MINUTES
LOCATION: Town Hall
DATE: Monday, May 25, 2026, 7:00 p.m.
Ratified June 2, 2026

In Attendance:

Councillor Sharon Penney
Councillor David Doran
Councillor Lynnette Ross
Councillor Lisa Snook
Councillor Kelly Loch
Councillor Wade Baldwin
Councillor Irene Stevenson
TCM Shelly Butt

CALL MEETING TO ORDER / WELCOME

The Town Clerk Manager welcomed everyone to the meeting and provided a brief overview of the expected protocols, procedures, and anticipated outcomes for the first meeting of the newly elected Council and members of the public in attendance.

TOWN CLERK MANAGER, (TCM):

The TCM acknowledged the previous Council and noted that the Minister's decision of December 17, 2025, was made in the best interests of the Town. Appreciation was expressed to appointed Town Administrator Christopher Stamp for his guidance and support during his administration from December 18, 2025, to May 22, 2026. It was also noted that the Department of Municipal and Community Affairs conducted the Special By-Election at no cost to taxpayers, with a voter turnout of 59.4%. The TCM reflected on the challenges faced by the Town since mid-2025 and encouraged newly elected officials to work together and continue moving the Town forward in compliance with applicable legislation and procedures.

Swearing-In of new Council.

The TCM provided a brief explanation regarding the absence of a public swearing-in ceremony, noting that due to scheduling challenges and the availability of newly elected officials, swearing-in arrangements were completed in a manner that ensured compliance with the prescribed legislative timeline under Section 10 of the Municipal Elections Act. Following this update, the meeting proceeded to the election of the Mayor and Deputy Mayor.

ELECTIONS: Mayor and Deputy Mayor's Position.

The TCM explained that the election of the Mayor and Deputy Mayor would be conducted in accordance with Section 28 of the Towns and Local Service Districts Act by secret ballot during a public meeting of Council.

TCM first call for Nominations for the position of Mayor
Nominator: C/Loch nominated C/Penney
Seconder: C/Doran
Accepted: C/Penney accepted.

Second Call For Nominations for the position of Mayor
Nominator: C/Penney nominated C/Loch
Seconder: C/Stevenson
Accepted: C/Loch accepted.

Third Call For Nominations for the position of Mayor; no further nominations proposed, nominations ceased. One ballot given to each of the seven Councillors.
TCM opened and counted the ballots in the public meeting, with Sharon Penney elected as Mayor.

TCM called for Nominations for the position of Deputy Mayor
Nominator: C/Ross nominated C/Snook
Seconder: C/Stevenson
Accepted: C/Snook accepted.

Second call for nominations for the position of Deputy Mayor
Nominator: Mayor Penney nominated C/Loch
Seconder: C/Doran
Accepted: CLoch accepted

Third call for nominations for the position of Deputy Mayor
Nominated: C/Doran nominated C/Ross
Seconder: C/Baldwin
Accepted: C/Ross accepted

One ballot was given to each of the seven Councillors.
Tied vote result between – C/Loch and C/Ross. C/Snook withdrew her candidacy for the Deputy Mayor's position.

Second vote: one ballot was distributed to each of the seven councillors. The TCM opened and counted the ballots in a public meeting, resulting in Kelly Loch being elected Deputy Mayor.

APPROVAL OF AGENDA May 25, 2026 No Additions or Deletions
Motion 2026-094 Snook/Stevenson
Resolved to adopt the agenda for the Regular Council Meeting of May 25, 2026.
Favour 7; Opposed 0; Carried

FINANCIAL SIGNING AUTHORITY
Motion 2026-095 Snook/Doran
Resolved that Mayor Sharon Penney and Deputy Mayor Kelly Loch be added to all bank accounts under the control of the Town of Victoria for the purpose of signing authority.
Favour 7; Opposed 0; Carried

TRAINING OPPORTUNITIES
The TCM advised that mandatory training module opportunities are available both this week and throughout June 2026. It was further noted that the Department of Municipal and Community Affairs (MACA) will be providing an in-person delivery of all five modules and reiterated that councillors have six months to complete the required training in compliance with the Municipal Conduct Act.

COUNCIL COMMITTEE STRUCTURE 2026-2029
The TCM provided a brief overview of the current Council committee structure and encouraged councillors to review the information once circulated and bring forward their expressions of interest at the next Council meeting.

BY-LAWS UPDATE

- Fire Ban and Fireworks By-Law, Approved. Will be reviewed by the Council.
- Rules of Procedure By-Law, Approved. Will be reviewed by the Council.
- Arrears By-Law, Draft Published. Will be reviewed by the Council.

POLICY DEVELOPMENT UPDATES
- Municipal Code of Conduct – Councillors, Approved. Will be reviewed by the Council.
- Councillors & Municipal Officials Remuneration & Expense Reimbursement Policy, Draft Published. Will be reviewed by the Council.
- Social Media Policy, Under Review.
- Delegation of Spending Authority Policy, Under Review.

DISCLOSURE STATEMENTS (DS)
The TCM provided a general overview of the purpose of Disclosure Statements and the review process in compliance with Section 4 of the Municipal Conduct Act. It was duly noted that all councillors had completed their Disclosure Statements, and Council agreed to defer review of the statements to a future closed meeting.

DATE OF NEXT MEETING: June 2, 2026

ADJOURNMENT
Motion 2026-096 Doran/Baldwin
Resolved that public meeting of the Council adjourn at 8:17 p.m. **Favour 7; Opposed 0; Carried**

Signed:
Sharon Penney
Mayor

Signed:
Shelly Butt
Town Clerk/Manager