MINUTES
LOCATION: Town Hall
DATE: Friday, February 6, 2026, 1:00 p.m.

CALL MEETING TO ORDER / WELCOME
The Town Administrator called the Public Meeting to order at 1:00 p.m. and welcomed all attendees. An acknowledgement was made in memory of the late Mr. Frank Antle, recognizing his accomplishments, his lifetime of volunteer service, and his advocacy for individuals with disabilities.

APPROVAL OF AGENDA February 6, 2026
Directive 013-2026
Be it resolved the meeting agenda was approved as submitted. **Approved - Appointed Administrator**

ELECTION UPDATE
The administrator stated that a new election takes about six weeks. Once by-laws are established and policies updated for the next Council, unless otherwise advised by the Minister, the Administrator he will inform the Minister of Municipal and Community Affairs when everything is ready.

TOWN CLERK/MANAGER REPORTS & UPDATES
The TCM presented incurred expenditures and the regular payroll for January 25–31, 2026 for approval.

- Bills totaling $125,583.69 and payroll for January 25–31, 2026, in the amount of $7,706.97.
  Directive 014-2026
  Resolved to approve the Accounts Payable invoices totaling $125,583.69 and resolved to approve the Regular Payroll for January 25–31, 2026 for $7,706.97. **Approved - Appointed Administrator**

- The Draft Municipal Consolidated Financial Statements, (MCFS), for December 31, 2024, will be reviewed with the Auditor before approval. Town Administrator advised the town is financially stable with no concerns.

- Drafts: Tax Receivable Summary & Annual Expenditure Report to December 31, 2024. This is part of the annual auditing process and will be reviewed along with the MCFS.

- Town Clerk/Manager's Action Report (Nov. 24/'25 - Feb. 5/'26) was presented for consideration of approval.
  Directive 015-2026
  Resolved to accept the Town Clerk/Manager's Action Report Nov. 23/'25 – Feb. 5/'26 as presented
  Approved - Appointed Administrator

- Training update. The Town Clerk/Manager reported ongoing participation in the Municipal and Community Affairs Mandatory Training program, noting completion of Module 2 – *Council Meetings & Procedures of Council* and Module 3 – *Conflict of Interest*.

- The Permit Registry reported two permits were issued: Permit No. 907, (deck replacement/wheelchair accessibility), and Permit No. 908, (interior renovations, windows, doors, and shingles). Both applications in compliance with the Town's Development Plan and Regulations and submitted for final approval.
  Directive 016-2026
  Resolved to approve Permit #907 and #908, pending work/business is conducted/completed in compliance with details of the application/permit, the Town of Victoria's Municipal Plan & Development Regulations and any other applicable policies, regulations, or stipulations. **Approved - Appointed Administrator**

- A status update regarding the New Town Clerk Position: The creation of a full-time role is being considered, and the specifics of the job description are currently under review.

TOWN WORKING FOREMAN'S REPORT & UPDATES

- Public Works Report (Nov. 23/'25 – Feb. 5/'26). Noted: The Working Foreman identified areas of excessive water runoff impacting the Provincial Highway (Main Highway Ridge area) and municipal roads (Old Track Road), noting that flood prevention measures may be required.

- Capital Works Project Updates, re: Main Hwy W/S/Rd Upgrading 17-GI-25-00072, Water Flow Meter #17-MYCW-25-00070 and the King's Rd Bridge Replacement, #17-MYCW-25-00071.
  Directive 017-2026
  Resolved to accept the Public Works Report for Nov. 23/'25 – Feb. 5/'26 as presented.
  Approved - Appointed Administrator

PUBLIC SAFETY AND PROTECTIVE SERVICES

A sincere thank-you was extended to the Town Appointed Administrator for his hard work to date.

- 2025 Fire Department activity overview of response to Fire and Emergency calls in 2025, Response to calls outside of Victoria will be answered however, Victoria will always be protection first without question.
- Membership & Other Item: there are currently 26 current members, the maximum number can reach 35 and the department is currently on a membership drive.
- Due to new information identifying certain materials in existing bunker gear as potential cancer-causing agents, the current gear will need to be replaced. The cost of new compliant gear that may meet safety standards but is approximately double the cost of previous equipment.
- Emergency Management Plan. Currently under review and revision, working with TM/WF/VVFD. Wood cutting boundaries is under review, working with Forestry with fire protection.
- Rescue Vehicle (247): Funds are included in the 2026 budget; specifications are currently being developed.
- Training: Chief & Deputy Chief availing of Mandatory Council Training, to get a better understanding of the roles and responsibilities of Council verses Staff and Dept. Heads. Continuing with weekly training of members, i.e.: cold water rescue. First Aid Course, re: firefighter level standard and doing Incident Command System, (ICS).
- Continuing with regular vehicle inspection.
  Communication between the Fire Department, Public Works, and Administration during the recent winter storm proved beneficial for all personnel on alert.

