0.00	0.00	-459.70
379.85	0.00	0.00	0.00	379.85
592.69	29.83	30.70	0.00	532.16
40.03	1.72	38.31	0.00	0.00
406.55	1.14	1.09	0.00	404.32
360.91	0.00	0.00	0.00	360.91
491.21	21.15	38.81	0.00	431.25
780.00	0.00	0.00	0.00	780.00
380.00	0.00	0.00	0.00	380.00
664.06	28.60	29.52	0.00	605.94
286.65	12.34	11.81	0.00	262.50
380.00	0.00	0.00	0.00	380.00
-71.88	0.00	0.00	0.00	-71.88
380.00	0.00	0.00	0.00	380.00
628.37	27.06	38.81	0.00	562.50
77.56	3.34	16.11	0.00	58.11
380.00	0.00	0.00	0.00	380.00
329.87	0.00	0.00	0.00	329.87
-0.10	0.00	0.00	0.00	-0.10
-10.00	-10.00	0.00	0.00	0.00
2,545.35	-3.32	0.00	0.00	2,548.67
941.87	40.56	38.81	0.00	862.50
1,090.62	30.60	29.28	0.00	1,030.74
-5.25	0.00	0.00	0.00	-5.25
418.15	18.00	30.15	0.00	370.00
941.87	40.56	38.81	0.00	862.50
380.00	0.00	0.00	0.00	380.00
50.00	50.00	0.00	0.00	0.00

43,862.21	1,917.13	1,168.09	-0.50	40,777.49
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