

**Municipality of Trinity Bay North
Special Council Meeting Minutes
Date: December 30, 2025
Location: Town Hall**

ATTENDANCE

Present:

- Mayor: Terence Stead
- Deputy Mayor: Doreen Rumbolt
- Councillors: Edmund Hogan, Albert Johnson, Harvey Pye, Kevin Russell, Pauline Stagg
- Town Clerk: Valerie Rogers
- Town Manager: Darryl Johnson

CALL TO ORDER

Mayor Stead called the meeting to order at 2:00 pm, confirming a quorum was present.

Purpose of the meeting

The primary objective of the meeting is to address and deliberate upon the following key items:

1. **Accounts Payable Invoices**
Review and approval of outstanding accounts payable invoices.
2. **Staff Travel Claims**
Examination and authorization of staff travel reimbursement claims.
3. **Reserve Funding By-Law**
Discussion regarding the Reserve Funding By-Law and any proposed amendments.
4. **2026 Tax Structure**
Consideration of the proposed tax structure for the fiscal year 2026.
5. **2026 Budget**
Evaluation and finalization of the budget for the year 2026.

1. Accounts Payable Invoices

Invoices presented for payment: \$9,172.51

Motion #2025-12-30-7332 (Pye/Rumbolt)

Resolution:

Be it resolved that the bills submitted for payment of \$9,172.51 be approved on the recommendation of the Town Clerk.

2. Staff Travel Claims

Motion #2025-12-30-7333 (Pye/Russell)

Resolution:

Be it resolved that the travel claim for the year 2025, submitted by the Town Clerk in the amount of \$117.72 is hereby approved for payment.

Voting Results:

- In Favour: 7 {Mayor Stead, Deputy Mayor Rumbolt, Councillors Hogan, Johnson, Pye, Russell and Stagg}
- Opposed 0
- **Motion Carried**

Motion #2025-12-30-7334 (Stagg/Pye)

Resolution:

Be it resolved that the travel claim for the year 2021-2025, submitted by the Assistant Town Clerk in the amount of \$103.56 is hereby approved for payment.

Voting Results:

- In Favour: 7 {Mayor Stead, Deputy Mayor Rumbolt, Councillors Hogan, Johnson, Pye, Russell and Stagg}
- Opposed 0
- **Motion Carried**

Motion #2025-12-30-7335 (Pye/Johnson)

Resolution:

Be it resolved that the travel claim for the period August 14 to November 21, 2025, submitted by the Town Manager, in the total amount of \$1,210.30 is hereby approved for payment.

Voting Results:

- In Favour: 7 {Mayor Stead, Deputy Mayor Rumbolt, Councillors Hogan, Johnson, Pye, Russell and Stagg}
- Opposed 0
- **Motion Carried**

3. Reserve By-Law

Motion #2025-12-30-7336 (Pye/Rumbolt)

Resolution:

Be it resolved that the Reserve By-Law shall be amended to allocate a total of \$115,000, distributed as follows:

- Town Building Renovations/Upgrades: \$10,500
- Wastewater Treatment Facility: \$25,000
- Vehicle/Equipment Life Cycle Management: \$20,000
- Fire Truck: \$20,000
- Fire Safety Equipment: \$10,000
- Lookout Park Upgrade Project: \$30,000

This amendment is intended to ensure the appropriate allocation of reserve funds for critical municipal infrastructure, safety, and community enhancement initiatives.

Voting Results:

- In Favour: 7 {Mayor Stead, Deputy Mayor Rumbolt, Councillors Hogan, Johnson, Pye, Russell and Stagg}
- Opposed 0

Motion Carried**4. 2026 Tax Structure**

The matter of staff year-end appreciation payments was brought forward for deliberation.

Deputy Mayor Rumbolt declared a conflict of interest as her son is employed by the town. She sat in the gallery at 3:14 p.m.

Mayor Stead recommended discontinuing the staff yearly appreciate payments of \$100 per employee and invited each councillor to provide input on the proposal. The council was evenly divided, with three councillors supporting the removal of payments and three opposing the discontinuation. Following thorough discussion, the council resolved to retain the staff appreciation payments for the current year.

Deputy Mayor Rumbolt returned to the meeting at 3:19 p.m.

Motion #2025-12-30-7337 (Rumbolt/Hogan)**Resolution:**

Be it resolved that the Town Council hereby adopts the following 2026 Tax Structure as presented by the Town Clerk.

Property & Water:

Residential Property Tax	
Assessed Value equal to or less than \$66,667.00	Base amount of \$500.00 plus 0.00001%
Assessed Value greater than \$66,667.00	0.0075 (% of assessed value) – 7.5 mils

Vacant Land Assessed Value equal to or less than \$40,000 Assessed Value greater than \$40,000	Base amount of \$300 plus 0.00001% 0.0075 (% of assessed value) – 7.5 mils
Commercial Property Tax Assessed Value equal to or less than \$38,095.00 Assessed Value greater than \$38,095.00	Base amount of \$400.00 plus 0.00001% 0.0105 (% of assessed value) – 10.5 mils
Small Structures Assessed Value equal to or less than \$2,857.00 Assessed Value greater than \$2,857.00	Base amount of \$30.00 plus 0.00001% 0.0105 (% of assessed value) – 10.5 mils
Residential Water/Sewer	\$420.00
Residential Water Only	\$312.00
Residential Sewer Only	\$400.00
Commercial Water/Sewer	\$564.00
Commercial Water Only	\$384.00
Commercial Sewer Only	\$1,800.00
Water/Sewer - Educational Institutions	\$2,580.00
Water/Sewer - Personal Care Homes (as defined by Eastern Health)	\$1,980.00
Vacant Land Accessible to Water and or Sewer	\$50.00

