

**Town of Terra Nova
Regular Council Meeting
March 18, 2026**

Minutes of the council meeting of The Town of Terra Nova, held on Wednesday, March 18, 2026, at 6:02pm.

Members Present

Mayor	Andrea Cornell
Deputy Mayor	Julie Pike
Councillor	Linda Hillier-Smith
Councillor	Michelle Holloway
Councillor	Valerie Storie

Also, Present

Town Clerk Manager	Angela Penney-Tucker
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Absent

Adoption of Agenda

No. 26-015

Moved by Councillor Storie seconded by Deputy Mayor Pike, to adopt the agenda with the addition of maintenance worker contract under new business.

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

Opposed: 0

Motion Carried

Minutes:

Regular meeting on February 23, 2026

Mayor Cornell asked if there were any errors or omissions in the minutes from the February 23, 2026, Council meeting.

No. 26-016

Motion made by Councillor Hillier-Smith to adopt the minutes of the council meeting of February 23, 2026. Motion seconded by Councillor Storie.

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

Opposed: 0

Motion Carried

Delegations: NONE

Fire Department updates/concerns:

Deputy Fire Chief Storie said the fire department now has a 1,000-litre skid unit for our fire department. We may have to look into purchasing a trailer for this unit. We have a webinar here on Monday for the Fire Department members. Also, the lock box with keys to the shed and Eddie Eastman Hall has been purchased. We will discuss at our next meeting if we would like to apply for a moose license this year.

Business Arising:

Town Policies and regulations update: Records and Retention Policy - read and included in the minutes.

No. 26-017

Motion made by Council Holloway to adopt the records and retention policy. Motion seconded by Councillor Hillier-Smith.

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

Opposed: 0

Motion Carried

Eddie Eastman Hall heat pump – The heat pump is working properly now. The dehumidifier is not working because it needs a new float. We are waiting on an estimate to replace as the one in this unit as it is not made anymore. We need the dehumidifier for the moisture levels for the flooring here at the hall.

Eddie Eastman Hall roof repairs – We did not receive any prices on the scope of work put out. We have been told that contractors don't want to give prices as they can not get set prices on the cost of metal roofing due to the prices of oil and tariffs and don't want to buy unless they know they can do the job when they purchase the materials. We will have to complete some minor changes to the scope of work and put out again closer to when the work is to be done.

Targa date for public meeting – Angela to send email to Targa stating that Council is not going to consider this event in our community at this time.

Correspondence – Councillor Storie

Financial and Human Resource Oversight – Read and included in minutes.

Streetlight on Sparkes Lane concern – Read and included in minutes. The location of this streetlight was decided and installed by NL Power. There will not be any additional streetlights at this time.

Committee Reports:

Finance & Heritage– Councillor Hillier-Smith

- Current Operating Balance March 18, 2026 – \$190,059.65.
- Gas Tax Account Total March 18, 2026 - \$34,456.72.
- Accounts receivable owed on March 18, 2026, is \$18,879.80. List included in minutes.

Update on our Accounts Receivable – We have Three property accounts that have amounts left owing for 2025 and ten RCM Park accounts that still owe for last season. Included on the letter for the RCM Park site renters is this statement:

- **Any and all 2025 year's fees and interest are overdue now and if not received in full by April 30, 2026, you must remove your camper and personal belongings from the Ralph Calloway Memorial Park. If your camper and personal belongings are not removed by this date and you have not paid your past due amounts, then the town will be roping off your site. Please contact the office regarding payment in full for the 2025 season fees if not the town will be taking further action.**
- **If your account is not paid in full for the current year (2026) by May 1, 2026 please reach out to the town office with a payment plan and if this payment plan is not followed your site will be roped off. All payment plans for 2026 fees must be paid in full by August 1, 2026 including all interest on the account if not the site will be roped off.**

We are still waiting for our 2026 budget to be approved by Municipal Affairs. When it is approved the 2026 property taxes and RCM Park fees will be invoiced for the year. The property taxes for 2026 are due by June 30, 2026 and the RCM Park fees are due by May 1, 2026.

