MINUTES
LOCATION: Town Hall
DATE: Tuesday, August 4, 2026, 7:00 p.m.

ATTENDANCE -

Mayor Sharon Penney- *Virtual Attendance*
Deputy Mayor Kelly Loch, *Chair*
Councillor David Doran
Councillor Lynnette Ross
Councillor Irene Stevenson
Councillor Lisa Snook -virtual attendance
Town Clerk/Manager
Town Working Foreman
VVFD Representative

CALL MEETING TO ORDER / WELCOME

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

ADOPTION OF THE MINUTES

1. Public Meeting July 14, 2026.

Motion 2026-167 Ross/Mayor Penney

Resolved to adopt the Minutes of the Regular Council Meeting of July 14, 2026.

Favour 6; Opposed 0; Carried

APPROVAL OF AGENDA

2. Draft Agenda for August 4, 2026. No additions or deletions

Motion 2026-168 Ross/Doran

Resolved that Council adopt the agenda for the Regular Council Meeting of August 4, 2026, as presented.

Favour 6; Opposed 0; Carried

TOWN CLERK/MANAGER REPORT, FINANCIALS & UPDATES

3. TCM Report July 13 - 31, 2026.

Motion 2026-169 Steveson/Doran

Resolved to approve the Town Clerk Manager's Report as submitted. **Favour 6; Opposed 0; Carried**

4. Accounts Payables and Payroll July 5 - 25, 2026.

Motion 2026-170 Ross/Snook

Resolved Council approve the Accounts Payables minus item #9, (Brogan) totalling $26,217.56, and the Payroll for the period of July 5 – 25, 2026, for $23,758.44, as presented. **Favour 6; Opposed 0; Carried**

DEPARTMENTAL REPORTS

5. Town Working Foreman's Report to July 13 -31, 2026.

Motion 2026-171 Mayor Penney/Steveson

Resolved that the Working Foreman's Report for the period July 13 -31, 2026, be accepted and approved.

Favour 6; Opposed 0; Carried

PERMIT REGISTRY

6. Permits Issued from July 13 – July 31, 2026, (971 – 979)

Motion 2026-172 Doran/Stevenson

Resolved that approval be granted for Permits (971 - 979), 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

BY-ELECTION & RELATED INFORMATION

7. MACA Letter, COR/2026/0215-01

7.01 Election Decisions of the Council.

* Nominations Day/s

Motion 2026-173 Ross/Doran

Resolved Council approve to hold one Nomination Day in compliance with the Section 14.3 of the SNL2001 Chapter M-20.2, Municipal Elections Act. **Favour 6; Opposed 0; Carried**

* By-Election Advance Poll – Optional as per Section 26(1) of the Municipal Elections Act.

Motion 2026-174 Ross/Steveson

Resolved, that Council agrees to forego holding an Advance Poll for the upcoming By-Election for the Town of Victoria. **Favour 6; Opposed 0; Carried**

* Number of Polling Stations

Motion 2026-175 Doran/Mayor Penney

Resolved, that Council establish one polling station for the upcoming By-Election, to be located at the Victoria Community Centre, bottom floor. **Favour 6; Opposed 0; Carried**

CORRESPONDENCE & ITEMS FOR REVIEW / DISCUSSION

8. Meeting Request: Paul Connors, Member of Parliament for Avalon, request to meet with Council.
   Council decision: All councillors agreed to meet on August 18, 2026, at 2:00 p.m.

9. Meeting Request — Town of Salmon Cove
   Council decision: All Council members agreed to meet with representatives of the Town of Salmon Cove. Councillors were asked to propose dates that accommodate their work schedules.

10. Town Office Renovations, etc. (N/C); refer to Committee

Motion 2026-176 Ross/Stevenson

Resolved, that Council authorize the Town Clerk/Manager to obtain quotations from qualified and certified contractors for the installation of a wall or barrier in the main office to separate the staff workspace from the public area. **Favour 6; Opposed 0; Carried**

11. Proposed Council Meet & Greet. (N/C); deferred discussion until after the upcoming By-Election.

12. Abandoned/Derelict Houses, re: 1 – 5 Rattles Road (N/C).

Motion 2026-177 Snook/Stevenson

Resolved, that Council authorize the Town Clerk/Manager to contact the property owner to inquire as to their intentions regarding the derelict buildings located on the property. **Favour 6; Opposed 0; Carried**

13. Circular, re: COR/2026/09323, distributed to Council.
14. MACA, re: Invitation for Written Submissions – ATIPP Statutory Review of the ATIPP Act, 2015. Noted that Council is currently working on this item collectively and will submit on or before the specified deadline date.

C/Ross stepped out of the meeting at 7:37 p.m.

15. MAA, re: Memo dated July 21, 2026.
16. Department of Forestry, Agriculture and Lands, Emergency Services Division, regarding the Emergency Management Plan (EMP). Council is working collaboratively to finalize the plan and expects to adopt it in the coming weeks.

17. Dept. Environment, Conservation and Climate Change, (ECCC), re: Email -Blue-Green Algae Bloom, in Forest Pond. Council acknowledged the email and confirmed they are following ECCC's monitoring of the blue-green algae bloom. ECCC confirmed additional samples were collected on July 22, 2026, with results expected within three to four weeks.

