

**Town of Terra Nova
Regular Council Meeting
March 19, 2025**

Minutes of the council meeting of The Town of Terra Nova, held on Wednesday, March 19, 2025, at 6:01pm.

Members Present

Mayor	Andrea Cornell
Deputy Mayor	Julie Pike
Councillor	Roger Baird

Via phone

Councillor	Linda Hillier-Smith
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Also, Present

Town Clerk Manager	Angela Penney-Tucker
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Absent

Councillor	Edward Osmond
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Adoption of Agenda

No. 25-027

Moved by Councillor Baird, seconded by Councillor Hillier-Smith to adopt the agenda.

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

Opposed: 0

Motion Carried

Minutes:

Regular meeting on February 19, 2025

Mayor Cornell asked if there were any errors or omissions in the minutes from the February 19, 2025, Council meeting.

No. 25-028

Motion made by Deputy Mayor Pike to adopt the minutes of the council meeting of February 19, 2025. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

A gavel was found in the town office made by Hector Greening in 2006 and it will be used at Council meetings going forward.

Delegations: NONE

Business Arising:

Town Policies and regulations update: NONE

New town maintenance worker process update – We interviewed four people for the position.

Gavel passed to Deputy Mayor Pike at 6:05PM

No. 25-029

Motion made by Mayor Cornell to hire on Dean O’Grady for the maintenance position at a rate of \$18.50 per hour. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

6:06PM Deputy Mayor Pike passed the gavel back to Mayor Cornell.

Angela to reach out to Watson for dates for training.

Fire Department training list – We reached out to the Fire Department on this list, but they would like to have a template on what training we want listed. Angela to reach out to Tony Rose to see what basic training we should have listed as small-town volunteer fire departments would not be expected to have the same training as larger towns.

The Fire Department would like to do a training exercise with fire extinguishers for the public to bring awareness to check your fire extinguishers. Also, the Fire Department has first aid training this coming weekend and the cost is \$125.00 per person up to a maximum of 18 members.

No. 25-030

Motion made by Councillor Hillier-Smith to pay for the first aid training for the fire department when invoice is received. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

Correspondence: NONE

Committee Reports:

Finance & Heritage– Councillor Hillier-Smith

- Current Operating Balance March 19, 2025 – \$323,787.89.
- Gas Tax Account Total March 19, 2025 - \$17,103.94.
- Accounts receivable owed on March 19, 2025, is \$93,702.99. List included in minutes. This amount includes all 2025 property tax invoices. Angela is working on the 2025 business tax and park fees invoices now.
- The Vendors Summary list March 19, 2025, totals \$2,089.73. List included in minutes.

No. 25-031

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.

Opposed: 0

Motion Carried

Public Works, Communication, Grants update – Deputy Mayor Pike

We will be starting on a scope of work for some paving around town highlighting areas around town that need repairs.

- Update on grants – We received \$10,000.00 from Active NL for playground upgrades in which we are looking at a new 12' wave slide for the playground and there also was an option of another new piece of equipment if funding allowed with no extra shipping cost. Unfortunately, with the cost of installation, we do not have enough funds available to purchase the second piece or to complete the install of the slide. Council will reach out to user groups to see if they can help with the install cost. If funding can be obtained then we can proceed.

No. 25-032

Motion made by Deputy Mayor Pike to proceed with purchase of 12' wave slide from Fundy Fencing for a total of \$8,153.00 plus tax including shipping. Motion seconded by Councillor Hillier-Smith.

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

Opposed: 0

Motion Carried

No. 25-033

Motion made by Deputy Mayor Pike to prepare scope of work for slide install and groundwork for slide. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

We have also applied for a Community Sport Fund grant for the playground grand opening, family fun day, and the renaming of the playground that we are waiting to hear back on. The Provincial student grant is now applied for. We now are looking at the Active NL grant for 2025/26 for more funding.

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

- Update on second stage with septic in RCM Park –The 24-hour pump test is booked in for early April and we have started a scope of work for the pump house and electrical to be reviewed and put out for tender when completed. We must decide where the powerhouse is going to know the length of wires needed. Next time the office is open we will meet at the park to decide. We will also need a basic flow rate meter with a reset button.
- Crown lands update – Three files were sent into Crown Lands for final deeds to town and one into our lawyers to complete the deed of conveyance. There are two more waiting on payment.
- Pine Tree Lots – The application for the lease for three building lots has been sent to Crown Lands. We have received notice that this application is gone in for final review.

