

**Town of Terra Nova
Regular Council Meeting
July 23, 2025**

Minutes of the council meeting of The Town of Terra Nova, held on Wednesday, July 23, 2025, at 6:00pm.

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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Via phone

Councillor	Edward Osmond
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Absent

Adoption of Agenda

No. 25-081

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

Under new business – Starlink/email for office and Eddie Eastman Hall fridge by Deputy Mayor Pike. Under correspondence – Speed bump request and Pitts Pond bridge by Angela.

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

Opposed: 0

Motion Carried

Minutes:

Regular meeting on June 25, 2025

Mayor Cornell asked if there were any errors or omissions in the minutes from the June 25, 2025, Council meeting.

No. 25-082

Motion made by Councillor Hillier-Smith to adopt the minutes of the council meeting of June 25, 2025. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

Delegations: NONE

Fire Department updates/concerns:

Deputy Fire Chief Storie is not here this evening. Mayor Cornell thanked the Terra Nova Volunteer Fire Department for watering the grass at the playground on Loop Road when they were completing some training exercises.

Business Arising:

Town Policies and regulations update: Amended Eddie Eastman Hall Policy – read and included in the minutes.

No. 25-083

**Motion made by Deputy Mayor Pike to accept the updated Eddie Eastman Hall Policy.
Motion seconded by Councillor Baird.**

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

Opposed: 0

Motion Carried

New Streetlight for Sparkes Lane – It is now installed.

Eddie Eastman Hall display items – The price for three shadow boxes are \$920.00 each. Eddie will pay for one to display his suit and boots. The other two shadow boxes will be deferred to the town's next budget for 2026.

Eddie Eastman Hall heat pump repairs – Travel rate is \$129.00 and labour rate is \$100.00 per hour to have the rest of the repairs that couldn't be done with the service plus to have them look at the issue with the water coming from the a/c unit in the furnace room.

No. 25-084

**Motion made by Councillor Baird to have the necessary repairs done by ER Heating.
Motion seconded by Councillor Hillier-Smith.**

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

Opposed: 0

Motion Carried

Correspondence:

MAA update – Read and included in the minutes.

Speed bump request – Read and included in the minutes. This is a provincial road not a town owned road so the town can not do anything. Any concerns on this would have to be addressed with Transportation Infrastructure.

Pitts Pond Bridge – Read and included in the minutes. Angela to reach out to NLFS on behalf of the town and send them a copy of the pictures stating it needs to be addressed for safety issues.

Newfoundland Trailways will send the town an email that Angela will forward to Council regarding the dust issue from the trail going through the town. Basically, we were told they don't do anything about dust control but maybe can work with a town on a recycle asphalt project if the town had the funds for this kind of project. They don't use calcium because it is only a short fix.

Committee Reports:

Finance & Heritage– Councillor Hillier-Smith

- Current Operating Balance July 22, 2025 – \$367,814.86.
- Gas Tax Account Total July 22, 2025 - \$34,116.10.
- Accounts receivable owed on July 22, 2025, is \$44,916.35. List included in minutes. Regarding the accounts receivable there has not been any interest charged on accounts due to the e-transfers being down. Starting September 1st interest will be applied to all overdue accounts as the account holders had a chance to pay by other means. Even though our e-transfers are still down and Scotiabank is still investigating, anyone who paid the town by e-transfer and received a receipt from the town are okay.
- The Vendors Summary list July 22, 2025, totals \$20,983.95. List included in minutes. The amount owing to Mayor Cornell is to be changed and paid directly to Hannah's Garden.

No. 25-085

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, Councillor Osmond.

Opposed: 0

Motion Carried

2024 Audit – Angela sent out an email with the draft audited financials for 2024 and supporting documents. If Council has had a chance to review the motion will be made.

No. 25-086

Motion made by Councillor Hillier-Smith to approve the 2024 audited financial statement and documents. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

Public Works, Communication, Grants update – Deputy Mayor Pike

The paving of the town roads is scheduled to start tomorrow.

