

**Town of Terra Nova
Regular Council Meeting
December 9, 2024**

Minutes of the council meeting of The Town of Terra Nova, held on Monday, December 9, 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. 24-155

Moved by Councillor Baird, seconded by Deputy Mayor Pike to adopt the agenda.

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

Opposed: 0

Motion Carried

Minutes:

Regular meeting on November 13, 2024

Before the minutes of the meeting on November 13, 2024 can be adopted Angela is waiting on confirmation from Municipal Affairs on proper procedures for these minutes.

Special meeting of November 28, 2024

Mayor Granberg asked if there were any errors or omissions in the minutes from the November 28, 2024, Council meeting.

No. 24-156

Motion made by Councillor Baird to adopt the minutes of the special council meeting of November 28, 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

Delegations: NONE

Business Arising:

- Town Policies and regulations update:
Amended Building Permit Policy - read and included in the minutes.

No. 24-157

Motion made by Deputy Mayor Pike to adopt the amended Building Permit Policy. Motion seconded by Councillor Hillier-Smith.

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

Opposed: 0
Motion Carried

Amended New Residential/Commercial Lot Sales Policy – read and included in the minutes.

No. 24-158

Motion made by Councillor Hillier-Smith to adopt the New Residential/Commercial Lot Sales Policy. Motion seconded by Councillor Baird.

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

Opposed: 0
Motion Carried

- Winter trail groomer update – **Deputy Mayor Pike declared conflict at 6:14PM**
The driver pulling the groomer would have to be the person to find out from their insurance if they would have liability insurance for the groomer as it would not be covered under the town's policy. The town would have to place on file a copy of the insurance coverage for the towing of the groomer and only allow the person with the insurance on file to operate the groomer.

Deputy Mayor Pike back at 6:16PM

- Naming of the playground update - **Mayor Granberg passed the gavel to Deputy Mayor Pike at 6:17PM.**
We receive a few emails from the public on the renaming of the playground and they were all positive.

No. 24-159

Motion made by Mayor Granberg to rescind motion 20-30. 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 6:19PM.

No. 24-160

Motion made by Councillor Osmond to rename the playground on Loop Road to "The William Holloway Senior Memorial Playground". Motion seconded by Councillor Hillier-Smith.

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

Opposed: 0

Motion Carried

Angela to reach out to the family on the presentation details.

- Eddie Eastman Hall roof update –The contractor was up on November 28, 2024 and looked at the problem area and is going to complete the repairs under warranty. We will look at getting a few new tiles in the spring.

Correspondence: NONE

Committee Reports:

Finance & Heritage– Councillor Hillier-Smith

- Current Operating Balance December 9, 2024 – \$278,123.29.
- Gas Tax Account Total December 9, 2024 - \$17,029.24.
- Accounts receivable owed on December 9, 2024, is \$24,216.75. List included in minutes.
- The Vendors Summary list December 9, 2024, totals \$25,435.82. List included in minutes.

No. 24-161

Motion made by Councillor Hillier-Smith to pay these invoices as tabled. Motion seconded by Deputy Mayor Pike.

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

Opposed: 0

Motion Carried

No. 24-162

Motion made by Councillor Hillier-Smith to pay vendors through e-transfer or online banking until the Canada Post strike is over. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

The TNRC had another great social night and the TNCW will have their tickets on sale for the New Year's Eve dance on December 14th. The TNCW has the Christmas decoration up and they look great.

Public Works, Communication, Grants update – Deputy Mayor Pike

- Farm Road potholes – The temporary work has been completed in this area and other areas around town. We will look at a more permanent fix in the spring.
- Amendment to town plan update – The final document from the government is now in. The final step now is to post notices on the Newfoundland and Labrador Gazette, our website, and Facebook page, and bulletin boards for a period of time.
- Update on grants – Angela applied for the Canada Summer Job for a summer student again this year. We are continuing to watch for grants that we can apply for.

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 and they are still looking at this season to do this job.
- Old tank in ground update – It has been removed and the area filled back in.
- Crown lands update – We have four files now completed and deed of conveyances completed and one more file gone to our lawyers for a deed of conveyance. We have one file in which there was a clerical error by Crown Lands in which we are looking into getting it corrected by them.

- Pine Tree Lots – Still a WIP. Scott Murphy prepared a drawing for the lots and possible future lots. We are just looking at the snowmobile trail area now and hopefully get the application into Crown Lands in the near future.

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

- Municipal Affairs update –NONE.
- Public Relations: Tree Lighting – Sunday, December 15th at the municipal building at 7:00PM. Christmas Eve supper – At the Eddie Eastman Hall at 5:00PM for supper and Santa at 7:00PM. A new suit has been purchased and a member of the community who was a Santa helper will retain the old suit when he retires. Angela to send a thank you to this person for all the years of volunteering his time.
- Beautification update –Christmas decorations will be going up this weekend.

