**ATTENDENCE**

**Mayor Barry Dooley**
**Deputy Mayor Gord Ash**
**Councillor Jennifer Moores**
**Councillor Kelly Loch**
**Councillor Sharon Snooks**
**Councillor Glenn Clarke**
**Councillor Jennifer Baker**
**Jamie Clarke, Working Foreman**
**Shelly Butt, Town Clerk/Manager**

**CALL MEETING TO ORDER / WELCOME**

Mayor Dooley called the meeting to order at 7:00 p.m. No registered individuals or delegations present.

**ADOPTION OF THE AGENDA**: January 8, 2019

**Motion 2019-01 Baker/Moores**

Be it resolved that Council adopt the agenda as presented for the Regular Council Meeting of December 17, 2018.

**Favour 7; Opposed 0; Carried**

**MINUTES / COUNCIL MEETING / December 17, 2018:** *Previously Circulated*

**Motion 201-02 Loch/Snooks**

Be it resolved that Council adopt the minutes of the regular meeting of Council of December 17, 2018.

**Favour 7; Opposed 0; Carried**

**BUSINESS ARISING:**

Question raised regarding privacy of Human Resource matters discussed during privileged meetings and decisions on HR matters recorded in the minutes of Council. The purpose of privileged meetings and the right to privacy was discussed and all agreed in future such matters will remain privileged information.

**COUNCIL COMM. / STAFF REPORTS**

- Bill/Accounts: Total $19,079.70 *Previously Circulated*

Bill/Accounts: List of Accounts Payables totalling $19,079.70 presented for consideration of approval.

**Motion 2019-03 Snooks/Baker**

Be it resolved that Council approve to pay the accounts payable bills totalling $19,079.70 as presented.

**Favour 7; Opposed 0; Carried**

- Town Clerk's Report: Dated, Dec. 16, 2018 – Jan. 4, 2019 *Previously Circulated*

**Motion 2019-04 DM Ash/Loch**

Be it resolved that Council accept the TCM's Report, dated Dec. 16, 2018 – Jan. 4, 2019 as presented.

**Favour 7; Opposed 0; Carried**

**2019 Regular Public Council Meeting Schedule**

A schedule for regular public Council meetings for 2019 was presented for review and consideration of approval.

**Motion 2019-05 Clarke/Loch**

Be it resolved that Council approved the 2019 Regular Council Meeting Schedule as presented.

**Favour 7; Opposed 0; Carried**

Disclosure Statements, 2019, re: Councillors, TCM & WF presented for review as per the Municipalities Act, 1999, Section 210, 1-5. Privileged information; no registered individuals or delegations present.

**Motion 2019-06 Clarke/DM Ash**

Be it resolved that Council convene into a privileged meeting at 7:26 p.m. to review all completed/signed Disclosure Statements submitted to the Town Clerk Manager. **Favour 7; Opposed 0; Carried**

Reconvene into Regular Council.

**Motion 2019-07 DM Ash/Snooks**

Be it resolved upon review of all disclosure statements, Council reconvene into a regular public meeting at 7:30 p.m. with all disclosure statement filed under Section 210 retained by the Town Clerk Manager.

**Favour 7; Opposed 0; Carried**

Reoccurring Monthly Accounts Payables, re: Bell Canada, Bell Mobility, Newfoundland Power Inc., Orkin, Trio Employee Benefits, Around The Bay Disposal Monthly Contract Payment, Etc.

**Motion 2019-08 Snooks/Baker**

Be it resolved that Council grant permission to pay all reoccurring monthly accounts payables on time to avail of discounts and/or avoid interest charges, if necessary, before being presented to the next regular council meeting.

**Favour 7; Opposed 0; Carried**

- Working Foreman's Report: Dated, Dec. 16, 2018 – Jan 4, 2019

**Motion 2019-09 DM Ash/Snooks**

Be it resolved that Council accept the Working Foreman's Report, of Dec. 16, 2018 – Jan. 4, 2019 as presented.

**Favour 7; Opposed 0; Carried**

**CORRESPONDENCE FOR INFORMATION/DISCUSSION**

▪ MAA Update, re: Decrease in assessment fees for 2019 of $1,035.00 overall. 2019 cost is $29,016, a decrease from 2018 cost of $30,051.00.

▪ MAA, re: Bill 34, An Act to Amend the Assessment Act, 2006 passed during last session of the Legislation which provides for updated assessment rolls on a yearly basis with MAA's primary focus on updating assessment rolls effective 2021. In addition, there maybe a reduction in the number of Supplementary Roll schedule from four to one or two per year.

▪ PMA re: Avalon Director position was vacated as of Dec. 18, 2018 therefore a By-Election will take place, details will follow sometime in January 2019. PMA's President & Executive Director has asked me to give the position consideration.

▪ Innovation, Science & Economic Development Canada, re: Letter regarding changes to Radio & Spectrum Licensees fees with a 2.2% increase effective March 15, 2020.

▪ Service NL, Hr. Grace, NL, re: Four town water samples taken in Nov/18; all reported satisfactory.

▪ Drinking Water Safety in NL 2017 Annual Report. Copy can be viewed online or printed upon request.