- The Vendors Summary list March 18, 2026, totals \$12,196.26. List included in minutes.

No. 26-018

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, Councillor Holloway.

Opposed: 0

Motion Carried

Public Works, Communication, Grants update – Deputy Mayor Pike

Update on public works and communications We are noticing some potholes around town this time of year and Loop Road has some damage in the pavement as well. This is a provincial road not a town owned road and would have to be addressed by Transportation Infrastructure. We will have to wait and assess the damages around town in the spring such as the potholes and snow that was piled up against the playground fence. Angela will reach out to Transportation Infrastructure when we assess with any concerns that pertains to them.

The garbage collector has reached out to us to let us know that he has been going onto Sparkes Lane and Forge Lane but due to the amount of snow piled up it is hard for him to turn around and even with being cleared, they are icy. The motion was when it was safe for the garbage collector to collect the garbage on these roadways. When there is mayor snow build up or ice in the roadways there will not be any garbage pick up in these roadways.

The garbage collector has sent an extension amendment to Council for the same contract amounts but an extension of three years starting 2026 with an optional fourth year, 2029, for the services of garbage removal for the town.

No. 26-019

Motion made by Deputy Mayor Pike to approve the extension amendment as presented.

Motion seconded by Councillor Holloway.

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

Opposed: 0

Motion Carried

Update of snow clearing concerns by the TNCA – an email was sent to them on March 5, 2026 replying to their questions and concerns.

We had an email come asking if we had any concerns with a quarry application from Transportation Infrastructure for a quarry 9KM in on Route 301. Angela to email back saying Council has no objections.

Update of grants – The swing and teeter totter has been ordered for the Ralph Calloway Memorial Park, and we are hoping to have it here and installed by the long weekend in May. In the coming weeks we will be looking into our options for the Central Wellness grant.

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

Update on second stage with septic in RCM Park –Just waiting on the electrician to complete the electrical hook up early spring.

We received an email from the Canada Community Building fund on March 6th asking for an update on the status of the funds remaining in the two project files for the septic at the Ralph Calloway Memorial Park. Angela let them know that these remaining funds were spent in 2025 in the final phase of the project.

Crown Lands update No new Crown Lands applications applied to the town at this time.

Update on Pine Tree Road lots – Mayor Cornell reached out to Scott Murphy to get the three surveys completed but we have not heard back on the surveys yet. When this is completed, we can start to prepare the scope of work for the cul-du-sac.

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

Municipal Affairs update –We are still waiting for our 2026 budget approval. Hopefully this comes in soon so invoicing for 2026 can begin.
The PMA convention and trade show is April 14-16th.

No. 26-020

Motion made by Councillor Storie to approve for Angela to attend the PMA convention this year. Motion seconded by Deputy Mayor Pike.

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

Opposed: 0

Motion Carried

Public Relations update – The sign board will be up and going in the coming weeks.

Beautification update – Nothing at this time.

New Business:

Town Clerk Manager contract – We have a new contract to retain the town clerk manager for the next two years.

Maintenance worker contract – the contract is ready to go. Angela to reach out to him regarding this contract.

Eddie Eatman Hall picture frames – We have Eddie’s biography and picture wearing the suit in the display case that needs to be framed.

No. 26-021

Motion made by Councillor Hillier-Smith to purchase picture frames and print the biography for the display case at a maximum amount of \$100.00. Motion seconded by Councillor Holloway.

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

Opposed: 0

Motion Carried

Permits

- 2 permits issued since the last meeting.

No. 26-022

Motion made by Councillor Storie to have the next meeting on Monday April 13, 2026. Motion seconded by Deputy Mayor Pike.

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

Opposed: 0

Motion Carried

Next meeting – Monday April 13, 2026 at 6:00PM

No. 26-023

Motion made by Deputy Mayor Pike to adjourn the meeting at 7:15PM. Motion seconded by Councillor Hillier-Smith.

