

**Town of Terra Nova  
Regular Council Meeting  
October 15, 2025**

Minutes of the council meeting of The Town of Terra Nova, held on Wednesday, October 15, 2025, at 6:00pm.

**Members Present**

Councillor	Andrea Cornell
Councillor	Julie Pike
Councillor	Linda Hillier-Smith
Councillor	Valerie Storie

**Also, Present**

Town Clerk Manager	Angela Penney-Tucker
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**Absent**

**Call for election of Mayor and Deputy Mayor – Completed by the Town Clerk Manager.**

Nominations for Mayor:	Councillor Pike nominated Councillor Cornell. Councillor Cornell accepted the nomination. No other nominations were made for Mayor. Councillor Cornell was acclaimed Mayor.
Nominations for Deputy Mayor:	Mayor Cornell nominated Councillor Pike. Councillor Pike accepted the nomination. Councillor Storie nominated Councillor Hillier-Smith. Councillor Hillier-Smith accepted the nomination. Results of election by ballots – 2 votes for Councillor Pike and 2 votes for Councillor Hillier-Smith. Results of draw – Councillor Pike was named Deputy Mayor.

**Adoption of Agenda**

**No. 25-111**

**Moved by Councillor Hillier-Smith, seconded by Councillor Storie to adopt the agenda with the following additions: Under new business – Remembrance Day by Mayor Cornell and Dogs in playground by Deputy Mayor Pike.**

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

**Minutes:**

**Regular meeting on September 17, 2025**

Mayor Cornell asked if there were any errors or omissions in the minutes from the September 17, 2025, Council meeting.

**No. 25-112**

**Motion made by Deputy Mayor Pike to adopt the minutes of the council meeting of September 17, 2025. Motion seconded by Councillor Hillier-Smith.**

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

**Delegations: NONE**

**Fire Department updates/concerns:**

Deputy Fire Chief Storie said that Sandy Keel is the second Deputy Fire Chief. The light above the truck bay at the fire department doesn't work and would like when the electrician comes to look at the panel box if they could fix the light as well. Also, the path to get to the pond from the Ralph Calloway Memorial Park is being looked into and the Fire Department will complete a scope of work and give to the town office to get some price quotes on the work that needs to be done there.

**6:09PM Mayor Cornell declared conflict of interest and passed the gavel to Deputy Mayor Pike**

**No. 25-113**

**Motion made by Councillor Storie to have the light above the truck bay door at the fire department fixed by the same contractor that is repairing the panel box at the same time. Motion seconded by Councillor Hillier-Smith.**

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

**6:11PM Mayor Cornell back to the table and gavel back.**

**Business Arising:**

Town Policies and regulations update: Grading Roads Policy – read and included in the minutes.

**No. 25-114**

**Motion made by Deputy Mayor Pike to approve the Grading Roads Policy. Motion seconded by Councillor Storie.**

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

**Opposed: 0**

**Motion Carried**

Eddie Eastman Hall heat pump repairs – We are still waiting to get our options and prices to move forward with the repairs. We ask all users of the Eddie Eatman Hall not to touch the thermostat as the repair company has it set on the mode it must be while we are waiting for the repair information.

**6:21PM Mayor Cornell declared conflict of interest and passed the gavel to Deputy Mayor Pike.**

Electrical panel box at Municipal building update – We are still waiting on the electrical company. They are hoping to be able to do this on this Friday.

**6:22PM Mayor Cornell back to the table and gavel back.**

**Correspondence:**

- Update on the Municipal Assessment Agency – Read and included in the minutes.
- Upcoming nomination for Central Regional Service Board - Read and included in the minutes.
- Nominations for Central Regional Service Board - Read and included in the minutes.
- Call for nominations – Central Region Director MAA – Read and included in the minutes.
- MAA Board Elections and call for nominations – Read and included in the minutes.
- Request for annual support Glovertown Arena Operations – Read and included in the minutes. This town will not be including support for another town in our recreation budget at this time.

## **Committee Reports:**

### **Finance & Heritage– Councillor Hillier-Smith**

- Current Operating Balance October 15, 2025 – \$254,146.29.
- Gas Tax Account Total October 15, 2025 - \$34,243.81.
- Accounts receivable owed on October 15, 2025, is \$32,771.53. List included in minutes.
- The Vendors Summary list October 15, 2025, totals \$2,810.56. List included in minutes.

### **No. 25-115**

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

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

We have started the 2026 budget planning. 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. We will have to adjust our mil rate to meet the town's budget requirements for 2026 and to be in line with similar tax structures. Therefore, taxpayers can expect possible increases in property tax for 2026.

### **Public Works, Communication, Grants update – Deputy Mayor Pike**

Update of grants – We are looking into some free-standing playground options for the grant we received. Fundy Fencing will be sending us some options and prices.

