

Town of Terra Nova Regular Council Meeting September 29, 2026

Minutes of the council meeting of The Town of Terra Nova, held on Tuesday, September 29, 2026, at 6:00pm.

Members Present

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

Also, Present

Town Clerk Manager	Angela Penney-Tucker
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Absent

Adoption of Agenda

No. 26-114

Moved by Councillor Storie seconded by Councillor Holloway, to adopt the agenda.

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

Opposed: 0

Motion Carried

Minutes:

Regular meeting on August 19, 2026

Mayor Cornell asked if there were any errors or omissions in the minutes from the August 19, 2026, Council meeting.

No. 26-115

Moved by Deputy Mayor Pike to adopt the minutes of the council meeting of August 19, 2026. Motion seconded by Councillor Hillier-Smith.

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

Opposed: 0

Motion Carried

Special meetings

Mayor Cornell asked if there were any errors or omissions in the minutes from the September 4, 2026, special Council meeting number one.

No. 26-116

Moved by Councillor Storie to adopt the minutes of the special council meeting one of September 4, 2026. Motion seconded by Councillor Holloway.

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

Opposed: 0

Motion Carried

Mayor Cornell asked if there were any errors or omissions in the minutes from the September 4, 2026, special Council meeting number two.

No. 26-117

Moved by Councillor Hillier-Smith to adopt the minutes of the special council meeting two of September 4, 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

Delegations: NONE

Fire Department updates/concerns:

This weekend, we will be conducting fire training at the fire hall. On Sunday, September 27, 2026 we received a 911 call reporting smoke across the trussell. Upon our arrival, we discovered that the sawdust was beginning to smoke, so we applied a significant amount of water on it. I also contacted Forestry, as this area falls within their jurisdiction, and they informed me that they would be checking on the situation. A post on safe charging will be posted on our Facebook page.

Business Arising:

Emergency Municipal Plan – We have received our emergency municipal plan back and need to adopt it.

No. 26-118

Resolution made by Deputy Mayor Pike to adopt the Town of Terra Nova Emergency Management Plan. Motion seconded by Councillor Storie.

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

Opposed: 0

Motion Carried

Town Policies and regulations update:

Hydro Policy for the Ralph Calloway Memorial Park tabled.

No. 26-119

Resolution made by Councillor Storie to adopt the hydro policy for the Ralph Calloway Memorial Park. Motion seconded by Councillor Holloway.

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

Opposed: 0

Motion Carried

Fire Prevention Bylaw tabled.

No. 26-120

Resolution made by Councillor Storie to adopt the Fire Prevention Bylaw 2026-01. Motion seconded by Councillor Holloway.

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

Opposed: 0

Motion Carried

Fire Department Bylaw tabled.

No. 26-121

Resolution made by Councillor Storie to adopt the Fire Department Bylaw 2026-02. Motion seconded by Deputy Mayor Pike.

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

Opposed: 0

Motion Carried

Correspondence – Councillor Storie - None

Committee Reports:

Finance & Heritage– Councillor Hillier-Smith

- Current Operating Balance September 29, 2026 – \$249,367.87.
- Gas Tax Account Total September 29, 2026 - \$34,719.73.
- Accounts receivable owed on September 29, 2026, is \$7,899.24. List included in minutes.
- The Vendors Summary list September 29, 2026, totals \$18,444.37 less \$575.00 off the Sign Factory amount as one fire ban sign was not received. Also, less Rescue Education Consulting and Training invoice in the amount of \$1725.00 as Councillor Storie needs to check on these charges so it will be deferred until the next meeting. New total for vendors summary is \$16,144.37. List included in minutes.

No. 26-122

Moved by Councillor Hillier-Smith to pay these invoices as tabled minus the stated amounts. Motion seconded by Councillor Storie.

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

Opposed: 0

Motion Carried

We have started the prep work for the budget, and we need all information from council on any projects to be budgeted for 2027 by October 13, 2026 to be included in the 2027 budget. We have also reached out to the fire department for their budget amounts and reached out to the taxpayers if they wanted to give any input for items for the budget. We will check into prices to rip up and pave sections of town roads.

We have 14 property tax accounts left to pay for 2026 in which 2 accounts are for both 2025 and 2026 taxes.

One account in which an incorrect method of payment for the site was given and in turn there was \$66.31 interest charged on the account and the site renter is asking council to reverse.

No. 26-123

Moved by Councillor Hillier-Smith to reverse this amount from the account. Motion seconded by Councillor Storie.

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

Opposed: 0

Motion Carried

We need to make a motion to close the Ralph Calloway Municipal Park upgrade for the supply and install of a waste disposal system in the camping park gas tax project.