The potholes in the town are being filled by the town worker and student worker which is great. Our garbage collection contract is up for renewal or tender in September of this year. Councillor Osmond would like to see Sparkes Lane included in the garbage pickup and it was explained that the garbage contractor said that they can not do this road. Angela to get confirmation from the contractor on this road issue.

No. 25-087

Motion made by Deputy Mayor Pike that if the current garbage contract can be renewed contact the contractor to see they are interested in renewing as per the current contract if not have a scope of work done up and issued for a new garbage collection contract. Motion seconded by Councillor Baird.

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

Opposed: Councillor Osmond.

Motion Carried

- Update on grants – We are always looking for new grant opportunities. We are coming close to the end of our current mandate, so we are concentrating on clueing up projects we have now.

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

- Update on second stage with septic in RCM Park – We are waiting to hear back from the area technologist with NL Power as to when they will be setting up the power. There has been talks and emails to them this week on this but are still waiting to hear on when it will be done. The town worker did a great job with the pumphouse and area.

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.

Mayor Cornell passed the gavel to Deputy Mayor Pike at 6:52PM

Crown Lands update – We have two files sent to our lawyer and one new application completed on the Crown Lands portal. All applications must now be inputted through the Crown Lands portal online and payment made with the application online. We now must charge this non-refundable application fee to the applicant when Council approves the application in principle along with an admin fee to complete the application via the portal. The instruction for applying for a land extension has been updated. Read and included in the minutes.

No. 25-088

Motion made by Mayor Cornell to accept the administration fee of \$35.00 in addition to the application fee. Motion seconded by Councillor Hillier-Smith.

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

Opposed: 0

Motion Carried

Deputy Mayor Pike passed the gavel back to Mayor Cornell at 6:59PM.

Update on Pine Tree Road lots – Still waiting to hear back from Crown Lands on this application. Angela has sent an email to ask for an update on this file.

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

- Municipal Affairs update – Nomination days were decided on for September 4th and 5th from 9-4PM but due to the town clerk manager not being available on these dates we will have to change to September 9th and 10th from 9-4PM.

No. 25-089

Motion made by Deputy Mayor Pike to change nomination days to September 9th and 10th from 9-4PM. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

Public Relations:

- On July 26, 2025, from 11-2PM is the playground opening and family fun day.
- The fox issue continues to be a problem, and the town worker has put additional garbage cans at the swim pond area. The covers sometimes are not put back on and the foxes seem to be getting into them. The town worker suggested to build a bin to put the garbage bins in that way if covers are not put back on it will still be enclosed. The cover would need a gap for little fingers, easy close hinges and maybe use some chicken wire and not a heavy lid. There are some building materials here to construct this. A post has been put out to not feed the foxes and Wildlife was contacted but they can not come out now due to dealing with the wildfires.
- A thank you to the Terra Nova Recreation Commission for the new deck box at the playground with some play items in it. The TNRC is getting a sign put up to use and put back in box when finished playing.
- Angela put out a notice on our town Facebook page to please keep the Mobi mat and Mobi deck area at the swim pond free and accessible for individuals that may require it.
- We have received our inspection report for the swim pond area, and everything was good and the comments were the area is clean and well maintained and under recommendations there was a hole that was used in the past as a vent in the ceiling of the beach change room that should be covered and it is now done by the town worker.
- Angela to check into a quote from the paving contractor while here as an add on to pave an area for handicap parking at the swim pond. Also, to ask paving contractor to let us know what can be done with the area that the wrong handicap parking space was painted on.
- There is an area that washes out when we receive a lot of rain at the swim pond and maybe some socked weeping tile could be purchased to put under the sand in this area to help avoid some washout areas. Ask town worker for distance needed in weeping tile.

Beautification update – The town worker has asked for a garbage grabber, and we have three prices on these, and the lowest one was at Home Depot for \$29.48 but Home Hardware has them for \$29.99, and it could be picked up this week from there. Also, the pump house will need to be painted, and it was suggested paint it navy and white trim like the town building and cookhouse. We also need a new blade for the brush cutter, and some miracle grow for the flowers around town.

