

**Town of Terra Nova
Regular Council Meeting
June 25, 2025**

Minutes of the council meeting of The Town of Terra Nova, held on Wednesday, June 25, 2025, at 6:05pm.

Members Present

Mayor	Andrea Cornell
Deputy Mayor	Julie Pike
Councillor	Roger Baird
Councillor	Linda Hillier-Smith

Also, Present

Town Clerk Manager	Angela Penney-Tucker
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Absent

Councillor	Edward Osmond
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Adoption of Agenda

No. 25-064

Moved by Councillor Baird, seconded by Deputy Mayor Pike to adopt the agenda with the following added item.

Fire Department updates/concerns after the delegation section each month by Mayor Cornell.

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

Opposed: 0

Motion Carried

Minutes:

Regular meeting on May 14, 2025

Mayor Cornell asked if there were any errors or omissions in the minutes from the May 14, 2025, Council meeting.

No. 25-065

Motion made by Councillor Hillier-Smith to adopt the minutes of the council meeting of May 14, 2025. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

Special meeting on May 30, 2025

Mayor Cornell asked if there were any errors or omissions in the minutes from the May 30, 2025, Special Council meeting.

No. 25-066

Motion made by Deputy Mayor Pike to adopt the minutes of the council meeting of May 30, 2025. Motion seconded by Councillor Hillier-Smith.

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

Opposed: 0

Motion Carried

Special meeting on June 12, 2025

Mayor Cornell asked if there were any errors or omissions in the minutes from the June 12, 2025, Special Council meeting.

No. 25-067

Motion made by Councillor Baird to adopt the minutes of the council meeting of June 12, 2025. Motion seconded by Deputy Mayor Pike.

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

Opposed: 0

Motion Carried

Delegations: NONE

Fire Department updates/concerns:

Deputy Fire Chief Storie updated that she had completed some campground checks and there were a few campfires unattended, and she spoke to some campers explaining that a shovel and a source of water must be available by a campfire when campfires are allowed in the area. She said that she would let the town office or Mayor Cornell know when the fire index board is to be updated as sometimes it may not be the same as the provincial fire index as the local fire department members are the ones with the boots on the ground to know the conditions for the area. There is to be nothing in front of the fire department by the end of each day for safety and quick access to the fire department in an emergency. She would like to meet with Council and the town worker on some sites that may need to have some brush cut back on the sites to allow for campfires when safe to do so.

Business Arising:

Town Policies and regulations update: NONE

New Streetlight for Sparkes Lane – It is not installed yet. Angela to reach out to NL Power to get an update.

Correspondence:

Dust issue – Read and included in the minutes. The town worker has a new setup to use liquid calcium now and maybe we can apply for a permit from NL Trailways to apply some calcium and water on trail at Council's discretion due to health safety concerns.

No. 25-068

Motion made by Deputy Mayor Pike to apply for a permit to NL Trailways to spread calcium from the trestle to the Terra Nova sign pass the Eddie Eastman Hall to be done at Council's discretion. Motion seconded by Councillor Baird.

**In favour: Mayor Cornell, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith.
Opposed: 0**

Motion Carried

Fox issue – read and included in the minutes. Mayor Cornell will make a post on social media not to feed the wildlife. We can not police this ourselves. Angela to reach out to wildlife on the matter.

Committee Reports:

Finance & Heritage– Councillor Hillier-Smith

- Current Operating Balance June 25, 2025 – \$434,268.46.
- Gas Tax Account Total June 25, 2025 - \$17,167.64.
- Accounts receivable owed on June 25, 2025, is \$56,136.35. List included in minutes.
- The Vendors Summary list June 25, 2025, totals \$38,452.55. List included in minutes.

No. 25-069

Motion made by Councillor Hillier-Smith to pay these invoices as tabled. Motion seconded by Councillor Baird.

**In favour: Mayor Cornell, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith.
Opposed: 0**

Motion Carried

E-transfers are not being accepted by the town office currently due to technical difficulties. Angela is checking into all avenues and in speaking with Diversions they have recommended the town update the computer system as the current system is not compatible with the most recent software updates. Diversions sent in some prices in which Angela sent to Council today. Also, as an added security Diversions has recommended the town office to change its email address to be more compatible. As it has been mentioned at the symposium this year, the topic of cyber security is something everyone including municipalities must be vigilant about. At this time there will be no email transfers until the system is updated.

No. 25-070

Motion made by Councillor Hillier-Smith to purchase a new computer for the office in the amount of \$1,254.53 including taxes and setup and transfer of files from old computer. Motion seconded by Deputy Mayor Pike.