No. 26-124

Moved by Councillor Hillier-Smith that the Town of Terra Nova council close CCBF project # 257-2020-7009 with a remaining balance of \$20,470.00 for use on future projects. Seconded by Deputy Mayor Pike.

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 – Permits must be applied for through the town office. Please do not ask through social media. We are still waiting to hear back on a meeting with TI on the snow clearing distance on Farm Road. The road grading from the end of the pavement on Farm Road up to Pitts Brook (town boundary) is completed. We have our snow clearing contract ready to go out for tender. There are some changes in the contract this year. We have added 0.164KMS on Sparkes Lane and clearing of a path to the heat pumps both at the Eddie Eastman Hall and Fire Department back door area. There is also an increase on the liability insurance amounts needed this season.

No. 26-125

Moved by Deputy Mayor Pike to put out the snow clearing contract for bids with the discussed changes closing on October 14, 2026 at 11:00AM and award to the lowest bidder that meets councils' approval and the scope of work requirements. Seconded by Councillor Holloway.

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

Opposed: 0

Motion Carried

The inspection by Service NL was completed at the swim pond area and the Ralph Calloway Memorial Park. The swim pond area said swim at own risk displayed. The park was clean and pit privies being removed and the dumping station in operation. The only thing was that the floor in the new privy should be supported better.

We have received \$10,000.00 from our capital investment plan for the new roofing on the Eddie Eastman Hall.

No. 26-126

Moved by Deputy Mayor Pike to pay East Coast Roofing and Siding if job is completed to councils' satisfaction and as per scope of work. Seconded by Councillor Hillier-Smith.

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

Opposed: 0

Motion Carried

We need five non potable water stickers ordered for the Eddie Eastman Hall and Municipal building.

Update of grants – We have applied for a couple of grants for a possible generator for the Eddie Eastman Hall for back up power. We continue to watch for grant opportunities.

Ralph Calloway Memorial Park – Councillor Storie

Park update – A letter has been sent to our campsite renters to remind them about payment for the upcoming year by May 1, 2027. Deputy Mayor Pike and Councillor Storie inspected several areas of the park that will need attention next year such as reinforce the floor in the privy, one lot needs gravel to level it out, as the trailer is shifting downhill, class A for private section, estimate for providing water to the trailers, install a gate, and site 15 area inspection for flooding reasons. Final garbage pickup is October 13, 2026 and then garbage bins will be locked, and the water will be shut off for the season. We have some sites where renters can bring their enclosed trailers into the park. This is allowed during non busy times provide that notification is given to the town office with the dates of use and contact information. We have received a request from a seasonal site renter to install power service and now as per our electrical service policy, this is allowed if they obtain approval in principle form the town office and follow the policy.

Park Liaison, Crown Lands – Mayor Cornell

Crown Lands update - No new Crown Lands applications applied to the town at this time. One extension is with our lawyers for deed of conveyance to be completed.

Update on Pine Tree Road lots – Cecon emailed the town with the draft drawing of the Cul du sac. Crown Lands are now completing the final paperwork for the licence so we can proceed to put out the scope of work for the construction of the Cul du sac when received.

Mayor Cornell passed the gavel to Deputy Mayor Pike at 7:14PM

No. 26-127

Moved by Mayor Cornell to put out scope of work when application is approved by Crown Lands and award to the lowest tender that meets the scope of work requirements and work to be completed to the road development code requirements. Seconded by Councillor Hillier-Smith.

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

Opposed: 0

Motion Carried

Gavel given back to Mayor Cornell at 7:15PM

Social, Student Employment, Municipal Affairs, Public Relations

Student Employment – The federal student grant applications will be opening in October.

Municipal Affairs update – Budget 2027 forms are now available. The agenda went out today for the MNL fall convention.

Public Relations – The TNCW Fall sale is on October 10, 2026 at 7:00PM and the TNRC roast beef benefit dinner will be on October 17, 2026.

Beautification – Councillor Holloway

Beautification update – The flowers around town has been taken down and the vegetables are ready to be harvested for the season. Any potatoes and turnip we get will be donated to the TNRC for their benefit supper and any beets will be donated to the TNCW for their fall sale. Fall decorations are put up around town and the Christmas lights have been checked and put up for the upcoming season. We will purchase some tulips for here and at the welcome sign. We also will need to purchase a couple sets of Christmas lights this year to replace some broken sets. Mayor Cornell will check into getting some pipe to place a town Christmas tree in to help putting it up this year.

New Business:

Eddie Eastman Hall request – We have been contacted for use of the hall on the evening of November 11, 2026 to have camera equipment set up to do interviews with Eddie here at the hall.

No. 26-128

Moved by Councillor Hillier-Smith to offer the use of the hall at no charge just to be responsible for the clean up after the use. Motion seconded by Councillor Storie.

