

**A Regular Meeting of Council was held on December 1, at 6:32 PM at the Green Moose Interpretation Center with the following members present:**

**MAYOR:** Phyllis Randell

**DEPUTY MAYOR:**

**COUNCILLORS:** Meryl Carroll, Lynn Ellsworth, Wade Norman, Dianne Weir-Rowsell (by phone)

Also present was CAO Darrell Randell, Town Clerk Carrie Compton

**REGRETS; Councillor Rochelle Canning**

**1. CALL TO ORDER**

Mayor Phyllis Randell called the meeting to order at 6:32 pm.

**2. CONFLICT OF INTEREST**

Mayor Phyllis Randell reminded Councillors to be aware of conflict of interest, judge themselves accordingly, and vote based on principle. It is the responsibility of Town Staff to conduct the wishes of Council. Also, Councillors should be mindful of the rules of order, speak in turn, and carry on one conversation at a time. No member of council, or the public is permitted to take video, pictures, or audio recordings of the council meeting other than the town clerk if specifically requested.

**3. ADOPTION OF AGENDA**

**120125:5463 Councillor Lynn Ellsworth / Councillor Meryl Carroll**

Be it resolved to adopt the December 1<sup>st</sup> agenda as presented.

In favor: 5

Opposed: 0

Abstentions: 0

RESOLUTION CARRIED

Mayor Phyllis Randell with Councillors Meryl Carroll, Lynn Ellsworth, Wade Norman, and Dianne Weir-Rowsell were all in favor.

**(a) ADOPTION OF MINUTES**

– **Regular Meeting Nov 17, 2025**

**120125:5464 Councillor Lynn Ellsworth / Councillor Meryl Carroll**

Be it resolved to adopt the regular meeting minutes for Nov 17<sup>th</sup> as presented with attendance error corrected.

In favor: 5

Opposed: 0

Abstentions: 0

RESOLUTION CARRIED

Mayor Phyllis Randell with Councillors Meryl Carroll, Lynn Ellsworth, Wade Norman, and Dianne Weir-Rowsell were all in favor.

**(b) BUSINESS ARISING FROM MINUTES -NONE**

**5. CAO REPORT**

**– Apply for the Northern Wellness Regional Coalition Grant**

**120125:54265 Councillor Meryl Carroll / Councillor Wade Norman**

Be it resolved to apply for the Northern Wellness Regional Coalition grant for Christmas activities.

In favor: 5

Opposed: 0

Abstentions: 0

RESOLUTION CARRIED

Mayor Phyllis Randell with Councillors Meryl Carroll, Lynn Ellsworth, Wade Norman, and Dianne Weir-Rowse were all in favor.

**– Adopt 2026 Budget**

**120125:5466 Councillor Meryl Carroll / Councillor Lynn Ellsworth**

Be it resolved to approve the 2026 Budget as presented by the finance committee in the amount of \$1,156,898.

In favor: 5

Opposed: 0

Abstentions: 0

RESOLUTION CARRIED

Mayor Phyllis Randell with Councillors Meryl Carroll, Lynn Ellsworth, Wade Norman, and Dianne Weir-Rowse were all in favor.

**– Adopt 2026 Municipal Tax Structure**

**120125:5467 Councillor Lynn Ellsworth / Councillor Meryl Carroll**

Be it resolved that the town accepted the 2026 Municipal Tax Structure as presented below by the finance committee.

Town of Roddickton-Bide Arm  
--- 2026 Municipal Taxes---

The Town Council of Roddickton-Bide Arm has been designated as Property Owner for the imposition and collection of taxes, the name of the taxpayer which appears in the Assessment Roll.

In a Regular Meeting of the Roddickton-Bide Arm Town Council held on December 1, 2025, the following Tax Rates were adopted for the calendar year of 2026.

Residential Property Tax	7.95 Mils	Minimum \$ 475
Commercial Property Tax	9.75 Mils	Minimum \$ 525
Poll Tax (Annual)		\$ 300
Non-Residential Small Structure		\$ 75

**BUSINESS TAX**

Mail Order Companies	91 Mils	Minimum \$ 500
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Service Stations, Sawmills & Manufacturing Companies	45 Mils	Minimum \$ 300
Heavy Equipment Construction Companies		\$ 1500
Construction Companies		\$ 950
Fishing Companies/Entities	45 Mils	Minimum \$ 1,500
Trucking Companies		Minimum \$ 1,500
Hotels, Motels, & Accommodations	14.0 Mils	Minimum \$ 300
Senior's Complex	10.0 Mils	Minimum \$ 300
Clothing Stores	33.0 Mils	Minimum \$ 300
Grocery Stores	40 Mils	Minimum \$ 325
Pharmacies	40 Mils	Minimum \$ 325
Outfitters	\$275 if revenue is > than \$ 10,000, \$ 150 if revenue is < \$ 10,000	
Utilities & Cable Television	2.5% of revenues	
Business operating at no fixed commercial address (based on gross sales)	9.0 Mils	Minimum \$ 325
All Other Businesses	40 Mils	Minimum \$ 325

**WATER & SEWER TAX**

Water & Sewer Tax (Vacant Lot)	\$ 250
Water Tax Only (Vacant Lot)	\$ 175
<b>RESIDENTIAL</b>	
Water & Sewer – basic annual rate	\$ 450
Water Tax Only – basic annual rate	\$ 350
Senior's Cottages	\$1200
<b>COMMERCIAL</b>	
Water & Sewer – basic annual rate	\$ 575
Water Tax Only – basic annual rate	\$ 475
Educational Institution	3.5 Mils
Hospital	\$ 4000
Hotels/ Motels	\$1600
Senior's Complex	\$1200
B & B and Rental Units (1-3 units, price per unit)	\$400
B & B and Rental Units (4-10 units, price per unit)	\$380

**PERMITS**

<b>RESIDENTIAL</b>	
	0.125% of New Building Cost (min. \$ 25)
Renovations	0.125% of Renovation Cost (min. \$ 20)
<b>COMMERCIAL</b>	
	0.150% of New Building Cost (min. \$ 35)
Renovations	0.150% of Renovation Cost (min. \$ 25)
Demolitions	\$ 25

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Quarry	\$300
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Anyone who does not acquire a permit before beginning work will be charged an additional \$25.