▪ Crown Lands Division, letter received advising the town's CL Application has been received, registered and is currently under review by other departments/agencies, with a final decision made once all recommendations have been received/reviewed. TCM to get more information from Crown Lands Representative, Mr. Nickerson.

▪ NL911, re: Extrication Calls to Pager/Voice Recorders. Previously emailed to VVFD/Council on Dec. 21, 2018.

**CORRESPONDENCE FOR ACTION**

▪ Damage Claim: Resident on #28 Pryme Avenue submitted written damage claim for their garbage box damaged during snow clearing efforts Thursday, Jan. 3, 2019 and verified by Working Foreman. Recommending replacement at reasonable cost; resident agreed and satisfied to wait until spring to receive replacement.

**Motion 2019-10 Baker/ Loch**

Be it resolved, as per the adopted 2019 Snow Clearing Regulations, Council approve to purchase a new garbage box, at reasonable cost, as per the verified damage claim submitted by the resident located at #28 Pryme Avenue.

**Favour 7; Opposed 0; Carried**

▪ OH&S Workplace Inspection Report from Victoria Public Library stating two items in need of repair or replacement. Noted staff had previously addressed some lighting concerns listed. Staff to complete remaining listed outstanding items.

▪ Business Application, re: Used Auto Sales. Applicant requesting permission to set up business on private property located at #178 Main Highway, Victoria; property owner submitted letter verifying permission for applicant to occupy space on property. Area is zoned Mixed Development and business must be advertised as per town's development regulations.

**Motion 2019-11 Baker/Snooks**

Be it resolved that Council grant approval-in-principle, pending advertising results, with a maximum of five vehicle at any given time from #178 Main Highway and must be compliant with all town regulations.

**Favour 7; Opposed 0; Carried**

**NEW BUSINESS**

Councillor Clarke: Town Service Boundary Extension. Discussed extending Municipal boundary towards Freshwater as well as westward. TCM to contact Urban and Rural Planning Division to inquire if this is possible and what's involved in the process.

. CBNJC, re: Exploring the implementation of a Regional Municipal Enforcement Program for communities in Conception Bay North. Council agreed to complete survey with no obligation to commit.

Agenda items for next Council meeting: Advertising Fees, re: New Business Applications and Part-Time Office Clerk position, (Privileged Item).

**ADJOURNMENT OF MEETING /** Next Council Meeting – January 29, 2019

**Motion 2019-12 Loch/Moores**

Be it resolved, with all business on the agenda addressed, Council approve to adjourn the meeting 8:42 p.m.

**Favour 7; Opposed 0; Carried**

Signed:

***Barry Dooley***
Mayor

***Shelly Butt***
Town Clerk/Manager

**ATTENDENCE**

**Mayor Barry Dooley**
**Councillor Jennifer Moores**
**Councillor Sharon Snooks**
**Councillor Jennifer Baker**
**Jamie Clarke, Working Foreman**

**Deputy Mayor Gord Ash** - *Regrets*
**Councillor Kelly Loch**
**Councillor Glenn Clarke**

**Shelly Butt, Town Clerk/Manager**

**CALL MEETING TO ORDER / WELCOME**

Mayor Dooley called the meeting to order at 7:00 p.m. No visitors or registered delegations.

**ADOPTION OF THE AGENDA: January 29, 2019** *Previously Circulated*

**Motion 2019-13 Loch/Baker**

Be it resolved that Council adopt the agenda as presented for the Regular Council Meeting of January 29, 2019.

**Favour 6; Opposed 0; Carried**

**MINUTES / COUNCIL MEETING /January 8, 2019:** *Previously Circulated*

**Motion 2019-14 Snooks/Moores**

Be it resolved that Council adopt the minutes of the regular meeting of Council of January 8, 2018.

**Favour 6; Opposed 0; Carried**

**BUSINESS ARISING FROM THE MINUTES–** None, covered in reports presented for review.

**COUNCIL COMM. / STAFF REPORTS** *All Previously Circulated*

• Bill/Accounts: List of Accounts Payables totalling $40,980.33 presented for consideration of approval. Councillor Clarke called for Council to determine if a possible Conflict of Interest position exists as per Municipalities Act, Section 209 regarding his position as Chairperson of the CBN Joint Council Association and ted 2019 Membership Fees presented for approval.

**Motion 2019-15 Baker/Loch**

Whereas, Council has been a member of the CBNJCA for many years and wished to continues as a member of the same association and whereas, Councillor Clarke is the Chairperson of the said association and whereas other members of Council are also affiliated with the said association, be it resolved that voting on payment for the yearly membership fees for the CBNJCA does not constitute a conflict of interest position for any member of Council and as per the Municipalities Act 1999, Section 209, Council's decision is final.

**Favour 6; Opposed 0; Carried**

**Motion 2019-16 Moores/Baker**

Be it resolved that Council approve to pay the accounts payable bills totalling $40,980.33 as presented.

**Favour 6; Opposed 0; Carried**

• Town Clerk's Report: Dated Jan 8-25, 2019.

**Motion 2019-17 Clarke/Snooks**

Be it resolved that Council accept the TCM's Report, dated Jan 8 - 25, 2019 as presented.

**Favour 6; Opposed 0; Carried**

• Working Foreman's Report: Dated Jan 8 - 25, 2019.