No. 25-090

Motion made by Councillor Hillier-Smith to purchase the garbage grabber at Home Hardware and also to purchase one gallon of navy paint for the pump house, new blade for brush cutter, and some miracle grow for the flowers based on three price quotes as needed. Motion seconded by Deputy Mayor Pike.

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

Opposed: 0

Motion Carried

New Business:

- Eddie Eastman Hall shadow boxes – Addressed under business arising.
- Shelter/cookhouse RCM Park – The campers are missing the cookhouse or some place for kids to hang out with a roof. To be deferred to new budget or watch for a grant for this.
- Terra Nova Day – August 2nd starting at 10AM with kayak races if weather permits. 11:30AM games and activities at the Eddie Eastman Hall. 12:00PM BBQ lunch at Eddie Eastman Hall at \$5.00 charge. There is no DJ available for a dance so maybe a post to see if any interest in an adult cornhole tournament instead. The TNRC can do a 50/50 draw. Angela to send email to the Fire Department on volunteering and bring the fire truck. Ask the TNCW and TNRC for help as well.

Starlink/email for office – Our emails are having issues, and it was recommended by Diversions and Scotiabank to change our email. We are paying \$12.29, and it will increase to \$17/month. Email received from Diversions states:

“To start using M365 for your email we will change your Microsoft account from Apps only to the Business (cloud services enabled) version which will cost \$17/m.

You own the townoferranova.ca domain so we will be able to get your M365 connected to the domain with the assistance of your web provider.

We will assist you with forwarding the mail going to your nf.aibn.com account to the M365 account.

The unknown here is how much time it will take us to coordinate with your domain provider and assist with the migration of your email to the new setup. I am guessing that will take us at least a couple of hours of remote support. ~\$200”

The internet service we have now is very slow and this makes it hard to get work completed in a timely matter so maybe ordering of Starlink for the office as the internet provider.

No. 25-091

Motion made by Deputy Mayor Pike to have the email address changed and Diversions do this at the rate listed here and to purchase Starlink for the office which right now is zero-dollar hardware fee. 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 fridge – The TNRC would like to donate a new commercial fridge with sliding doors and a small separate deep fridge to the hall as the fridge that is here now is starting to have issues. The only thing that must be checked into is the floor may need to be leveled if the fridge adjustments can't level it and will need to have the vent extended a bit. The town work to look at the vent extension.

Permits

- 4 permits issued since the last meeting.

Next meeting –Wednesday August 20, 2025 at 6:00PM

No. 25-092

Motion made by Councillor Baird to adjourn the meeting at 7:48PM. Motion seconded by Councillor Hillier-Smith.

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

Opposed: 0

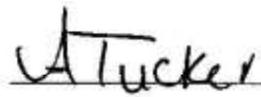
Motion Carried

ADJOURNMENT

7:48 PM



Mayor/Deputy



Clerk

TOWN OF TERRA NOVA

RENTAL OF EDDIE EASTMAN HALL POLICY

1. The Eddie Eastman Hall will be available to rent for private functions i.e. weddings, birthday parties, and reunions.
2. The Terra Nova Community Workers have use of the hall for New Years Eve, Thanksgiving sale, Canada Day, and the last Saturday before Halloween for their annual Halloween dance. The Terra Nova Recreation Commission have use of the hall for the May 24th weekend derby. For all other dates the hall will be on a first come first serve basis for all user groups, Council, Terra Nova Volunteer Fire Department, and private rentals.

Rental Fees are as follows:

General Public \$200.00 per day plus \$200.00 refundable cleaning fee deposit subject to inspection by a member of Council or Town Clerk Manager.

Terra Nova Community Workers Members \$125.00

Terra Nova Recreation Commission Members \$125.00

3. The Town has insurance on the building but the decision to have liability insurance on your event is the responsibility of the renter. If you do obtain insurance for an event, please add the town as an additional insured to the policy. It is no charge for you to do this.

