

**Town of Terra Nova
Regular Council Meeting
November 13, 2024**

Minutes of the council meeting of The Town of Terra Nova, held on Wednesday, November 13, 2024, at 6:00pm.

Members Present

Mayor
Deputy Mayor
Councillor
Councillor
Councillor

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

Also, Present

Town Clerk Manager

Angela Penney-Tucker

Adoption of Agenda

No. 24-137

Moved by Deputy Mayor Pike, seconded by Councillor Baird to adopt the agenda with the following additions: under new business – Fire Department successful moose licence by Deputy Mayor Pike and Purchase of finance filters for Eddie Eastman Hall by Councillor Baird.

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

Opposed: 0

Motion Carried

Minutes:

Regular meeting on October 16, 2024

Mayor Granberg asked if there were any errors or omissions in the minutes from the October 16, 2024, Council meeting.

No. 24-138

Motion made by Councillor Baird to adopt the minutes of the regular council meeting of October 16, 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

Mayor Granberg asked if there were any errors or omissions in the minutes from the November 1, 2024, Council meeting.

No. 24-139

Motion made by Deputy Mayor Pike to adopt the minutes of the special council meeting of November 1, 2024. Motion seconded by Councillor Baird.

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: NONE
- Basketball net update – completed.
- Underground tank at Ralph Calloway Memorial Park update

No. 24-140

Motion made by Councillor Baird to prepare a scope of work for the underground tank to be distributed by email to council for review and input for changes within 24 hours then put out to public 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

- Winter trail groomer – Deputy Mayor Pike declared conflict of interest at 6:11PM. Angela asked Dermot to provide a project supply list, and he said he would get the supplies at a cap price of \$400.00. Angela to contact our insurance to ask about liability insurance for this groomer.
Deputy Mayor back at 6:15PM.
- Naming of the playground update – **Mayor Granberg passed the gavel to Deputy Mayor Pike at 6:19PM**
Council had a privileged meeting on October 18th on this. There are proper procedures to follow with renaming the playground. There was a prior motion to name the playground “The Playground” therefore the motion 24-114 is invalid until the prior motion is rescinded. Before we rename the playground, it should go out to the public by way of a

notice and if the public has any comments or concern, they can email the office or by way of letter to the office by November 27, 2024.

No. 24-141

Motion made by Mayor Granberg to rescind motion 24-114 that was to name the playground "The William Holloway Senior Memorial Playground" because there is already a motion in place on the name for this playground. Motion seconded by Councillor Baird.

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

Opposed: 1 Councillor Osmond

Motion Carried

Gavel passed back to Mayor Granberg at 6:24PM.

- Eddie Eastman Hall roof update – Angela to reach out to the contractor and see if he could come up when it is raining and take the few tiles down to see where the water is coming from. If not to reach out to a company that specializes in roofing and see if they provide free estimates.
- Beaver dam issue – On behalf of Council Mayor Granberg thanked Councillor Baird for taking it on himself to remove the dam. The culverts are now clear. Councillor Osmond said that safety in doing should be considered.

Correspondence: NONE

Committee Reports:

Finance & Heritage– Councillor Hillier-Smith

- Current Operating Balance November 13, 2024 – \$305,778.18.
- Gas Tax Account Total November 13, 2024 - \$16,998.79.
- Accounts receivable owed on November 13, 2024, is \$23,329.24. List included in minutes.

Angela drafted a letter to go out on all overdue accounts. There are eleven overdue tax accounts with one including this year and 2023 prior year taxes owing. There are fourteen overdue trailer park fee accounts plus one in which the trailer is still on the site and is already into collections.

- The Vendors Summary list November 13, 2024, totals \$34,579.63 plus \$55.32 for Bonfire night supplies and \$15.53 for cross repairs both payable to Mayor Granberg. The vendor age is included with the minutes. The scope of work for the grading of the town roads is now completed but we are waiting on the weight bills to review. Once these are received and reviewed then the amount for the grading of the town roads can be paid.

No. 24-142

Motion made by Councillor Hillier-Smith to pay these invoices as tabled with Feltham's Construction weight bills reviewed before that invoice is paid. 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 and Angela have completed the budget for 2025. It was emailed out to all of council with the new tax and fee structure for 2025. The new tax and fee structure was read and included in the minutes.