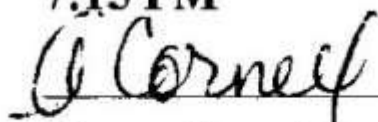
In favour: Mayor Cornell, Deputy Mayor Pike, Councillor Storie, Councillor Hillier-Smith, Councillor Holloway.

Opposed: 0

Motion Carried

ADJOURNMENT

7:15 PM



Mayor/Deputy



Clerk

RECORDS AND RETENTION POLICY

TOWN OF TERRA NOVA

Purpose: Policy of the Town of Terra Nova for the safe record keeping and the retaining of important documentations of the town as well as the schedule for necessary disposal of expired documents.

Authority: As per resolution at the March 18, 2026 public meeting of Council and further to Section 50 of the Towns and Local Service District Act NL

Document available for public viewing

50. (1) The following documents shall be made available by a town council for public inspection during the normal business hours of the town:

- (a) adopted minutes of the town council;
 - (b) assessment rolls;
 - (c) by-laws;
 - (d) town plans;
 - (e) open public tenders;
 - (f) financial statements;
 - (g) auditor's reports;
 - (h) adopted budgets;
 - (i) contracts;
 - (j) orders;
 - (k) permits; and
 - (l) all other documents tabled or adopted by the town council at an open meeting.
- (2) A person inspecting documents under subsection (1)
- (a) shall not remove the documents from the place where they are located or interfere with an employee of the town in the performance of the employee's duties; and

(b) may make extracts from the documents and may make copies of the documents.

(3) Where copies are made by an employee of the town under paragraph (2)(b), the town may charge a fee equal to the actual cost of providing the copies.

(4) Where a person requests that a town provide the documents referred to in subsection (1) by an electronic means and the town has an electronic means to provide them, the town shall comply with the request.

(5) Notwithstanding paragraph (2)(b) and subsection (4), extracts and copies shall not be made of assessment rolls and assessment rolls shall not be provided to a person by an electronic means.

Retention and Disposal

The following schedule will be adhered to for the retention and the disposal of all documentation for the Town of Terra Nova:

ITEM	RETENTION (IN YEARS FROM THE DATE THAT THE DOCUMENT WAS CREATED)
ACCOUNTING	
Annual Financial Statements	Permanent
Bank Statements	7
Bank Reconciliation statements	7
Cash Receipts	7
Cheque Stubs and or duplicates	7
Deposit Books	7
Federal & Provincial Remittance Forms	7
General Ledgers and Journals	7
Budgets	Permanent
Price quotes	7
Invoices including tax notices and utility billings	7
Assessment Rolls	Permanent
Payroll Records	10
Change of Ownership Documents	Permanent
Tax Certificates	Permanent
ADMINISTRATION	
Appeals under the Planning Act	7
Assessment Appeals	7
Assessor's Valuation Reports	7
Insurance Policies after policy has expired	3

Permits/Licences	Permanent
Photographs	Permanent
Tax enforcement records after tax title property has been sold	7
Tax lien withdrawal forms	7
Disclosure statements	Permanent
Bid openings	Permanent
Scope of works	10
Inventory lists	Permanent
Emergency plans	Permanent
Ralph Calloway Memorial Park files	10 years after left park
AGREEMENTS & CONTRACTS	
Agreements & supporting documentation	Permanent
Snow clearing contracts/Garbage contracts	Permanent
CORRESPONDENCE	
From residents regarding taxes, property concerns or complaints	Permanent
Any other correspondence not relevant to the town history or to properties	3
Historical documents	Permanent
Government correspondence relating to Capital Works projects	Permanent
General Government correspondence not relevant to the town history	7
Petitions	7
EMPLOYER-EMPLOYEE	
Employee records after termination, resignation or retirement	10
LEGAL	
Minister's Orders	Permanent
Notices of claim (upon completion)	10
Statement of Claim	10
MINUTES/BYLAWS	
Minutes of regular and special meetings	Permanent
Minutes of Committee Meetings	Permanent

Recordings of meetings	Until minutes of meeting are adopted by Council
Bylaws	Permanent
Policies	Permanent

NOTE: All documents tabled for disposal are to be shredded.