Update on public works and communications – We have the tender notice and the draft snow clearing contract for the snow clearing of town buildings ready for the 2025/26 season and it was sent out to all of council to review. The contract includes the snow clearing for the Church which is not a town owned property. Taxpayers should not be liable for the funds to clear a non-owned town building. The town still supports the church though the no charge use of the hall, Christmas tree each year, etc. This property was added to the contract in 2022 but was not in the contract prior to then. It was said that although this property is not town owned it is part of our community and with the Churches in general struggling to survive and the fact that it would be a very minimum extra charge it should remain in the contract.

**No. 25-116**

**Motion made by Councillor Hillier-Smith to put out the snow clearing as drafted. Motion seconded by Councillor Storie.**

**In favour: Mayor Cornell, Councillor Storie, Councillor Hillier-Smith.**

**Opposed: Deputy Mayor Pike**

**Motion Carried**

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

- Update on second stage with septic in RCM Park –We have received two price quotes back on the required engineer drawings needed to proceed with the electrical hook up. The lowest price came in from Crosbie Engineering at \$4,000.00 plus \$1,750.00 if final inspection needed plus HST.

**Mayor Cornell passed the gavel to Deputy Mayor Pike at 7:49PM**

**No. 25-117**

**Motion made by Mayor Cornell to hire on Crosbie Engineering Ltd. at \$4,000.00 plus \$1,750.00 if needed plus HST. Motion seconded by Councillor Storie.**

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

**Opposed: 0**

**Motion Carried**

**Deputy Mayor passed the gavel back at 7:50PM**

Crown Lands update – We are just waiting for responses on the applications that have been submitted to Crown Lands.

**Mayor Cornell passed the gavel to Deputy Mayor Pike at 7:52PM**

Update on Pine Tree Road lots – We have heard back from the ServiceNL department that we need to send in the septic designs on these lots next for approval from them then have the survey completed.

**No. 25-118**

**Motion made by Mayor Cornell to get three price quotes on the septic designs from designers in the area for the three building lots and accept the lowest price that meets the requirements needed. Motion seconded by Councillor Storie.**

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

**Deputy Mayor passed the gavel back at 7:54PM**

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

Municipal Affairs update – There will have to be a by-election for the fifth member of council. Nomination days will be October 29<sup>th</sup> and 30<sup>th</sup> from 9-4PM and then the election date will be November 26<sup>th</sup>.

Public Relations update –Maintenance worker is finished but will be in one day the last week of October just to clue up the fall items that need to be addressed at the end of the month for the upcoming winter season.

Canada Summer Jobs application will open on November 4<sup>th</sup>.

#### **No. 25-119**

**Motion made by Deputy Mayor Pike to apply for one CSJ student. Motion seconded by Councillor Storie.**

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

We will be adding Councillor Storie to our admin. for our Facebook page.

Beautification update – Christmas lights are ready to go for the year. Fall decorations will be taken down at the end of the month and the town message board will be updated until the weather changes.

We would like to thank Jim Short who has donated a photo album with older pictures around Terra Nova to be placed at the town office for viewing.

We also would like to thank Karl Hillier for donating a 10 foot pike pole for rolling logs which we have displayed at the town office area.

#### **New Business:**

- Bon-a-fire 2025 – We will have bon-a-fire on November 8, 2025 this year weather permitting and subject to fire regulations at that time.
- Old safe at Eddie Eastman Hall – We should put out for bids starting at \$50.00.

**No. 25-120**

**Motion made by Councillor Storie to put the old safe up for bids starting bid \$50.00 closing on October 27<sup>th</sup> at 1:00PM and must be removed by end of day October 30, 2025 by the purchaser. Removal and liability of the move will be on the purchaser. Motion seconded by Deputy Mayor Pike.**

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

**Opposed: 0**

**Motion Carried**

- Thank-you for donation of pike pole – Done under beautification section.
- Remembrance Day – November 11<sup>th</sup> we will use the same format as last year. Mayor Cornell will do up a post for this.
- Dogs in playground – No dogs should be in the playground for safety reasons with kids playing there. Also mentioned the fact that there should not be any alcohol allowed in the playground either.

**No. 25-121**

**Motion made by Deputy Mayor Pike to purchase two of each no dogs and no alcohol in playground. Motion seconded by Councillor Hillier-Smith.**

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

**Opposed: 0**

**Motion Carried**

### **Permits**

- 2 permits issued since the last meeting.

