

**Town of Terra Nova
Regular Council Meeting
September 17, 2025**

Minutes of the council meeting of The Town of Terra Nova, held on Wednesday, September 17, 2025, at 6:00pm.

Members Present

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

Also, Present

Town Clerk Manager	Angela Penney-Tucker
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Absent

Councillor	Edward Osmond
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Adoption of Agenda

No. 25-100

Moved by Councillor Baird, seconded by Deputy Mayor Pike to adopt the agenda.

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

Opposed: 0

Motion Carried

Minutes:

Regular meeting on August 22, 2025

Mayor Cornell asked if there were any errors or omissions in the minutes from the August 22, 2025, Council meeting.

No. 25-101

Motion made by Deputy Mayor Pike to adopt the minutes of the council meeting of August 22, 2025. Motion seconded by Councillor Hillier-Smith.

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 said the fire department will be having an election for another Deputy Fire Chief in addition to herself who would act as Fire Chief when the Fire Chief is out of town. The Fire Department would like to meet with Council next week sometime to view where to put a trail to access a body of water in case of a fire in the area. The fire department has spoken with Forestry, and they will be coming out to inspect the fire break area. The Forestry also mentioned that it is great that we are corresponding with Terra Nova Park, since we are located within the Gander weather station area, but the park has a better understanding of the local conditions in the area.

Business Arising:

Town Policies and regulations update: Drug and Alcohol Policy – read and included in the minutes.

No. 25-102

Motion made by Deputy Mayor Pike to approve the Drug and Alcohol Policy. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

No. 25-103

Motion made by Deputy Mayor Pike for all employees, Councillors, and volunteer fire members to complete a mandatory review of and sign off on the Drug and Alcohol policy and the code of conduct policy annually. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

Eddie Eastman Hall heat pump repairs –The repair company has been here completing the repairs to the heat pump this week. A new valve is needed, and the repair company is exploring option for council as the gas used in this unit is being phased out and it is going to be hard to get replacement parts for the unit. Right now, it is on the electric heat here as using the outside unit could be a fire hazard with the valve not operating correctly. All vents should be left open and use the temperature control to turn down the heat when too warm. This will have to be deferred until we get the options and prices come in.

Starlink/email for town office update – We now have our new email so when Starlink has a good deal on we will proceed to order it for the town office.

New email update – We now have our new email address set up and it is admin@townofterranova.onmicrosoft.com in which we have posted on our town website and Facebook page. Please use this email address for all correspondence with the town office. We have all emails sent to our old email forwarded to the new email for now.

Correspondence:

Inspection of furnace room at Eddie Eastman Hall – Read and included in the minutes. Council will ask the user groups to move items and clean out the kitchen cabinets as well. We will have to check into the removal of the safe.

Committee Reports:

Finance & Heritage– Councillor Hillier-Smith

- Current Operating Balance September 17, 2025 – \$252,070.81.
- Gas Tax Account Total September 17, 2025 - \$34,200.10.
- Accounts receivable owed on September 17, 2025, is \$32,281.53. List included in minutes.
- The Vendors Summary list September 17, 2025, totals \$2,296.78 plus an add on vender invoice of \$437.00 for a total of \$2,733.78. List included in minutes.

No. 25-104

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

The town has been asked by Municipal Affairs to review our own source revenue as they have shown very little increase over the ten-year period in our 2026 budget prep. Our tax and fee structure for property tax is set at a base amount of \$380.00 under property assessment of \$500,000.00 then at a mil rate. It is recommended that we have no base amount but tax all properties using the mil rate and the property assessment. Therefore, taxpayers can expect possible increases in property tax for 2026. We will be starting budget prep in the coming weeks.

Public Works, Communication, Grants update – Deputy Mayor Pike

Our garbage collection contact is all ready and the garbage collector will sign when in town again.

The snow clearing contract will be ready for next month's meeting.

No. 25-105

Motion made by Deputy Mayor Pike to increase the snow clearing distance from 0.5km to 1.2km on Farm Road to the town boundary to be included in the 2025/26 snow clearing contract for town roads due to the town boundary and liability. Also, going forward into the 2025/26 season the TNCA and NL Power should have a separate arrangement for snow clearing past the town boundary. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

Council met with the Terra Nova Cabin Association on September 9th regarding their snow clearing services. The meeting went well, and we are checking into a few question/concerns they had and will update them on what we find.

