MINUTES
LOCATION: Town Hall
DATE: Monday, June 23, 2026, at 7:00 p.m.

ATTENDANCE -

Mayor Sharon Penney
Deputy Mayor Kelly Loch
Councillor David Doran
Councillor Wade Baldwin
Councillor Lynnette Ross
Councillor Irene Stevenson
Councillor Lisa Snook
Town Clerk/Manager
Working Foreman – *Regrets*
VVFD Representative

CALL MEETING TO ORDER / WELCOME

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

ADOPTION OF THE MINUTES

1. Public Meeting June 2, 2026. Errors/Omissions - None

Motion 2026-122 DM Loch/Doran

Resolved to adopt the Minutes of the Regular Council Meeting of June 2, 2026. **Favour 7; Opposed 0; Carried**

2. Special Meeting June 6, 2026. Errors/Omissions - None

Motion 2026-123 Stevenson/Snook

Resolved to adopt the Special Public Council Meeting Minutes of June 6, 2026. **Favour 7; Opposed 0; Carried**

APPROVAL OF AGENDA

3. Draft for June 23, 2026

Motion 2026-124 DM Loch/Ross

Resolved the agenda for the Regular Council Meeting of June 23, 2026, be adopted.
Favour 7; Opposed 0; Carried

TOWN CLERK/MANAGER REPORT, FINANCIALS & UPDATES

4. TCM Report to June 19, 2026

Motion 2026-125 Baldwin/Doran

Resolved that the Town Clerk/Manager's Report for the period May 30 – June 19, 2026, be accepted and approved. **Favour 7; Opposed 0; Carried**

5. Accounts Payables and Payroll May 24 – June 13, 2026

Motion 2026-126 DM Loch/Ross

Resolved that Council approve the Accounts Payables as presented, totalling $78,559.61, and further resolved to approve the Payroll for May 24 - June 13, 2026, totalling $21,840.47. **Favour 7; Opposed 0; Carried**

6. Open Call for Bids, Public Works Vehicle

Motion 2026-127 Doran/Stevenson

Resolved that Council approve the use of funds from the Town's General Account to cover the funding shortfall associated with the purchase of a municipal public works vehicle, in an amount not to exceed $35,462.75.
Favour 7; Opposed 0; Carried

Motion 2026-128 Baldwin/Ross

Resolved that Council accept the bid submitted by Capital Ford Lincoln Ltd. and award the contract for the purchase of the municipal public works vehicle in the amount of $155,462.75. **Favour 7; Opposed 0; Carried**

DEPARTMENT REPORTS

7. VVFD Report dated May 1 – June 15, 2026

Motion 2026-129 Ross/Stevenson

Resolved that the VVFD Report for May 1 to June 15, 2026, be accepted, with recommendations to be taken under advisement. **Favour 7; Opposed 0; Carried**
Mayor Penney provided the Deputy Fire Chief with some written notes taken during the discussion.

8. Town Working Foreman's Report dated May 30 – June 19, 2026

Motion 2026-130 DM Loch/Doran
Resolved that the Working Foreman's Report for the period May 30 – June 19, 2026, be accepted and approved. **Favour 7; Opposed 0; Carried**

COMMITTEE & OTHER REPORTS/UPDATES

9. Re-tabled: Council Committee Structure 2026-2029

Motion 2026-131 Snook/Doran
Resolved that the Council approve and adopt the revised Council Committee Structure 2026 - 2029, including the appointment of Councillor Stevenson as Chair of the Civic Functions Committee, replacing Councillor Ross, who will now serve as a committee member. **Favour 7; Opposed 0; Carried**

10. Civic Functions Committee: Canada Day/Victoria Day Schedule of Events; reviewed by Council.

PERMIT REGISTRY

11. Permits Issued from May 30 – June 19, 2026 (947 – 960)

C/Baldwin declared a conflict of interest on Permit #951, (person property repairs) as per NL2021 Chapter M-20.01 Municipal Conduct Act, Sections 5 & 6, and left the council meeting at 8:16 p.m.

Motion 2026-132 Stevenson/Doran
Resolved that approval be granted for Permit #951, 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 6; Opposed 0; Carried - *C/Baldwin returned at 8:18 p.m.*

Motion 2026-133 DM Loch/Snook
Resolved that approval be granted for Permits #947–#950 and #952–#960, 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

CORRESPONDENCE / ITEMS REQUIRING ACTION

12. Dept. of Transportation & Infrastructure, re: Project #17-GI-23-00072. Council was advised that the camera inspection cost would be submitted to Municipal Infrastructure as part of the project scope, with the Town eligible for 90% reimbursement under the project.