All persons using this hall must ensure that when finished using the facilities:

1. Floors are to be cleaned and mopped.
2. Any dishes used must be cleaned and put away.
3. Kitchen must be cleaned.
4. Garbage is properly sorted and placed in the garbage box outside.
5. All lights and fans are turned off.
6. Bathrooms are to be cleaned, and all garbage removed from the bathrooms.
7. Urinal in men's washroom valve must be turned off.
8. All tables are to be washed before being put away as they were found.
9. All belongings a renter brings in are to be removed when they are done.
10. Any beverages (i.e. Bottled water, coffee pods, can pop, etc.) that is used must be replaced.
11. Doors are to be locked, and keys returned.

Renters can pick up the key from the town office or a member of council to the building the morning of the rental and will have until noon of the following day to complete their clean up and return keys if not another day rental fee will apply. The user groups also have access to the building the morning of the rental and will have until noon of the following day to complete their clean up and return keys.

Adopted February 15, 2023

Amended June 12, 2024, October 16, 2024 and July 23, 2025



Memo

Date: June 26, 2025
Attention: Mayor and Councillors
From: Board of Directors, Municipal Assessment Agency (MAA)
RE: **Update on the Municipal Assessment Agency**

The Board of Directors of the Municipal Assessment Agency (MAA) held its second meeting of 2025 on June 6, with committee meetings held the previous day.

Below is a summary of key issues discussed:

- **Accounts Receivable:** The report was reviewed as of March 31, 2025.
- **Aerial Imagery Flyovers:** In partnership with EagleView, flyovers are planned for 10 communities during Spring/Summer 2025 to support ongoing assessment efforts.
- **Aerial Imagery Review:** Completed for Grand Falls-Windsor and Cupids, where significant property change and value was identified for both towns.
- **Annual Report:** As required by the *Accountability and Transparency Act*, the Agency submitted its first draft for departmental review on May 23, 2025.
- **Assessment Notices:** Notices were mailed on June 2, 2025.
- **Audit Results:** Power & Associates presented the 2024-2025 Audited Financial Statements, which were approved by the Board.
- **Board Election:** The current term for elected members ends December 31, 2025. Elections will be held in early to mid-December following the provincial election, with the new Board in place for the first meeting of 2026.
- **Budget Approval:** The 2025-2026 budget was approved, effective April 1, 2025.
- **By-Laws Review:** The Agency's by-laws were reviewed.



- **Clar Simmons Scholarship:** Applications are now open to students graduating in 2025 from Newfoundland and Labrador senior high schools. The scholarship provides financial support to students pursuing post-secondary education whose parent or guardian is employed by a client municipality. Full details are available through the MAA Client Portal.
- **Client Portal Launch:** Launched on May 14, 2025. Over 260 participants completed training. Feedback has been very positive. The Agency will continue to monitor and enhance the portal based on user input.
- **Client Satisfaction Survey:** On February 13, 2025, an online survey was distributed to 236 client municipalities. Feedback was positive and useful in identifying service improvements.
- **Human Resources Report:** A summary was provided covering the period January 1 to March 31, 2025, with emphasis on recruitment and retention efforts.
- **Meeting Schedules:** The 2024-2025 committee and board meeting schedule was reviewed, along with a proposed 2026-2027 schedule.
- **Next Board Meeting:** Scheduled for September 18-19, 2025, in St. John's.
- **New Appointment:** Municipalities Newfoundland and Labrador (MNL) appointed Councillor Keith Keating of Marystown as its new representative on the Board.
- **Poll Tax Town Assessments:** As part of the province's new *Towns and Local Services Districts Act (TLDSA)*, MAA began the process of completing initial assessments for 42 poll tax towns, effective January 1, 2025.
- **Valuation Changes:** The taxable residential and commercial valuation changes from tax year 2025 to 2026 were shared with clients via the portal on May 14, 2025.

Municipalities exploring new projects that support property assessment and valuation – such as GIS or imagery initiatives – are encouraged to contact MAA to discuss potential support through the Agency's **Collaborative Initiative Fund**.

Thank you for your continued support. Should you have any questions or concerns, please feel free to contact any member of the Board.