No. 24-163

Motion made by Deputy Mayor Pike to purchase necessary commercial grade outside extension cords at the lowest of three price quotes. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

New Business:

- Fire Department new equipment application and fire truck application – We have two applications one for needed equipment in which if approved would be a 80/20 split with a total of our percentage of \$3,562.77 plus tax if all items are approved. This is possible in our 2024 budget.

No. 24-164

Motion made by Councillor Hillier-Smith to apply for this equipment of a new Draeger SCBA and four additional cylinders. Motion seconded by Deputy Mayor Pike.

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

Opposed: 0

Motion Carried

In the new year we can reapply for a new rural response unit.

No. 24-165

Motion made by Councillor Hillier-Smith to apply for a new rural response unit which would be a 90/10 percentage split. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

Permits

- 0 permits issued since the last meeting.

Next meeting -Wednesday January 22, 2024 at 6:00PM

No. 24-166

Motion made by Councillor Hillier-Smith to adjourn the meeting at 6:43PM. Motion seconded by Councillor Baird.

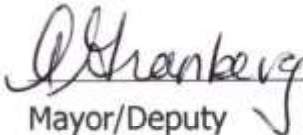
In favour: Mayor Granberg, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith, Councillor Osmond.

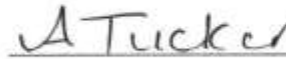
Opposed: 0

Motion Carried

ADJOURNMENT

6:43 PM


Mayor/Deputy


Clerk

TOWN OF TERRA NOVA

BUILDING PERMIT POLICY

The requirements from individuals prior to commencing new construction or repairs are as follows:

1. Building permit – House/cabin/cottage \$100.00
Building permit – Shed/garage/deck/electrical (new or existing) \$ 30.00
Repair permit – any repairs to property \$ 20.00
2. Clerk to keep log on list of applications.
List to identify: Applicant name
 Civic address
 Type of permit
 Date permit granted
 Fee collected
 Permit expiry date
3. Member of the Public Works Committee to visit with the developer and approve location of structure.

Building to be located no closer than 1.5 meters from side boundaries and 15 meters (where possible) from front boundary.
4. All development must follow guidelines as outlined in the town's municipal plan.
5. Any overdue accounts associated with the permit request must be paid in full before any permit can be issued.

Original document effective date: February 13, 2008

Amended date: July 26, 2022 & December 9, 2024

TOWN OF TERRA NOVA

NEW RESIDENTIAL/COMMERCIAL LOT SALES

(TOWN OWNED LOTS AND CROWN LANDS OWNED LOTS)

It is the policy of the Town of Terra Nova to offer new residential and commercial lots for sale in compliance with the Town of Terra Nova Municipal Plan and Development Regulations (2019-2029) under the following terms and conditions:

A. Town of Terra Nova owned lots:

1. Residential and commercial lot sales within the Town of Terra Nova will be by public draw on a randomly selected basis or by public auction with a set starting bid amount plus HST at the Eddie Eastman Hall.
2. The town will publish a 10-day notice period (date and time) of lot sales on bulletin board(s), town website, and town Facebook page.
3. If by public draw only one entry per person per draw location and a \$500.00 refundable deposit is required with each entry. If by public auction a \$500.00 refundable registration deposit is required 48 hours prior to the auction date.
4. If no application entries or registration deposits are received at the Town Office by the end of the required notice period the town will offer the lot sales to the public on a first-come, first-serve basis.
5. The successful applicants will be notified by the town and have 60 days to complete the financial transaction with the Town of Terra Nova for payment of the residential/commercial lot. Failure to execute the financial payment transaction in 60 days for the sale will result in cancellation of the sale and forfeiture of the applicant's \$500.00 deposit.
6. In the circumstance of a cancelled lot sale the next applicant/bidder on the list of original applicants/bidder list will be notified that a lot is available. This procedure will continue until the list of applicants/bidders is exhausted or a successful applicant/bidder is selected.
7. The successful applicant/bidder will be responsible for all permits, survey cost and legal title fees associated with the residential/commercial lot sales transaction.
8. All residential/commercial lots offered for public sale by the town of Terra Nova are undeveloped and may require site work by the successful applicant/bidder and all applicants are advised to view the sites before making an application/registration to purchase a lot.

B. Commercial lot applicants:

The Town of Terra Nova requires commercial lot applicants to first submit a development application for the site prior to the town accepting an application for a commercial lot purchase. If the development application is approved in principle by town council, then the steps in section A or C which ever applies. will have to be followed.