No. 24-143

Motion made by Councillor Hillier-Smith to approve the 2025 tax and fee structure. 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. 24-144

Motion made by Councillor Hillier-Smith to accept the 2025 budget. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

No. 24-145

Motion made by Councillor Hillier-Smith that interest will be charged on all overdue tax accounts and Ralph Calloway Memorial Park fee accounts at a rate of 4.5% and is charged on interest and compounded interest, monthly. 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 Halloween dance, and it was a great and they updated the cemetery parking lot. The TNRC had a social night and bingo night, and both went off great. Just a reminder to all user groups to keep the outside garbage box locked after use.

Public Works, Communication, Grants update – Deputy Mayor Pike

- Snow clearing and ice control on municipal streets –No tenders were received, and the town now has the Department of Transportation and Infrastructure documents signed and they are going to be doing the municipal snow clearing services for the 2024-2025 season.
- Snow clearing of town buildings – **Mayor Granberg declared conflict of interest at 6:55PM.** We never received any bids on this so as per the special meeting on November 1st Angela reached out to the prior year contractor that did the snow clearing and they have agreed to take on the project at the rate they requested prior of \$10,000.00 plus HST equaling \$11,500.00. **Mayor Granberg back at 6:56PM.**
- Farm Road potholes –In reaching out to a few contractors on our options for the best temporary road fix for this season we have been told that rolled in class A would be the best cost wise and best temporary fix for this area.

No. 24-146

Motion made by Councillor Baird to prepare a scope of work to be distributed by email to council for review and input for changes within 24 hours then put out to public for tender to address the worst potholes on Farm Road, Lilly Brook Road, and River Road. Motion seconded by Deputy Mayor Pike.

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

Opposed: 0

Motion Carried

- We never received anything from the public on our amendment to the town plan, so there is no public hearing needed.

No. 24-147

Motion made by Deputy Mayor Pike to approve Municipal Plan Amendment No. 1 and Development Regulations Amendment No. 1. Motion seconded by Councillor Baird.

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.

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 have their drilling machine in for some repairs. They are still looking at this season to do this job. When we have the date confirmed for this Angela will notify the trailers close by, so they do not occupy them during the drilling time period. The garbage that was left at the trailer park has now been removed.
- Crown lands update – One new application gone to Crown Lands for review.
- Pine Tree Lots – Scott Murphy will have the drawing to us this week and then council can get together to go over the drawing and put an application into Crown Lands.

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

- Municipal Affairs update –NONE.
- Public Relations:
 - Bonfire Nite –Hoping to have it on Saturday. Weather has not been cooperating.
 - Remembrance Day – Went over great.
 - Tree Lighting date – 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.
- Beautification update –Lights to go up on the municipal building and trussell. Purchase of three Christmas tree.

No. 24-148

Motion made by Councillor Hillier-Smith to purchase trees by December 1, 2024 from Nancy's Flower Shop including delivery. 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:

- Discussion on amended Eddie Eastman Hall policy – The Terra Nova Community Workers asked to review the policy. The policy says the user groups also have access to the building the morning of the rental and will have until noon the following day to complete their clean up and return keys. This was included in the policy in case the building was being used the day before or the day after. If the building is not rented the day before or day after, then the user groups can decorate earlier or clean up later. For example, if the building is not rented New Years Day, then no one expects anyone to come in on New Years Day to clean up nor take down the Christmas tree after Christmas eve at the hall. The Halloween bingo and dance worked well with the two user groups working together to hold both events in two days.

There was a disruption in the meeting and the mayor called for order.

- Fire Department successful moose license – Added by Deputy Mayor Pike. It was seen and heard that the Fire Department got their moose. Deputy Mayor said she was unaware of the license this year but congratulation on getting the moose. Angela to reach out to the Fire Department to find out about fundraising events for the moose and offer Councils help with these events.
- Purchase of furnace filters – Added by Councillor Baird.

No. 24-149

Motion made by Councillor Baird to purchase a case of twelve furnace filters for the Eddie Eastman Hall at a cost of \$10.35 each filter from NFLD Hermetic. Motion seconded by Councillor Hillier-Smith.