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. 26-129

Moved by Councillor Holloway to adjourn the meeting at 7:35PM. Motion seconded by Councillor Hillier-Smith.

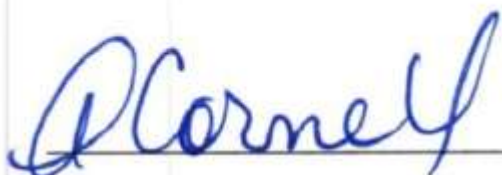
In favour: Mayor Cornell, Deputy Mayor Pike, Councillor Storie, Councillor Hillier-Smith, Councillor Holloway.

Opposed: 0

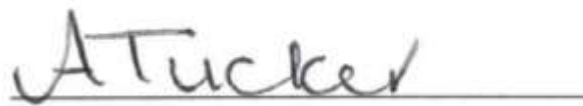
Motion Carried

ADJOURNMENT

7:35 PM



Mayor/Deputy



Clerk

**TOWN OF TERRA NOVA
Ralph Callaway Memorial Park
Electrical Service Policy**

Effective the 29 th day of September 2026 the following shall apply as to the Installation of Electrical Services In the Ralph Calloway Memorial Park.

All Persons wishing to obtain or currently have electrical Services are responsible for:

1. All installations to be approved by Town Council.
2. All costs associated with the Installation & Hook-up.
3. Have an Approved Contractor install the service under a permit.
4. Be Compliant with the standards presented by the Canadian Electrical Code and the Newfoundland Electrical Regulations.
5. Must be inspected by the Electrical Inspector or approved by Electrical Inspection Department.
6. The Owner of the panel is solely responsible and liable for any and all issues arising from the service as well as any extended services given from the panel.
7. Any installation deemed unsafe will be disconnected by the town.
Service box to be waterproof i.e fibreglass
8. A padlock will be provided by the Town Clerk. The Town has a master key to this lock as required by Service NL Electrical Inspection.
9. Any further installation to services at a later date will have to follow the same guidelines as listed above, with the permission and approval of the Town

Motion # 26-119

Date adopted: September 29, 2026

TOWN OF TERRA NOVA
BYLAW NO. 2026 - 01
FIRE PREVENTION BYLAW

A bylaw of the Town of Terra Nova respecting the prevention of fire in a town and the inspection of buildings in a town for fire protection services within the Town of Terra Nova.

PREAMBLE

WHEREAS sections 7 and 8 of the *Towns and Local Service Districts Act*, SNL 2023, c T-6.2 authorize a town council to pass bylaws subject to the *Fire Protection Services Act*, for the prevention of fire in a town, the inspection of buildings in a town for fire protection services, and the adoption the *National Fire Code of Canada*;

AND WHEREAS the Town Council deems it necessary to provide for fire prevention and the protection of persons and property within the Town;

NOW THEREFORE the Town Council of the Town of Terra Nova enacts as follows:

PART I — PRELIMINARY MATTERS

Section 1 — Title

1.1 This Bylaw may be cited as the **Fire Prevention Bylaw** of the Town of Terra Nova.

Section 2 — Definitions

2.1 In this Bylaw:

"building" means any structure used or intended for supporting or sheltering any use or occupancy.

"Compliance Order" means an order issued pursuant to section 281 of the *Towns and Local Service Districts Act*

"Council" means the Council of the Town of Terra Nova.

"fire and life safety systems" means systems designed to detect, contain, and suppress fires including fire alarms, sprinklers, suppression systems, and emergency lighting.

"Fire Chief" means the Fire Chief of the Town of Terra Nova Fire Department, or the person designated by Council to act in that capacity.

"Fire Department" means the Town of Terra Nova Volunteer Fire Department.

"NFC" means the *National Fire Code of Canada*, including all supplements and amendments adopted thereto.

"fire safety plan" has the meaning ascribed to it pursuant to the NFC.

"hazardous material" means any substance that, because of its quantity, concentration, or physical or chemical characteristics, poses a fire, explosion, or health risk when improperly stored, handled, or disposed of.

"hot work" means any operation involving open flames or producing heat, sparks, or arcs capable of igniting fires or explosions, including welding, cutting, brazing, soldering, grinding, and thermal spraying.

"inspector" means an person designated as an inspector pursuant to the *Towns and Local Service Districts Act*.

"means of egress" has the meaning in the NFC.

"occupant" means any person who occupies or has control of all or part of a building.

"open air" means not within a structure or building

"outdoor wood burning appliance" means an appliance used in open air to burn wood and does not include external wood furnaces.

"owner" means any person or entity holding legal title to, or having care, control, or management of, a building, structure, or property.

"permit" means a document issued by the Town under Part VI authorizing a specified activity or use.

"premises" means any building, structure, land, or part thereof within the Town.