**Next meeting –will be changed to Monday November 10, 2025 at 6:00PM**

**No. 25-122**

**Motion made by Councillor Hillier-Smith to adjourn the meeting at 8:11PM. Motion seconded by Councillor Storie.**

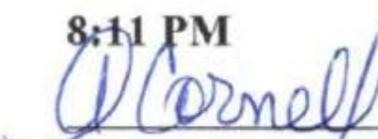
**In favour: Mayor Cornell, Deputy Mayor Pike, Councillor Storie, Councillor Hillier-Smith.**

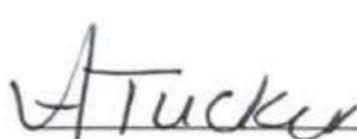
**Opposed: 0**

**Motion Carried**

### **ADJOURNMENT**

**8:11 PM**

  
\_\_\_\_\_  
Mayor/Deputy

  
\_\_\_\_\_  
Clerk

# **TOWN OF TERRA NOVA GRADING ROADS POLICY**

**Effective the 22th day of August 2023 the following conditions shall apply for grading town roads**

- 1. During the spring season after the snow and ice melt, the Town Council of Terra Nova will assess town roads and make necessary repairs or upgrades.**
- 2. Town roads will be assessed in early fall to determine if any work is Necessary**

## **List of gravel roads as follows:**

- 1. Three Pond Place 0.2 kms**
- 2. Shady Lane 0.35 kms**
- 3. Forge Lane 0.03 kms**
- 4. Lilly Brook Rd 0.075 kms**
- 5. Coolbreeze Lane 0.07 kms**
- 6. Sparkes Lane 0.25 kms**
- 7. Reserve Lane 0.03 kms**
- 8. Farm Road 0.7 kms**

**Total length for gravel roads is 1.655 kms  
Total length for grading 1.655 kms**

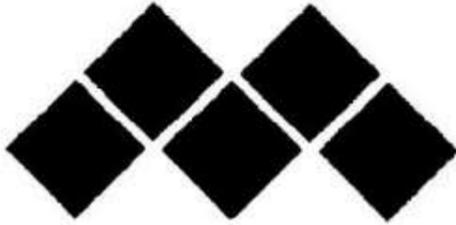
## **List of Paved Roads**

- 1. Three Pond Place 0.01 kms**
- 2. Lilly Brook Rd 1.2 kms**
- 3. River Rd 0.8 kms**
- 4. Swimming Pond Rd 0.1 kms**
- 5. Pine Tree Rd 0.4 kms**
- 6. Farm Rd 0.5 kms**

**Total length of paved rds 3.1 kms**

**Updated: October 15, 2025**

**Motion number: 25-114**



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

# Memo

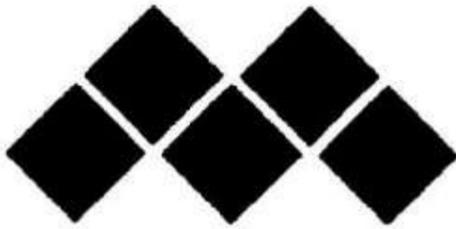
Date: September 22, 2025  
Attention: Mayor and Councillors  
From: Board of Directors, Municipal Assessment Agency (MAA)  
RE: **Update on the Municipal Assessment Agency**

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The Board of Directors of the Municipal Assessment Agency (MAA) held its third meeting of 2025 on September 18.

Below is a summary of key issues discussed:

- **Oath of Office:** On May 13, 2025, Municipalities Newfoundland and Labrador appointed Councillor Keating of Marystown as its representative on MAA's Board of Directors. As Councillor Keating was unable to attend the June meeting, he was officially sworn in at today's meeting.
- **By-Laws Review:** The Agency's by-laws, adopted at the June Board meeting, has been submitted to the Minister of Municipal Affairs and Community Engagement.
- **Human Resources Report:** A summary was provided covering the period April 1 to June 30, 2025, with emphasis on recruitment and retention efforts.
- **Clar Simmons Scholarship:** The deadline for receipt of this year's scholarship applications was August 22, 2025. The Agency received 26 external applications. Awards will be presented at the December meeting in St. John's.
- **Stakeholder Engagement Update:** Administration provided an update on the initial assessment and data collection process for the 40 poll tax towns, as per the province's new *Towns and Local Services Districts Act (TLDSA)*.
- **Annual Report:** The Agency's 2024-2025 annual report has been tabled with the House of Assembly and is now available on the Agency's website at [www.maa.ca](http://www.maa.ca).