**Motion 2019-18 Clarke/Baker**

Be it resolved that Council accept the Working Foreman's Report: Dated Jan 8 - 25, 2019 as presented.

**Favour 6; Opposed 0; Carried**

• VVFD Dismissal Letter re: Firefighter #25 as per adopted VVFD By-Law #7 & its Subsections.
Financial Report to Dec. 31/18. Previously circulated, reviewed and discussed.

**otion 2019-19 Baker/Clarke**

e it resolved that Council accept the VVFD's Financial Report to December 31, 2018 and recognize information provided of dismissal of Firefighter #25 as per the adopted VVFD By-Laws. **Favour 6; Opposed 0; Carried**

**CORRESPONDENCE FOR ACTION**

› Leave of Absence Request, re Deputy Mayor Gord Ash requesting 3-Months Leave of Absence.

**Motion 2019-20 Baker/Loch**

Be it resolved that Council approve the 3-Month Leave of Absence request received from Deputy Mayor Gord Ash, effective as of January 29, 2019. **Favour 6; Opposed 0; Carried**

**Acting Deputy Mayor position.** Position was discussed in relation to past practise within Council for the Town of Victoria of selecting the person with the highest votes in a Municipal Election be appointed Deputy Mayor.

**Motion 2019-21 Snooks/Baker**

Be it resolved that Councillor Jennifer Moores be appointed Acting Deputy Mayor until DM Ash resumes the position or until otherwise determined. **Favour 6; Opposed 0; Carried**

**Councillor Moores accepted the position.**

› Re-Tabled, Business Application, Jason's Used Auto Sales. Advertised, no concerns or opposition received; approval at the discretion of Council.

**Motion 2019-22 Clarke/Loch**

Be it resolved that, having met the necessary requirements with the town's development plan/regulations and written permission given by property owner of #178 Main Highway, Council approve the business application, as presented, stipulating a maximum of five vehicles for sale and must adhere to all regulations within town development regulations along with all provincial road regulations and be it further resolved no mechanical repairs of sale vehicles are to be carried out at this location. **Favour 6; Opposed 0; Carried**

› Crown Land Application Referral, re: #154918, Type-Grant, Area-Freshwater

Deferred to next council meeting as more review of the town's development plan is carried out along with researching the previous years minutes to recall a motion of Council not to accept any Crown Land Applications within the Municipal Boundary unless it was for a major comprehensive development.

*Councillor Loch left the Regular Public Council Meeting at 8:00 p.m.*

**CORRESPONDENCE FOR INFORMATION/DISCUSSION**

- Dept of Municipal Affairs & Environment, re: Acknowledgement receipt of 2019 Municipal Budget.
- Information Circular, Municipal Affairs & Environment, re: Year-End Claims for Municipal Infrastructure Program – March 31/19. Information passed to Harris & Associates Ltd for review.
- 2019 Clean & Safe Drinking Water Workshop, Gander, NL; Working Foreman registered to attend.
- PMA Avalon Director – Acclaimed, Town Clerk Manager-Margie Hopkins, Old Perlican.
- RCMP Report - Third Quarter ending December 31, 2018.

**NEW BUSINESS**

- Update - Recreation Commission Meeting: Monday, January 21, 2019, was brought up for discussion. Building renovations were reviewed along with relocating gate for parking area. Information was presented regarding a meeting with Recreation NL; it was decided to include at the next regular council meeting, February 19, 2019.

- Trail Information Update, re: Environmental Preview Report. Council agreed to continue with application and complete the Preview Report. TCM waiting for Environmental Preview Committee to be established by the Dept. of Environment for process to begin.

- Town Municipal Development Plan – Regulations associated with Business Applications, i.e.: Regulation #23.

**Motion 2019-23 Baker/Snooks**

Be it resolved that Council withdraw advertising charges associated with the business application from applicant located at #195 Old Track Road previously denied by Council. **Favor 3, Opposed Dooley/Clarke: Carried**

*TCM advised this was in contravention of the Town of Victoria's adopted Town Plan and Development Regulations, more particular in relation to Regulation 23. Will provide more information at next meeting.*

Part-time/Casual Call In - Office Clerk Position – Human Resources. TCM briefed Council on the new employee, along with employment details; acknowledged by all present.
Privileged Meeting with Employee #1112 that took place at 6:00 p.m. prior to this evening's council meeting was reviewed with TCM instructed to issue letter of Council's final decision regarding employment status.

Recreation Commission Liaison: Councillor Baker resigned as Councillor Liaison to this organization.
Councillor Snooks reiterated her resignation as Chairperson of the Civic Functions Committee.

Mayor Dooley reviewed the existing council committees, recognizing constant overlapping of duties in several committees which resulted in restructuring to three committee; Finance, Public Relations, and Public Works. A maximum of two councillors per committee with Mayor as Ex-Officio to all. If desired, Councillors can express any interests in a committee at the next council meeting.

Councillor Clarke: Gave "Notice of Motion" for the next regular council meeting with respect to moving forward with a Request for Proposals for a Design Renovation and Building Plan to complete renovations to the town hall including office security, fire hall and recreation buildings.

Emergency Preparedness Committee. Reviewed importance of the committee and inactivity over the past three-years. Recalled motion to disband the existing committee and move forward with other management as previously motioned by Council; it was then agreed, by all present, to issue notices to existing members of council's decision.