A current list of the MAA Board of Directors, including contact information, is provided on the following page.



MAA Board of Directors

As of June 6, 2025

Avalon Director
(Chair)

Mayor Elizabeth A. Moore, Clarke's Beach
Tele: 709-683-1007
Email: elizabeth@eamooreaccounting.com

Central Director

Mayor Tony R. Keats, Dover
Tele: 709-424-0257
Email: tonyrkeats@icloud.com

Eastern Director

Councillor David Hiscock, Bonavista
Tele: 709-468-6257
Email: dhiscock@nf.aibn.com

Labrador Director

Councillor Deborah Barney, L'Anse au Loup
Tele: 709-927-7328
Email: fisher_barney@hotmail.com

Urban Director

Deputy Mayor Mary Thorne-Gosse, Torbay
Tele: 709-437-5900
Email: mthorne-gosse@torbay.ca

Western Director

Councillor Amanda Freake, Deer Lake
Tele: 709-636-4151
Email: amanda.freake@hotmail.com

**Representative of Municipalities
Newfoundland Labrador (MNL) /
MNL Eastern Director**

Councillor Keith Keating, Marystown
Tele: 709-279-3526
Email: keithkeating@personainternet.com

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

Ms. Connie Reid, Reidville
Tele: 709-635-5232
Email: townofreidville@nf.aibn.com

Taxpayer Representative

Mr. Dean Ball, Deer Lake
Tele: 709-636-2599
Email: deanball@hotmail.com

Taxpayer Representative

Mr. Allan Hawkins, Pleasantview
Tele: 709-486-2316
Email: hawkins.aj51@gmail.com

townoferranova@nf.aibn.com

From: [REDACTED]
Sent: July 21, 2025 2:25 PM
To: townoferranova@nf.aibn.com
Subject: Speed Bump Request from the permanent residents [REDACTED]

We are requesting one speed bump be installed midway between the Eddie Eastman Hall and the Trussel.

This speed bump will reduce speed for dirt bikes - doing wheelies, quads, side by sides and vehicles driving erratically on the main road.

We have witnessed two accidents in the past, due to speed, and would like to avoid any serious accidents occurring in this area.

We would like this request to be tabled at the next council meeting.

Thank you!

townoferranova@nf.aibn.com

From: [REDACTED]
Sent: July 22, 2025 4:13 PM
To: Town of Terra Nova
Subject: Pitts pond bridge
Attachments: IMG_6861.jpeg; IMG_6860.jpeg

Hi Angela ,

I am sending over a couple of pictures of the bridge. I contacted Drexel Sparkes and he has submitted the pictures to NLFS and parks and Natural areas. I am not sure if council can also send over to them as it seems they are responsible for fixing the bridge. In my opinion it is now getting to be a bigger concern for safety.

[REDACTED]

Thank you for your time.

[REDACTED]

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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
50.00	50.00	0.00	0.00	0.00
-0.02	0.00	0.00	0.00	-0.02
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
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
1,226.55	0.00	0.00	0.00	1,226.55
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
-71.88	0.00	0.00	0.00	-71.88
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
-6.45	-6.45	0.00	0.00	0.00
180.00	0.00	0.00	0.00	180.00
380.00	0.00	0.00	0.00	380.00
374.82	0.00	0.00	0.00	374.82
-0.10	0.00	0.00	0.00	-0.10
770.00	0.00	0.00	0.00	770.00
2,692.45	0.00	0.00	0.00	2,692.45
859.69	0.00	0.00	0.00	859.69
862.50	0.00	0.00	0.00	862.50
30.00	30.00	0.00	0.00	0.00
380.00	0.00	0.00	0.00	380.00
379.99	0.00	0.00	0.00	379.99
580.00	200.00	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	0.00	877.19

44,916.35	1,838.55	372.00	892.50	41,813.30
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Town of Terra Nova
Vendor Aged Summary As at 07/22/25