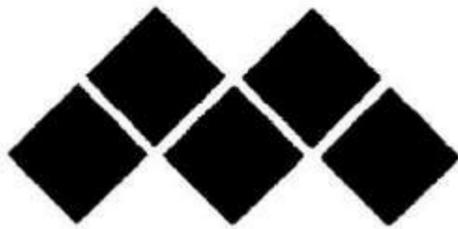


- **Aerial Imagery Data Collection:** In support of ongoing assessment efforts, flyovers for ten communities were completed this past spring/summer in collaboration with EagleView.
- **Municipalities Newfoundland and Labrador Annual Conference and Trade Show:** The Agency will be recognized as a Silver sponsor for this year's event set to take place in Corner Brook from November 20-22. As part of the Agency's sponsorship agreement, the CEO will present the Operational Report on behalf of the Board of Directors, tentatively scheduled for November 20. MAA will also host a trade show exhibit with staff on site to showcase its programs and services.
- **Professional Municipal Administrators Onboarding and Continuous Learning Program:** Terry Peckham, Director of Continuous Improvement and Client Services, attended an interview with Pat Curran + Associates Inc. on August 28, 2025, as part of the research being done on the redevelopment and expansion of training programs for municipal staff in Newfoundland and Labrador.
- **Strategic Plan 2023-2026 Annual Review:** The Board approved the Agency's 2023-2026 Strategic Plan on November 2, 2022. In keeping with that approval, the Board completed its annual review to confirm that the Agency's goals and objectives remain on track.
- **Meeting Schedule:** The 2025-2026-2027 meeting schedule was presented.
- **Next Board Meeting:** Scheduled for December 10-11, 2025, in St. John's.

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 September 18, 2025

**Avalon Director**  
(Chair)

**Mayor Elizabeth A. Moore**, Clarke's Beach  
Tele: 709-683-1007  
Email: [elizabeth@eamooreaccounting.com](mailto:elizabeth@eamooreaccounting.com)

**Central Director**

**Mayor Tony R. Keats**, Dover  
Tele: 709-424-0257  
Email: [tonyrkeats@icloud.com](mailto:tonyrkeats@icloud.com)

**Eastern Director**

**Councillor David Hiscock**, Bonavista  
Tele: 709-468-6257  
Email: [dhiscock@nf.aibn.com](mailto:dhiscock@nf.aibn.com)

**Labrador Director**

**Councillor Deborah Barney**, L'Anse au Loup  
Tele: 709-927-7328  
Email: [fisher\\_barney@hotmail.com](mailto:fisher_barney@hotmail.com)

**Urban Director**

**Deputy Mayor Mary Thorne-Gosse**, Torbay  
Tele: 709-437-5900  
Email: [mthorne-gosse@torbay.ca](mailto:mthorne-gosse@torbay.ca)

**Western Director**

**Councillor Amanda Freake**, Deer Lake  
Tele: 709-636-4151  
Email: [amanda.freake@hotmail.com](mailto: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](mailto: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](mailto:townofreidville@nf.aibn.com)

**Taxpayer Representative**

**Mr. Dean Ball**, Deer Lake  
Tele: 709-636-2599  
Email: [deanball@hotmail.com](mailto:deanball@hotmail.com)

**Taxpayer Representative**

**Mr. Allan Hawkins**, Pleasantview  
Tele: 709-486-2316  
Email: [hawkins.aj51@gmail.com](mailto:hawkins.aj51@gmail.com)

**From:** geoff@cnwmc.com  
**Sent:** September 15, 2025 11:28 AM  
**To:** info@harebay.ca; Moreton's Harbour; musgravetowncouncil@nf.aibn.com; Nancy Tucker; Noggin Cove; Terra Nova National Park; Town fo Carmanville; Town of Appleton; Town of Badger; Town of Baytona; Town of Birchy Bay; Town of Bishop's Falls; Town of Botwood; Town of Buchans; Town of Campbellton; Town of Change Islands; Town of Comfort Cove Newstead; Town of Cottlesville; Town of Crow Head; Town of CWT; Town of Dover; Town of Eastport; Town of Embree; Town of Fogo Island; Town of Frederickton; Town of Gambo; Town of Gander; Town of Glenwood; Town of Glovertown; Town of Grand Falls-Windsor; Town of Greenspond; Town of Happy Adventure; Town of Indian Bay; Town of Leading Tickles; Town of Lewisporte; Town of Little Burnt Bay; Town of Lumsden; Town of Millertown; Town of Musgrave Harbour; Town of New Wes Valley; Town of Norris Arm; Town of Northern Arm; Town of Peterview; Town of Point Leamington; Town of Point of Bay; Town of Salvage; Town of Sandringham; Town of Sandy Cove; Town of St. Brendan's; Town of Summerford; Town of Sunnyside; Town of Terra Nova; Town of Traytown; Town of Twillingate  
**Cc:** 'Pamela Preston'  
**Subject:** Action Required - Upcoming Nominations for Central Regional Service Board  
**Attachments:** Representation By Directors.pdf

### **Reminder: Upcoming Nominations for Central Regional Service Board**

To: Municipalities and Local Service Districts in the Central Region,

As we approach the municipal elections scheduled for October 2nd, I want to remind you about the upcoming opportunity to nominate a representative for the Central Regional Service Board. Following the elections, each municipality and local service district will have the chance to nominate **one** individual to serve on the board.