Business Tax Information:

Pharmaceutical & General Store Combined ♦ Professional Services ♦ Insurance Companies Assessed Value equal to or less than \$9,028.00 Assessed Value greater than \$9,028.00	Base amount of \$350.00 plus 0.00001% 0.036 (% of assessed value) – 36 mils
Construction Companies ♦ Salvage Companies ♦ Plumbing & Electrical ♦ Sawmills Assessed Value equal to or less than \$17,808.00 Assessed Value greater than \$17,808.00	Base amount of \$350.00 plus 0.00001% 0.01825 (% of assessed value) – 18.25 mils
Personal Care Homes Assessed Value equal to or less than \$70,000.00 Assessed Value greater than \$70,000.00	Base amount of \$350.00 plus 0.00001% 0.005 (% of assessed value) – 5 mils
Grocery & Hardware Stores Combined ♦ Lounges ♦ Novelty Stores Assessed Value equal to or less than \$25,926.00 Assessed Value greater than \$25,926.00	Base amount of \$350.00 plus 0.00001% 0.0135 (% of assessed value) – 13.5 mils
Service Station ♦ Gas Bar ♦ Body Shops ♦ Clothing Stores ♦ Home Furnishing Stores ♦ Restaurants ♦ Take-Outs ♦ Auto Supplies ♦ Auto Sales Assessed Value equal to or less than \$26,923.00 Assessed Value greater than \$25,926.00	Base amount of \$350.00 plus 0.00001% 0.013 (% of assessed value) – 13 mils

Convenience Stores ♦ Hair Salons ♦ Meat Cutting ♦ Daycare Facilities ♦ Flea Markets ♦ Pet Grooming Assessed Value equal to or less than \$28,000.00 Assessed Value greater than \$28,000.00	Base amount of \$350.00 plus 0.00001% 0.0125 (% of assessed value) – 12.5 mils
Funeral Homes Assessed Value equal to or less than \$11,667.00 Assessed Value greater than \$11,667.00	Base amount of \$350.00 plus 0.00001% 0.030 (% of assessed value) – 30 mils
Financial Institutions Assessed Value equal to or less than \$7,000.00 Assessed Value greater than \$7,000.00	Base amount of \$350.00 plus 0.00001% 0.050 (% of assessed value) – 50 mils
Hotels ♦ Bed & Breakfast Units ♦ Airbnb Units ♦ Storage Units Assessed Value equal to or less than \$29,167.00 Assessed Value greater than \$29,167.00	Base amount of \$350.00 plus 0.00001% 0.012 (% of assessed value) – 12 mils
Industrial Plants Assessed Value equal to or less than \$7,000.00 Assessed Value greater than \$7,000.00	Base amount of \$350.00 plus 0.00001% 0.050 (% of assessed value) – 50 mils
All Other Businesses Assessed Value equal to or less than \$29,167.00 Assessed Value greater than \$29,167.00	Base amount of \$350.00 plus 0.00001% 0.012 (% of assessed value) – 12 mils
Business with no fixed address	5% of Gross Revenue or \$500 whichever is greater
Utilities	2.5% of Gross Revenue

INTEREST: Simple interest of 2% per month will be charged on all accounts in arrears (unless a payment plan is in place).

ALL TAXES ARE DUE AND PAYABLE BY MAY 31, 2026

Voting Results:

- In Favour: 6 {Mayor Stead, Deputy Mayor Rumbolt, Councillors Hogan, Johnson, Pye and Russell}
- Opposed 1 {Councillor Stagg}

Motion Carried

5. 2026 Budget

Motion #2025-12-30-7338 (Pye/Johnson)

Resolution:

Be it resolved that the Town Council hereby adopts the 2026 Budget as presented by the Town Manager.

Voting Results:

- In Favour: 6 {Mayor Stead, Deputy Mayor Rumbolt, Councillors Hogan, Johnson, Pye and Russell}
- Opposed 1 {Councillor Stagg}

Motion Carried

ADJOURNMENT

Motion #2025-12-30-7339 (Stagg/Johnson)

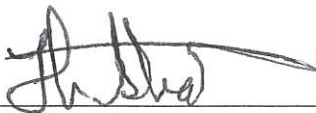
Resolution:

It was resolved that the meeting be adjourned.

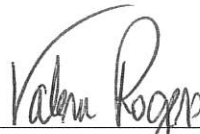
Voting Results:

- In Favour: 7 {Mayor Stead, Deputy Mayor Rumbolt, Councillors Hogan, Johnson, Pye, Russell and Stagg}
- Opposed 0
- **Motion Carried**

The meeting adjourned at 3:35 pm.



TERRY STEAD
MAYOR



VALERIE ROGERS
TOWN CLERK