Name	Total	Current	31 to 60	61 to 90	91+
Andrea Cornell	280.00	280.00	-	-	-
Central Newfoundland Waste Ma...	1,143.90	1,143.90	-	-	-
Diversions Computer Centre	80.50	80.50	-	-	-
East-Glo Castle Building Supplies	1,890.75	1,890.75	-	-	-
ER Heating and Refrigeration (20...	734.85	734.85	-	-	-
Fundy Fencing Limited	9,375.95	9,375.95	-	-	-
Jodyann Cooper, CPA	4,600.00	4,600.00	-	-	-
Municipal Assessment Agency Inc.	1,540.00	1,540.00	-	-	-
Pike, Derm	50.00	50.00	-	-	-
Ralph, Kim	1,288.00	1,288.00	-	-	-
Total outstanding:	20,983.95	20,983.95	-	-	-

→ Hannah Gardun, Not Andrea

Instructions for applying for land extension front and back of current property and applying for undersized land extensions boarding on another property or applying for adjacent land (not to include full size lots)

Land extension requests for property in front or back of neighbouring property owner, preference will be given to upland owner.

If applying for land extension boarding on another property, applicant must contact owner of boarding property and verify if they are interested in that property. If requested by the applicant, the town will reach out to the other property owner, if applicant does not attempt to contact boarding owner, the town will. If both parties are interested in the land, they may agree to share the land and cost associated, if they are not interested in the land then the applicant can apply for full property.

Apply by completing a crown lands application in full that can be picked up at the town office and leaving Section A and B on page one and Section C on page 2 blank (The Town Clerk Manager will complete this section), if form is not completed in full it will be returned to applicant. Your mailing address and contact information must be attached to the application. This application is to be submitted to **the Town and not Crown Lands** at this time for review.

This is an excerpt from a letter which was sent from Crown Lands:

"Applications within the municipality of Terra Nova must be submitted to our office by a town representative. Crown Lands Division does not accept applications within the town that are submitted by property owners/residents. I would recommend making contact with a town representative to have them review your proposal and submit the application to us on your behalf."

Instructions on how to fill out the form can be found here [Apply for Crown Lands - Fisheries, Forestry and Agriculture](#) (Inquiries related to the completion of the Crown Lands application may be directed to:

Crown Lands inquiries phone: 1-833-891-3249 Email: CrownLandsinfo@gov.nl.ca)

The Town of Terra Nova will review applications prior to submission to Crown Lands, and request additional information or clarification if needed, Council notes will be submitted along with your application – Your request for Crown Lands can be denied at this point if deemed by Council.

There is an application and administration fee that is non-refundable and must be paid to The Town of Terra Nova by the applicant. **Do not make this payment until you are advised by the Town Clerk Manager** as your application may be denied by Council prior to Crown Lands submission.

Upon verification that the application is complete, the application shall be accepted, and an official file will be created with Crown Lands. Should further information be required during the assessment of the application, the applicant will be contacted using the contact information given to the office. Crown Lands will then complete a title search and send the town the completed documents in the Towns Name. The town will then advise applicant to provide a survey, once survey is submitted, Crown Lands will send the final documents to the town and in this package the price of the land purchase will be provided – The town will then apply a town administration fee and deed of conveyance fee on top of the price quoted by Crown Lands and all applicable taxes payable by the applicant to the Town by certified cheque, bank draft, or cash.

When invoice from the town is paid to the town within the given time period, the town will sign and stamp the final document and send into Crown Lands along with the Crown Lands fees. When the finalized deed is received back from Crown Lands all documents will be provided to the Towns Attorney and have the deed transferred to the applicant's name.

The land is not to be occupied until a signed title document is received by the applicant from the Town. Please note all fees related to Crown lands are payable by the applicant.

If you have any questions with respect to the process, please feel free to contact the Town office.

1 River Road, Terra Nova, NL A0C 1L0

Telephone: 709-265-6543 Email: townofterranova@nf.aibn.com

Please fill out and include with Crown Lands application to be given to the town office for review.

Last Name _____

Given Names _____

Mailing Address _____

Street Address _____

City, Town _____

Province _____

County _____

Postal Code _____

Primary phone number _____

Secondary phone number _____

Email address _____