**ADJOURNMENT OF MEETING**
Next Scheduled Regular Council Meeting: Febrebary19, 2019
**Motion 2019-24 Snooks/Moores**
Be it resolved, with all business on the agenda addressed, Council approve to adjourn the meeting 9:10 p.m.
**Favour 5; Opposed 0; Carried**

**Signed:**

*Barry Dooley*
**Mayor**

*Shelly Butt*
**Town Clerk/Manager**

**ATTENDENCE**

**Mayor Barry Dooley**
**Councillor Kelly Loch**
**Councillor Glenn Clarke**
**Jamie Clarke, Working Foreman**
**Acting DM Jennifer Moores**
**Councillor Sharon Snooks**
**Councillor Jennifer Baker**
**Shelly Butt, Town Clerk/Manager**

**CALL MEETING TO ORDER / WELCOME**

Mayor Dooley called the meeting to order at 7:05 p.m. Registered Delegates, re: Recreation NL representatives, Ms. Charlotte Warford, (Small Town's Director), Mr. Gary Milley, (Ex Director Recreation NL) and five members of the Victoria Recreation Commission. Items reviewed and discussed:

• **VRC** – Asked what types of programs are available to a Recreation Commission and how they can be accessed; this can be obtained from the Recreational NL website and Ms. Warford offered assistance to VRC Chairperson. Concerns of operating with five members; no problems recognized other than limited number for carrying out events/programs. Victoria Recreation Commission is classified as Not-For-Profit Incorporated Organization with a CRA Registration Number for funding purposes. Existing Constitution needs to be updated from 1972.

• **Mr. Milley** –Government funding is available for a Regional Recreation Director and as well as program/s funding through Community Health Living for two or more communities up to $15,000 - $35,000. VRC is working well, suggested they should stay an incorporated body but need to reassess any goals, strengths/weaknesses and consider building a 5-10 year recreational plan. Suggested the VRC approach other towns to plan recreational events, (Salmon Cove and Carbonear) when applying for funding as combined applications are preferred by government. This approach can assist with increasing membership and with organizing functions and prevent overlapping of similar events. Consider contacting Municipalities NL and the CBN Joint Council to promote Recreation Regionalization. Encouraged Strategic Planning and research the municipality's role in conjunction with Municipalities Act as well as consider an advisory committee or conduct a survey to find out what the town's residents would like to see as Recreation for Victoria.

• **Ms. Charlotte Warford** – Commended Council for the financial support given to the VRC as well as their commitment to maintenance of the current facilities. She offered her assistance and support to the VRC.

Both Recreation NL members commended Council and the VRC for their involvement as they set a good model for other towns to follow. Members left the meeting at 8:00 p.m.

**Overview** – Recreation NL will provide a sample constitution to the VRC Chairperson. Publish need for new members whenever and wherever possible. Consider regional recreation between neighbouring towns and meeting with Salmon Cove and their Recreation Committee however, decided this should wait until the VRC have review all items discussed. VRC want to operate independent of Council and be able to make own decisions on Recreation matters however, Council Liaison appreciated. Wee Play Children's Program will continue at its current location; agreed by all and the VRC stated they will put together a weekend winter carnival. All members left the meeting

**ADOPTION OF THE AGENDA: February 19, 2019** *Previously Circulated*

**Motion 2019-25 Baker/Loch**

Be it resolved that Council adopt the agenda for the Regular Council Meeting of February 19, 2019 as presented.

**Favour 6; Opposed 0; Carried**

**MINUTES / COUNCIL MEETING / January 29, 2019** *Previously Circulated*

**Motion 2019-26 Snooks/Baker**

Be it resolved that Council adopt the minutes of the regular meeting of Council of January 29, 2019.

**Favour 6; Opposed 0; Carried**

**BUSINESS ARISING FROM THE MINUTES**

**Question re: Motion 2019-23**

Councillor Loch requested details on this motion referring to the information provided by the Urban & Rural Planning Division. Due to this information, Councillor Clarke stated that the action taken in motion 2019-23 sets precedent and must be corrected, adding the proper procedure was followed. TCM requested to provide the correct procedure to rescind a motion for the next regular Council meeting.

**COUNCIL COMM./ STAFF REPORTS** *All Previously Circulated*

- Bill/Accounts: Total $22,985.58

**Motion 2019-27 Clarke/Loch**

Be it resolved that approval is given to pay the accounts payable bills totalling **$22,985.58** as presented.

**Favour 6; Opposed 0; Carried**

- Town Clerk's Report: Dated Jan. 26 – Feb 15, 2019.

**Motion 2019-28 Snooks/Moores**

Be it resolved that Council accept the TCM's Report, dated January 26 – February 15, 2019 as presented.

**Favour 6; Opposed 0; Carried**

- Working Foreman's Report: Dated January 26 – February 15, 2019.

**Motion 2019-29 Snooks/Moores**

Be it resolved that the Working Foreman's Report dated January 26 – February 15, 2019 as presented.

**Favour 6; Opposed 0; Carried**

**CORRESPONDENCE FOR ACTION** *All Previously Circulated*

▪ Re-Tabled Crown Land Application #154918.

