

Town of Victoria: 2026 Administrator's Decisions

Date	Directive	Rational	Administrator's Decisions
02-Apr-26	063-2026	<p>Fire Department: This directive authorizes the Fire Department to proceed with servicing and maintenance of the Town's Breathing Air Compressor to ensure ongoing compliance with the CSA Z180 Standard and to support firefighter safety and operational readiness.</p>	<p>Directive:</p> <ol style="list-style-type: none"> 1. The Fire Department is authorized to arrange servicing of the Breathing Air Compressor, provided that each service is: <ul style="list-style-type: none"> - Approved by the Fire Chief prior to work being performed, - All request for quotes must be in writing, and - Forwarded to the Town Office for payment following completion. 2. This authorization applies up to a cumulative maximum expenditure of four thousand dollars (\$4,000.00) for the period ending December 31, 2026. All payments must be signed by the Town Clerk/Manager and an authorized councillor. 3. Once the cumulative total reaches four thousand dollars (\$4,000.00), Council approval will be required for any additional servicing or related expenditures. 4. All servicing and maintenance must conform to the requirements of the CSA Z180 Standard for breathing air compressor systems. 5. The purchase of services under this directive is subject to a standing offer process, whereby quotes are to be obtained from up to three (3) qualified companies, where available, in accordance with the Town's procurement policies.


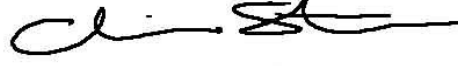
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Date	Directive	Rational	Administrator's Decisions
02-Apr-26	064-2026	<p>Purchasing: This directive establishes authorization, controls, and best practices for the purchase of fuel required for the operation of Town services, including municipal administration, public works operations, and fire protection services.</p>	<p>Directive:</p> <ol style="list-style-type: none"> 1. The following individuals are authorized to purchase fuel on behalf of the Town for official business purposes: <ul style="list-style-type: none"> - The Town Clerk/Manager - Public Works staff - Authorized members of the Fire Department, as designated by the Fire Chief 2. Diesel fuel for Town operations and equipment shall be obtained at the Town Yard. All paperwork must be completed and recorded to ensure adequate supply. 3. Regular gasoline for Town operations and vehicles shall be obtained from local gas stations within the Town. 4. If the Town Yard is unavailable, diesel fuel may be purchased from local gas stations within the Town to ensure continuity of operations. 5. As a matter of best practice, fuel purchases made at local gas stations should be alternated where possible among suppliers within the Town's boundaries, provided that pricing, availability, and operational needs allow. 6. The Fire Chief is responsible for maintaining a current list of authorized Fire Department members permitted to make fuel purchases under this directive. This list must be provided to the Town Office and will be used to reconcile authorized signatures against all fuel purchase invoices submitted for payment. 7. All fuel purchases must be supported by appropriate documentation and are subject to the Town's financial controls, audit requirements, and procurement policies.

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Date	Directive	Rational	Administrator's Decisions
02-Apr-26	065-2026	<p>Fire Department: This directive authorizes limited expenditures to support the hosting of a Fire Hall Ball and establishes financial controls to ensure accountability and compliance with Town policies.</p>	<p>Directive:</p> <ol style="list-style-type: none"> 1. The Town authorizes funding to support costs associated with the Fire Hall Ball on April 18, including food, a DJ, and other miscellaneous event-related items necessary for the delivery of the event. 2. No alcohol shall be purchased using Town funds or under the authority of this directive. 3. Total funding approved under this directive shall not exceed one thousand five hundred dollars (\$1,500.00). 4. All receipts must be submitted to the Town Clerk/Manager for review, verification, and record keeping prior to reimbursement or payment. 5. All expenditures must be reasonable, directly related to the Fire Hall Ball, and supported by original itemized receipts. 6. No expenditures in excess of the approved amount of one thousand five hundred dollars (\$1,500.00) shall be incurred without prior Council approval.

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Date	Directive	Rational	Administrator's Decisions
02-Apr-26	066-2026	<p>Fire Department: This directive authorizes the Fire Department to proceed with the inspection, servicing, testing, and maintenance of the Town's Breathing Apparatus to ensure compliance with applicable safety standards and to maintain operational readiness. Authorized expenditures may include, but are not limited to, flow testing of Dräger harnesses, battery replacements, component inspections, cascade cylinders, calibration, and other routine servicing required to keep breathing apparatus in safe working condition.</p>	<p>Directive:</p> <ol style="list-style-type: none"> 1. The Fire Department is authorized to request three (3) written quotes for the supply of ten (10) new fire pagers. 2. The pagers must be equal to or similar to the Motorola Minitor 6 or Minitor 7, or an equivalent model, and must be capable of being programmed to the Fire Department's operating frequency. 3. All requested quotes and all quotes received must be provided in writing. 4. Each quote must confirm that the pagers: <ul style="list-style-type: none"> - Are compatible with the Fire Department's dispatch and alerting systems - Can be programmed to the required operational frequency - Are suitable for emergency response use 5. Once all quotes are received, they shall be submitted to Council for review and approval prior to any purchase being made. 6. No commitment, order, or payment shall be completed unless and until Council approval has been granted.
<p style="text-align: center;">Town Clerk/Clerk/Manager: Shelly Butt</p>			<p style="text-align: center;">April 2, 2026</p>
<p style="text-align: center;">Appointed Administrator: Christopher Stamp</p>			<p style="text-align: center;">02-Apr-26</p>