With the exception of the Chairperson, only the following persons from the region may be appointed or elected to the Board:

- A councilor;
- A person serving on a local service district committee; and
- A member of a band council

The Central Regional Service Board currently consists of 12 elected municipal officials representing wards in the Central Region. This includes the towns, local service districts and unincorporated areas. Central Regional Service Board Boundaries, as established under the *Regional Service Board Act 2012*, are from Terra Nova National Park (park included) in the East, Buchans in the West, and Fogo Island and Twillingate in the North. **See attached CRSB - Representation By Board**

We will be sending out an information package with more details in the coming weeks. In the meantime, **please ensure that this matter is tabled at your first council meeting, and that a nominee is selected for your ward.**

We extend our sincere thanks to the outgoing board members for their outstanding service and contributions to our region.

Thank you for your attention to this important process.

Best regards,

Pam Preston  
Chief Administrative Officer  
Central Regional Service Board

Pam Preston  
Chief Administrative Officer

Central Newfoundland Waste Management  
P.O. Box 254  
Norris Arm, NL A0G 3M0

Phone: 709-653-2900  
Fax: 709-653-2920  
Email: [info@cnwmc.com](mailto:info@cnwmc.com)  
Web: [www.cnwmc.com](http://www.cnwmc.com)



Unincorporated areas within the regional boundaries shall be represented by the board members appointed or elected for the applicable ward.	Green Cove Hatchett Harbour Kettle Cove Little Harbour Shoal Harbour Sunny Side Too Good Arm Paradise Pike's Arm Ragged Point Salt Harbour	Unincorporated Unincorporated Unincorporated Unincorporated Unincorporated Unincorporated Unincorporated Unincorporated Unincorporated Unincorporated Unincorporated

<b>Ward 4</b> 1 Director	Fogo Island	Town
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<b>Ward 5</b> 1 Director	Carmanville Musgrave Harbour Aspen Cove Gander Bay North Gander Bay South Main Point Davidsville Noggin Cove	Town Town L.S.D L.S.D L.S.D L.S.D L.S.D
Unincorporated areas within the regional boundaries shall be represented by the board members appointed or elected for the applicable ward.	Frederickton Ladle Cove	Unincorporated Unincorporated

<b>Ward 6</b> 1 Director	Centreville-Wareham-Trinity Dover Greenspond Hare Bay Indian Bay Lumsden New Wes Valley Cape Freels North Deadman's Bay	Town Town Town Town Town Town Town L.S.D L.S.D
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<b>Ward 7</b> 1 Director	Eastport Gambo Glovertown	Town Town Town
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	Happy Adventure Salvage Sandy cove St. Brendan's Terra Nova Traytown Sandringham Burnside-St. Chad's Charlottetown	Town Town Town Town Town Town Town L.S.D L.S.D.
Unincorporated areas within the regional boundaries shall be represented by the board members appointed or elected for the applicable ward.	Cull's Harbour	Unincorporated

<b>Ward 8</b> 1 Director	Gander	Town
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<b>Ward 9</b> 1 Director	Grand Falls –Windsor	Town
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<b>Ward 10</b> 1 Director	Bishops Falls Botwood Lewisporte	Town Town Town
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<b>Ward 11</b> 1 Director	Norris Arm South Norris Arm North	Town L.S.D.
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<b>Ward 12</b> 1 Director	Appleton - Campbellton - Comfort Cove-Newstead - Embree - 30000 Glenwood - Little Burnt Bay - Benton - Brown's Arm - Laurenceton - Loon Bay - Stanhope -	Town Town Town Town Town Town L.S.D. L.S.D. L.S.D. L.S.D. L.S.D.
Unincorporated areas within the regional boundaries shall be represented by the board members appointed or elected for the applicable ward.	Michael's Harbour - Porterville Sandy Point Woodale	Unincorporated Unincorporated Unincorporated Unincorporated

## Angela Tucker

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**From:** Geoff Beaton <geoff@cnwmc.com>  
**Sent:** October 6, 2025 11:15 AM  
**To:** Angela Tucker  
**Subject:** Call for Nominations for CRSB  
**Attachments:** CNW-007 - 2025 Nomination Form (Final).pdf; CNW-007 - 2025 Vote Declaration Form (Final).pdf; CNW-007 - Board Election Process and Candidate Guide (Final).pdf

**To: Municipalities and Local Service Districts in the Central Region**

**Subject: Nominations for Central Regional Service Board**

Now that the municipal elections are complete, we extend our sincere **congratulations** to all newly elected officials across the Central Region. We look forward to working with you as we continue to strengthen regional collaboration and service delivery.

We are now moving into the next phase of the Central Regional Service Board (CRSB) appointment process. Each municipality and local service district is invited to nominate one eligible individual to serve on the Board. As outlined in the Regional Service Boards Act, 2012, nominees must be one of the following:

Each municipality and local service district is invited to nominate **one eligible individual** to serve on the CRSB. As outlined in the *Regional Service Boards Act, 2012*, nominees must be one of the following:

- A municipal councilor
- A member of a local service district committee
- A member of a band council
- Members in the Town of Norris Arm South, Norris Arm North, Town of Bishop Falls, Botwood and Lewisporte are selected on a rotational basis. In accordance with our rotational policy, it is now Norris Arm South's and Town of Bishop Falls to appoint a representative.

