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

ATTENDENCE -

Mayor Sharon Penney
Councillor David Doran
Councillor Lynnette Ross
Councillor Lisa Snook
Town Working Foreman Andy Dean
Deputy Mayor Kelly Loch
Councillor Wade Baldwin
Councillor Irene Stevenson
Town Clerk/Manager Shelly Butt

CALL MEETING TO ORDER / WELCOME

Mayor Penney called the meeting to order at 7:00 p.m.

ADOPTION OF THE MINUTES

1. Public Meeting Minutes of May 25, 2026

Motion 2026-097 Loch/Doran

Resolved to adopt the Minutes of the Regular Council Meeting of May 25, 2026.

Favour 7; Opposed 0; Carried

APPROVAL OF AGENDA

2. Council Meeting Agenda for June 2, 2026.

Motion 2026-098 Snook/Stevenson

Resolved that the agenda for the Regular Council Meeting of June 2, 2026, be adopted.

Favour 7; Opposed 0; Carried

TOWN CLERK/MANAGER REPORT, FINANCIALS & UPDATES

3. **Accounts Payables and Payroll – May 10–23, 2026**

The Town Clerk Manager presented a list of Accounts Payable, including Payroll.

Motion 2026-099 Baldwin/Snook

Resolved that Council approve the Accounts Payables as presented, totalling $22,534.35, and further resolved to approve the Payroll for May 10–23, 2026, totalling $14,121.49.

Favour 7; Opposed 0; Carried

4. Victoria Recreation Commission, re: Email/Financial

Motion 2026-100 Loch/Ross

Resolved that Council approve funding for the Victoria Recreation Commission of up to $12,575.00 for the wages of three employees over a six-week period. Payment shall be limited to actual payroll costs incurred, supported by weekly payroll records, and any unused balance shall not be paid out.

Favour 7; Opposed 0; Carried

TOWN WORKING FOREMAN'S REPORT

5. **Working Foreman's Report – April 13 to May 29, 2026**

The Working Foreman reviewed the report with Council.

Motion 2026-101 Loch/Stevenson

Resolved that the Working Foreman's Report for the period April 13 to May 29, 2026, be accepted and approved.

Favour 7; Opposed 0; Carried

PERMIT REGISTRY

6. Permits Issued from April 20 – May 29, 2026

Motion 2026-102 Ross/Snook

Be it resolved, approval be granted for Permit #926 - #946, 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 attached.

Favour 7; Opposed 0; Carried

COUNCIL COMMITTEE STRUCTURE, re: NL FireSmart

7 & 8. NL Community Wildfire Resiliency Funding Program / Department of Forestry, Agriculture & Lands Correspondence regarding the NL Community Wildfire Resiliency Funding Program (NL FireSmart Directive 049-2026 Committee Structure) and the Department of Forestry, Agriculture & Lands (DOC/2026/01114) was reviewed and discussed.

Motion 2026-103 Snook/Loch

Resolved that Council extend the deadline for Victoria residents to express interest in the FireSmart Program to June 30, 2026, and information be reposted on the Town's Facebook page.

Favour 7; Opposed 0; Carried

CORRESPONDENCE / ITEMS REQUIRING ACTION

9. Council Public Meeting Schedule 2026 & Council Committee Structure 2026-2029.

Motion 2026-104 Ross/Baldwin

Resolved that the 2026 Public Meeting Schedule be adopted and advertised in accordance with the Town and Local Service District Act and Rules of Procedure, and that the 2026–2029 Committee Structure be discussed in Closed Meeting. **Favour 7; Opposed 0; Carried**

10. Final Approval Building Application #46 Burnt Woods Road. Approval-In-Principle-Directive 055-2026

Motion 2026-105 Doran/Stevenson

Resolved that, having received approval-in-principle, re: Directive 055-2026, and with no changes to the original application, Council grant final approval of the Building Application for the property located at 46 Burnt Woods Road. **Favour 7; Opposed 0; Carried**

11. Development Applications, (2), re: Permission to operate Quarry Operation. Both checked for compliance with municipal plan/development regulations, and other applicable legislation, regulations.