C. Residential/Commercial Land Extensions and Crown Lands owned lots:

1. The property owner/applicant will first complete a Crown Lands application, then submit it to the Town of Terra Nova for approval in principle
2. The Town of Terra Nova will forward the application along with the applicable application fee receipt (application fee to be paid by the applicant when instructed to do so from the town office) to the Crown Lands office.
3. The Town of Terra Nova will advise the successful applicant, and they will be required to obtain a land survey for the new land extension from a certified land surveyor.
4. The Town of Terra Nova will levy an administrative fee of \$300.00 plus the cost of the Deed of Conveyance to transfer the grant from the Town of Terra Nova to the applicant's name.
5. If your file exceeds ten billable hours, it will be subject to an extra hourly charge for administration fees at a rate of \$35.00 per hour above the base \$300.00 amount.
6. HST is applicable on the raw land cost from Crown Lands plus the Town of Terra Nova administration levy and cost of the deed of conveyance.
7. The Property owner/applicant will pay the legal title fees (document preparation fee) from Crown Lands
8. Once you receive your deed of conveyance from the town you are responsible for the legal title fees at the Registry of Deeds.
9. This new policy will not be retroactive and will only apply to any un-invoiced application files after the date of this amended document.

Adopted: December 9, 2024

Town of Terra Nova
Vendor Aged Summary As at 12/09/24

Name	Total	Current	31 to 60	61 to 90	91+
Central Newfoundland Waste Ma...	343.65	343.65	-	-	-
Dart Enterprises Ltd	7,084.00	7,084.00	-	-	-
Garrett, Matthew	350.00	350.00	-	-	-
Newfoundland Exchequer Account	16,198.58	16,198.58	-	-	-
OnSolve, LLC	24.40	24.40	-	-	-
Pike, Julie	137.99	137.99	-	-	-
Whalen Law	1,297.20	1,297.20	-	-	-
Total outstanding:	<u>25,435.82</u>	<u>25,435.82</u>	<u>-</u>	<u>-</u>	<u>-</u>

Town of Terra Nova
Customer Aged Summary As at 12/09/24

Total	Current	31 to 60	61 to 90	91+
1.24	0.05	0.00	1.19	0.00
268.16	0.00	0.00	0.00	268.16
339.20	14.61	0.00	13.98	310.61
-0.55	0.00	0.00	0.00	-0.55
559.35	0.00	0.00	0.00	559.35
-0.04	-0.04	0.00	0.00	0.00
1,188.56	51.18	0.00	48.98	1,088.40
-10.00	0.00	0.00	0.00	-10.00
159.42	0.00	0.00	0.00	159.42
554.39	0.00	0.00	0.00	554.39
-0.50	0.00	0.00	0.00	-0.50
-4.00	0.00	0.00	0.00	-4.00
1,153.53	49.67	0.00	47.53	1,056.33
-0.43	0.00	0.00	-0.43	0.00
410.44	17.67	0.00	20.57	372.20
-26.84	0.00	0.00	0.00	-26.84
-2.50	0.00	0.00	0.00	-2.50
6,866.84	295.70	0.00	282.97	6,288.17
-5.00	0.00	0.00	0.00	-5.00
1,027.88	44.26	0.00	42.36	941.26
1,003.93	43.23	0.00	41.37	919.33
290.78	12.52	0.00	11.98	266.28
1,203.53	51.83	0.00	49.59	1,102.11
50.00	50.00	0.00	0.00	0.00
115.00	0.00	0.00	0.00	115.00
2,229.43	2,692.45	0.00	0.00	-463.02
2.98	2.98	0.00	0.00	0.00
-1.91	-1.91	0.00	0.00	0.00
484.82	20.88	0.00	19.98	443.96
-2.86	-2.86	0.00	0.00	0.00
984.25	42.38	0.00	40.56	901.31
791.90	34.10	0.00	32.63	725.17
-0.01	0.00	0.00	0.00	-0.01
-71.88	0.00	0.00	0.00	-71.88
453.15	19.51	0.00	18.67	414.97
-7.40	-7.40	0.00	0.00	0.00
-18.95	0.00	0.00	0.00	-18.95
143.37	0.00	0.00	0.00	143.37
-0.10	0.00	0.00	0.00	-0.10
-10.00	0.00	0.00	0.00	-10.00
2,692.45	2,692.45	0.00	0.00	0.00

287.19	12.37	0.00	0.00	274.82
-0.01	0.00	0.00	-0.01	0.00
-5.25	0.00	0.00	0.00	-5.25
1,123.19	48.37	0.00	46.28	1,028.54

24,216.75	6,184.00	0.00	718.20	17,314.55
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