**In favour: Mayor Cornell, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith.
Opposed: 0
Motion Carried**

Last month motion number 25-050 stated the change in the amount of interest on overdue accounts as 2.75% but it should have been 2.5% monthly it was a typo when read.

No. 25-071

Motion made by Councillor Hillier-Smith to rescind motion number 25-050. Motion seconded by Councillor Baird.

**In favour: Mayor Cornell, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith.
Opposed: 0
Motion Carried**

No. 25-072

Motion made by Councillor Hillier-Smith to change the interest rate on the Town of Terra Nova's 2025 tax and fee structure to 2.5% on overdue accounts and is charged on interest and compounded interest, monthly. Motion seconded by Councillor Baird.

**In favour: Mayor Cornell, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith.
Opposed: 0
Motion Carried**

Public Works, Communication, Grants update – Deputy Mayor Pike

The scope of work for road paving is now completed and has been sent out to council for review.

No. 25-073

Motion made by Deputy Mayor Pike to issue the scope of work for paving on town roads. Also, once bids are received, I'd like to award the scope of work to the lowest bidder that meets all the requirements and to pay the invoice for that work if the work meets all the requirement of the scope of work. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

There is approximately \$56,000.00 of budgeted funds remaining for road maintenance. The town also has a GIC that has matured and is in the operating account.

No. 25-074

Motion made by Deputy Mayor Pike to use funds from mature GIC if needed for the paving on town roads. Motion seconded by Councillor Hillier-Smith.

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

Opposed: 0

Motion Carried

- Update on grants – The slide has been installed in the main playground; it looks fantastic and really adds to the playground. Thank you to Wiseman's Property Management for their timely installation of the slide. A huge thank you to the many people that helped make this project happen, we couldn't have done it without your support. The town was unsuccessful in receiving a provincial grant for a student worker. Three students were interviewed for the federal student grant. We are happy to say that we have hired a student worker for eight weeks. This student will start on Monday, June 30th.

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

- Update on second stage with septic in RCM Park – The trench is dug and the electrical and waterlines were installed, and the trench is backfilled. D1 also dug a trench for the waterline from the pumphouse to the pad at no charge and if the town worker had to do this by hand it would have been a couple days work versus a couple of minutes for D1 with their equipment. The pumphouse is being built and the scope of work for the electrical work went out and we received one bid in the amount of \$9,609.80 including taxes.

Mayor Cornell passed the gavel to Deputy Mayor Pike at 6:37PM

No. 25-075

Motion made by Mayor Cornell to accept the bid received to complete the electrical work for the pumphouse and to pay the invoice if it meets all requirements as per the scope of work. 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 6:38PM

When the electrical work is completed, we will reach out to DART Enterprises Ltd. to install the alarm system as per the septic install scope of work. Angela to contact Daniel Humber to see what else is needed to set up the water use permit.

Angela sent out a removal order for one site at the Ralph Calloway Memorial Park for Council to review. This site is now in multiple years of arrears, and the account has already gone to collections, and we have asked the camp site renter multiple times to remove all personal belongings from the site but still it remains there. The removal order will give the owner 30 days to remove their personal belongings if not Council will have to evaluate our legal options including the Common Law Right of Distraint. Angela to send out this letter to the campsite renter.

Crown Lands update – We have one file sent into Crown Lands with payment to receive final documents to send to our lawyer and one new application in to the town to be reviewed.

Update on Pine Tree Road lots – Still waiting to hear back from Crown Lands on this application.

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

- Municipal Affairs update – Alternate returning officer to be decided on. Thelma Greening is willing to take on this position and she has experience in this role.

No. 25-076

Motion made by Councillor Baird to name Thelma Greening as alternate returning officer. Motion seconded by Deputy Mayor Pike.

**In favour: Mayor Cornell, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith.
Opposed: 0
Motion Carried**

Nomination days can be between September 4-11 (excluding August 30, 31, and September 1) Angela is in the office the week of September 2-5th so it can be on September 4th or 5th from 8-8 or both days from 9-4.

No. 25-077

Motion made by Councillor Hillier-Smith to have nomination days on September 4th and 5th from 9-4. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

We also need to decide on a poll clerk and in training it was mentioned that we could reach out to someone that was a poll clerk for other elections.

Public Relations: The service on heat pumps here at the Eddie Eastman Hall and Firehall has been completed, and the new part was installed on the heat pump here at the hall but when serviced it was noticed that there is too much coolant in the unit and over time this can cause problems. If Council wants this fixed the company will have to travel out again to fix it. The only thing noticed at the fire department is the noise that one fan makes, but this is not something that needs to be replaced as it still works fine but is just a bit louder. The cleaning of the units is being completed well as per the service company. There is also some water dripping inside the furnace room that needs to be checked as well.

