

**Town of Terra Nova
Regular Council Meeting
October 16, 2024**

Minutes of the council meeting of The Town of Terra Nova, held on Wednesday, October 16, 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. 24-120

Moved by Deputy Mayor Pike, seconded by Councillor Baird to adopt the agenda with the following additions: under correspondence – update on MAA by Angela.

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

Opposed: 0

Motion Carried

Minutes:

Regular meeting on September 18, 2024

Mayor Granberg asked if there were any errors or omissions in the minutes from the September 18, 2024, Council meeting.

No. 24-121

Motion made by Councillor Baird to adopt the minutes of the regular council meeting of September 18, 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

Delegations: NONE

Business Arising:

- Town Policies and regulations update: Amended Eddie Eastman Hall Policy – read and included in the minutes.

No. 24-122

**Motion made by Deputy Mayor Pike to adopt the amended Eddie Eastman Hall Policy.
Motion seconded by Councillor Baird.**

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

**Opposed: 1 Councillor Osmond
Motion Carried**

- Basketball net update – The project is 99% completed. The contractor will return to put up the safety netting when it arrives. Angela contacted the contractor to ask about filling in the sides where the forms were for the concrete pad. They will address this when they come up with the safety netting. Angela to post on Facebook on safety around pad until filled in.

No. 24-123

Motion made by Deputy Mayor Pike to pay the contracted price for this project when safety netting is installed and area where concrete forms were are filled in. Motion seconded by Councillor Baird.

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

**Opposed: 0
Motion Carried**

- Underground tank at Ralph Calloway Memorial Park update – The campsite renter was contacted, and the camper is going to be moved over to the site next to it this coming weekend so the town can access the area. When moved caution tape will be put around area and area will be viewed to complete the work needed to be done there.
- Winter trail groomer – Deputy Mayor Pike declared conflict of interest at 6:11PM. Angela to ask Dermot to provide a project supply list so we can price the project if going to move ahead with project. Some safety concerns were brought forward as the town will own this equipment and it will not be a town worker operation it and it is not a certified piece of equipment. A final decision will be made when we have all the information. Deputy Mayor back at 6:20PM.
- Naming of the playground update – Mayor Granberg passed the gavel to Deputy Mayor Pike at 6:20PM.

No. 24-124

Motion made by Mayor Granberg to have a privilege meeting on Friday October 18, 2024 to discuss the very important issue as a council to follow the proper procedure. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

Gavel passed back to Mayor Granberg at 6:30PM.

Correspondence:

- Sparkes Lane email – Read and included in minutes.
- Update on MAA – Read and included in minutes.

Committee Reports:

Finance & Heritage– Councillor Hillier-Smith

- Current Operating Balance October 16, 2024 – \$289,919.62.
- Gas Tax Account Total October 16, 2024 - \$16,952.22.
- Accounts receivable owed on October 16, 2024, is \$26,708.31. List included in minutes.
- The Vendors Summary list October 16, 2024, totals \$31,555.42 as included on the vendor age included with the minutes.

No. 24-125

Motion made by Councillor Hillier-Smith to pay these invoices as tabled less the amount owing to Feltham's Construction until deficiencies are completed by the contractor and inspected. Motion seconded by Deputy Mayor Pike.

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

Opposed: 0

Motion Carried

Councillor Hillier-Smith and Angela have started the budget planning process for the 2025 budget. The revenue predicted for 2024 has not been reached up to now due to no lot sales as planned.

No. 24-126

Motion made by Councillor Hillier-Smith to reduce the cost of the lot for sale on Terra Nova Road to \$43,500.00 plus fees for lawyer, survey cost, and HST. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

Councillor Hillier-Smith said that she is sure council agrees that we will work together to keep our tax structure from increasing to maintain a balanced budget.

Angela sent out an email today with the draft audited financials for 2023 and supporting document. Motion as follows if all of council had a chance to review.

No. 24-127

Motion made by Councillor Hillier-Smith to approve the 2023 financial statement and documents. Motion seconded by Deputy Mayor Pike.

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

Opposed: 0

Motion Carried

The TNCW had their fall sale, and it was very successful. The TNRC has donated two ladders – an 8 foot fiberglass ladder and a three step ladder to the town. Please add to the inventory list. Mayor Granberg said thanks to the TNRC for the donation.

Public Works, Communication, Grants update – Deputy Mayor Pike

- Snow clearing and ice control on municipal streets – the season would run from November 10, 2024 to May 31, 2025 and we can use the same tender notice and tender package as prior year. If no tenders received, then the town will have to let the Department of Transportation and Infrastructure know we are requesting the municipal snow clearing services for the 2024-2025 season from the department. This notice must be sent to the department no later than November 5, 2024.