To support this process, we have attached an **information package** that includes:

- An overview of the CRSB nomination/election process
- A detailed **Candidate Guide** outlining eligibility, nomination procedures, and key deadlines etc.
- Nomination/Elections Forms

Please take special note of the following deadlines:

- Nomination Period - **8:30 a.m. on Tuesday, October 7th, 2025**, and ending at **close of business (4:30p.m.) on Thursday, October 30th, 2025**
- Election Period - Notice of Candidates **Friday, October 31st, 2025**. The deadline to register a vote for one candidate will be on close of business **(4:30 p.m.) Thursday, November 27th, 2025**. Announcement of election results will be communicated publicly on **Friday, November 28th, 2025**.

We ask that this matter be **tabled at your first council meeting** to ensure timely submission of nominations.

Your participation is vital to ensuring strong regional representation. We thank you in advance for your attention to this important process and for your continued commitment to regional collaboration.

Best regards,

Pam Preston  
Chief Administrative Officer

Central Newfoundland Waste Management  
P.O. Box 254  
Norris Arm, NL A0G 3M0

Phone: 709-653-2900

Fax: 709-653-2920

Email: [info@cnwmc.com](mailto:info@cnwmc.com)

Web: [www.cnwmc.com](http://www.cnwmc.com)

# 2025 Nomination Form

We, the undersigned, hereby nominate: \_\_\_\_\_  
PLEASE PRINT

This individual serves on the council or committee of the following municipality or local service district:

\_\_\_\_\_ Dated this \_\_\_\_ day of \_\_\_\_\_, 2025  
PLEASE PRINT

## Authorization of Vote

Signature of Mayor/Deputy Mayor/Chairperson:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PLEASE PRINT

Signature of CAO/Manager/Clerk:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PLEASE PRINT

## Acceptance of the Nomination

I hereby accept the above nomination.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PLEASE PRINT

**THE DEADLINE TO NOMINATE A CANDIDATE IS  
4:30 P.M. ON THURSDAY, OCTOBER 30, 2025**

# 2025 Vote Declaration Form

We, the undersigned, place our community's vote for the following candidate in the Central Regional Service Board election for our Ward:

\_\_\_\_\_  
PLEASE PRINT

Dated this \_\_\_\_ day of \_\_\_\_\_, 2025

## Authorization of Vote

Signature of Mayor/Deputy Mayor/Chairperson:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PLEASE PRINT

Signature of CAO/Manager/Clerk:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PLEASE PRINT

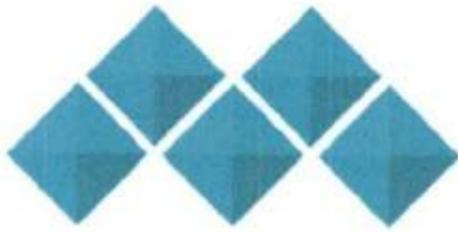
## Community Contact Info

Community Name: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**THE DEADLINE TO SUBMIT YOUR VOTE IS  
4:30 P.M. ON THURSDAY, NOVEMBER 27, 2025**



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

October 8, 2025

Attention: Town Clerk/Manager

**Call for Nominations – Central Region Director**  
**Municipal Assessment Agency**

We kindly ask that you table this letter and the enclosed nomination form with your Council at the earliest opportunity.

Your municipality is entitled to both nominate and vote for the position of Central Director on the Agency's Board. Please note that only nomination forms received at the Agency's head office by **4:00 p.m. NST on November 6, 2025**, will be accepted.

Due to the current Canada Post strike and to assist in meeting the nomination deadline, please submit your nomination form by email to: [catherinemorgan@maa.ca](mailto:catherinemorgan@maa.ca).

Following the close of nominations, ballots will be distributed on November 10, 2025, and voting will conclude on December 18, 2025.

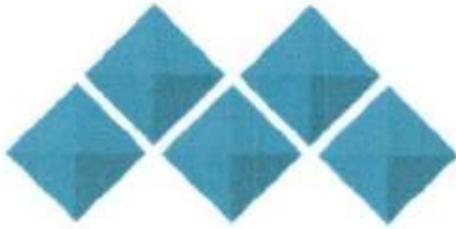
Thank you for your attention and cooperation in this matter. Should you have any questions, please contact our office at (709) 597-0326.