The town's Municipal Emergency Management Plan must be updated as per section 5 of the Emergency Services Act and Municipal Affairs will be reaching out to get a copy of the updated plans. The updated draft was sent out to all of Council for review.

No. 25-078

Motion made by Councillor Baird to approve the updated Municipal Emergency Management Plan. Motion seconded by Deputy Mayor Pike.

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

Opposed: 0

Motion Carried

The playground opening is coming up and Mayor Cornell met with Val on Monday to figure out some details and a supply list. We have a \$1,000.00 grant for expenses for this event. The MHA & MP office has been sent an invite via mail.

Beautification update – We have four bins that were adopted in our community garden this year, and we have planted some carrots, onions, and potatoes in the other three bins. The maintenance worker has painted the garden bins, and they look great and very colourful. Flowers have been purchased and placed around town. We need some ant killer put around both sign boards in town.

New Business:

- Lot for sale on Pine Tree Road and purchase inquiry – Someone is interested in purchasing the private owned undersized lot on Pine Tree Road that is for sale and has approached the town on placing two new 8x40' sea cans on the lot for personal storage.

The plan is to set sea cans back 35 feet from the road and to the right on the lot for easy snow clearing in the front of them for parking in the winter. The email and details on this were sent out to Council in an email for review. Council approves in principle to proceed as per request with this plan following all rules set out.

- Eddie Eastman Hall display items – Eddie's suit and boots are being donated to the town and the family is willing to pay for a display case for these items and we are looking into a second showcase for display of other items. We also received a donation of two photo books and a t-shirt from the Eddie Eastman Fan Club by the Vey family. The older wooden chairs need to be viewed here at the hall by the town worker for safety.
- Install of new starter motor on quad – We now have the starter motor that was ordered, but we need to have someone install it.

Deputy Mayor Pike declared conflict of interest at 7:10PM.

No. 25-079

Motion made by Councillor Baird to ask the person who serviced the quad to install the starter motor. Motion seconded by Councillor Hillier-Smith.

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

Opposed: 0

Motion Carried

Deputy Mayor Pike back at 7:11PM

Permits

- 8 permits issued since the last meeting.

Next meeting –Wednesday July 23, 2025 at 6:00PM

No. 25-080

Motion made by Councillor Baird to adjourn the meeting at 7:12PM. Motion seconded by Deputy Mayor Pike.

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

Opposed: 0

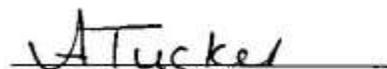
Motion Carried

ADJOURNMENT

7:12 PM



Mayor/Deputy



Clerk

Town of Terra Nova

From: [REDACTED]
Sent: June 7, 2025 6:39 PM
To: Town Nova
Subject: Dust issue

Importance: High

Good day, town of Terranova. Do you think you might be able to do something about the dust issue from all of the bikes driving up and down the railway tracks, at least between the Dept store and Eddie Eastman Hall=

Town of Terra Nova

From: [REDACTED]
Sent: June 8, 2025 5:18 PM
To: Town Nova
Subject: Fox issue

A property owner

I ask the town of Terra Nova what they are going to do about [REDACTED] of Terra Nova Rd. He is illegally feeding foxes, causing anxiety and stress among the neighbours and their families.
Sent from my iPhone=

Town of Terra Nova
Customer Aged Summary As at 06/25/25

Total	Current	31 to 60	61 to 90	91+
380.00	0.00	0.00	0.00	380.00
862.50	0.00	0.00	0.00	862.50
380.00	0.00	0.00	0.00	380.00
380.00	0.00	0.00	0.00	380.00
862.50	0.00	0.00	0.00	862.50
380.00	0.00	0.00	0.00	380.00
714.18	0.00	0.00	14.39	699.79
862.50	0.00	0.00	0.00	862.50
-2.50	0.00	0.00	0.00	-2.50
862.50	0.00	862.50	0.00	0.00
362.50	0.00	0.00	0.00	362.50
-0.55	0.00	0.00	0.00	-0.55
62.50	0.00	0.00	0.00	62.50
239.98	0.00	0.00	0.00	239.98
760.00	0.00	0.00	0.00	760.00
492.46	0.00	0.00	0.00	492.46
380.00	0.00	0.00	0.00	380.00
647.64	0.00	0.00	41.67	605.97
-10.00	0.00	0.00	0.00	-10.00
374.09	0.00	0.00	0.00	374.09
239.74	0.00	0.00	0.00	239.74
-1.00	-0.50	0.00	0.00	-0.50
380.00	0.00	0.00	0.00	380.00
376.00	0.00	0.00	0.00	376.00
862.50	0.00	0.00	0.00	862.50
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
410.00	0.00	30.00	0.00	380.00
0.16	0.00	0.00	0.00	0.16
380.00	0.00	0.00	0.00	380.00
380.00	380.00	0.00	0.00	0.00
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
920.00	0.00	0.00	0.00	920.00