"special hazard" means any condition, activity, or use presenting a fire or explosion risk significantly greater than ordinary residential or commercial use.

"Town" means the Town of Terra Nova.

Section 3 — Authority

3.1 This Bylaw is enacted under the *Towns and Local Service Districts Act*, SNL 2023, c T-6.2.

3.2 This Bylaw operates alongside and subordinate to the *Fire Protection Services Act*, SNL 2008, c F-11.01. Where the *Fire Protection Services Act* conflicts with this Bylaw, the *Fire Protection Services Act* prevails.

3.3 Where this Bylaw sets a higher standard than the NFC or provincial legislation, the higher standard applies to the extent permitted by law.

3.4 In a conflict between this Bylaw and any other municipal bylaw on fire safety, this Bylaw prevails.

Section 4 — Purpose and Scope

4.1 **Purpose.** This Bylaw:

- (a) establishes minimum fire safety standards for the Town;
- (b) provides for inspection of buildings and activities for fire safety compliance;
- (c) creates a permit and approval system for special hazard activities;
- (d) enables orders and enforcement; and

- (e) adopts the NFC as the Town's minimum fire safety standard.

4.2 Scope. This Bylaw applies to all buildings, structures, premises, and facilities within the Town, including new construction, renovation, change of occupancy, and demolition.

PART II — ADOPTION OF THE NATIONAL FIRE CODE OF CANADA

Section 5 — Adoption of NFC

5.1 The Town adopts the NFC including all supplements and amendments thereto.

5.2 All owners and/or occupants of properties within the Town must comply with the NFC.

PART III — DUTIES OF OWNERS AND OCCUPANTS

Section 6 — Duties of Owners

6.1 Every owner shall:

- (a) maintain their building(s) in compliance with the NFC and this Bylaw;
- (b) keep fire protection and life safety systems in good working order;
- (c) where a building is required to have a fire safety plan pursuant to NFC, prepare and maintain a fire safety plan as required by the NFC;
- (d) post and maintain required signage;
- (e) obtain all permits required under this Bylaw before commencing activities;
- (f) comply with all orders; and
- (g) provide inspectors with access for inspection purposes in accordance with the *Towns and Local Service Districts Act*.

Section 7 — Duties of Occupants

7.1 Every occupant shall:

- (a) comply with the building's fire safety plan;
- (b) maintain their area in compliance with the NFC and this Bylaw;
- (c) not tamper with fire protection equipment;
- (d) report fire hazards to the Fire Chief; and
- (e) cooperate with inspectors.

Section 8 — Fire Safety Plans

8.1 Every owner required by the NFC to have a fire safety plan shall prepare, implement, and maintain one in accordance with NFC requirements.

8.2 The plan shall include at minimum:

- (a) emergency procedures in the event of fire;
- (b) method(s) of notifying occupants, including persons requiring assistance;
- (c) duties of designated supervisory personnel;
- (d) location of fire protection system controls and equipment;
- (e) means of egress and assembly areas;
- (f) identification of hazardous materials or areas;

- (g) provisions for assisted evacuation; and
- (h) fire drill and training schedule.

8.3 The fire safety plan and any amendments shall be submitted to the Fire Chief for review. The Fire Chief may require modifications to achieve compliance.

8.4 The plan or a summary shall be posted conspicuously in the building and made available to supervisory staff.

PART IV — INSPECTION POWERS

Section 9 — Authority to Inspect

9.1 To determine compliance with this Bylaw and the NFC, an inspector may enter and inspect any building or premises in accordance with the authority granted under the *Towns and Local Service Districts Act*.

9.2 Every owner and occupant shall permit reasonable entry and inspection and shall not obstruct or hinder an inspector.

Section 10 — Inspection Programs

10.1 The Fire Chief may maintain a scheduled inspection program based on occupancy type, hazard level, and compliance history.

10.2 All fire hazard complaints shall be investigated within a reasonable time based on hazard severity.

10.3 Following any fire, the Fire Chief shall cause an inspection of the affected premises as soon as practicable.

10.4 After each inspection, the inspector shall prepare a written report setting out the date, location, findings, deficiencies, Compliance Orders issued, required corrective actions, and deadlines. A copy shall be provided to the owner and occupant.

PART V — FIRE DEPARTMENT OPERATIONS

Section 11 — Fire Suppression

11.1 No person shall obstruct or interfere with the fire department or its members at a fire scene or emergency.

PART VI — PERMITS AND APPROVALS

Section 12 — Permit System

12.1 The Town hereby establishes a permit and approval system pursuant to section 11 of the *Towns and Local Service Districts Act*.

12.2 No person shall engage in any activity requiring a permit under this Part without first obtaining that permit from the Town.