**VENDOR PERMITS**

Direct Sellers License..... \$ 100/calendar year

**COMPLIANCE LETTERS/TAX CERTIFICATES**

Compliance Letters	\$50
Tax Certificates	\$50

**MISCELLANEOUS**

Sewer Connection (Materials and Asphalt etc. extra cost)	\$600
Water Connection (Materials and Asphalt etc. extra cost)	\$400
Water & Sewer Connection (Materials and Asphalt etc. extra cost)	\$1000
NSF Cheques	\$50

**RE-HOOK UP FEE**

Water Service ..... \$ 100

All taxes are due when rendered.

However, the following discounts will apply for timely payment:

A 10% discount will be given on all 2026 **residential, commercial, and business taxes** that are paid in full by April 30, 2026.

Please Note: Discounts are not available when paying by VISA or MasterCard.

**ALL 2026 TAXES ARE OVERDUE AS OF JULY 1<sup>st</sup>, 2026.**

Interest at the rate of 12% per annum (ie.1% per month) is being charged monthly on all arrears (ie. 2026 and earlier unpaid taxes). Interest on all unpaid 2026 taxes will begin on December 31<sup>st</sup>, 2026.

RESOLUTION CARRIED

Mayor Phyllis Randell with Councillors Meryl Carroll, Lynn Ellsworth, Wade Norman, and Dianne Weir-Rowell were all in favor.

– **Personnel Policy Manual Amendment 3.1**

**120125:5468 Councillor Meryl Carroll / Councillor Lynn Ellsworth**

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Be resolved to amend Section 3.1 in the Personnel Policy Manual regarding paid holidays to add “St. Patrick’s Day and Orangeman’s Day”.

In favor: 5

Opposed: 0

Abstentions: 0

RESOLUTION CARRIED

Mayor Phyllis Randell, with Councillors Meryl Carroll, Lynn Ellsworth, Wade Norman, and Dianne Weir-RowSELL were all in favor.

**6. (a) Finance /Human Resources**

– **Invoices**

**120125:5469 Councillor Lynn Ellsworth / Councillor Meryl Carroll**

Be it resolved to pay the invoices in the amount of \$17,630.58 as recommended by the finance committee.

In favor: 5

Opposed: 0

Abstentions: 0

RESOLUTION CARRIED

Mayor Phyllis Randell, with Councillors Meryl Carroll, Lynn Ellsworth, Wade Norman, and Dianne Weir-RowSELL were all in favor.

– **Recurring**

**120125:5470 Councillor Lynn Ellsworth/ Councillor Meryl Carroll**

Be it resolved to pay the recurring invoices in the amount of \$13,654.18 as recommended by the finance committee.

In favor: 5

Opposed: 0

Abstentions: 0

RESOLUTION CARRIED

Mayor Phyllis Randell, with Councillors Meryl Carroll, Lynn Ellsworth, Wade Norman, and Dianne Weir-RowSELL were all in favor.

Councillor Lynn Ellsworth declared conflict at 7:17pm. She is family of the vendor.

– **CKC Construction Invoice**

**120125:5471 Councillor Meryl Carroll / Councillor Dianne Weir-RowSELL**

Be it resolved to pay cheque #21590 in the amount of \$1109.75.

In favor: 4

Opposed: 0

Abstentions: 0

RESOLUTION CARRIED

Mayor Phyllis Randell with Councillors Meryl Carroll, Wade Norman, and Dianne Weir-RowSELL were all in favor.



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**9. Other Items**

- The Christmas Community Breakfast is scheduled for December 11<sup>th</sup> from 8:00-10:00 am.
- Memory Tree Service is scheduled for December 13<sup>th</sup> at 6:00 pm.
- Santa Clause Parade is scheduled for December 20<sup>th</sup> at 2:00 pm.
- Mini Hydo will be added to the Northern Peninsula East Joint Council agenda

**1. Great Northern Peninsula Joint Council - NONE**

**2. Northern Peninsula East Joint Council**

- Meeting scheduled for December 4<sup>th</sup>.

**3. Great Northern Chamber of Commerce**

- A Christmas luncheon is scheduled for December 11<sup>th</sup>.

Next meeting is scheduled tentatively for January 13, 2026.

**11. ADJOURNMENT**

**120125:5474 Councillor Meryl Carroll / Councillor Wade Norman**

Be it resolved to adjourn the meeting at 7:39 pm.

In favor: 5

Opposed: 0

Abstentions: 0

RESOLUTION CARRIED

Mayor Phyllis Randell with Councillors Meryl Carroll, Lynn Ellsworth, Wade Norman, and Dianne Weir-Rowse were all in favor.

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Town Clerk Carrie Compton

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Mayor Phyllis Randell