

**Town of Terra Nova
Regular Council Meeting
January 22, 2025**

Minutes of the council meeting of The Town of Terra Nova, held on Wednesday, January 22, 2025, at 6:00pm.

Members Present

Mayor	Andrea Cornell
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. 25-001

Moved by Councillor Baird, seconded by Deputy Mayor Pike to adopt the agenda with one addition – ATV spring maintenance under new business by Mayor Cornell.

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

Opposed: 0

Motion Carried

Minutes:

Regular meeting on November 13, 2024

Mayor Cornell asked if there were any errors or omissions in the minutes from the November 13, 2024, Council meeting.

No. 25-002

Motion made by Deputy Mayor Pike to adopt the minutes of the council meeting of November 13, 2024. Motion seconded by Councillor Baird.

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

Regular meeting of December 9, 2024

Mayor Cornell asked if there were any errors or omissions in the minutes from the December 9, 2024, Council meeting.

No. 25-003

Motion made by Councillor Baird to adopt the minutes of the council meeting of December 9, 2024. Motion seconded by Councillor Hillier-Smith.

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

Opposed: 0

Motion Carried

Delegations: NONE

Business Arising:

- Town Policies and regulations update:
Accounting Policy - read and included in the minutes.

No. 25-004

Motion made by Councillor Hillier-Smith to adopt the accounting policy. Motion seconded by Deputy Mayor Pike.

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

Opposed: 0

Motion Carried

Agenda and Minutes Policy – read and included in the minutes.

No. 25-005

Motion made by Councillor Hillier-Smith to adopt the agenda and minutes policy. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

- Winter trail groomer update – **Deputy Mayor Pike declared conflict at 6:09PM**
Angela reached out to the person who proposed this project explaining about the liability insurance requirement. To date we have no response. Project to be placed on hold until we hear back.
Deputy Mayor Pike back at 6:10PM
- Naming of the playground update – A possible date for this ceremony and grand opening of the playground is July 19th. Councillor Hillier-Smith is checking into signage.

No. 25-006

Motion made by Councillor Hillier-Smith to spend up to \$500.00 for the grand opening and renaming of the Loop Road playground. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

Correspondence:

- Naming of the playground in town letter – read and included in the minutes.
- Update on the Municipal Assessment Agency - read and included in the minutes.

Committee Reports:

Finance & Heritage– Councillor Hillier-Smith

- Current Operating Balance January 22, 2025 – \$237,969.21.
- Gas Tax Account Total January 22, 2025 - \$17,059.16.
- Accounts receivable owed on January 22, 2025, is \$18,625.02. List included in minutes.
- The Vendors Summary list January 22, 2025, totals \$5,461.79. List included in minutes.

No. 25-007

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

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

Opposed: 0

Motion Carried

The TNCW had their ladies party, tree lighting, and New Years dance in which they sold sixty-three tickets. These events went over great. TNRC had another great social night on January 9th.

Public Works, Communication, Grants update – Deputy Mayor Pike

- The temporary pothole repair work is still looking good, and we are keeping in mind the roadwork for the spring.

- The town plan has now been amended, and we can now approve the development permit with the stipulations as was in the document emailed to council.

No. 25-008

Motion made by Deputy Mayor Pike to approve the development permit from J-1 Contracting Ltd. based on the stipulations included in the approval letter. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

Council decided to charge J-1 Contracting Ltd. an administrative fee using the same formula as for the administrative fee for Crown Lands applications.

No. 25-009

Motion made by Deputy Mayor Pike to use the same formula for this administrative fee as for the Crown Lands application administrative fee which would be \$300.00 up to ten billable hours. Motion seconded by Councillor Baird.

In favour: Mayor Cornell, 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 – The well has been drilled, and Angela will contact the well drilling company to have the 24 hour pump test completed in April. The next step is the pump house and electrical scope of work to be prepare for the next meeting.
- Crown lands update – One file waiting on the applicant to complete their survey, one with a clerical error by Crown Lands which is in the process of being corrected, and one more finalized today.
- Pine Tree Lots – Council finalized the drawing and the application for a lease will be applied for in the next couple of weeks.

Mayor Cornell passed the gavel at 6:35PM to Deputy Mayor Pike.

No. 25-010

Motion made by Mayor Cornell to apply for lease to Crown Lands for three lots on Pine Tree Road. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

Gavel passed back to Mayor Cornell at 6:36PM.