No. 24-128

Motion made by Deputy Mayor Pike to post the tender notice for the snow clearing and ice control for this upcoming season with the tender deadline being October 30, 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

- Snow clearing of town buildings – Angela reached out to the prior year contractor from last season on the possible renewal for the second year. The contractor came back and asked for the contract to go up in price from \$10,000.00 HST included to \$10,000.00 plus HST for this season. As per number 15 of the current contract there can be a price increase based on the consumer base index percentage. When this was checked into the amount is 3.2% which would be an increase of \$320.00. The HST on \$10,000.00 is \$1,500.00. This information was relayed to the contractor, and they have let the town know that they will not be renewing for the second year so we will have to put this contract back out to tender. Has council had a chance to review the draft contract that Angela emailed out to all councillors for review? Are there any changes or additions needed?

No. 24-129

Motion made by Deputy Mayor Pike to approve the snow clearing contract and put out to the public the notice for tender. Motion seconded by Councillor Hillier-Smith.

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

Opposed: 0

Motion Carried

- Scope of work for the grading of the town roads update – Council met with the contractor on Sunday, October 6th to discuss some issues with this project. The contractor has agreed to come back and correct some of the problem areas. As per Angela speaking with the contractor today, they will be here in town to do the work in a couple of weeks.
- Farm Road potholes – We had a road contractor look at the area and one option mentioned was millings. Councillor Osmond will get measurements of the length and width after we find out if just filling in the holes or sections must be cut out. Then we will put out to get three price quotes on the work to be done.
- We have received the release letter from the Department of Municipal and Provincial Affairs on our amendment to the town plan, so our next step is to put out the notice on a public hearing.

No. 24-130

Motion made by Deputy Mayor Pike to adopt the Municipal Plan Amendment No. 1 and Development Regulations Amendment No. 1 and hold a public hearing on November 14, 2024 to consider objections or other representations on the proposed amendments. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

- Council also had a request for permission to operate a sawmill at 2 Three Pond Place. The second step is to ask the neighbors if they are opposed to it.

No. 24-131

Motion made by Deputy Mayor Pike to contact the adjacent neighbors to see if they are okay with this sawmill and if they are then we can issue a letter. Motion seconded by Councillor Hillier-Smith.

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

Opposed: 0

Motion Carried

- Update on grants – We are continuing to watch for grants that we can apply for. We need a piece of 2 x 6 x 10 to anchor the tv mount to. Angela contacted Castle for this and asked if their prices has changed since this summer as they had the lowest price then. Prices has not changed as per Castle.

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

- Update on second stage with septic in RCM Park – We are waiting on the well drilling company to come and start drilling. Angela reached out to the company again on Monday to get some idea on the time frame for the start of this project. They said they are still planning on drilling in this season. They had some setbacks with their jobs but are hoping to get back on track in the next few weeks. The bulk garbage must be removed. Angela to ask the garbage collector to see when they can remove it. No trailers need to be removed for drilling but trailers in the area can't occupy when drilling.
- Angela to contact the contractor on the roof still leaking at the Eddie Eastman Hall. What was repaired did not work to stop the leak.
- Crown lands update – We have five applications that have received the final approval and payment for three of these applications have gone to crown lands to date. One new application is waiting on some questions to be answered before approval in principle and one more that is requesting extra distance to meet some requirement for the area.
- Pine Tree Lots – Still a work in progress. Defer to next meeting.

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

- Municipal Affairs update –NONE
- Public Relations – The storage building on Loop Road has been inspected by Fire Services and we now have received the report on this inspection. A letter from the town was sent out to the property owner on the requirements that are needed on this building and these requirements are time sensitive.

- Beaver dam at the culvert at the town boundary on Farm Road – DFO was contacted in the past to investigate this same issue as it is in the Terra Nova Salmon enhancement area. We need this matter investigated asap. Councillor Baird said we need either a cable with an attachment if a lot of water or someone get in with proper equipment and remove it. Councillor Baird offered to volunteer to help whoever does the job.
- Bonfire Nite – It will include hot chocolate, wieners, and glow sticks. Mayor Granberg passed the gavel to Deputy Mayor Pike at 7:21PM.

No. 24-132

Motion made by Mayor Granberg to have Bonfire Nite on Saturday, November 2, 2024 weather permitting and if not on Saturday, November 9, 2024 starting at 6:30PM. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

Angela to contact the fire department to ask to have members present for the bonfire and if any pallets of wood they can be dropped off at the Municipal Building.