Adopted date: March 18, 2026

Motion number: 26-017

Mayor: D. Corneli

Town Clerk: A. Tucker

FEB 27 2026

COR/2026/00202

Dear Mayor and Council:

Re: Financial and Human Resource Oversight – Role of Council

Thank you for the work you do for your community. As Minister of Municipal and Community Affairs, I am writing to share some simple reminders about your responsibilities as a council when it comes to town finances and managing town staff.

Under the **Towns and Local Service Districts Act** (the "Act"), councils must make sure public money is managed properly. This means the mayor and other council members must regularly look at things like:

- financial statements
- bank reconciliations
- payroll
- budget variance reports
- annual financial statements

Councils do not need to approve every single transaction, but as council members, you should understand your town's overall financial picture and ask questions and seek clarification when something is unclear.

Payroll Oversight

Payroll is one of the biggest expenses for any town. Councils should make sure that:

- Payroll is reviewed by the Chief Administrative Officer or other staff, and senior staff payroll is reviewed by a councillor with signing authority.
- Timesheets, overtime, and leave requests are approved properly and follow policy. If your town is missing any policies related to timesheets, overtime or leave, councils should ensure these policies are created as soon as possible and explained to all staff.
- Any changes to pay, benefits, or job status are written down and approved.

Finance Committee

If you do not already have a Finance Committee, I strongly encourage you to set one up.

A Finance Committee can:

- Review financial statements
- Help develop policies
- Strengthen internal controls (including cybersecurity and cash handling)
- Review accounts payable
- Support budget, audit, and long-term planning

Audit Process

Councils should think about whether the auditor should look at any extra areas during the audit. Try to hire your auditor early in the year or consider a multi-year contract to support timely completion. The Act requires councils to appoint an auditor by August 1. Councils should meet with their auditor in a non-public session to review the draft financial statements and management letter. This gives you a chance to ask questions and seek clarification before the audit is finalized and formally adopted in a public meeting. When you receive the final audit, make sure the Council and your staff understand all recommendations and follow up where needed.

Purchasing and Procurement

Council should regularly check that your town's purchasing and procurement practices follow legislation, regulations, and internal policies. This includes making sure proper authorization levels, documentation practices, and internal controls are in place. For more information about the Public Procurement Agency, visit: <https://www.gov.nl.ca/ppa/>.

Employment Statement – Labour Standards Requirements

Under the **Labour Standards Act**, all non-unionized employees must have a written Employment Statement. This should clearly explain:

- Job duties
- Pay
- Hours of work
- Overtime rules
- Leave
- Employment status
- Applicable policies.

Clear employment terms help ensure accuracy, fairness, and consistency. More information is available at: <https://www.gov.nl.ca/gq/labour/nonunion/>.

Employee Screening

For positions that involve financial responsibility, access to sensitive systems, or a high level of trust, councils may want to consider background checks. These are optional but can help reduce risk.

Seeking Legal Advice

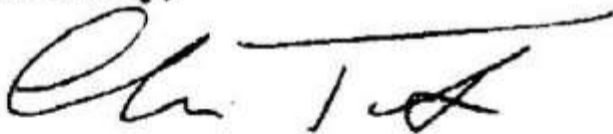
Council is strongly encouraged to seek legal advice whenever needed to support informed decision-making.

Please table this letter at your next council meeting for review and discussion.

If you have questions, you can contact the Municipal Finance Division at municipalfinance@gov.nl.ca or the Municipal Support Division for assistance at MunicipalRO@gov.nl.ca or 709-729-0259 (Eastern), 709-256-1050 (Central), or 709-637-2332 (Western/Labrador).