12.3 A permit application shall include:

- (a) applicant name, address, and contact information;

- (b) civic address and legal description of the premises;
- (c) description of the proposed activity or use;
- (d) plans, specifications, and technical documents as required the Fire Chief;
- (e) the applicable fee from Schedule A; and
- (f) any other information required by the Fire Chief.

12.4 The Town may issue a permit if satisfied that the activity complies with the NFC and this Bylaw, and may impose conditions, require inspections, or require completion reports. The Town may refuse a permit, or seek further information from the applicant, where compliance has not been demonstrated.

12.5 The Town may suspend or revoke a permit where the holder has breached a condition, provided false information, or created an unreasonable fire hazard.

12.6 Permits are non-transferable and apply only to the premises and activity specified.

Section 13 — Open Air Burning Permits

13.1 No person shall conduct open air burning in the Town without first obtaining a permit.

13.2 Notwithstanding the foregoing, outdoor wood burning appliances may be used throughout the Town without requiring the issuance of a permit subject to the following:

- (a) the manufacturer's installation instructions are followed;
- (b) the appliance is not placed on a wooden deck or combustible platform;
- (c) only dry seasoned firewood or fire logs are used so as to minimize smoke by-product;
- (d) clearances of 3.0m (10.0') are observed in all directions from other combustible materials;
- (e) the appliances are not used during a ban or restriction on open air burning is in effect including bans and restrictions imposed by the Department of Forestry, the Fire Department, or the Town;
- (f) only one outdoor wood burning appliance may be used on a property at a time;
- (g) the outdoor wood burning appliance is of sufficient construction to withstand the effects of heating and cooling and is constructed of non-combustible materials;
- (h) the outdoor wood burning appliance does not allow smoke, smell, small airborne sparks or embers to infringe on the use and enjoyment of other properties or to become a nuisance to neighbouring residents; and,
- (i) the outdoor wood burning appliance is equipped with a grate.

Section 14 — Hot Work Permits

14.1 No person shall carry out hot work in or on any building or premises without a hot work permit, except in a permanently established workshop designed and approved for that purpose, or during a permitted construction project with an approved fire safety plan addressing hot work.

Section 15 — Storage Permits

15.1 No person shall store flammable or combustible liquids, compressed gases, oxidizers, or explosives in quantities above NFC thresholds without a storage permit.

Section 16 — Special Hazard Permits

16.1 No person shall carry out the following without a special hazard permit:

- (a) use of pyrotechnics or fireworks inside of or within 30 meters of a building;
- (b) spray painting or powder coating with flammable or combustible materials;
- (c) use of propane or compressed gas for cooking or heating in a tent, or temporary structure;
- (d) use of open flames in a place of public assembly;
- (e) fumigation of a building;
- (f) installation or modification of a fuel-burning system or gas distribution system;
- (g) temporary heating systems during construction; or
- (h) any other activity designated by the Fire Chief due to elevated fire risk.

PART VII — BUILDING REQUIREMENTS

Section 17 — Fire and Life Safety Systems

17.1 All fire and life safety systems shall be:

- (a) designed, installed, and maintained in accordance with the NFC and referenced standards;
- (b) inspected and tested at required intervals; and
- (c) maintained in working order and accessible to firefighters and inspectors.

17.2 Every owner shall maintain inspection, testing, and maintenance records for fire and life safety systems and produce them to the Fire Chief or inspector upon request.

17.3 Any impairment to a fire and life safety system shall be immediately reported to the Fire Chief, and appropriate measures shall be implemented during the impairment at the discretion of the Fire Chief.

Section 18 — Portable Fire Extinguishers

18.1 Where portable fire extinguishers are required, the owner shall:

- (a) install extinguishers of the required type, rating, and number;
- (b) locate them in accessible, clearly marked locations;
- (c) inspect and maintain them at required intervals; and
- (d) replace any used, defective, or unserviceable extinguisher promptly.

18.2 No person shall obstruct access to or remove a portable fire extinguisher from its designated location except to fight a fire or for maintenance.

Section 19 — Means of Egress

19.1 Every owner and occupant shall keep all means of egress clear of obstructions and available for use at all times.

19.2 No person shall lock, block, obstruct, or impair any exit door, corridor, stairway, or other egress component, or use any part of a means of egress for storage.

19.3 All exit signs and emergency lighting required by the NFC shall be maintained in working order and tested as required.

19.4 Where the NFC requires facilities for persons needing evacuation assistance, the owner shall maintain those facilities and include assisted evacuation provisions in the fire safety plan.

PART VIII — HAZARDOUS MATERIALS

Section 20 — General Requirements

20.1 Storage, handling, use, and disposal of hazardous materials including flammable liquids, combustible liquids, compressed gasses and liquified gasses shall comply with the NFC, including requirements for containers, quantities, separation, containment, ventilation, and suppression..

