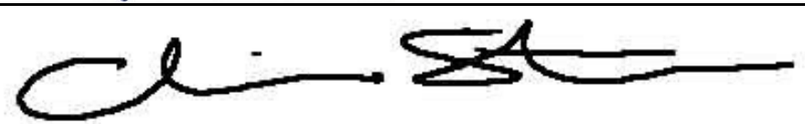
Town of Victoria: 2026 Administrator's Decisions

Date	Directive	Rational	Administrator's Decisions
13-May-26	087-2026	**Fire Department:** Three (3) quotes were obtained for the purchase of three (3) sets of Bunker Gear (PPA). The Town is committed to following the requirements of the Public Procurement Act process. This decision is separate from the March directive requesting funding under the provincial equipment program.	**DIRECTIVE:** The Town Mananger to proceed with the purchase of three (3) sets of Fire Department bunker gear (Personal Protective Apparel – PPE) in full compliance with the requirements of the Public Procurement Act. The successful bidder was Brogan Fire and Safety for $13,800.
13-May-26	088-2026	**Public Works**: This directive authorizes the replacement of the Town's 2014 Dodge Ram 5500 Series Truck with one (1) new 2025 or newer five-ton class, single cab, 4x4 truck. Since its purchase in 2014, the vehicle has experienced increasing repair and maintenance costs due to age, wear, and operational demands. Continued investment in repairs is no longer considered cost-effective or sustainable. The Public Works Department has identified that a heavy-duty replacement is operationally required to safely and effectively carry a sander and the significant weight of ice-control materials. This capability is essential to maintain reliable winter road maintenance and public safety. A lighter or lower-capacity vehicle would not meet operational requirements. Funding for this replacement was anticipated and approved as part of the Town's 2026 Municipal Budget, ensuring the purchase is both planned and financially supported.	**DIRECTIVE:** The Town Manager is authorized to proceed with the replacement of the 2014 Dodge Ram 5500 Series Truck with one (1) new 2025 or newer five-ton class, full-size single cab 4x4 truck, as identified in the Town's approved 2026 Municipal Budget; and That the procurement process be conducted in full compliance with the requirements of the Public Procurement Act, utilizing an open call process to be posted on the MERX platform and other appropriate public channels, including social media; and That the existing 2014 truck be declared surplus and sold, in accordance with the **Towns and Local Service Districts Act** upon delivery of the new vehicle.
13-May-26	089-2026	**Accounts Payables:** The approval of accounts payable for the period of March 28, 2026 to May 13, 2026 is required to ensure the Town meets its financial obligations in a timely and responsible manner. These expenditures reflect routine operational and capital costs necessary to maintain ongoing municipal services and infrastructure. The listed payments include essential services such as sewage blockage response, monthly recurring expenses, street lighting, fire department equipment and maintenance, legal and auditing services, office supplies, engineering and project costs associated with King's Bridge Road, fuel, travel, and training registrations. These costs are consistent with the Town's approved budget and operational requirements. Tabling the Accounts Payable listing as part of this directive supports transparency and accountability, ensuring compliance with Section 50 of the **Towns and Local Service Districts Act**, which requires financial records to be available for review. Approval of these payments ensures continuity of municipal operations and demonstrates sound financial governance.	**DIRECTIVE:** Resolved to pay the account payables as presented totalling $113,083.52

Town of Victoria: 2026 Administrator's Decisions

Date	Directive	Rational	Administrator's Decisions
13-May-26	090-2026	**Pay Roll Related Expenses and Travel Reimbursement:** Payroll-related expenses for the Period for May 3, 2026, to May 9, 2026.	**DIRECTIVE:** Authorize the payroll for the period of May 3, 2026, to May 9, 2026 totalling: 7,697.44
13-May-26	091-2026	**RECREATIION:** The Victoria Recreation Program requires financial support to hire a summer employee for the 2026 children's camp due to a missed SEPS grant deadline. This position is necessary to maintain safe supervision levels and deliver quality programming for local children. The total funding request is $7,974.20, broken down as follows: Gross Wages (10 weeks @ 40 hrs/week @ $17.35/hr): $6,940.00 Mandatory Employment Costs (vacation pay, CPP, EI, WCB): $884.20 CPR/First Aid Certification: $150.00 Providing this support will ensure program continuity, uphold safety standards, and create a local employment opportunity.	**DIRECTIVE:** The Town Manager to allocate funding in the amount of $7,974.20 to the Victoria Recreation Program for the 2026 summer season to support the hiring of one (1) summer employee for the children's camp program; and That Administration coordinate the disbursement of funds and ensure appropriate financial tracking and reporting related to this expenditure.
13-May-26	092-2026	**Public Works**: The Town's collective agreement requires that Public Works staff be provided with appropriate protective footwear, including rubber boots, to safely perform duties in varying weather conditions. Supplying CSA-approved footwear is necessary to meet occupational health and safety obligations and ensure staff are properly equipped. Quotes were obtained from three (3) suppliers for four (4) pairs of Baffin Industrial Ice Bear CSA-approved rubber boots. The lowest quote of $1,149.77 (HST included) was received from Avalon Industrial Marine Ltd., Carbonear. With an expected lifespan of approximately three (3) years, this purchase represents a necessary and reasonable investment in employee safety and compliance with the Town's collective agreement.	**DIRECTIVE:** Approval to purchase of four (4) pairs of Baffin Industrial Ice Bear CSA-approved rubber boots for Public Works staff, as required under the Town's collective agreement, from Avalon Industrial Marine Ltd., Carbonear, at a total cost of $1,149.77 (HST included).

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Date	Directive	Rational	Administrator's Decisions
13-May-26	093-2026	**POLICY:** The existing Councillor and Municipal Officials Reimbursement Policy is outdated and no longer reflective of current travel and expense practices. Updating the policy ensures that reimbursement rates and eligible expenses align with modern standards while promoting fairness, consistency, and transparency in the administration of public funds. In addition, this policy reflects reimbursements for municipal officials who are authorized to travel. The revised policy provides clearer guidance for Councillors and Administration, reducing ambiguity and improving accountability. It has been developed in accordance with applicable legislation and does not supersede the **Towns and Local Service District Act** or its **Regulations**. This is a draft policy and will be posted on the Town's website. **However, meal allowances and standard mileage rates will apply to future approved travel unless otherwise directed by Council or specifically approved under the new policy**. Adopting a modernized policy supports effective governance practices, while allowing flexibility for future Councils to review and amend the policy as needed. Public posting of the policy further enhances transparency and accessibility for residents.	**DIRECTIVE:** That the Town Manager post the draft COUNCILLORS AND MUNICIPAL OFFICIALS REMUNERATION AND EXPENSE REIMBURSEMENT POLICY on the Town's official website for public access and transparency; and That it be noted the policy is in its final stages of development, with formal approval to be provided by the new Council; and That, in the interim, the identified meal allowances and standard mileage rates outlined in the draft policy shall apply to approved travel, unless otherwise directed by Council or specifically approved under the new policy.
Town Clerk/Manager: Shelly Butt			13-May-26
Appointed Administrator: Christopher Stamp			13-May-26