Thank you again for the work you do to provide governance and public services to your community. I hope this information helps to support you in your council role.

Sincerely,



HON. CHRIS TIBBS, MHA
Grand Falls-Windsor - Buchans
Minister

cc: Candice Ennis-Williams, Deputy Minister
Rob Nolan, Municipalities NL
Tammy Davis, Professional Municipal Administrators

I know I mentioned this to you earlier Ana there is now a light on Sparkes Lane, but it's up quite high across from the [REDACTED] Ana does nothing to alleviate the pure darkness down at the intersection of Sparkes Lane and Loop Road. That trike is extremely sharp and also extremely dark so it would be great if council considered a light in that area. Thanks so much.

Town of Terra Nova
Customer Aged Summary As at 03/18/26

Total	Current	31 to 60	61 to 90	91+
-862.50	-862.50	0.00	0.00	0.00
19.24	19.24	0.00	0.00	0.00
906.16	43.66	0.00	0.00	862.50
714.18	0.00	0.00	0.00	714.18
906.16	43.66	0.00	0.00	862.50
-862.50	-860.00	0.00	0.00	-2.50
906.16	43.66	0.00	0.00	862.50
-0.55	0.00	0.00	0.00	-0.55
-10.02	0.00	0.00	0.00	-10.02
50.00	0.00	0.00	0.00	50.00
-2.54	0.00	-2.54	0.00	0.00
-10.00	0.00	0.00	0.00	-10.00
-5.91	0.00	0.00	0.00	-5.91
-10.26	0.00	0.00	0.00	-10.26
-1.00	0.00	0.00	0.00	-1.00
-10.00	0.00	0.00	0.00	-10.00
-4.00	0.00	0.00	0.00	-4.00
696.04	33.54	0.00	0.00	662.50
399.24	19.24	0.00	0.00	380.00
0.16	0.00	0.00	0.00	0.16
-7.50	0.00	0.00	0.00	-7.50
115.00	0.00	0.00	0.00	115.00
115.00	0.00	0.00	0.00	115.00
905.47	43.63	0.00	0.00	861.84
752.92	36.28	0.00	0.00	716.64
-701.21	0.00	-700.00	0.00	-1.21
966.58	46.58	0.00	0.00	920.00
-0.02	0.00	0.00	0.00	-0.02
50.00	50.00	0.00	0.00	0.00
115.00	0.00	0.00	0.00	115.00
11,476.97	0.00	11,476.97	0.00	0.00
-1.91	0.00	0.00	0.00	-1.91
399.24	19.24	0.00	0.00	380.00
335.91	0.00	0.00	0.00	335.91
-0.01	0.00	0.00	0.00	-0.01
-2.50	0.00	0.00	0.00	-2.50
-71.88	0.00	0.00	0.00	-71.88
0.10	0.00	0.00	0.00	0.10
-6.45	0.00	0.00	0.00	-6.45
-0.10	0.00	0.00	0.00	-0.10
-10.00	0.00	0.00	0.00	-10.00
906.16	43.66	0.00	0.00	862.50
724.97	0.00	0.00	0.00	724.97
18,879.80	-1,280.11	10,774.43	0.00	9,385.48

Town of Terra Nova
Vendor Aged Summary As at 03/18/26

Name	Total	Current	31 to 60	61 to 90	91+
Archibald Electrical Ltd.	6,142.22	6,142.22	-	-	-
BABB Security Systems	54.62	54.62	-	-	-
Burnt Pine Woodworks Ltd	3,162.50	3,162.50	-	-	-
Central Newfoundland Waste Ma...	289.85	289.85	-	-	-
Diversions Computer Centre	106.77	106.77	-	-	-
Ralph, Kim	2,116.00	2,116.00	-	-	-
Whalen Law	324.30	324.30	-	-	-
Total outstanding:	12,196.26	12,196.26	-	-	-