Sincerely,

**ELIZABETH A. MOORE**  
Nominating Chair  
Municipal Assessment Agency Inc.

EM/cm

Enclosures (2)



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

# NOMINATION FORM

## Board of Directors

### Nomination

The Municipality of \_\_\_\_\_ is pleased to nominate \_\_\_\_\_  
Name of your community

for the position of \_\_\_\_\_ Director on the Board of the Municipal Assessment Agency.  
Region

\_\_\_\_\_  
Signature  
(\*\*\*an elected municipal official  
authorized to sign on behalf of Council)

\_\_\_\_\_  
Position on Council

\_\_\_\_\_  
Date

### Requirements for Nomination

- Nominee is an elected municipal official in a client municipality of the Agency
- The municipality's account with the Agency is not more than ninety days in arrears
- Candidate must be at least nineteen years of age\*
- Candidate is not mentally incompetent and has not been found incompetent by a court in Canada or elsewhere\*
- Candidate is not a bankrupt\*

### Nominee Information

I accept the nomination and agree to stand as a candidate for the Board of Directors of the Municipal Assessment Agency. I have read the requirements for nomination, and I see no impediment to my candidacy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name  
(as it will appear on the ballot)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Municipality

\_\_\_\_\_  
Email Address

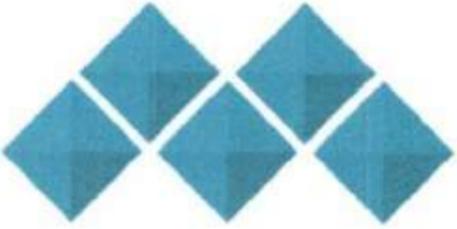
\_\_\_\_\_  
Contact Number

This form must be received in the office of the Agency's Executive Director/CEO no later than:

**4:00 p.m. NST November 6, 2025. Late nominations cannot be accepted.**

Please email completed forms to: [catherinemorgan@maa.ca](mailto:catherinemorgan@maa.ca)

\*Requirement of the *Corporations Act*



## Nomination FAQs

### Q. What is the Municipal Assessment Agency?

- A. The Municipal Assessment Agency is the corporation responsible for providing real property valuations for property tax purposes under the *Assessment Act, 2006*. A ten-member Board governs the Agency, comprising of six elected municipal officials, two taxpayer representatives, and a representative each of the MNL and PMA. The municipal clients elect the six municipal representatives. The remaining nominees are appointed by either the provincial government or their representative group.

### Q. Who can run for the Board?

- A. Any elected municipal official is eligible to be nominated, provided they meet some basic requirements. The municipality they serve must be a client of the municipality whose account is not more than ninety days in arrears. The individual must be a member of council and must meet the criteria provided by the *Corporations Act*, namely the individual must:

- a) be nineteen years of age or older
- b) not be mentally incompetent or has been found so by a court in Canada or elsewhere
- c) not have the status of a bankrupt.

An individual councillor is eligible to be nominated as the director for the grouping to which their municipality belongs.

### Q. What is the deadline for nominations?

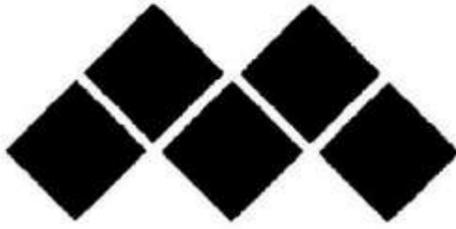
- A. Nominations will close **4:00 p.m. NST on November 6, 2025**. Only nominations received at the office of the Agency's Executive Director/CEO by that time will be considered. Due to the current Canada Post strike, nomination forms can be emailed to [catherinemorgan@maa.ca](mailto:catherinemorgan@maa.ca), but will not be accepted after 4:00 p.m. NST on November 6, 2025. Ballots will be distributed by November 10, 2025, and voting will conclude on December 18, 2025.

### Q. What is the term of the Board? Is there any compensation?

- A. Board members will be elected for a four-year term and the successful candidates will serve until December 31, 2029. An honorarium is paid and all reasonable expenses associated with Board activities are reimbursed in accordance with the Agency's policies and procedures.

### Q. What if I have any other questions?

- A. Please call the Agency's Executive Director/CEO, Mr. Don Hearn, at (709) 697-0914.



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

## **IMPORTANT NOTICE**

October 8, 2025

### **RE: MAA Board Elections and Call for Nominations**

Documentation regarding the Municipal Assessment Agency's upcoming Board elections and the **Call for Nominations** has been uploaded separately to all municipal portal accounts.

Please ensure this information is provided to the individual responsible for tabling documents at the Council level at the earliest opportunity.

The deadline for receipt of nominations is **4:00 p.m. NST on November 6, 2025.**

Thank you for your attention and cooperation in this matter. Should you have any questions, please contact our office at (709) 597-0326.

Sincerely,

**ELIZABETH A. MOORE**

Nominating Chair

Municipal Assessment Agency Inc.