11.1. File #71112473, re: General Development Application, 1-Year Quarry Operation, including information from the Mineral Lands Division, Department of Energy and Mines., re: Quarry Referral

Motion 2026-106 Loch/Baldwin

Resolved that approval be granted for the one-year operation of a quarry, associated with Quarry File# 71112473, for ripping, screening, and pit run removal, subject to all applicable municipal and provincial legislation, regulations, permits, and approvals, and further subject to the conditions outlined in the Town's approval letter and further resolved, any non-compliance with the conditions of approval may result in the issuance of a Stop Work Order and/or revocation of this approval. **Favour 7; Opposed 0; Carried**

11.2. File #71112398, re: General Development Application, 1-Year Quarry Operation on private property, all application information attached.

Motion 2026-107 Ross/Doran

Resolved that approval be granted for a one-year quarry operation on private property, associated with Quarry File#7112398, for the extraction of gravel and rock, including ripping, screening, and pit run removal, subject to compliance with all applicable municipal and provincial legislation, regulations, permits, and approvals, and further subject to the conditions outlined in the Town's approval letter and further resolved any non-compliance with the conditions of approval may result in a Stop Work Order and/or revocation of this approval.

Favour 7; Opposed 0; Carried

12. Development Application, New Off-Site Business, re: Kings Junk Removal

Councillor Baldwin declared a conflict of interest as per NL2021 Chapter M-20.01 Municipal Conduct Act, Sections 5 & 6, & left the meeting/chambers at 7:39 p.m.

Motion 2026-108 Doran/Stevenson

Resolved that the Business Application, re: Kings Junk Removal, be approved subject to maintaining a valid disposal permit and providing proof to the Town for the duration of the business operation.

Favour 6; Opposed 0; Carried C/Baldwin returned at 7:40 p.m.

13. Donation Requests (2)

13.1 Royal Canadian Legion, Newfoundland and Labrador Command, re: 100th Anniversary of Service. District 2 is hosting a commemorative banquet and requesting support through a $75 half-page advertisement in its booklet.

Motion 2026-109 Doran/Ross

Resolved that Council approve to support the Royal Canadian Legion, Newfoundland and Labrador Command, re: 100th Anniversary of Service, by purchasing a half-page advertisement in the commemorative booklet at a cost of $75.00 **Favour 7; Opposed 0; Carried**

13.2 Danceworx Studios Inc., re: request for financial assistance to participate in 'The Dance World Cup' competition in Charlevoix, Quebec. The Mayor vacated the Chair at 7:44 p.m. and Deputy Mayor Loch assumed the Chair for consideration of this item. The request was reviewed and discussed, noting that it related to a privately owned and operated business. The Mayor resumed the Chair at 7:46 p.m.

Motion 2026-110 Doran/Stevenson

Resolved to approve a financial donation of $100.00. **Favour 0; Opposed 7; Motion Defeated**

14. Beacon Accounting, Municipal Audit 2025.

Motion 2026-111 Stevenson/Snook

Resolved that Mayor Penney be authorized to sign the engagement letter for Beacon Accounting to commence the 2025 municipal audit in compliance with Directive 059-2026. **Favour 7; Opposed 0; Carried**

CORRESPONDENCE & INFORMATION FOR REVIEW / DISCUSSION

15. MNL Conference, Trades Show & AGM November 5 – 7, 2026

Motion 2026-112 Snook/Loch

Resolved to approve to register Council for the MNL Conference, Trades Show & AGM November 5 – 7, 2026, St. John's, NL and further resolved to book appropriate accommodations as soon as possible.