**Motion 2019-30 Snooks/Baker**

Be it resolved that, based on the adopted town plan and development regulations, that does not permit *residential development* within a Rural Zone, and in further consideration of the legal agreement on file signed by the applicant and spouse agreeing not to build a residential dwelling within Victoria's Municipal/Planning Boundary within the stated area, Council reject the crown land application for a future proposed residential lot.

**Favour 6; Opposed 0; Carried**

***Councillor Snooks declared a possible conflict of interest as per Section 207-1, leaving the meeting at 9:40 p.m.***

▪ Land Rezoning Request re: Eagle Construction Ltd. Rezoning of residential property to mixed development is required to proceed with proposal to construct 12-unit senior apartments at #10 Penney's Hill, Victoria.

**Motion 2019-31 Baker/Loch**

Be it resolved that Council approve the request from the owner of property located at #10 Penney's Hill to rezone the land from residential to mixed development, at the applicant's full expense. **Favour 5; Opposed 0; Carried**

***Councillor Snooks returned to the meeting at 9:45 p.m.***

▪ Crown Land Application #109512, re: Victoria Heritage Park.

**Motion 2019-32 Baker/Loch**

Be it resolved that Council approve to apply for a Crown Land Grant to take in all area currently occupied at the Victoria Heritage Park as well as all crown land going north to the Hydro Power Plant Museum for such heritage projects as proposed by the Victoria Heritage Society. **Favour 6; Opposed 0; Carried**

▪ Heritage Day/Week Proclamation 2019, re: Heritage Week Feb. 18-24, 2019 and Heritage Day, Feb. 18/19.

**Motion 2019-33 Baker/Clarke**

Be it resolved that Council recognize *Heritage Week, February 18-24, 2019 & Heritage Day, February 18, 2019* and for Mayor Dooley to sign the proclamation on behalf of Council for Victoria. **Favour 6; Opposed 0; Carried**

***Councillor Moores declared a conflict of interest as per Section 207-1b leaving the meeting at 9:50 p.m. (child attending the stated school).***

▪ Donation Request: Carbonear Collegiate - 14th Annual Fundraising Dinner, Auction & Dance, Saturday, Feb. 23/19 at 5:30 p.m., at Carbonear Collegiate.

**Motion 2019-34 Baker/Clarke**

Be it resolved that Council approve a financial donation of $100.00 for 14th Annual Fundraising Dinner, Auction & Dance by the Carbonear Collegiate, Saturday, Feb. 23/19 at 5:30 p.m., at Carbonear Collegiate

**Favour 5; Opposed 0; Carried** ***Councillor Moores returned to the meeting at 9:52 p.m.***

▪ Ultimate Recipient Gas Tax Funding Allocation 2019-2024 totalling $434,144.00 for Victoria. Acceptance required by motion of Council with acknowledgement submitted on or before Feb. 22, 2019.

**Motion 2019-35 Clarke/Snooks**

Be it resolved Council, the authority for the Town of Victoria, accept the Ultimate Recipient Gas Tax Funding Allocation + Per Capita for 2019-2024 totalling $434,144.00 and for Mayor Dooley to sign the acceptance letter on behalf of Council. **Favour 6; Opposed 0; Carried**

▪ Notice of Motion, re: Reno to town hall, fire hall and recreation building.

**Motion 2019-36 Clarke/Moores**

Be it resolved that Council approve to proceed with renovations to the Council Chambers, front entrances and offices of the Town Hall, any necessary renovations to the Fire Hall as well as the floor, front door and front entrance step of the Recreation Building and be it further resolved to request Harris & Associates to develop a proposed renovations package for a design build project. **Favour 6; Opposed 0; Carried**

*Council Committee of Whole meeting set for February 26, 2018 at 7:00 p.m. to review & discuss renovations.*

**CORRESPONDENCE FOR INFORMATION/DISCUSSION** *Previously Circulated*

Victoria Recreation Commission Brief – Meeting January 21, 2019. Previously reviewed and discussed.

**NEW BUSINESS**

▪ Fire Hall Usage, re: Fire/Emergency Building. Discussed VVFD's decision to suspend all non-fire/emergency building use. Mayor to contact Fire Chief for details, re: current VVFD fund-raising activities carried out on site.

▪ Sample of *"Respectful Behaviour"* for all Council meetings/functions, etc., re: MNL Respectful Behaviour at MNL Activities provided at the recent Avalon Regional Meetings held Feb. 1 & 2, 2019 St. John's. To be given consideration of incorporating with the Council's Rules of procedures.

▪ Remaining Small Communities Funding - Cole's Road Project. Inquiry for Council input for use of the remaining funds from the stated project; more specifically for consideration to reallocate funds towards the estimated cost associated with Clarke's Road Project, re: Water/Sewer/Road Upgrading. SCF is Federal Funding. *Discussion for Public Works committee.*

▪ New Town Pickup Truck, re: Reasonable cost/payment options, specification and other equipment, if necessary. *To be reviewed by appropriate council committee.*

**ADJOURNMENT OF MEETING**

Next Regular Scheduled Council Meeting: March 12, 2019.