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

- Municipal Affairs update – Our 2025 budget has been approved, and invoicing is in the process of being sent out. For our 2026 budget we have been asked to review our own source revenues, on a per capital basis because it has shown very little increase over the ten-year period.

The Municipal Symposium is May 1-3, 2025 in Gander and Mayor Cornell is registered to attend. If any other member of Council would like to attend please reach out to Angela. This is a great learning experience and a chance to communicate with other towns on many issues.

- Public Relations: The sign board will soon be up and running again after the winter season.
- Beautification update – When the new maintenance worker starts the for sale sign on Terra Nova Road has to be taken down.

New Business:

- Town office hours for upcoming summer season – The spring/summer season tends to be our busy time and last year we noticed it would be beneficial for the Town Clerk Manager to work a day or two extra on the week the town office is normally closed just for the summer months. Also, this season we also have a new maintenance worker getting used to this new position, a possible student worker, and finishing up all projects as it is coming to the end of our mandate so it would be beneficial to have the Town Clerk Manager available to give some weekly guidance on the work to be completed during each week. The 2025 budget can sustain a possible 10-14 days for the summer season.

Mayor Cornell passed the gavel to Deputy Mayor Pike at 6:42PM

No. 25-034

Motion made by Mayor Cornell to extend additional possible 14 days work for the Town Clerk Manager for the summer season. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

Deputy Mayor Pike passed the gavel back to Mayor Cornell at 6:44PM

- Decommissioned playground equipment – The steel from these pieces of equipment by the Municipal building can be auctioned off. Auction as scrap metal only and funds to go to the frog fund. If we get no offers then put out for spring clean up. Anyone can come and view the scrap metal and it will go to the highest bidder.

No. 25-035

Motion made by Deputy Mayor Pike to auction for scrap metal the decommissioned playground equipment and funds will go to the frog fund. The removal will be at own cost. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

Permits

- 0 permits issued since the last meeting.

Next meeting –Wednesday April 16, 2025 at 6:00PM

No. 25-036

Motion made by Deputy Mayor Pike to adjourn the meeting at 6:48PM. Motion seconded by Councillor Hillier-Smith.

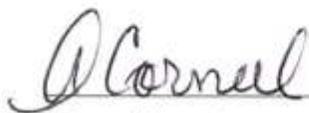
In favour: Mayor Cornell, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith.

Opposed: 0

Motion Carried

ADJOURNMENT

6:48 PM



Mayor/Deputy



Clerk

**Town of Terra Nova
Customer Aged Summary As at 03/19/25**

Total	Current	31 to 60	61 to 90	91+
380.00	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
-200.00	0.00	0.00	-200.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
380.00	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	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	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
699.79	393.77	13.18	12.61	280.23
380.00	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	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
-860.00	0.00	-860.00	0.00	0.00
-0.55	0.00	0.00	0.00	-0.55
27.48	0.00	1.18	1.13	25.17
380.00	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	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
760.00	760.00	0.00	0.00	0.00
760.00	760.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
-50.04	0.00	-50.00	0.00	-0.04
380.00	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
1,305.97	419.87	38.18	55.89	792.05
657.53	657.53	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
370.00	380.00	0.00	0.00	-10.00
380.00	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
755.00	760.00	0.00	0.00	-5.00
760.00	760.00	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	380.00	0.00	0.00	0.00
852.96	36.73	26.93	0.00	789.30
874.30	37.65	40.33	33.82	762.50
380.00	380.00	0.00	0.00	0.00
760.00	760.00	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
-243.71	0.00	-243.71	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	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
760.00	760.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
760.00	760.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00
-0.02	-0.02	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
760.00	760.00	0.00	0.00	0.00
115.00	0.00	0.00	0.00	115.00
380.00	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	380.00	0.00	0.00	0.00
-463.02	0.00	0.00	-463.02	0.00
380.00	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	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	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
-1.91	0.00	0.00	0.00	-1.91
380.00	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	380.00	0.00	0.00	0.00
380.00	380.00	0.00	0.00	0.00

Town of Terra Nova
Vendor Aged Summary As at 03/19/25

Name	Total	Current	31 to 60	61 to 90	91+
Central Cashier's Office	43.90	43.90	-	-	-
Central Newfoundland Waste Ma...	305.35	305.35	-	-	-
Ralph, Kim	1,058.00	1,058.00	-	-	-
Rodway's Printing & Office Suppl...	33.88	33.88	-	-	-
Whalen Law	648.60	648.60	-	-	-
Total outstanding:	2,089.73	2,089.73	-	-	-