Favour 7; Opposed 0; Carried

16. Notice: Victoria War Memorial Service, June 28, 2026. TCM advised of the town's participation yearly; all agreed to continue as per previous years.

17. Victoria United Church, request for meeting. Copy of letter was previously issued. Attendance was confirmed.

15. Water Run-off Crossing Route 70 near First Intersection with Bottom Loop (No Correspondence)

The Mayor vacated the Chair at 7:55 p.m. in order to speak to the matter with DM Loch assuming the Chair and noted that the area presents a safety concern, particularly during winter and freezing conditions.

Motion 2026-113 Loch/Doran

Resolved that Council engage the Department of Transportation and Infrastructure regarding measures being taken to ensure public safety in the area.

Favour 7; Opposed 0. Carried / *Mayor resumed the Chair at 8:00 p.m.*

18. Strategies for Tax Collection of Vacant Land (No Correspondence)

Discussion took place regarding vacant land ownership.

Motion 2026-114 Loch/Ross

Resolved that the cost of a Registry of Deeds membership be researched to assist in identification of vacant land ownership. **Favour 7; Opposed 0; Carried**

19. Canada Day Celebration Grant. Canadian Heritage Grant 2026 approved $6,000 to assist with planned celebrations.

20. Dept of Transportation and Infrastructure, COR/2026/05279-002; reviewed.

21. CBN Joint Council, re: Annual Dinner Invitation. Expression of interest to be provided to DM Loch.

BY-LAWS UPDATE

22. Arrears By-Law, Draft Published

Motion 2026-115 Loch/Snook

Resolved that the cost of a Registry of Deeds membership be researched to assist in identification of vacant land ownership. **Favour 7; Opposed 0; Carried**

23. Fire Ban and Fireworks By-Law, approved. Council was advised to review the document and provide feedback. The Fire Chief spoke to the proposed By-Law and provided information respecting provincial fire restrictions, the Fire Hazard Index, and municipal fire ban implementation during periods of elevated fire risk.

24. Rules of Procedure By-Law, approved. Council was advised to review the document and provide feedback.to review the Town's adopted Rules of Procedure (2026) and identify any corrections, amendments, or updates for future consideration.

POLICY DEVELOPMENT UPDATES
25. Municipal Code of Conduct – Councillors, Approved.
26. Councillors & Municipal Officials Remuneration & Expense Reimbursement Policy, Draft Published
27. Emergency Management Plan, Currently In Draft.
Copies of the above documents were previously provided to Council. The Town Clerk Manager advised Council they should be given careful consideration, and any questions, suggested amendments, or revisions, should be brought forward for future discussion, with particular emphasis on the Emergency Management Plan (Item 25).

NOTICE OF MOTIONS: None
DELEGATIONS: None

28. Privileged Information: Disclosure Statements & Committee Structure 2026-2029.
Pursuant to the TLSDA, Section 40.2, members of the public were dismissed from the closed meeting of the council.
Call For Closed Meeting
Motion 2026-116 Loch/Doran
Resolved that Council convene into a Closed Meeting at 8:30 p.m. **Favour 7; Opposed 0; Carried**

Noted that, due to work commitments, Councillor Doran left the meeting at 9:33 p.m.

Call To Reconvene to an Open Public Meeting.
Motion 2026-117 Baldwin/Ross
Resolved that Council reconvene to an Open Meeting at 9:34 p.m. **Favour 6; Opposed 0; Carried**
No members remained.

Council discussed the recording of Council meetings without consent of individuals, Council, or the public, and agreed that the TCM obtain a legal interpretation on the matter.

DATE OF NEXT MEETING: June 23, 2026

30. **ADJOURNMENT**
Motion 2026-118 Baldwin/Loch at 9:30 p.m.
Resolved that the meeting adjourn at 9:35 p.m. **Favour 7; Opposed 0; Carried**

Signed:

Sharon Penney
Mayor

Signed:

Shelly Butt
Town Clerk/Manager