**Motion 2019-37 Baker/Moores**

Be it resolved, with all business on the agenda addressed, Council approve to adjourn the meeting 10:30 p.m.
**Favour 6; Opposed 0; Carried**

**Signed:**

*Barry Dooley*
**Mayor**

*Shelly Butt*
**Town Clerk/Manager**

**ATTENDENCE**

Mayor Barry Dooley
Councillor Kelly Loch
Councillor Glenn Clarke
Jamie Clarke, Working Foreman
Acting/Deputy Mayor Jennifer Moores
Councillor Sharon Snooks
Councillor Jennifer Baker - Regrets
Shelly Butt, Town Clerk/Manager

**CALL MEETING TO ORDER / WELCOME**

Mayor Dooley called the meeting to order at 7:00 p.m. No registered delegates. One observer -13B Cole's Road.

**ADOPTION OF THE AGENDA: March 12, 2019**

Motion 2019-38 Loch/Moores
Be it resolved that Council adopt the agenda for the Regular Council Meeting of March 12, 2019 as presented.
**Favour 5; Opposed 0; Carried**

**MINUTES / COUNCIL MEETING / February 19, 2019**

Motion 2019-39 Snooks/Clarke
Be it resolved that Council adopt the minutes of the regular meeting of Council of February 19, 2019.
**Favour 5; Opposed 0; Carried**

**BUSINESS ARISING:** Mayor reviewed committee structure for 2019 and stated there will be three committees with two members per committee; *Civic Functions/Communications Committee, Public Works Committee & Finance Committee. Council Committee of Whole* will remain to discuss Privileged Items.

**FINANCE/COUNCIL COMM./STAFF REPORTS**

• Bill/Accounts: Total $34,902.40
Motion 2019-40 Loch/Moores
Be it resolved that Council approve to pay the accounts payable bills as presented totalling $34,902.40.
**Favour 5; Opposed 0; Carried**

• Town Clerk's Report: Dated Feb. 18 – March 8,2019
Motion 2019-41 Snooks/Moores
Be it resolved that Council accept the TCM's Report, Feb. 18 – March 8, 2019as presented.
**Favour 5; Opposed 0; Carried**

• Working Foreman's Report: Dated Feb. 18 – March 8, 2019
Motion 2019-42 Loch/Moores
Be it resolved that Council accept the Working Foreman's Report Feb. 18 – March 8, 2019 as presented.
**Favour 5; Opposed 0; Carried**

• Town Buildings Renovations Report, Feb 26, 2019
Motion 2019-43 Snooks/Loch
Be it resolved that Council accept the Town Building Renovations Report, Feb 26, 2019 as presented and to acquire services of Harris & Assoc's for a "Design Build" tender package. **Favour 5; Opposed 0; Carried**

• VVFD Level of Service recognition.
Motion 2019-44 Clarke/Moores
Be it resolved that Council give acknowledgement to the Victoria Volunteer Fire Dept. for those members who have acquired training for, "*Interior Fire Attack, Vehicle Extrication with Rescue & Medical Assistance provider to Ambulance Service When Requested.*" **Favour 5; Opposed 0; Carried**
Noted: Mayor will request copies of all training certification from the VVFD for reference purposes.

• VVFD Operating Standards – Passed to Finance Committee for review/recommendation.

**CORRESPONDENCE FOR ACTION**

• Victoria Multi-Purpose Trail re: Environmental Preview Report. The EPR guidelines were received indicating that the report requires expertise to complete, with a deadline complete/submit of two-years. It was reiterated Council will not incur any costs associated with the Crown Land Application, developing the proposed multi-purpose trail or it's upkeep for the life of the trail. EnFor Consulting have expressed interest in completing the EPR and can provide a quote; it was agreed to get a cost quote to be reviewed at the next Council meeting before meeting with the Adhoc Trail Committee with any decision/s.

• Motion to Rescind, re: Motion 2019-23. Discussed information provided to all councillors regarding procedures to rescind a motion as well as the procedure of processing various applications by town staff in conjunction with the town's adopted development plan and regulations, which is legally binding on Council.
Motion 2019-45 Clarke/Loch
Be it resolved that, for the reason that Motion 2019-23 contravenes Regulation #23 of the Town of Victoria's adopted Development Regulations 2010, which is legally binding on Council for the Town of Victoria, Council approve to rescind Motion 2019-23. **Favour 3; Opposed 2,** (Moores/Snooks)**; Carried**

*Councillor Snooks declared a conflict of interest position regarding the following subject matter, as per Section 207-1a, by owning property directly across from proposed development and left the meeting at 8:13 p.m.*
• Plan-Tech Environment, Planning Consultant re: Eagle Construction Ltd, Rezoning vs Town Plan Amendment.
Motion 2019 2019-46 Clarke/Loch
Be it resolved that Council accept Plan-Tech Environment's recommendation for the proposed Development Regulations Amendment No. 2, 2019, to add ***"Row Dwellings"*** to the Municipal Services - **Discretionary Use** Classes for the **Residential (Res)** Land Use Zone Table, Schedule C at full cost to the applicant, and be it future resolved an upfront deposit of $3,500.00 be paid as a deposit for all associated costs relating to this amendment.
**Favour 4; Opposed 0; Carried** *Councillor Snooks returned at 8:19 p.m.*

**CORRESPONDENCE FOR INFORMATION/DISCUSSION**
• Dept. of Municipal Affairs, re: 2019 Budget Submission; place on file.
• MNL Memo to Members, re: Ban on Single Use Plastic Bags; place on file.
• MAA Memo to PMA, re: Update on the Municipal Assessment Agency; place on file.
• MAA Memo from Betty Moore, Avalon Director, re: Update on Municipal Assessment Agency; place on file.
• Notice of Highway Camera to be installed on Heart's Content Barrens; place on file.
• TOV, Heritage Society Original Crown Land application for Heritage Park never issued by Crown Lands Office.
• OIPC Training & Upcoming Workshop; place on file.