Gavel passed back to Mayor Granberg at 7:23PM

- Remembrance Day – The cross needs some repairs and Mayor Granberg is going to do the repairs before the service. Mayor Granberg also mentioned that maybe the service could be outside for the flag raising and minute of silence weather permitting, and the rest of the service to be inside the Eddie Eastman Hall. Ask the fire department if members would like to be present to raise the flag and who is available on Council to be present. If any member of council would like to read a poem just let the office know. Ask the user groups if they would like to help with a lunch after the service.
- Mandatory Safety for users of off-road vehicles – Read and included in the minutes.
- We are sad to announce that our town worker will not be returning next season. He is retiring and we are wishing him all the best with his retirement. We will have to look ahead to advertising for this position in the new year.
- Beautification update – The community garden did not produce much of anything this year. We will try again next year and hopefully by having the garden planted earlier and maintaining the vegetable bins will produce better results.
- The fall decorations will be checked into by Deputy Mayor Pike to be put out around town.

New Business:

- Storage room keys – Council has two keys to the storage room that stores town owned assets. One key is with the mayor's keys, and one is at the town office. No decorations in the room now only town owned assets.

Permits

- One permit issued since the last meeting.

Next meeting –Wednesday November 13, 2024 at 6:00PM

No. 24-133

Motion made by Councillor Baird to adjourn the meeting at 7:41PM. Motion seconded by Deputy Mayor Pike.

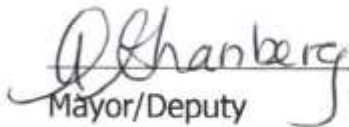
In favour: Mayor Granberg, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith, Councillor Osmond.

Opposed: 0

Motion Carried

ADJOURNMENT

7:41 PM



Mayor/Deputy



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 use of the hall for New Years Eve, Thanksgiving sale, Canada Day, and the last Saturday before Halloween for their annual Halloween dance. The Terra Nova Recreation Commission have use of the hall for the May 24th weekend derby. For all other dates the hall will be on a first come first serve basis for all user groups, Council, Terra Nova Volunteer Fire Department, and private rentals.
3. Rental Fees are as follows:
General Public \$200.00
Terra Nova Community Workers Members \$125.00
Terra Nova Recreation Commission 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.

Renters can pick up the key to the building the morning of the rental and will have until noon of the following day to complete their clean up and return keys if not another day rental fee will apply. The user groups also have access to the building the morning of the rental and will have until noon of the following day to complete their clean up and return keys.

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

Adopted February 15, 2023

Amended June 12, 2024 and October 16, 2024

Town of Terra Nova

From: [REDACTED]
Sent: September 30, 2024 7:52 AM
To: Town of Terra Nova
Subject: Sparkes Lane

Hi Angela

While visiting the cabin this past weekend, we noticed the lane had some work done to it. However, the "fill" wasn't tapered off by our driveway and the bottom of my SUV actually struck the ground while backing into our driveway because the road is so high now and wasn't tapered. This needs to be addressed.

Also, our lane is extremely dark. When we first purchased the cabin, there was a street light out on the road, but over time was removed. For safety reasons, there should be a light or two on that lane.

Thanks

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]



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

Memo

Date: October 11, 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) met in Stephenville on September 18, 2024. Committee meetings were held the previous day.

The main item was the review and approval of the Agency's 2025-2026 Budget. For tax year 2025, the fee for assessment services will remain at \$26 per parcel and tenant (no charge for crown land or low value land).

Some of the issues addressed by the Board included:

- The Board examined the financial statements and accounts receivable report as at June 30, 2024, along with the Agency's contractual agreements to date.
- MAA issued a Request for Proposals for printing services on August 22, 2024.
- 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.
- 36 applications were received for the Agency's Clar Simmons Scholarship. Applications have been forwarded to the Department of Education for ranking. Awards will be presented in person at the Eastern Regional Office during the December Board meeting.
- The Agency's Annual Report was submitted to the Minister of Municipal and Provincial Affairs on September 4, 2024, as required by the **Accountability and Transparency Act**.
- During the meeting, the goals and objectives of the 2023-2026 Strategic Plan, approved on November 22, 2022, were reviewed and discussed. The next annual review will take place in June 2025.



- The CEO presented at the following regional meetings, hosted by Municipalities Newfoundland and Labrador in 2024:
 - Avalon/Eastern: March 1-2, Clarenville
 - Central: March 22-23, Grand Falls-Windsor
 - Labrador: September 5-6, Happy Valley-Goose Bay
 - Northern/Western: September 20-21, Cow Head
- As in past years, the CEO participated in the World Café session at PMA's Fall Training Forum, scheduled October 3-4 in Corner Brook.
- MAA will be a Silver Sponsor at the 2024 MNL Conference and Trade Show, which will take place in Gander from November 7-9. Agency staff will deliver a presentation titled, **Modernizing Property Assessments** on November 7th to highlight aerial imagery and the potential advantages for municipalities across Newfoundland and Labrador. The CEO will present the 2024 Operational Report the same afternoon, followed by a Q&A session.
- The 2024-2025 meeting schedule was reviewed and adopted. The next Board meeting is scheduled December 5 in St. John's.