- Update on grants – We have been successful in another Active NL grant for a new piece of playground equipment for the RCM Park.

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

- Update on second stage with septic in RCM Park –The electrician that is hired on to complete the hook up for the pumphouse applied for a permit from the government and they came back and said we need a drawing from an electrical engineer.

No. 25-106

Motion made by Deputy Mayor Pike to get three price quotes on engineer drawings for the pumphouse electrical installation if necessary and go with the lowest price. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

Crown Lands update – We are just waiting for responses on the applications that have been submitted, and we had one new application into the town that is now waiting for payment for the application.

Update on Pine Tree Road lots – We have heard back that the lease has been approved by Crown Lands and next we have reached out to some departments that Crown Lands did not hear back from and then we must get a new survey completed.

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

Municipal Affairs update - Nomination days were September 9th and 10th from 9-4PM. We are happy to say we have four Councillors acclaimed – Andrea Cornell, Julie Pike, Linda Hillier-Smith, and Valerie Storie. There will have to be a by-election after October 2nd for the fifth member of council. Thanks to Councillor Roger Baird and Councillor Edward Osmond for your service on council. Councillor Baird replied to thanks to council and the town for his time on Council as well.

Public Relations update – When checking to make sure the Christmas lights work it was noticed that the outside plug ins does not have any power going to them from the panel box. We should have a local electrician look at the problem and this would avoid any travel charges to the town.

Mayor Cornell declared conflict of interest at 6:59PM and the gavel was passed to Deputy Mayor Pike at 6:59PM

No. 25-107

Motion made by Councillor Baird to reach out to Drycore Eastern Inc. to look at the panel to see what we need to fix the problem. Motion seconded by Councillor Hillier-Smith.

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

Opposed: 0

Motion Carried

Mayor Cornell back at 7:01PM

Gavel passed back to Mayor Cornell at 7:01PM

The town maintenance worker is starting to clue up some of the fall list now. Date for the end of the town maintenance worker this season will be Friday October 3, 2025 and this position will be offered to him for next season starting May 4, 2026.

Beautification update – We got some fall decorations put up around town. There is a pretty good potato crop this year from our community garden. First any crop will be distributed to any seniors' households with mobile issues and if any left after to be given to the TNCW fall sale.

The volunteer appreciation supper went over very well. Some homes with mobile issues were taken a plate. We would like to thank Terry and Bunny for the delivery of these plates.

New Business:

- Old privies – The two privies located by the fire department to be auctioned off by email.

No. 25-108

Motion made by Councillor Hiller-Smith to auction off the two privies by the fire department to be moved at the expense of the bidder. Bid can be received to the town email closing date September 29, 2025 by 11:00AM and to be removed from the property by October 3, 2025. Starting bid at \$50.00. Motion seconded by Deputy Mayor Pike.

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

Opposed: 0

Motion Carried

- Paint for garbage boxes – The maintenance worker would like another gallon of navy paint to complete the painting of the garbage boxes at the RCM Park.

No. 25-109

Motion made by Deputy Mayor Pike to purchase one gallon of navy paint. Motion seconded by Councillor Baird.

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

Opposed: 0

Motion Carried

- Extended warranty on new fridge – Extended warranty will be checked on from the place it was purchased to see if and how much to put extended warranty on the new fridge.

Permits

- 4 permits issued since the last meeting.

Next meeting –Wednesday October 15, 2025 at 6:00PM

No. 25-110

Motion made by Councillor Hillier-Smith to adjourn the meeting at 7:25PM. Motion seconded by Deputy Mayor Pike.

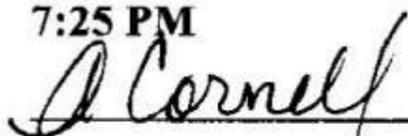
In favour: Mayor Cornell, Deputy Mayor Pike, Councillor Baird, Councillor Hillier-Smith.

Opposed: 0

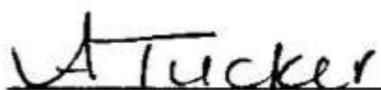
Motion Carried

ADJOURNMENT

7:25 PM



Mayor/Deputy



Clerk

TOWN OF TERRA NOVA

DRUG AND ALCOHOL POLICY

Purpose and Brief:

This policy aims to ensure a safe, healthy, and productive work environment as per provincial legislation (Occupational Health and Safety regulations 2012 NLR 5/12) section 26, PERSONAL CONDUCT, by addressing the use and misuse of drugs and alcohol with respect to the municipal governance of the Town of Terra Nova.