2026 BUDGET & TAX STRUCTURE

- Tabled Budget Correspondence. Had 2 Public Engagement Session Sat. Jan 31, 2026. Administrator gave an overview of the draft 2026 Budget, citing appreciated from the community's engagement.

- 2026 Municipal Budget – Town Administrator publicly reviewed the drafted budget.
  Directive 018-2026
  Resolved, the 2026 Municipal Budget be approved as presented**.** **Approved - Appointed Administrator**

  It was noted under Section 6.0 – Recreation and Cultural Services, specifically Item 6.2.2 Parks, Playgrounds, Trails, etc., that there is a need for an Advisory Committee to provide input on trail development. The Administrator expressed hope that a future Council will consider and follow through with this initiative.

- 2026 Town Tax Structure.
  Directive 019-2026
  Resolved, the 2026 Town Tax Structure be approved as presented**.** **Approved - Appointed Administrator**

COMMUNICATIONS AND ENGAGEMENT

Old Track Road East – Guardrail:
Update regarding Directive 011-2026, This matter remains under review as the Town is seeking input from nearby property owners on whether the guardrail should remain in place, be removed, or be modified. Any decision will need to comply with applicable Provincial regulations and requirements, including those of the Department of Transportation and Infrastructure, the RCMP, and other relevant stakeholders. Letters have been mailed to adjacent property owners requesting their feedback.

CORRESPONDENCE / ITEMS REQUIRING ACTION

- Environment and Conversation Water Testing; confirmed satisfactory.
- Building Application – New Dwelling, #211 Old Track Rd.
  Directive 020-2026
  Resolved to approve the residential building application as presented, pending work/business is conducted/completed in compliance with details of the application/permit, the Town of Victoria's Municipal Plan &

Development Regulations and any other applicable policies, regulations, or stipulations.

Approved - Appointed Administrator

- Development Application – Install secondary culvert for a secondary driveway access at #189 Church Road,
  Directive 021-2026
  Resolved to approve the development application as presented, pending work/business is conducted/completed in compliance with details of the application/permit, the Town of Victoria's Municipal Plan & Development Regulations and any other applicable policies, regulations, or stipulations.
  Approved - Appointed Administrator

- Business Closure Affidavit, re: Oliver Controls & Electric Inc. – Business Tax Account #112537
  Directive 022-2026
  Resolved that, having received a signed Business Closure Affidavit, Oliver Controls & Electric Inc. no longer operates from #303 Old Track Road or within the Town of Victoria boundaries, and that the associated Business Tax Account be removed effective 2026. **Approved - Appointed Administrator**

- Heritage Day/Week Proclamation 2026
  Directive 023-2026
  Resolved that Monday, February 16, 2026, be proclaimed Heritage Day, and that February 16–22, 2026, be proclaimed Heritage Week; and further resolved to sign the Proclamation on behalf of the Town of Victoria.
  Approved - Appointed Administrator

ADMINISTRATOR DIRECTIVES

- Updated Code of Conduct Policy: Applies to all Councillors when performing, or perceived to be performing, official duties. The updated version clarifies timelines and the complaint process.
  Directive 024-2026
  Resolved to adopt the updated Municipal Code of Conduct for Councillors and further resolved all previous Municipal Code of Conduct – Councillors be repealed. **Approved - Appointed Administrator**

- Fire Ban and Fireworks By-Law, Draft.
  Directive 025-2026
  Resolved approval of the draft Fire Ban and Fireworks By-Law and direct that it be posted on the Town's website for public review and input, with submissions accepted until February 20, 2026.
  Approved - Appointed Administrator

- Rules of Procedure By-Law, Draft. (Mandatory) Motion to Approve Draft by Town Administrator
  Directive 026-2026
  Resolved approval of the draft Rules of Procedure and direct that it be posted on the Town's website for public review and input, with submissions accepted until February 20, 2026. **Approved - Appointed Administrator**

BY-LAWS UPDATE

The Town Administrator reviewed drafts of the proposed By-Laws respecting:

- Respecting the Demolition or Repair of Nuisance or Unsafe Buildings By-Law.
- Building Code and Electrical Code By-Law
- Prohibiting and Controlling the use of a Water Source By-Law
- Arrears By-Law

Following completion, the draft By-Laws will be posted to the Town's website for public review and feedback in advance of final approval.

