

Town of Victoria: 2026 Administrator's Decisions

Date	Directive	Rational	Administrator's Decisions
03-Mar-26	029-2026	<p>HUMAN RESOURCES: Normal payroll responsibility, the hours of work are confirmed by the appropriate staff.</p>	<p>Directive: I authorize payroll for the period of February 1, 2025, February 28 2026.</p>
03-Mar-26	030-2026	<p>Audit 2024: Approving the Town of Victoria's 2024 draft audit is important because it shows that the town's financial records for the year are accurate and complete. The audit was finished on time and meets all requirements under the Towns and Local Service Districts Act, which requires every town to complete an annual audit and submit it to the Department of Municipal and Community Affairs.</p> <p>If an audit is not approved or submitted, it can delay provincial funding, create concerns about how money is being managed, and cause confusion for council, staff, and residents.</p> <p>Posting the audit and the Manager's Letter on the town's website helps keep things financial matters open. It gives residents a clear view of how the town uses public funds and supports trust in the town's financial practices.</p> <p>By reviewing, approving, submitting, and posting the 2024 audit, on time and in compliance with the Act, the Town of Victoria meets its legislatively obligations and shows strong financial management.</p>	<p>Directive: As required under the Towns and Local Service Districts Act, I hereby approve the Town of Victoria's 2024 draft annual audit.</p> <p>The Town Clerk Manager is directed to:</p> <ol style="list-style-type: none"> 1. Submit the following approved 2024 drafts to the Department of Municipal and Community Affairs: <ul style="list-style-type: none"> • Consolidated Financial Statements, year ended Dec. 31, 2024, • Annual Expenditure Report, Dec. 31, 2024. 2. Submit the Tax Receivable Summary, year ended Dec. 31, 2024. 3. Submit the signed draft consolidated financial statements for the year ending December 31, 2024, to the Town's auditor, Beacon Consulting. <p>As there are no adjustments required, once the final audit package has been returned, the Town Clerk Manager will:</p> <ol style="list-style-type: none"> 1. Post the full audit on the Town of Victoria's official website; 2. Post the Town Management Letter that accompanies the audit; 3. Ensure the audit is stored and made available as part of the Town's public records; and 4. Submit the final signed audit package to Municipal and Community Affairs.

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03-Mar-26	031-2026	<p>PUBLIC MEETING: That the Town Clerk Manager schedule a public meeting and direct the Town Clerk Manager to prepare an agenda for the session. The Town Clerk Manager shall consult with all departments, including Public Works, Fire Department, and Administration to confirm a date that accommodates their availability and ensures representation from each department.</p> <p>Key topics:</p> <ul style="list-style-type: none"> - Public Works and capital works updates - Town's overall financial position, cash flow status, reserve funds, arrears and debt levels, etc. - Water and sewer operations, etc. - Overview of Emergency Services in 2025 - By-Laws and Policy Updates - etc. 	<p>Directive: Schedule Public Meeting and Prepare Agenda, target time is mid-late March 2026.</p>
27-Feb-26	032-2026	<p>BY-LAW: The decision to direct the Town Clerk Manager to prepare a draft by-law respecting the demolition or repair of nuisance or unsafe buildings is based on the need to protect public health, safety, and welfare. Unsafe or nuisance structures pose significant risks to residents and property, and a formal by-law provides a clear legal framework for addressing these issues.</p> <p>Consulting with nearby communities ensures the Town benefits from best practices and lessons learned in similar jurisdictions. Seeking a legal opinion guarantees that the draft by-law complies with provincial legislation and minimizes legal risk.</p> <p>Presenting the draft to Council for consideration allows elected officials to review and provide input before moving forward. Following Council's review, the public will have an opportunity to provide feedback, ensuring transparency and community engagement before a final decision is made.</p>	<p>Directive: The Town Clerk Manager is directed to prepare a draft by-law respecting the demolition or repair of nuisance or unsafe buildings. Staff will consult with nearby communities to identify best practices and seek a legal opinion to ensure compliance with applicable legislation.</p> <p>The draft by-law, along with feedback and legal review, will be presented at a future meeting with recommendations from the Town Clerk Manager. Following this action, an additional directive will be required to provide the public with an opportunity to offer feedback before a final decision can be considered.</p> <p>A draft by-law should be provided by March 16, 2026.</p>

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03-Mar-26	033-2026	<p>POLICY: Section 109 of the Urban and Rural Planning Act authorizes Council to delegate its planning and permitting powers, but clear policies are required to ensure consistent, and transparent decision-making. Establishing formal delegation for refusals, discretionary uses, variances, and non-conforming uses will:</p> <ul style="list-style-type: none"> - Prevent decision-making delay and ensure procedural fairness; - Reduce Council's direct workload while maintaining robust oversight; - Align legal authority with administrative practice; <p>Benchmarking with neighbouring communities will identify practical standards, support best practices.</p> <p>An example of Conception Bay South's Delegation Authority Policy can be found here: https://www.conceptionbaysouth.ca/mdocs-posts/066-delegation-of-planning-authority.</p>	<p>Directive: Town Clerk Manager to review the Town's permit delegation authority as set out in Section 109 of the Urban and Rural Planning Act.</p> <p>The review shall specifically address the delegation framework and decision-making processes related to:</p> <ul style="list-style-type: none"> - Development refusals; - Discretionary use applications; - Discretionary decisions made by Council under Regulation 11; - Variances; - Non-conforming uses under Section 108; <p>The Town Clerk Manager shall benchmark the delegation practices against those of neighboring municipalities and, where appropriate, develop or update the town policy.</p> <p>Target completion: March 25, 2026.</p>
Town Clerk/Manager			2026-Mar-03
Appointed Administrator			2026-Mar-03