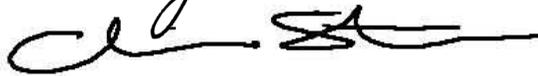


Town of Victoria: 2026 Administrator's Decisions

Date	Directive	Rational	Administrator's Decisions
18-Mar-26	037-2026	<p>By-Law: The decision to prepare a draft by-law respecting culverts, ditching, berms, and surface drainage is based on the need to protect public infrastructure, reduce flooding risks, and ensure proper water flow throughout the community. Changes to drainage—such as installing a culvert, altering a ditch, modifying a berm, or regrading land—can significantly affect nearby properties and roadways. A formal by-law provides a clear and consistent framework for managing these activities.</p> <p>This by-law sets clear rules helps prevent issues before they occur. Seeking legal review helps ensure the by-law aligns with provincial legislation, town plan and minimizes legal or administrative risk.</p> <p>Presenting the draft provides town officials with the opportunity to provide feedback and guidance. Once the draft, the public will have an opportunity to comment, ensuring transparency, fairness, and community involvement before a final decision is made.</p>	<p>Directive: The Town Clerk/Manager is directed to review the draft by-law respecting culverts, ditching, berms, and surface drainage to ensure accuracy, clarity, and alignment with current Town practices and permitting processes.</p> <p>Following this internal review, the Town Clerk/Manager shall refer the draft by-law to the Town's legal counsel for a formal legal review. This review will confirm compliance with the Towns and Local Service Districts Act, related provincial legislation, and any applicable municipal standards.</p> <p>Upon completion of the legal review, the Town Clerk/Manager will return the finalized draft to the Director for placement on a Council agenda for consideration.</p>
18-Mar-26	038-2026	<p>2026 Tax Structure Revisions: It was identified that the 2026 Tax Structure did not include permit requirements for the subdivision of residential and commercial land, as required under the Town of Victoria's adopted Town Plan and Development Regulations, specifically Regulation 79 – Permit Required, which states: "No land in the Planning Area shall be subdivided unless a permit for the development of the subdivision is first obtained from the Town."</p> <p>Additionally, the 2026 Tax Structure did not address permit requirements or associated fees for ditches, drains, berms, or culverts. The revisions will incorporate these permit requirements and establish the corresponding costs, ensuring full compliance with the Town Plan and providing clarity for developers and property owners.</p>	<p>Directive – 2026 Tax Structure Revisions</p> <p>The Town Clerk/Manager is directed to revise the Town of Victoria's 2026 Tax Structure as follows:</p> <ol style="list-style-type: none"> 1. Under both Residential Permits and Commercial Permits, include a permit titled "Subdividing of Land", with the cost of each permit set at \$25.00. 2. The Town Clerk/Manager is directed to include, under Other Permits/Fees, a description for Ditches, Drains, Berms, or Culverts. The cost for this permit shall be \$25.00, with a six-month expiry period. 3. The Town Clerk/Manager is further directed to forward the revised 2026 Tax Structure to the Department of Municipal and Community Affairs on or before Tuesday, March 31, 2026.
18-Mar-26	039-2026	<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 March 8, 2026, to March 14, 2026.</p>
Town Clerk/Manager			18-Mar-26
Appointed Administrator			18-Mar-26