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 September 18, 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
Customer Aged Summary As at 10/16/24

Total	Current	31 to 60	61 to 90	91+
1.19	1.19	0.00	0.00	0.00
620.25	26.71	25.56	24.46	543.52
324.59	13.98	13.38	12.80	284.43
-0.55	0.00	0.00	0.00	-0.55
774.50	33.35	31.92	30.54	678.69
463.95	19.98	19.12	18.30	406.55
231.78	9.98	0.00	0.00	221.80
1,137.38	48.98	46.87	44.85	996.68
-10.00	0.00	0.00	0.00	-10.00
535.33	23.05	22.06	21.11	469.11
769.75	33.15	31.72	30.35	674.53
-0.50	0.00	0.00	0.00	-0.50
-4.00	0.00	0.00	0.00	-4.00
1,103.86	47.53	45.49	43.53	967.31
-0.43	-0.43	0.00	0.00	0.00
392.77	20.57	22.27	21.31	328.62
-26.84	0.00	0.00	0.00	-26.84
247.90	0.00	0.00	0.00	247.90
-2.50	0.00	0.00	0.00	-2.50
6,571.14	282.97	270.78	259.12	5,758.27
-5.00	0.00	0.00	-5.00	0.00
983.62	42.36	40.53	38.79	861.94
960.70	41.37	39.58	37.88	841.87
867.29	37.35	35.74	34.20	760.00
278.26	11.98	0.00	0.00	266.28
1,146.48	49.37	47.24	45.21	1,004.66
1,151.70	49.59	47.46	45.42	1,009.23
115.00	0.00	0.00	0.00	115.00
2,212.90	95.29	91.19	87.26	1,939.16
-463.02	0.00	0.00	0.00	-463.02
433.47	18.67	17.86	17.09	379.85
15.40	0.66	0.00	0.00	14.74
463.94	19.98	19.12	18.29	406.55
147.74	0.00	0.00	0.00	147.74
941.87	40.56	38.81	36.25	862.50
757.80	32.63	31.23	29.88	664.06
-0.01	0.00	-0.01	0.00	0.00
-71.88	0.00	0.00	0.00	-71.88
433.64	18.67	17.87	17.10	380.00
717.08	30.88	29.55	28.28	628.37
-18.95	0.00	-18.95	0.00	0.00

376.43	16.21	15.51	14.84	329.87
-0.10	0.00	0.00	0.00	-0.10
-10.00	0.00	0.00	0.00	-10.00
1,074.82	46.28	44.29	42.38	941.87
-0.01	-0.01	0.00	0.00	0.00
-5.25	0.00	0.00	0.00	-5.25
1,074.82	46.28	44.29	42.38	941.87

26,708.31	1,159.13	1,070.48	1,862.87	22,615.83
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Town of Terra Nova
Vendor Aged Summary As at 10/16/24

Name	Total	Current	31 to 60	61 to 90	91+
Central Newfoundland Waste Ma...	662.65	662.65	-	-	-
Diversions Computer Centre	212.88	212.88	-	-	-
Feltham's Const. Ltd.	26,450.00	26,450.00	-	-	-
Greening, Terry	162.04	162.04	-	-	-
Hall, Roger	34.48	34.48	-	-	-
Municipal Assessment Agency Inc.	1,540.50	1,540.50	-	-	-
OnSolve, LLC	537.87	537.87	-	-	-
Sage	1,955.00	1,955.00	-	-	-
Total outstanding:	31,555.42	31,555.42	-	-	-

As of today, operator safety training is mandatory for users of off-road vehicles who:

Are under 16 years of age.

Are registering an off-road vehicle with the Motor Registration Division for the first time.

Have had their off-road vehicle registration suspended or cancelled because of a conviction under the Off-Road Vehicles Act and Regulations, as a condition of reinstatement.

Anyone who is supervising a person under the age of 16 who is operating an off-road vehicle will be required to ensure that the person has completed the training.

While training is only mandatory for some users, anyone who operates an off-road vehicle is encouraged to complete the training. Operators are encouraged to download and review the free Off-Road Vehicles Handbook and take the free test online at MyGovNL. Upon completion of the training, which requires a minimum score of 80 per cent, the operator can print a certificate of completion or save it to a mobile phone.

Anyone without a device to complete the training or print the certificate may do so at an Employment Support Centre or public library or contact the Motor Registration Division at 1-877-636-6867. The training is also available in alternate formats by calling the Motor Registration Division.

Approximately 1,600 users have already completed the free safety training program, which has been available on MyGovNL since May 24, 2024. Those who completed the training before October 15, 2024, will not have to complete it again, unless their off-road vehicle registration is suspended or cancelled because of a conviction under the Off-Road Vehicles Act and Regulations, as a condition of reinstatement.

Other training courses approved by the Registrar of Motor Vehicles, such as in-person training, will also be accepted.

Proof of successful completion of safety operator training must be carried at all times while using an off-road vehicle.