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 –Monday December 9, 2024 at 6:00PM

No. 24-150

Motion made by Deputy Mayor Pike to adjourn the meeting at 7:32PM. Motion seconded by Councillor Baird.

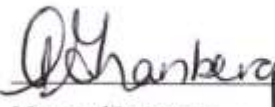
In favour: Mayor Granberg, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith, Councillor Osmond.

Opposed: 0

Motion Carried

ADJOURNMENT

7:32 PM



Mayor/Deputy



Clerk

Town of Terra Nova

Vendor Aged Summary As at 11/13/24

Name	Total	Current	31 to 60	61 to 90	91+
Blachard, Ruth	74.74	74.74	-	-	-
Central Newfoundland Waste Ma...	645.25	645.25	-	-	-
Derrick R. Drodge, CPA, CA	4,312.50	4,312.50	-	-	-
East-Glo Castle Building Supplies	70.50	70.50	-	-	-
Feltham's Const. Ltd.	26,450.00	-	26,450.00	-	-
Hillier-Smith, Linda	13.79	13.79	-	-	-
Pike, Julie	45.54	45.54	-	-	-
Ralph, Kim	2,926.75	2,926.75	-	-	-
Rodway's Printing & Office Suppl...	40.56	40.56	-	-	-
Total outstanding:	34,579.63	8,129.63	26,450.00	-	-

Town of Terra Nova
Customer Aged Summary As at 11/13/24

Total	Current	31 to 60	61 to 90	91+
1.24	0.05	1.19	0.00	0.00
648.16	27.91	26.71	25.56	567.98
339.20	14.61	13.96	13.38	297.23
-0.55	0.00	0.00	0.00	-0.55
559.35	0.00	0.00	0.00	559.35
189.96	8.18	0.00	0.00	181.78
1,188.56	51.18	48.98	46.87	1,041.53
-10.00	0.00	0.00	0.00	-10.00
559.42	24.09	23.05	22.06	490.22
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	47.53	45.49	1,010.84
-0.43	0.00	-0.43	0.00	0.00
410.44	17.67	20.57	22.27	349.93
-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	282.97	270.78	6,017.39
-5.00	0.00	0.00	0.00	-5.00
1,027.88	44.26	42.36	40.53	900.73
1,003.93	43.23	41.37	39.58	879.75
906.32	39.03	37.35	35.74	794.20
290.78	12.52	11.98	0.00	266.28
1,198.07	51.59	49.37	47.24	1,049.87
1,203.53	51.83	49.59	47.46	1,054.65
50.00	50.00	0.00	0.00	0.00
115.00	0.00	0.00	0.00	115.00
-463.02	0.00	0.00	0.00	-463.02
452.98	19.51	18.67	17.86	396.94
16.09	0.69	0.66	0.00	14.74
484.82	20.88	19.98	19.12	424.84
102.14	4.40	0.00	0.00	97.74
984.25	42.38	40.56	38.81	862.50
791.90	34.10	32.63	31.23	693.94
-0.01	0.00	0.00	-0.01	0.00
-71.88	0.00	0.00	0.00	-71.88
453.15	19.51	18.67	17.87	397.10
592.60	25.52	4.58	0.00	562.50
-18.95	0.00	0.00	-18.95	0.00
393.37	16.94	16.21	15.51	344.71
-0.10	0.00	0.00	0.00	-0.10

-10.00	0.00	0.00	0.00	-10.00
287.19	12.37	0.00	0.00	274.82
-0.01	0.00	-0.01	0.00	0.00
-5.25	0.00	0.00	0.00	-5.25
1,123.19	48.37	46.28	44.29	984.25

23,329.24	1,026.19	894.80	822.69	20,585.56
-----------	----------	--------	--------	-----------

TAX & FEE STRUCTURE 2025

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	\$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

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

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
----------------------------	---

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, 2025. Interest will be charged on all overdue tax accounts at a rate of 4.5% and is charged on interest and compounded interest, monthly.

All Ralph Calloway Memorial Park fees for 2025 season are due by May 1, 2025. 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 13, 2024