



MINUTES
LOCATION: Town Hall
DATE: Tuesday, July 14, 2026, 7:00 p.m.

ATTENDANCE -

Mayor Sharon Penney-
Councillor David Doran
Councillor Irene Stevenson
Town Clerk/Manager
VVFD Representative

Deputy Mayor Kelly Loch
Councillor Lynnette Ross
Councillor Lisa Snook
Working Foreman

CALL MEETING TO ORDER / WELCOME

Mayor called the meeting to order at 7:02 p.m. and welcomed all attendees.

ADOPTION OF THE MINUTES

1. Public Meeting June 23, 2026.

Motion 2026-143 Snook/Stevenson

Resolved to adopt the Minutes of the Regular Council Meeting of June 23, 2026.

Favour 6; Opposed 0; Carried

APPROVAL OF AGENDA

2. Draft for July 14, 2026.

C/Ross declared a conflict of interest as per NL2021 Chapter M-20.01 Municipal Conduct Act, Sections 5 & 6, re: Approval-in-Principle building applicant and left the council meeting at 7:07 p.m.

Motion 2026-144 Snook/Doran

Resolved that Council approve adding the Approval-in-Principle building application to the public Council meeting agenda.

Favour 4; Opposed 1 Loch; Carried C/Ross returned at 7:09 p.m.

Motion 2026-145 Doran/DM Loch

Resolved Council approve the revised Council meeting agenda.

Favour 6; Opposed 0; Carried

TOWN CLERK/MANAGER REPORT, FINANCIALS & UPDATES

3. TCM Report to July 10, 2026.

Motion 2026-146 DM Loch/Doran

Resolved to approve the Town Clerk Manager's Report as submitted.

Favour 6; Opposed 0; Carried

Motion 2026-147 DM Loch/Snook

Resolved that Council obtain a Registry of Deeds licence, based on the information and associated costs outlined in the Town Clerk/Manager's Report presented at the June 23, 2026, public Council meeting.

Favour 6; Opposed 0; Carried

4. Accounts Payables and Payroll June 14 – July 4, 2026.

Motion 2026-148 Ross/Stevenson

Resolved Council approve the Accounts Payables totalling \$35,420.73 and the Payroll for the period of June 14 – July 4, 2026, for \$23,758.44, as presented.

Favour 6; Opposed 0; Carried

5. Email Correspondence re: VVFD Draft By-Laws, Standard Operating Guidelines, and Standard Operating Procedures. *Mayor Penney passed the Chair to Deputy Mayor Loch at 7:25 p.m. to address the three documents.*

Motion 2026-149 Mayor Penney/Doran

Resolved that, following a detailed review by Council and the Town Clerk/Manager, resolved Council shall obtain the legal services of Stewart McKelvey Law to review and, where necessary, recommend amendments to the proposed By-Laws governing the Town's Volunteer Fire Department, Standard Operating Guidelines, and Standard Operating Procedures. **Favour 6; Opposed 0; Carried** *Mayor Penney resumed the Chair 7:29 p.m.*

Council agreed with Mayor Penney's suggestion to form a Council Committee to review the draft VVFD By-Laws, Standard Operating Guidelines, and Standard Operating Procedures, with consultation from Provincial departments or agencies, as necessary.

6. Municipal By-Election. Council discusses the recent vacancy.

Motion 2026-150 Stevenson/Ross

Resolved that Council request a one-month extension to the legislated timeline for conducting the municipal by-election.
Favour 6; Opposed 0; Carried

Motion 2026-151 DM Loch/Ross

Resolved that Council request the Department of Municipal and Community Affairs to administer the municipal by-election.
Favour 6; Opposed 0; Carried

DEPARTMENTAL REPORTS

7. Town Working Foreman's Report to July 10, 2026.

The Working Foreman advised Council of concerns regarding excessive water usage and overuse of the municipal water system, resulting in additional demands on the Town's water infrastructure. Council discussed the possibility of implementing a one-month water conservation ban and an appropriate timeframe for residents to repair leaks on their properties.