Scope:

This policy applies to all employees, contractors, subcontractors, and volunteer members of the Terra Nova Volunteer Fire Department, or any other arm of council within the municipality of Terra Nova.

Prohibited behaviors:

1. Consumption of alcohol prior to and during work hours, including lunch breaks, meetings, and events within the Town of Terra Nova.
2. Use or possession of illegal drugs on the Town of Terra Nova premises.
3. Reporting to work under the influence of drugs or alcohol.

Support and rehabilitation:

Employees struggling with substance misuse are encouraged to seek help. The Town of Terra Nova will support counseling and support programs to assist in recovery.

Consequences of violation:

Violations of this policy, such as possession of illegal drugs, will result in disciplinary actions, up to and including immediate termination.

Reporting:

Employees are encouraged to report any suspected violations to their supervisors or to the Town of Terra Nova Town Manager.

Adopted: Sept 17/15

Motion number _____

From: Walter & Valerie <tnfdchief@gmail.com>
Sent: August 27, 2025 6:20 PM
To: Town of Terra Nova
Subject: Inspection of Funance Room

Upon inspection of the furnace room, at the Eddie Eastman Hall it was noted that there are too many flammable materials present. All flammable items and any items should be kept at least 1 meter away from the electrical panel. I recommend relocating all flammable materials to a safer area and removing the safe from the furnace room.

Let me know if you have any questions or concerns.

Valerie Storie
Deputy Fire Chief

Town of Terra Nova
Customer Aged Summary As at 09/17/25

Total	Current	31 to 60	61 to 90	91+
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
714.18	0.00	0.00	0.00	714.18
862.50	0.00	0.00	0.00	862.50
-2.50	0.00	0.00	0.00	-2.50
862.50	0.00	0.00	0.00	862.50
-0.55	0.00	0.00	0.00	-0.55
-10.02	0.00	-10.02	0.00	0.00
50.00	50.00	0.00	0.00	0.00
212.46	0.00	0.00	0.00	212.46
647.64	0.00	0.00	0.00	647.64
-10.00	0.00	0.00	0.00	-10.00
374.09	0.00	0.00	0.00	374.09
-10.26	0.00	-10.26	0.00	0.00
-1.00	0.00	0.00	0.00	-1.00
380.00	0.00	0.00	0.00	380.00
-4.00	0.00	0.00	0.00	-4.00
662.50	0.00	0.00	0.00	662.50
380.00	0.00	0.00	0.00	380.00
410.00	0.00	0.00	0.00	410.00
0.16	0.00	0.00	0.00	0.16
380.00	0.00	0.00	0.00	380.00
-7.50	0.00	0.00	0.00	-7.50
9,096.70	0.00	0.00	0.00	9,096.70
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	0.00	866.64
-1.21	0.00	-1.21	0.00	0.00
920.00	0.00	0.00	0.00	920.00
380.00	0.00	0.00	0.00	380.00
-150.00	0.00	-150.00	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
500.00	0.00	0.00	0.00	500.00
18.09	0.00	0.00	0.00	18.09
380.00	0.00	0.00	0.00	380.00
380.00	0.00	0.00	0.00	380.00
177.14	0.00	0.00	0.00	177.14

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
-0.01	-0.01	0.00	0.00	0.00
-2.50	-2.50	0.00	0.00	0.00
-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	0.00	-6.45	0.00	0.00
180.00	0.00	0.00	0.00	180.00
380.00	0.00	0.00	0.00	380.00
-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
379.99	0.00	0.00	0.00	379.99
-5.25	0.00	0.00	0.00	-5.25
877.19	0.00	0.00	0.00	877.19
<hr/>				
32,281.53	47.49	-177.94	0.00	32,411.98

Town of Terra Nova

Vendor Aged Summary As at 09/17/25

Name	Total	Current	31 to 60	61 to 90	91+
Andrea Cornell	148.01	148.01	-	-	-
Central Newfoundland Waste Ma...	773.45	773.45	-	-	-
O'Grady, Dean	73.65	73.65	-	-	-
Ralph, Kim	1,288.00	1,288.00	-	-	-
The Dep	13.67	13.67	-	-	-
Total outstanding:	2,296.78	2,296.78	-	-	-

Valmin Fire Protection
Add on
437.00
2733.78