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

- Municipal Affairs update –NONE.
- Public Relations: Thanks to the Terra Nova Volunteer Fire Department members that put up and took down the Christmas trees and lights and anyone else that helped. The Christmas tree lighting went over great. Our Christmas Eve at the hall was excellent and thanks to Santa and his new suit was great. Next Christmas maybe council can consider a Mrs. Claus suit. The windstorm caused some trees to go down around town and damaged power lines. Thanks to the people who cleaned up the trees that were down around town. The rest will be cleaned up when we have a seasonal worker hired on. If you have any concerns to the town on damages, please contact the town office. The sign board will be used again in the spring as it does not work well in cold temperatures.
- Beautification update – Nothing new currently.

New Business:

- Offer on Terra Nova Road lot for sale – Council received an offer of \$35,000.00 for this lot.

No. 25-011

Motion made by Councillor Osmond to offer \$39,500.00 plus HST and any other fees.

Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

- TNRC Donation – Thanks to the TNRC for the \$150.00 donation to go towards the purchase of propane for the BBQ's. Angela to send the group a thank you.
- Retirement of town worker – Would like to do something special for him knowing that he does not like attention. Maybe something in the spring.

- New town maintenance worker contract – Put out notice for a new town maintenance worker to have resume into the town by noon on February 17, 2025.

No. 25-012

Motion made by Deputy Mayor Pike to post notice of position of town maintenance worker closing at noon on February 17, 2025. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

- Eddie Eastman Hall usage by outside groups – With rising costs maybe we can do a wish list of things needed for the hall and work together with the two main user groups in town to get some needed items.
- Request letter for approval for Air B&B – Council decided not to support this request.
- ATV spring maintenance – Angela to put out notice to see if someone qualified would send in a price to complete this in town versus having to truck the ATV out for a maintenance check.

Permits

- 0 permits issued since the last meeting.

Next meeting –Wednesday February 19, 2025 at 6:00PM

No. 24-013

Motion made by Councillor Baird to adjourn the meeting at 7:00PM. Motion seconded by Deputy Mayor Pike.

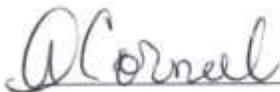
In favour: Mayor Cornell, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith, Councillor Osmond.

Opposed: 0

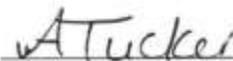
Motion Carried

ADJOURNMENT

7:00 PM



Mayor/Deputy



Clerk

Town of Terra Nova

Accounting Policy

Effective the 22nd day of January 2025 the following conditions shall apply as to the hiring of accounting firms:

1. Shall hire on Jodyann Cooper, CPA to complete our yearly audits.
2. The town's fiscal year end date is December 31
3. The town's budget due date is December 31
4. The town's financial statements due date is June 1
5. In the event of a new town clerk manager their will be an external review of the financials by same person/firm that completes our yearly audits.

Adopted: January 22, 2025

Town of Terra Nova

Agenda and Minutes Policy

Effective this 22ⁿ day of January 2025 the following shall apply to the agenda and minutes preparation of meetings.

1. Council members to submit their items for agenda minimum of 72 hours before meeting. Clerk to send out final copy of agenda to each council member minimum of 48 hours before each meeting.
2. Draft minutes to be typed and emailed to council members minimum of 72 hours before the next meeting in which they are to be adopted.
3. Adopted minutes are to be filed in a ring binder at the Town office.
4. Minutes may be released to the public after they have been adopted by the Town Council.
5. photocopies of the adopted minutes are available to the public on request for a fee of twenty-five cents per page.
6. Photocopies of the tabled receivables and payables approved by town council are available on request to the public for a fee of twenty-five cents per page.
7. Any financial statements tabled and approved by town council at a public meeting is available to the public on request for a fee of twenty-five cents per page.

Adopted: January 22, 2025

Town of Terra Nova

From: John Cornell [REDACTED]
Sent: December 19, 2024 10:52 AM
To: Town of Terra Nova
Subject: naming playground in Town

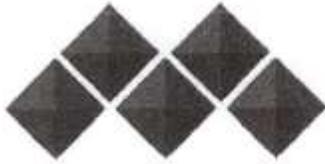
Councillors,

First of all I feel compelled to write this e mail. As with small Town living everyone is scrutinised, which is nothing new. I have been a permanent resident of this beautiful Town for almost thirty years, yet it never ceases to amaze me the mentality of some people and the lengths they will go to discredit someone.

To set the record straight, I have never had any negative opinions on this subject, despite "small Town mentality", that has filtered back to me. I offer my congratulations to all of you in agreeing to name the playground in the center of Town The William Holloway Sr Memorial Playground, I fully support this decision, it demonstrates you care about the origins of this beautiful community and step up to the plate to honor those people who contributed so much to the humble beginnings most of us no nothing about. I encourage you to continue on the path of recognizing these people in whatever way possible to enable generations going forward to know their "roots".