Motion 2026-134 Baldwin/Doran
Resolved that Council approve obtaining quotes for a certified camera inspection of the 12 metres of sewer main associated with Project #17-GI-23-00072, and that the 47 metres of water main and 12 metres of sewer main not be replaced within this project. **Favour 7; Opposed 0; Carried**

13. Donation Request, re: Carbonear Collegiate Safe Grad Night 2026.

Motion 2026-135 Snook/Doran
Resolved that Council approve a donation of $100.00 to the Carbonear Collegiate towards initiatives to provide a Safe Grad Night for the High School Graduating Class of 2026. **Favour 7; Opposed 0; Carried**

14. Building Application, re: 454-460 Swansea Road

Motion 2026-136 Stevenson/DM Loch

Favour 7; Opposed 0; Carried

CORRESPONDENCE & ITEMS FOR REVIEW / DISCUSSION

15. MHA request for meeting.

Motion 2026-137 Snook/Ross

Resolved that Council accept the invitation from the MHA Riley Balsom to meet on June 30, 2026, at 7:00 p.m.

Favour 7; Opposed 0; Carried

16. MACA Circular – DOC/2026/01878

Motion 2026-138 Snook/Ross

Resolved that Council invite Ms. Dawn Chaplin, Eastern Regional Manager, Municipal Support Division, Department of Municipal and Community Affairs, as discussed by Council.

Favour 7; Opposed 0; Carried

16.1 DOC/2026/21279, advising that Project #17-MYCW-25-00070 has been tendered for construction.

17. Dept. of MI, re: Circular COR/2026/24449. Council noted serious concern that the new policy may affect water leak repairs, new water/system connections, and water and sewer infrastructure projects. To be discussed with MHA Balsom.

18. MNL Circular – Scholarship Applications; presented to Council for review and eligible submissions.

19. ServiceNL, re: Water Analysis Report, May 2026; satisfactory.

20. CBN Joint Council, re: Think Well Survey on Community Safety (N/C). The survey will gather feedback on community safety issues within the 11-town Joint Council area. The Mayor and Deputy Mayor will each complete the survey on behalf of the Town.

COUNCILLOR INQUIRIES (No Correspondence = N/C)

21. C/Snook: Council agreed to establish a Working Committee to review and update the Town Plan and Development Regulations. C/Snook will serve as Chair, C/Baldwin as a member, with one additional councillor to be recruited.

Council reviewed the agenda and agreed that Items 22 through 32 be deferred to a future meeting for further review and consideration.

BY-LAWS UPDATE

33. Culvert, Ditching, Berm, Surface Drainage & Landscaping Alteration By-Law, (draft)
34. Noise and Nuisance By-Laws, (draft)
35. Prohibiting and Controlling the Use of Water Source By-Law, (draft)
36. Property Standards and Maintenance By-Law, (draft)

Council reviewed the above draft By-Laws and agreed to defer further discussion and consideration until the next scheduled Public Meeting of Council.

POLICY DEVELOPMENT UPDATES

37. Municipal Governance Framework Policy, (draft)

Motion 2026-139 Loch/Snook

Resolved that Council approve the draft Municipal Governance Framework Policy for posting on the Town's website for two weeks to receive public feedback, after which it will be brought back to Council for final approval.

Favour 7; Opposed 0; Carried

38. Councillors & Municipal Officials Remuneration & Expense Reimbursement Policy, Draft Published
39. Emergency Management Plan, currently in draft, to be tabled at the next Council meeting.
40. Council members were asked to review each draft before the next Council meeting, where the drafts will be presented for approval.

NOTICE OF MOTIONS:
41. Deputy Mayor Loch, re: Communication and Information Improvements, postponed to a later date.
An update was provided on the new newsletter.

GENERAL BUSINESS (No Correspondence = N/C):
Mayor's Update: Mayor Penney provided a brief update on her June 16, 2026, meeting with the Mayor of Cold Lake. The update referenced homelessness, fire protection services, and Bobcat remote-control station/mobile capabilities.

DELEGATIONS: None

PRIVILEGED INFORMATION
42. Human Resources
Call for Closed Meeting Public left the Meeting
Motion 2026-140 Doran/Ross
Resolved that Council convene into a Closed Meeting at 9:31 p.m. **Favour 7; Opposed 0; Carried**
TCM left the meeting at 9:31 p.m.

Call to Reconvene to an Open Public Meeting.
Motion 2026-141 Stevenson/Snook
Resolved that Council reconvene to an Open Meeting at 10:00 p.m. **Favour 7; Opposed 0; Carried**
No members of the public remained. The TCM returned to the public meeting.

DATE OF NEXT MEETING: July 14, 2026

ADJOURNMENT
43. Motion to Adjourn
Motion 2026-142 Baldwin/Doran
Resolved that the meeting be adjourned at 10:03 p.m. **Favour 7; Opposed 0; Carried**

Signed:
Sharon Penney
Mayor

Signed:
Shelly Butt
Town Clerk/Manager