Motion 2026-152 Doran/DM Loch

Resolved that the Working Foreman's Report for the period June 22 – July 10, 2026, be accepted and approved.
Favour 6; Opposed 0; Carried

Motion 2026-153 DM Loch/Doran

Resolved that Council implement a water ban, effective immediately, for a minimum period of one month, prohibiting the use of municipal water for washing vehicles, watering lawns, and filling swimming pools. The water ban is to be reviewed by Council after one month.
Favour 6; Opposed 0; Carried

8.1. VVFD Report, re: June 16 – July 6, 2026.

Prior to consideration of the report, Council received updates on the status of fire apparatus repairs, the new fire truck chassis, Fire Hall parking lot repairs, wheelchair parking placement, hydrant cap replacements, annual waterline flushing, and funding for the Fire Department Memorial upgrades.

Motion 2026-154 Doran/Ross

Resolved that the VVFD Report for June 16 – July 6, 2026, be accepted, with recommendations to be taken under advisement.
Favour 6; Opposed 0; Carried

8.2. Request to Revise the Fire Department Membership Requirements

Council considered the request to revise the Fire Department's membership requirements and agreed to defer the matter pending a legal review of the draft Fire Department By-Laws, Standard Operating Guidelines (SOGs), and Standard Operating Procedures (SOPs). Council further directed the TCM to contact Mr. Chris Foster, Fire Commissioner, Fire and Emergency Services, for departmental guidance regarding the matters under consideration.

8.3. Request to Accept New Membership Applications

Council considered the request to accept new members to the Victoria Volunteer Fire Department and agreed to defer the matter pending a legal review of the draft Fire Department By-Laws, Standard Operating Guidelines (SOGs), and Standard Operating Procedures (SOPs).

COMMITTEE & OTHER REPORTS/UPDATES (N/C)

9. Civic Functions Committee – War Memorial Service and Canada Day/Victoria Day Events

- Councillor Loch provided an overview of the Canada Day/Victoria Day events. Council noted that both the War Memorial Service and Canada Day/Victoria Day events were well attended and successful.

10. Meeting Update – MHA Riley Balsom (June 30, 2026)

- Mayor Penney provided Council with an update on the meeting held with MHA Riley Balsom on June 30, 2026, including the matters discussed.

PERMIT REGISTRY

11. Permits Issued from June 22 – July 10, 2026 (961 - 970).

Motion 2026-155 Stevenson/Loch

Resolved that approval be granted for Permits (961-970), 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

CORRESPONDENCE / ITEMS REQUIRING ACTION

12. Dept. of Trans. & Infrst., re: PCA Amendment – Change Order #2 for Project No. 17-GI-23-00072 submitted by Englobe Corp.

Motion 2026-156 Snook/Doran

Be it resolved that Council approve PCA Amendment – Change Order #2 for Project No. 17-GI-23-00072, in the amount of \$8,119.00 including HST for additional engineering services related to required design revisions.

Favour 6; Opposed 0; Carried

13. Update Regarding Culvert Installation Within Town Infrastructure (42 Gully Path Road).

Council received an update regarding the previously installed culverts at 42 Gully Path Road, including matters arising from the previous appeal and Council's prior direction. Council reviewed a draft 30-day removal notice and was advised that additional legal information could be provided under solicitor-client privilege, if required. The property owner identified themselves and addressed Council during the public discussion. The Mayor reminded those present to maintain proper meeting decorum. Council agreed to further discuss the matter during the privileged session of the meeting.

14. Building Application Approval-In-Principal, re: 90 Burnt Woods Road (*Addition to Agenda*)

C/Ross declared a conflict of interest as per NL2021 Chapter M-20.01 Municipal Conduct Act, Sections 5 & 6, re: Approval-in-Principle building applicant and left the council meeting at 8:37 p.m.

Motion 2026-157 DM Loch /Stevenson

Resolved that approval be granted for the building application for 90 Burnt Woods Road, pending work 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 5; Opposed 0; Carried *C/Ross returned at 8:40 p.m.*

CORRESPONDENCE & ITEMS FOR REVIEW / DISCUSSION

15. MACA Circular – COR/2026/08500, was reviewed and placed on file.

16. Council discussed resident correspondence regarding Dean's Road and the possibility of implementing a one-way traffic road. The matter was referred to the Public Works Committee for review.