20.2 No person shall store, handle, use, or dispose of hazardous materials in a manner that creates or is likely to create a fire or explosion hazard.

Section 21 — Hazardous Material Spills

21.1 Any person with knowledge of a spill or release of a hazardous material posing a fire or explosion risk shall immediately:

- (a) notify the fire department;
- (b) take reasonable steps to prevent the spread of the material; and
- (c) comply with directions from the Fire Chief.

PART IX — EMERGENCY ACCESS

Section 22 — Fire Department Access

22.1 Every owner shall ensure the building and premises are accessible to fire apparatus and firefighters at all times.

22.2 Where the Fire Chief designates a fire lane, the owner shall maintain it free of obstructions with required markings and signage.

22.3 No person shall obstruct or park within three meters of a fire hydrant.

22.4 For large or complex properties, the Fire Chief may, in their discretion, require a site access plan showing access routes, fire lanes, hydrant and connection locations, building locations, and other information needed for effective emergency response.

PART X — COMPLIANCE AND ENFORCEMENT

Section 23 — Compliance Monitoring

23.1 The Fire Chief may monitor and enforce compliance through inspections, complaint investigations, and permit reviews.

23.2 Where an inspector finds that a person is not in compliance with these bylaws, an inspector may, in accordance with section 281 of the *Towns and Local Service Districts Act*, issue a

Compliance Order requiring a person to comply with this bylaw, either immediately or within a specified time.

Section 24 — Obstruction of Inspectors

24.1 No person shall obstruct, hinder, or refuse to cooperate with an inspector

Section 25 — Tampering with Fire Protection Systems

25.1 No person shall:

- (a) tamper with, damage, disable, or remove any fire protection equipment, system, or device;
- (b) activate a fire alarm without reasonable cause;
- (c) remove or obscure required signage; or
- (d) install or use any device likely to activate a fire protection or alarm system except for authorized testing.

PART XI — VIOLATIONS AND PENALTIES

Section 26 — General

26.1 A person who contravenes any provision of this Bylaw may be issued a violation notice in accordance with the *Towns and Local Service Districts Act*.

26.2 The issuance of a violation notice does not relieve a person of the obligation to comply with this Bylaw or with any Compliance Order.

26.3 Nothing in this bylaw limits the ability of Council to issue an order pursuant to section 285 of the *Towns and Local Service Districts Act*.

Section 27 — Prosecution

27.1 The Town may charge persons by way of summons for contraventions of this Bylaw in accordance with the *Towns and Local Service Districts Act*.

PART XII — MISCELLANEOUS PROVISIONS

Section 28 — Severability

28.1 If any provision of this Bylaw is held invalid, the remaining provisions are unaffected.

Section 29 — Coming into Force

29.1 This Bylaw comes into force on the date of its final adoption by Council, or on such later date as Council specifies by resolution.

SIGNED AND SEALED this 29th day of September, 2026.

A. Corneli

Mayor

A. Tucker

Town Clerk

[SEAL]



TOWN OF TERRA NOVA
BYLAW NO. 2026-02
FIRE DEPARTMENT BYLAW

A bylaw of the Town of Terra Nova respecting the control and management of the fire department and the participation of the fire department in emergency activities not related to firefighting or fire prevention, made pursuant to paragraph 7(1)(f) and section 163 of the *Towns and Local Service Districts Act*, SNL 2023, c T-6.2.

PREAMBLE

WHEREAS section 163 of the Act authorizes a town council to establish, operate and maintain a fire department composed entirely or partly of volunteer members or of paid employees, and to acquire or provide a fire hall, fire alarm system, fire engines, hydrants and other apparatus and appliances for the purpose of fire fighting, fire prevention and responding to and providing emergency services for other emergencies authorized by the town council, either inside or outside the town's boundaries;

AND WHEREAS paragraph 7(1)(f) of the Act requires that, where a town has a fire department, the town council shall adopt bylaws respecting the control and management of the fire department and the participation of the fire department in emergency activities not related to firefighting or fire prevention;

AND WHEREAS the Town of Terra Nova has established a volunteer fire department under section 163 of the Act;

NOW THEREFORE, the Council of the Town of Terra Nova, in the exercise of the powers conferred upon it by paragraph 7(1)(f) and section 163 of the Act, and all other powers it enabling, hereby enacts as follows:

1. Short Title

This bylaw may be cited as the "Fire Department Bylaw".