**NEW BUSINESS**
• Volunteer Appreciation Week, April 7-13, 2019. Civic Functions Committee will start preparations and requested that all Councillors get involved with setting up for the event, if possible. Date for Volunteer Appreciation Night set for Thursday, April 11, 2019.

• Victoria Day Celebrations, Monday, August 5, 2019. Councillor Snooks advised, in agreement with the CFC members, she pre-booked a Bouncy Castle in order to reserve the business for the stated date.

• Email from Mr. David Clarke, MA Analyst, re: Questions regarding correct application of charging Minimum Property Taxes/Polling Properties, as per Section 114 and Water/Sewer Taxes as per Section 130 of the Municipalities Act 1999. Details of phone conversations with Mr. Housell and Mr. Clarke were given by Mayor, TCM and C/Snooks. TCM was instructed to answer proposed questions and wait for reply before Council can consider any further action. Instructions were also given to write Minister Letto, cc to MHA Steve Crocker and NL Premier, Mr. Ball, asking if all municipalities have received the same inquiries, questions as posed to Victoria and request a meeting Minister Letto, MHA Steve Crocker, Mr. Sandy Housell and Mr. David Clarke.

Resident from 13B Cole's Road stated that the end of Cole's Road needs to be fixed and two curb-stops lowered and asked Council to address these items. Contact will be made with Harris & Assoc's regarding inquiries.

Several Councillors stated they were not available for the April 2, 2019 Regular Public Council Meeting due to other commitments; sufficient attendance for quorum, etc was questioned and discussed.

**Motion 2019-47 Clarke/Loch**

Be it resolved that, due to insufficient attendance to constitute a quorum for the April 2, 2019 regular council meeting, Council approve to reschedule the meeting to Tuesday, April 9, 2019. **Favour 5; Opposed 0; Carried**

**ADJOURNMENT OF MEETING**

All business addressed as per the adopted Council meeting agenda.

**Motion 2019-48 Loch/Snooks**

Be it resolved, with all council business addressed, Council approve to adjourn the meeting at 9:24 p.m.

**Favour 5; Opposed 0; Carried**

**Signed:**

***Barry Dooley*, Mayor**

**Signed:**

***Shelly Butt*, Town Clerk/Manager**

**ATTENDENCE**

**Mayor Barry Dooley**
**Councillor Kelly Loch**
**Councillor Glenn Clarke**
**Jamie Clarke, Working Foreman**
**Acting DM Jennifer Moores**
**Councillor Sharon Snooks**
**Councillor Jennifer Baker**
**Shelly Butt, Town Clerk/Manager**

**CALL MEETING TO ORDER / WELCOME**

Mayor Dooley called the meeting to order at 7:03 p.m. One observer -13B Cole's Road.

**ADOPTION OF THE AGENDA: April 9, 2019** *Previously Circulated*

**Motion 2019-49 Clarke/Loch**

Be it resolved that Council adopt the agenda for the Regular Council Meeting of April 9, 2019 as presented.

**Favour 6; Opposed 0; Carried**

**MINUTES / COUNCIL MEETING / March 12, 2019** *Previously Circulated*

**Motion 2019-50 Snooks/Clarke**

Be it resolved that Council adopt the minutes of the regular Council meeting of March 12, 2019 as presented.

**Favour 6; Opposed 0; Carried**

**BUSINESS ARISING FOR THE MINUTES -None**

**COUNCIL COMM. / STAFF REPORTS / OTHER REPORTS** *All Previously Circulated*

Bill/Accounts: Total $43,141.72

**Motion 2019-51 Clarke/Baker**

Be it resolved that Council approve to pay the accounts payable bills totalling $43,141.72 as presented.

**Favour 6; Opposed 0; Carried**

• Town Clerk's Report, Dated: March 11 – April 5, 2019

**Motion 2019-52 Baker/Loch**

Be it resolved that Council accept the TCM's Report, March 11 – April 5, 2019 as presented.

**Favour 6; Opposed 0; Carried**

MMTRA -Bridge construction assistance request, re: Big Rattles; Council approved for Working Foreman to use his own discretion.

• Working Foreman's Report: Dated March 11 – April 5, 2019

**Motion 2019-53 Loch/Moores**

Be it resolved that Council accept the Working Foreman's Report March 11 – April 5, 2019as presented.

**Favour 6; Opposed 0; Carried**

• Update - Volunteer Appreciation Night Thursday April 11/19. All preparations were reviewed with final work to be carried out Thursday afternoon April 11, with Councillors assistance requested from those who are available.