17. Resident request regarding property matter, re: Survey Peg Removal Claim. The matter was referred to the Public Works Dept. for review.

18. Correspondence from Environment, Conservation and Climate Change, re: COR-2026-4844, was reviewed and placed on file.

19. Council discussed concerns regarding the condition of the gravel section of Old Track Road West to the end of the paved road. Concerns included walking conditions, elevated manholes, and overgrowth in the area. Additionally, the potential to include the area under FireSmart funding was also discussed.

Motion 2026-158 DM Loch/Ross

Resolved Council obtain quotes through a Request for Proposals (RFP) for upgrading the gravel section of Old Track Road West from the end of the pavement to the existing wooden bridge, including shale, stone, grading, grubbing, and ditching.

Favour 6; Opposed 0; Carried

EMERGENCY MANAGEMENT PLAN

20. Emergency Management Plan; currently in draft and under review.

POLICY DEVELOPMENT UPDATES

21. Municipal Governance Framework Policy, (Final). Previously posted to the town's website for public input; none received.

Motion 2026-159 DM Loch/Ross

Resolved that Council adopt the Municipal Governance Framework Policy, as presented, for the Town of Victoria, and coming into immediate effect. **Favour 6; Opposed 0; Carried**

22. Councillors & Municipal Officials Remuneration & Expense Reimbursement Policy, (Final). Previously posted to the town's website for public input; none received.

Motion 2026-160 Snooks/Ross to be implemented immediately.

Resolved that Council adopt the Councillors & Municipal Officials Remuneration & Expense Reimbursement Policy, as presented, for the Town of Victoria, and coming into immediate effect.

Favour 6; Opposed 0; Carried

BY-LAWS UPDATE

23. Rules of Procedure By-Law, (Under Review).

24. Culvert, Ditching, Berm, Surface Drainage & Landscaping Alteration By-Law, (Draft).

25. Noise and Nuisance By-Laws, (Draft).

26. Prohibiting and Controlling the Use of Water Source By-Law, (Draft).

27. Property Standards and Maintenance By-Law, (Draft).

DELEGATIONS:

28. Resident concern regarding water pressure, higher elevations of town; not in attendance.

Motion 2026-161 DM Loch/Doran

Resolved Council obtain quotes through a Request for Proposals (RFP) for the installation of a water booster station, with the final location to be determined as the most suitable solution. **Favour 6; Opposed 0; Carried**

29. Residential inquiry regarding upgrades to Old Salmon Cove Road. The resident had left the meeting before the item was reached. The Town Clerk/Manager provided an overview of the resident's concerns.

CLOSED SESSION / PRIVILEGED INFORMATION

30. Personnel Matter.

31. Legal Matter.

Call for Closed Council Meeting

Members of the public were dismissed, and the meeting proceeded in closed session.

Motion 2026-162 Stevenson/Snook

Resolved that Council convene into a Closed Meeting at 9:25 p.m.

Favour 6; Opposed 0; Carried

Councillor Doran left the meeting at 10:25 p.m.

Call to Reconvene to an Open Council Meeting.

Motion 2026-163 DM Loch/Snook

Resolved that Council reconvene to an Open Meeting at 10:37 p.m.

Favour 5; Opposed 0; Carried

No members of the public were present upon reconvening.

Motion 2026-164 DM Loch/Snook

Resolved that Council issue a final 30-day notice to the property owner to remove the culverts from the Town's municipal infrastructure and further resolved that failure to comply will result in the Town proceeding with removing the identified culverts, with all associated costs to be the responsibility of the property owner.

Favour 5; Opposed 0; Carried

Motion 2026-165 Stevenson/DM Loch

Resolved Council retain Stewart McKelvey legal services to represent the Town in relation to a Statement of Claim.

DATE OF NEXT MEETING: August 4, 2026

ADJOURNMENT

32. Motion to Adjourn.

Motion 2026-166 Ross/Snook

Resolved that the public meeting adjourn at 10:39 p.m.

Favour 5; Opposed 0; Carried

Signed:


Sharon Penney
Mayor

Signed:


Shelly Butt
Town Clerk/Manager