2. Definitions

In this bylaw:

- a. **"Act"** means the *Towns and Local Service Districts Act*, SNL 2023, c T-6.2, as amended from time to time;
- b. **"Council"** means the council of the Town;
- c. **"Emergency Activities"** means activities carried out by the Fire Department in responding to or providing emergency services for emergencies other than firefighting and fire prevention, including but not limited to motor vehicle accidents, medical first response, water and ice rescue, hazardous materials incidents, and other emergencies authorized by council under section 5;
- d. **"Fire Chief"** means the person appointed by Council to be in charge of the Fire Department, and includes a deputy fire chief or officer in charge acting in that capacity;

- e. **"Fire Chief Regulations"** means the *Fire Chief Regulations*, NLR 26/00, as amended.
- f. **"Fire Department"** means the Town of Terra Nova fire department established and maintained under section 163 of the Act;
- g. **"member"** means a member of the fire department appointed under section 3;
- h. **"Town"** means the Town of Terra Nova.

PART I — CONTROL AND MANAGEMENT OF THE FIRE DEPARTMENT

3. Establishment of Fire Department

- 1. The Fire Department is established, operated and maintained by Council as a volunteer fire department under section 163 of the Act.
- 2. The Fire Department shall be known as the "Town of Terra Nova volunteer Fire Department".
- 3. Council may acquire or provide a fire hall, fire alarm system, fire engines, hydrants and other apparatus and appliances that Council considers necessary for the purposes of fire fighting, fire prevention, and responding to and providing emergency services.

4. Membership

Council may appoint members to the Fire Department, on the recommendation of the Fire Chief, in the number and with the qualifications Council considers appropriate.

5. Fire Chief

- 1. Council shall appoint a Fire Chief, who shall be responsible to Council for the overall control and management of the Fire Department.
- 2. Council may appoint a Deputy Fire Chief and such other officers as Council considers necessary, who shall exercise the powers and duties of the Fire Chief in the Fire Chief's absence or incapacity.
- 3. The Fire Chief shall carry out the statutory duties of the Fire Chief in accordance with this by-law, the Act, the Fire Chief Regulations, and policies and guidelines adopted by Council from time to time.
- 4. Subject to the Act and the Fire Chief Regulations, the Fire Chief shall:
 - a. have command of all members, apparatus and equipment at the scene of a fire or other emergency to which the Fire Department responds;
 - b. determine the measures necessary to extinguish or stay the progress of a fire, including the attachment of fire alarms, wires and fastenings, and the removal or pulling down of a building or structure where necessary;
 - c. be responsible for the training and supervision of members;
 - d. be responsible for the inspection, maintenance and safekeeping of the fire hall, fire engines, apparatus, appliances and equipment of the Fire Department;

- e. make recommendations to Council respecting the acquisition of apparatus and equipment;
- f. establish operating procedures and/or policies for the Fire Department, consistent with this bylaw and any applicable legislation or regulations, for approval by Council;
- g. maintain a liaison with provincial firefighting and fire prevention authorities and promote public awareness of fire prevention techniques;
- h. report to Council, at the intervals Council directs, on the operations, incidents attended, equipment condition and training activities of the Fire Department; and
- i. perform such other duties respecting the control and management of the Fire Department as Council may direct.

6. Council Oversight

1. Council retains control of the Fire Department and, subject to applicable legislation and regulations, may, by resolution, issue directions to the Fire Chief respecting the management, operation, budget and equipment of the Fire Department.
2. Council shall approve the annual budget of the Fire Department and any capital expenditures respecting fire apparatus, equipment or the fire hall, in accordance with the Act, the Town's bylaws, and the Town's procedures.
3. Council may establish a Fire Department committee to advise Council on matters respecting the control and management of the Fire Department, with the membership and terms of reference Council determines.

PART II — PARTICIPATION IN EMERGENCY ACTIVITIES OTHER THAN FIREFIGHTING OR FIRE PREVENTION

7. Authorized Emergency Activities

1. In addition to fire fighting and fire prevention, the Fire Department may respond to and provide emergency services for the following emergencies, as authorized by Council under section 163 of the Act:
 - a. motor vehicle collisions and extrication;
 - b. medical first response, pending the arrival of ambulance or paramedic services;
 - c. water, ice and technical rescue;
 - d. hazardous materials incidents, to the extent of the fire department's training and equipment;
 - e. natural disasters and severe weather events, including flooding and storm damage; and
 - f. other emergency activities as authorized by Council.
2. Prior to responding to an Emergency Activity a member shall be trained in standard first aid and basic life support, and have completed the minimum standards for a first responder level certificate.
3. The Fire Department shall not undertake a class of Emergency Activity not listed in subsection (1) unless the Fire Department has the training, equipment and personal protective equipment necessary to undertake it safely.

4. Nothing in this section requires the Fire Department to respond to an Emergency Activity described in subsection (1) where, in the opinion of the Fire Chief or member in charge, a response would be unsafe having regard to the training, equipment or staffing available.

PART III — GENERAL

8. Legislation and Regulations

This bylaw is subject to the *Fire Protection Services Act* and any other applicable legislation or regulations.