To squash the negativity circulating with regard to me and this issue I encourage you to present this and read it out at the next public meeting and include my name. As a member of the community who represented the people in every position on Council with pride, for twenty years, I could not let this issue slide.

John Cornell,



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

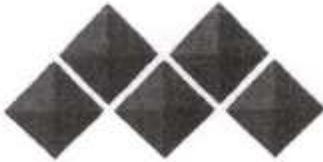
Memo

Date: December 19, 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 St. John's on December 5, 2024. Committee meetings were held the previous day.

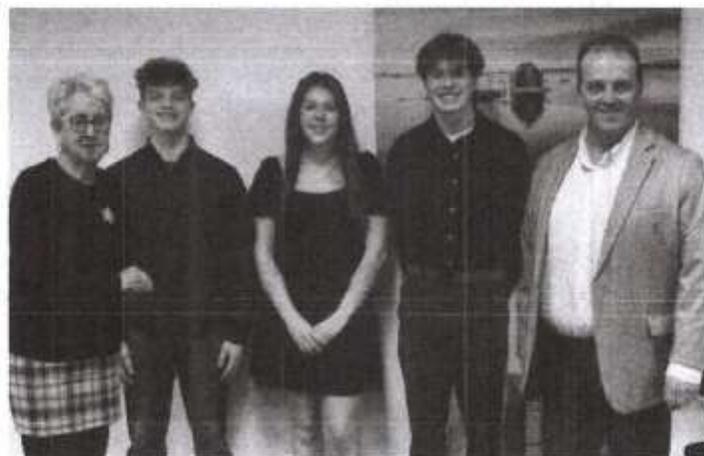
Some of the issues addressed by the Board included:

- The Board examined the financial statements and accounts receivable report as at September 30, 2024, along with the Agency's contractual agreements to date.
- 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.
- The Board reviewed the key components and results of the Agency's Summer Wellness Initiative, launched in 2023, aimed to encourage team members at MAA to engage in physical and mental wellness activities throughout the summer.
- On August 29, 2024, a Customer Service Survey was mailed to 430 residential property owners, randomly selected from 1,470 inquiries received regarding 2025 property assessment notices. A total of 120 (28.17% response rate) surveys have been received and all submitted questions have been addressed.
- The Agency recently completed the imagery review for the Town of Harbour Main-Chapel's Cove-Lakeview and the Town of Bay Roberts. Significant property change and value was found in both municipalities.
- MAA's Client Portal project is expected to Go-Live in March 2025. The project will be incorporated into the Agency's Communications Plan and modernize the way MAA interacts with its clients.
- A Corporate Social Responsibility (CSR) Program Statement has been developed to outline and promote the Agency's commitment to being socially accountable to its clients, stakeholders, employees, the public, and itself. Once finalized, the CSR program statement will be published on the Agency's website and will be reviewed annually to identify opportunities for expanded initiatives.

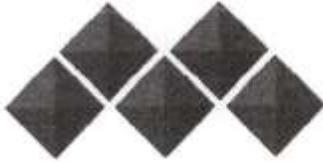


- Administration provided an update on the Agency's communications strategy to help new towns understand the assessment and taxation process, along with their rights and responsibilities.
- To enhance the content of the Agency's current online training program, two new educational videos have been created and integrated into Module three. Both videos aim to provide comprehensive insights into the supplemental request process and subsequent actions.
- The Agency offers three annual Clar Simmons Memorial Scholarships, valued at \$1,000 each. This year's recipients are:
 1. **Emily Pittman**, St. Lawrence
Emily is currently working towards a Bachelor of Science degree at Memorial University. Her career goal is to become a Pharmacist. Emily is the granddaughter of Mayor Kevin Pittman, Town of St. Lawrence.
 2. **Matthew Winter**, Torbay
Matthew is presently enrolled in Memorial University's engineering program with future plans of becoming an Aerospace Engineer. Matthew is the son of Brian Winter, Director of Infrastructure and Public Works, Town of Torbay.
 3. **Ian Keats**, St. John's
Ian is enrolled in the Kinesiology program at Memorial University. His future career goal is to become a Physiotherapist. Ian is the son of Jeff Keats, Computer Systems Analyst I, based out of MAA's Eastern Regional Office in St. John's.

2024 Scholarship Recipients



L to R: Mayor Betty Moore (Board Chair), Ian Keats, Emily Pittman, Matthew Winter, Don Hearn (CEO)



- MAA was a Silver Sponsor at the 2024 MNL Conference and Trade Show, which took place in Gander from November 7-9. Agency staff delivered 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 presented 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 March 14, 2025.

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.