POLICY UPDATE

The Town Administrator reviewed the status of the following policy initiatives:

- 2026 Town Tax Collection Policy – in draft.
- Social Media Policy – under review.
- Delegation of Spending Authority Policy – in development.
- Councillor and Staff Expense Reimbursement Policy – under review to align with actual costs.
- Water Shut-Off Policy – under review for update or replacement.
- Records Retention Policy (Councillors and Staff) – to be integrated with the existing Records Retention Policy.

Following completion, the draft Policies will be posted to the Town's website for public review and feedback in advance of final approval.

CORRESPONDENCE & INFORMATION FOR REVIEW / DISCUSSION

- NL Power Inc. submitted its declaration of earned gross revenue for 2025 for the Town of Victoria. The corresponding utility tax will be calculated in accordance with this statement.

- The Department of Justice and Public Safety, Fire Services Division, advising the Town's application for shared funding toward a new fire apparatus was not approved. The Department further noted that new funding applications for 2026/27 are now being accepted.

- The Department of Transportation and Infrastructure, regarding COR/2026/00608, advised that the 2025 editions of the National Building Code of Canada and the National Fire Code of Canada will come into force on July 12, 2026. Certain exceptions will apply, including projects that have commenced prior to that date.

- The Department of Municipal and Community Affairs clarified the legislative requirements for councillor removal under the Municipal Conduct Act and Towns and Local Service Districts Act (COR/2025/02229).

- Dept. of Transportation & Infrastructure: Endorsement of the town's Site-Specific Health and Safety Plan, (SSSP), 2025-26. Certification of collection and delivery of ice-control materials from their depot.

- Municipal Assessment Agency, re: Notice of the newly Elected Board of Directors and other representatives.

DELEGATIONS

Delegations Approved to Speak

A resident of #76 Penney's Hill referred to an appeal decision in 2023 of Council's culvert removal order on Gully Path Road, asking why it has not been carried out. The Town Administrator noted awareness and the need for a Delegation of Authority By-Law.

A resident of #39 Church Road raised using a water tower versus a booster pump and commented on the Victoria/Salmon Cove Water Flow Meter Project. Council noted the need for a town-to-town contract and a joint committee to review water supply, costs, and potential shared water related projects.

A resident of #18 Ash's Lane inquired about signage at the end of Church Road regarding ownership of the path to Purbecks Pond and a recently installed culvert; the Town Administrator advised the matter will be discussed with the Town Clerk/Manager and noted the need for a Delegation of Authority By-Law.

A resident of #113 Church Road inquired about fire vehicle lifespan and the mailing of the 2026 town tax invoices; the Town Administrator advised that vehicle lifespan varies and invoices will be mailed following Ministerial budget review.

Adjournment of Meeting

Directive 027-2026

Resolved the Public Town Meeting adjourn at 2:50 p.m. **Approved - Appointed Administrator**

Signed:

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Christopher Stamp
Town Appointed Administrator

Signed:



Shelly Butt
Town Clerk/Manager

RE: Emailing: CM Minutes February 6, 2026 Ratified.pdf

SC Stamp, Christopher <ChristopherStamp@gov.nl.ca>
To Shelly@townofvictoria.ca

Reply | Reply All | Forward | ...
Thu 2026-06-11 8:22 AM

Shelly, I confirm that the minutes of Feb 6, 2026 was ratified at public meeting without errors or omissions on March 27, 2026.

Christopher Stamp (he/him)
Office: 709-729-0259
Cell: 709-693-7315 (Please call the office first)
christopherstamp@gov.nl.ca
Director, Municipal Support
Department of Municipal and Community Affairs

Please note that the mandate of the Department of Municipal and Community Affairs is limited to providing general information and guidance. In other words, any comments above do not constitute legal advice and is not intended as such. It is recommended that you may wish to consider consulting with your legal counsel for a legal opinion prior to finalizing a course of action.