-7.50	-7.50	0.00	0.00	0.00
9,096.70	0.00	0.00	354.58	8,742.12
380.00	0.00	0.00	0.00	380.00
380.00	0.00	0.00	0.00	380.00
862.50	0.00	0.00	0.00	862.50
861.84	0.00	0.00	0.00	861.84
866.64	0.00	0.00	4.14	862.50
760.00	0.00	0.00	0.00	760.00
118.79	0.00	0.00	0.00	118.79
920.00	0.00	0.00	0.00	920.00
760.00	0.00	0.00	0.00	760.00
-0.02	0.00	0.00	0.00	-0.02
380.00	0.00	0.00	0.00	380.00
760.00	0.00	0.00	0.00	760.00
115.00	0.00	0.00	0.00	115.00
-463.02	0.00	0.00	0.00	-463.02
380.00	0.00	0.00	0.00	380.00
862.50	0.00	0.00	0.00	862.50
718.09	0.00	0.00	0.00	718.09
380.00	0.00	0.00	0.00	380.00
380.00	0.00	0.00	0.00	380.00
377.14	0.00	0.00	0.00	377.14
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
1,226.55	0.00	0.00	52.82	1,173.73
380.00	0.00	0.00	0.00	380.00
862.50	0.00	0.00	0.00	862.50
462.49	0.00	0.00	0.00	462.49
862.50	0.00	0.00	0.00	862.50
862.50	0.00	0.00	0.00	862.50
-71.88	0.00	0.00	-71.88	0.00
300.39	0.00	0.00	0.00	300.39
380.00	0.00	0.00	0.00	380.00
0.10	0.00	0.00	0.00	0.10
593.55	0.00	0.00	0.00	593.55
380.00	0.00	0.00	0.00	380.00
180.00	0.00	0.00	0.00	180.00
1,160.00	0.00	0.00	0.00	1,160.00
380.00	0.00	0.00	0.00	380.00
374.82	0.00	0.00	0.00	374.82
380.00	0.00	0.00	0.00	380.00
-0.10	0.00	0.00	0.00	-0.10
380.00	0.00	0.00	0.00	380.00

380.00	0.00	0.00	0.00	380.00
770.00	0.00	0.00	0.00	770.00
2,692.45	0.00	0.00	0.00	2,692.45
380.00	0.00	0.00	0.00	380.00
859.69	0.00	0.00	0.00	859.69
862.50	0.00	0.00	0.00	862.50
380.00	0.00	0.00	0.00	380.00
379.99	0.00	0.00	0.00	379.99
380.00	0.00	0.00	0.00	380.00
380.00	0.00	0.00	0.00	380.00
-5.25	0.00	0.00	0.00	-5.25
420.00	0.00	0.00	0.00	420.00
877.19	0.00	0.00	14.69	862.50
380.00	0.00	0.00	0.00	380.00
380.00	0.00	0.00	0.00	380.00

56,136.35	372.00	892.50	410.41	54,461.44
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Town of Terra Nova
Vendor Aged Summary As at 06/25/25

Name	Total	Current	31 to 60	61 to 90	91+
Angela Tucker	47.65	47.65	-	-	-
D1 Contracting	1,036.15	1,036.15	-	-	-
East-Glo Castle Building Supplies	3,563.67	3,563.67	-	-	-
Glovertown Home Hardware Bld...	113.81	113.81	-	-	-
O'Grady, Dean	91.43	91.43	-	-	-
Quality Auto Supplies Ltd.	161.55	148.91	32.64	-	-
Ralph, Kim	2,777.25	2,777.25	-	-	-
Rodway's Printing & Office Suppl...	88.55	88.55	-	-	-
Squires Water Well Drilling Inc.	30,187.50	30,187.50	-	-	-
TBL Specialties Ltd.	20.69	20.69	-	-	-
Whalen Law	324.30	324.30	-	-	-
Total outstanding:	38,452.55	38,419.91	32.64	-	-