18. Dept. of ECCC, re: Copy of Permit to Construct. General information pertaining to Water/Sewer Upgrades Project 17-GI-23-00072.

Ross returned to the meeting at 7:45 p.m.

19. Englobe Corp, re: Tender Results & Recommendation, re: Prj# 17-MYCW-25-00070; general project information.

CORRESPONDENCE / ITEMS REQUIRING ACTION

20. Englobe Corp., Letter of Contract Award, re: Dexter Construction Company Ltd., Water Flow Meter Prj# 17-MYCW-25-00070; general project information.

21. Approval To Award Contract, re: COR/2026/08687.

Motion 2026-178 Mayor Penney/Doran

Resolved Council accept the tendered results and agree with the Dept. of Transportation and Infrastructure's approval to award 17-MYCW-25-00070 - Water Flowmeter System with Underground Chamber to Dexter Construction Company Limited in the amount of $158,871.35 (HST Incl.). **Favour 6; Opposed 0; Carried**

22. Building Application, (F.A.) re: Single-Family Dwelling 90 Burnt Woods Road.

C/Ross declared a conflict of interest as per NL2021 Chapter M-20.01 Municipal Conduct Act, Sections 5 & 6, re: Final Approval building applicant and left the council meeting at 7:51 p.m.

Motion 2026-179 Stevenson/Doran

Resolved that final 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, Development Regulations, the Urban and Rural Planning Act and any other applicable policies, regulations, or stipulations attached.

Favour 5; Opposed 0; Carried *C/Ross returned at 7:52 p.m.*

23. Building Application, re: Single-Family Dwelling 317A Old Track Road.

Motion 2026-180 Doran/Snook

Resolved that approval be granted for the building application for 317A Old Track Road, pending work is conducted/completed in compliance with details of the application/permit, the Town of Victoria's Municipal Plan & Development Regulations, Development Regulations, the Urban and Rural Planning Act and any other applicable policies, regulations, or stipulations attached. **Favour 6; Opposed 0; Carried**

24. Building Application, (A.I.P.), re: Single-Family Dwelling 48 Highway East.

Motion 2026-181 Ross/Stevenson

Resolved that approval in principal approval be granted for the building application for 48 Highway East, pending work is conducted/completed in compliance with details of the application/permit, the Town of Victoria's Municipal Plan & Development Regulations, Development Regulations, the Urban and Rural Planning Act and any other applicable policies, regulations, or stipulations attached. **Favour 6; Opposed 0; Carried**

25. General Development, re: Home-Based Business, 24 Evely's Lane.

Motion 2026-182 Mayor Penney/Snooks

Resolved that approval be granted open and operate a Home-Based Business located at #24 Evely's Lane, pending work/business is conducted/completed in compliance with details of the application/permit, the Town of Victoria's Municipal Plan, Development Regulations, the Urban and Rural Planning Act and any other applicable policies, regulations, or stipulations attached. **Favour 6; Opposed 0; Carried**

26. Residential Request, re: Marked Crosswalk & Additional Street Lighting; referred to Public Works Committee.

BY-LAWS UPDATE

27. Rules of Procedure for Town Council Meetings By-Law, updated version.

Motion 2026-183 Mayor Penney/Ross

WHEREAS Section 7(1)(a) of the Towns and Local Service Districts Act authorizes Council to establish rules and procedures governing the conduct of Council meetings, committee operations, and decorum; and

WHEREAS Council deems it necessary to update and adopt procedural rules to ensure transparency, efficient meeting management, clear voting protocols, and legislative compliance;
THEREFORE, BE IT RESOLVED THAT the Council of the Town of Victoria hereby passes and enacts the By-Law "Rules of Procedure for Town Council Meetings By-Law", as presented; and
BE IT FURTHER RESOLVED THAT this By-Law shall repeal and replace any prior rules of procedure respecting Town Council meetings, and that the Town Clerk/Manager is authorized to certify, publish, and give public notice of the By-Law in accordance with Sections 12 and 292 of the Towns and Local Service Districts Act, coming into effect, on August 5, 2026. **Favour 6; Opposed 0; Carried**

DELEGATIONS: None

CLOSED SESSION / PRIVILEGED
28. Personnel Matters.
29. Legal Matter Update.

Call for Closed Council Meeting
Members of the public were dismissed, and the meeting proceeded in closed session.
Motion 2026-184 Ross/Doran
Resolved that Council convene into a Closed Meeting at 8:35 p.m. **Favour 6; Opposed 0; Carried**

Call to Reconvene to an Open Council Meeting.
Motion 2026-185 Doran/Stevenson
Resolved that Council reconvene to an Open Meeting at 9:00 p.m. **Favour 6; Opposed 0; Carried**
No members of the public remained upon reconvening.

Wheelchair Parking Zone, re: VVFD Parking Lot. TCM to reach out to Gov Service for suggestion.

DATE OF NEXT MEETING: August 25, 2026

ADJOURNMENT
30. Motion to Adjourn.
Motion 2026-186 Doran/Stevenson
Resolved that the public meeting adjourn at 9:02 p.m. **Favour 6; Opposed 0; Carried**

Signed:
Kelly Loch
Deputy Mayor

Signed:
Shelly Butt
Town Clerk/Manager