EM/cm



COPY

TOWN OF GLOVERTOWN  
PO BOX 224  
GLOVERTOWN, NL  
A0G 2L0

TEL: (709) 533-2351  
FAX: (709) 533-2225  
EMAIL: [glovertowncounc@eastlink.ca](mailto:glovertowncounc@eastlink.ca)  
WEB: [www.glovertown.ca](http://www.glovertown.ca)

September 22, 2025

Town of Terra Nova  
1 River Road  
Terra Nova, NL  
A0G 1L0

**Re: Request for Annual Support – Glovertown Arena Operations**

Dear Mayor and Council,

The Glovertown Arena has become more than just a building in our town — it is a gathering place for families, a training ground for young athletes, and a space where people of all ages come together to stay active, healthy, and connected. From minor hockey and figure skating to family skates and school programs, the arena is a hub of activity that benefits not only Glovertown but many surrounding communities as well.

As you know, the costs of keeping recreational facilities open continue to rise. Utilities, staffing, and maintenance expenses have all increased, making it more challenging for the Town of Glovertown to manage these operational costs on our own. Yet, closing the doors or reducing access would mean fewer opportunities for our children and families to enjoy the many benefits the arena provides.

Because the arena serves families and children from across the region, we are reaching out to our neighbouring communities for **annual financial support**. With municipal budget planning for 2026 approaching, we kindly ask that you consider including a contribution toward the Glovertown Arena in your upcoming budget deliberations. By committing annual support, your town would be helping ensure that:

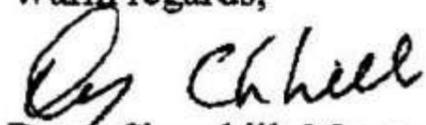
- Children have a safe and affordable place to learn new skills, play sports, and build friendships.
- Families can enjoy healthy recreation time together.
- Our communities continue to have access to a facility that promotes well-being, activity, and social connection.

We believe the arena is a regional resource, and with shared support, it can continue to thrive and serve everyone who walks through its doors. We would welcome the opportunity to meet with you to discuss possible arrangements and to provide further details on the arena's operating costs.

Together, we can ensure that the Glovertown Arena remains a place where children laugh, families connect, and communities grow stronger.

Thank you for considering this request as part of your 2026 budget discussions.

Warm regards,

A handwritten signature in black ink that reads "Doug Churchill". The signature is written in a cursive, slightly slanted style.

Doug Churchill, Mayor  
Town of Glovertown

**Town of Terra Nova**  
**Customer Aged Summary As at 10/15/25**

Total	Current	31 to 60	61 to 90	91+
380.00	0.00	0.00	0.00	380.00
115.00	115.00	0.00	0.00	0.00
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
115.00	115.00	0.00	0.00	0.00
-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	0.00	-10.02	0.00
50.00	0.00	50.00	0.00	0.00
112.46	0.00	0.00	0.00	112.46
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	0.00	-10.26	0.00
-1.00	0.00	0.00	0.00	-1.00
380.00	0.00	0.00	0.00	380.00
115.00	115.00	0.00	0.00	0.00
-4.00	0.00	0.00	0.00	-4.00
662.50	0.00	0.00	0.00	662.50
20.00	20.00	0.00	0.00	0.00
380.00	0.00	0.00	0.00	380.00
115.00	115.00	0.00	0.00	0.00
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
115.00	115.00	0.00	0.00	0.00
115.00	115.00	0.00	0.00	0.00
862.50	0.00	0.00	0.00	862.50
115.00	115.00	0.00	0.00	0.00
861.84	0.00	0.00	0.00	861.84
866.64	0.00	0.00	0.00	866.64
-1.21	0.00	0.00	-1.21	0.00
920.00	0.00	0.00	0.00	920.00
50.00	50.00	0.00	0.00	0.00
380.00	0.00	0.00	0.00	380.00
-150.00	0.00	0.00	-150.00	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
115.00	115.00	0.00	0.00	0.00
500.00	0.00	0.00	0.00	500.00
-1.91	-1.91	0.00	0.00	0.00
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	0.00	-0.01	0.00	0.00
-2.50	0.00	-2.50	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	0.00	-6.45	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

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32,771.53	988.09	47.49	-177.94	31,913.89
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# Town of Terra Nova

## Vendor Aged Summary As at 10/15/25

Name	Total	Current	31 to 60	61 to 90	91+
Central Newfoundland Waste Ma...	802.90	802.90	-	-	-
Glovertown Home Hardware Bld...	122.16	122.16	-	-	-
Municipal Assessment Agency Inc.	1,540.50	1,540.50	-	-	-
Vaimin Fire Protection Ltd.	345.00	345.00	-	-	-
<b>Total outstanding:</b>	<b>2,810.56</b>	<b>2,810.56</b>	<b>-</b>	<b>-</b>	<b>-</b>