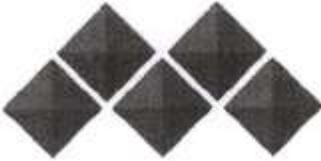
Thank you for your support this past year. I wish you, your staff, and families a healthy and joyous New Year. Please feel free to contact me by phone or email if you have any questions or concerns regarding the assessment service.

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 December 5, 2024

Avalon Director
(Chair)

**Representative of Municipalities
Newfoundland Labrador (MNL)**
(Vice-Chair)

Central Director

Eastern Director

Labrador Director

Urban Director

Western Director

**Representative of the Professional
Municipal Administrators (PMA)**

Taxpayer Representative

Taxpayer Representative

Mayor Elizabeth A. Moore
Clarke's Beach

Deputy Mayor Roger Barrett
Western Director (MNL)
Reidville

Mayor Tony R. Keats
Dover

Councillor David Hiscock
Bonavista

Councillor Deborah Barney
L'Anse au Loup

Deputy Mayor Mary Thorne-Gosse
Torbay

Councillor Amanda Freake
Deer Lake

Ms. Connie Reid, Treasurer (PMA)
Reidville

Mr. Dean Ball
Deer Lake

Mr. Allan Hawkins
Pleasantview

Town of Terra Nova
Vendor Aged Summary As at 01/22/25

Name	Total	Current	31 to 60	61 to 90	91+
Andrea Granberg	276.39	276.39	-	-	-
Baird Planning Assoc.	1,725.00	1,725.00	-	-	-
Bell Aliant	118.01	118.01	-	-	-
Central Newfoundland Waste Ma...	343.65	343.65	-	-	-
Diversions Computer Centre	230.13	230.13	-	-	-
Municipal Assessment Agency Inc.	1,541.00	1,541.00	-	-	-
Municipalities Newfoundland & L...	626.92	626.92	-	-	-
PSD Citywide Inc.	340.69	340.69	-	-	-
Sparkes, William	260.00	-	260.00	-	-
Total outstanding:	5,461.79	5,201.79	260.00	-	-

Town of Terra Nova
Customer Aged Summary As at 01/22/25

Total	Current	31 to 60	61 to 90	91+
-200.00	-200.00	0.00	0.00	0.00
1.30	0.00	0.06	0.05	1.19
292.84	12.61	12.07	0.00	268.16
370.41	15.95	15.26	14.61	324.59
-860.00	-860.00	0.00	0.00	0.00
-0.55	0.00	0.00	0.00	-0.55
26.30	1.13	0.00	0.00	25.17
-50.04	-50.00	-0.04	0.00	0.00
847.94	55.89	53.49	51.18	687.38
-10.00	0.00	0.00	0.00	-10.00
174.09	7.50	7.17	0.00	159.42
26.07	1.12	0.00	0.00	24.95
-0.50	0.00	0.00	0.00	-0.50
-4.00	0.00	0.00	0.00	-4.00
1,259.68	54.24	51.91	49.67	1,103.86
-0.43	0.00	0.00	0.00	-0.43
-26.84	0.00	0.00	0.00	-26.84
-2.50	0.00	0.00	0.00	-2.50
7,398.76	322.91	309.01	295.70	6,471.14
-5.00	0.00	0.00	0.00	-5.00
1,122.47	48.34	46.25	44.26	983.62
996.32	47.21	45.18	43.23	860.70
56.29	2.42	0.00	0.00	53.87
1,105.29	47.60	54.16	51.83	951.70
115.00	0.00	0.00	0.00	115.00
-463.02	-463.02	0.00	0.00	0.00
3.11	0.00	0.13	2.98	0.00
-1.91	0.00	0.00	-1.91	0.00
529.44	22.80	21.82	20.88	463.94
-2.86	0.00	0.00	-2.86	0.00
1,074.82	46.28	44.29	42.38	941.87
560.28	0.00	0.00	0.00	560.28
-0.01	0.00	0.00	0.00	-0.01
-71.88	0.00	0.00	0.00	-71.88
494.85	21.31	20.39	19.51	433.64
-7.40	0.00	-7.40	0.00	0.00
-18.95	0.00	0.00	0.00	-18.95
-5.18	-5.18	0.00	0.00	0.00
-0.10	0.00	0.00	0.00	-0.10
-10.00	0.00	0.00	0.00	-10.00
2,692.45	0.00	2,692.45	0.00	0.00

-2.81	0.00	-2.81	0.00	0.00
-0.01	0.00	0.00	0.00	-0.01
-5.25	0.00	0.00	0.00	-5.25
<u>1,226.55</u>	<u>52.82</u>	<u>50.54</u>	<u>48.37</u>	<u>1,074.82</u>

18,625.02 -818.07 3,413.93 679.88 15,349.26