9. Severability

If any provision of this bylaw is held to be invalid or unenforceable, that provision shall be severed and the remainder of this bylaw shall continue in full force and effect.

10. Coming into Force

This bylaw comes into force on the date of its final adoption by Council, or on such later date as Council specifies by resolution.

SIGNED AND SEALED this 29th day of September, 2020.

A. Corneli Mayor

A. Tucker Town Clerk

Town of Terra Nova
Customer Aged Summary As at 09/29/26

Total	Current	31 to 60	61 to 90	91+
-0.50	0.00	0.00	0.00	-0.50
-35.16	0.00	-35.16	0.00	0.00
347.80	8.48	8.28	0.00	331.04
-5.60	0.00	0.00	0.00	-5.60
-0.04	-0.04	0.00	0.00	0.00
359.87	8.78	8.56	0.00	342.53
975.83	0.00	23.80	23.22	928.81
-0.50	0.00	0.00	0.00	-0.50
115.00	115.00	0.00	0.00	0.00
-0.60	-0.60	0.00	0.00	0.00
66.31	0.00	22.65	22.10	21.56
-0.55	0.00	0.00	0.00	-0.55
-7.52	0.00	0.00	0.00	-7.52
50.00	0.00	0.00	0.00	50.00
-7.40	0.00	0.00	0.00	-7.40
-15.14	-15.14	0.00	0.00	0.00
-7.76	0.00	0.00	0.00	-7.76
-20.40	0.00	-20.40	0.00	0.00
115.00	115.00	0.00	0.00	0.00
-19.00	0.00	0.00	0.00	-19.00
-1.45	0.00	-1.45	0.00	0.00
50.00	0.00	0.00	0.00	50.00
782.18	19.08	18.61	10.75	733.74
115.00	115.00	0.00	0.00	0.00
230.63	5.63	225.00	0.00	0.00
-9.00	0.00	0.00	0.00	-9.00
367.72	8.97	8.75	0.00	350.00
0.16	0.00	0.00	0.00	0.16
48.93	1.19	1.16	23.58	23.00
115.00	115.00	0.00	0.00	0.00
-0.15	0.00	-0.15	0.00	0.00
579.52	14.13	13.79	0.00	551.60
50.00	50.00	0.00	0.00	0.00
11.17	0.27	10.90	0.00	0.00
-3.84	0.00	0.00	-3.84	0.00
-0.02	0.00	0.00	0.00	-0.02
305.52	7.45	7.27	0.00	290.80
50.00	0.00	0.00	50.00	0.00
115.00	0.00	0.00	0.00	115.00
0.40	0.00	0.00	0.00	0.40
50.00	0.00	0.00	0.00	50.00

-9.00	0.00	0.00	0.00	-9.00
-0.20	0.00	0.00	-0.20	0.00
845.76	20.63	20.13	0.00	805.00
-0.60	0.00	0.00	0.00	-0.60
1,000.87	24.41	23.82	0.00	952.64
406.80	9.92	9.68	0.00	387.20
3.40	0.00	0.00	0.00	3.40
9.28	9.28	0.00	0.00	0.00
0.40	0.00	0.00	0.00	0.40
-0.91	0.00	-0.91	0.00	0.00
-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
3.16	0.00	0.00	3.16	0.00
301.32	7.35	7.17	0.00	286.80
-0.30	0.00	0.00	0.00	-0.30
651.18	15.88	15.50	0.00	619.80
7,899.24	655.67	367.00	128.77	6,747.80

Town of Terra Nova
Vendor Aged Summary As at 09/29/26

Name	Total	Current	31 to 60	61 to 90	91+
Bell Aliant	122.60	122.60	-	-	-
Cecon Ltd.	5,520.00	5,520.00	-	-	-
Central Newfoundland Waste Ma...	722.30	722.30	-	-	-
Diversions Computer Centre	83.78	83.78	-	-	-
ER Heating and Refrigeration (20...	1,037.30	1,037.30	-	-	-
Feltham's Const. Ltd.	2,070.00	2,070.00	-	-	-
NF Power	1,335.85	1,335.85	-	-	-
Ralph, Kim	3,956.00	3,956.00	-	-	-
Rescue Education Consulting an...	1,725.00	1,725.00	-	-	-
Rodway's Printing & Office Suppl...	103.50	-	103.50	-	-
Sign Factory	776.25	-	776.25	-	-
Storie, Valerie	117.00	117.00	-	-	-
The Dep	31.84	-	31.84	-	-
TN Volunteer Fire Department	371.45	371.45	-	-	-
Valmin Fire Protection Ltd.	471.50	471.50	-	-	-
Total outstanding:	18,444.37	17,532.78	911.59	-	-