• Update/Discuss - Planned Reno's for Town Bldgs. A verbal report given of meeting held with an associate from Harris & Assoc's to discuss proposed changes to Council Chambers and Main Office areas. Also, visited/reviewed repairs to Recreation Building, i.e.: repair main floor as required, replace/increase size of main entrance door and install new wooden step by main door. ***Decision of Council*** - Agreed to hire a carpenter to complete all specified work to VRC main building; C/Clarke appointed/agreed to oversee completion of work. Briefly discussed possible interior renovations to Fire Hall however, put on hold for future consideration.

• Municipal Garage Pre-Construction Meeting, April 8, 2019. reviewed all details of meeting held with all associated parties. Minutes taken by David Peddle and will be forwarded when finalized. Ground work to commence on Monday, April 15, 2019.

• Eastern Waste Management Emergency Meeting, Delta Hotel, St. John's, Saturday April 6, 2019 attended by C/Clarke and TCM; topic - Solid Waste Management & new government directives regarding changes to curbside waste collection in remote/cabin areas and possible financial impact on stakeholders now and going forward due to 7500 properties taken out of service collection impacting current negotiated collection contracts. Current board structure; except for the appointed chairperson all other members are elected officials.

• Staff Sergeant Greg Hicks, re: Quarterly Update on Policing in Victoria up to March 31, 2019. Reviewed details of report noting overall traffic, service calls and criminal activity down during last quarter as compared to all year.

**CORRESPONDENCE FOR ACTION**

▪ Dept of Transportation & Works re: Summer Maintenance 2019. Request for priority work needed in Victoria. TCM to review priority listing and select shouldering, ditching and paving on section of Hwy East.

▪ Canadian Mental Health Association, re: Proclamation, Mental Health Week, May 2-12, 2019.Mayor Dooley signed the Proclamation.

▪ Environmental Preview Report for Multi-Purpose Trail and Quote from Enfor Consulting Services. Reviewed the details received from Enfor Consulting Services. Council agreed

**Motion 2019-54 Snooks/Clarke**

Be it resolved that Council withdraw their Multi-Purpose Trail Crown Land Application due to Environmental Department concerns/requirements, associated costs, insurance/liability and manpower required for development and upkeep of a Multi-Purpose Trail. **Favour 6; Opposed 0; Carried**

**CORRESPONDENCE FOR INFORMATION/DISCUSSION**

▪ Letter from Mr. Ken McDonald, MP for Avalon advising Council of an $87,230.72 increase in Federal Gas Tax Funding, revised total in Federal Gas Tax Funding Allocation 2019-2024 for Victoria is $521,374.72.
▪ MHA Steve Crocker, re: Request sent for consideration to have a "Digital Speed Indicator" installed on Route 74 for traffic coming into Victoria from Heart's Content Barrens direction. C/Clarke sent April 4/19.
▪ Info Circular re: Updates to Municipal Water, Sewer and Roads Master Construction Specifications. Copy emailed to Harris & Associates for update and review.
▪ Info Circular re: MYCW/Federal Programs Approved Project Expenses including list of "Ineligible Expenses." Noted – Forwarded to Harris & Associates for update and review.
▪ Email notification the summer 2018 Drinking Water Quality Data is available on the Dept's webpage at: **https://www.mae.gov.nl.ca/waterres/whatsnew/index.html** as well as **http://maps.gov.nl.ca/water**
▪ Victoria Municipal Plan Development Regulation Amendment No.2, 2019, re: Amendment to the Residential Land Use Zone Table, Schedule C to add "Row Dwellings" to the Municipal Services in the Discretionary Use Classification.
▪ Letter from first Mayor, Mr. Lloyd Clarke, re: History of how Victoria became incorporated; place on file.
▪ VVFD notice re: Copy of letter to Fire Fighter 1013as per adopted By-Law #7 & its Subsections.
▪ Funding Approval Letter, (Copy), re: Community Healthy Living Fund Application approved for Evergreen 50 Plus Club for $1,500.00.
▪ Eastern Health Public Service Announcement – Reminder to Public to Call 911 for Ambulance Service and notice that Fewer's Ambulance Services has replaced Moore's Ambulance Services for the Conception Bay North, Clarke's Beach, Spaniards Bay and Harbour Grace areas, including an assurance that public emergency and routine ambulance services will continue uninterrupted.
▪ Letter to MAE Minister Mr. Graham Letto, re: Concerns of questions asked by Victoria's Municipal Analyst regarding taxation methods with respect to Sections 114 & 130 of the Municipalities Act 1999. TCM gave complete details of activity since last Council meeting, plus communication with MHA Steve Crocker. A reply is expected from Minister Letto advising of necessary action/s required but was not received to date.

**NEW BUSINESS**

▪ VVFD –Diesel Fuel Consumption from Town Fuel Tank. Concerns of usage and accountability for incurred fuel expenses not being charged off to the VVFD. Further noting of times, the tank was empty without notice given; largely due to fuel gauge not working on fuel tank. Instructed to repair fuel gauge, if possible. Keys to Town Bldgs.; not discussed.

▪ Summer Council Meeting Schedule: Discussed; all councillors agreed to hold one council meeting per month for July and August in compliance as per Section 24-1 of the Municipality Act, 1999, with meeting dates for July 16th and August 13, 2019 and resume scheduled meeting from September to December 2019. Update/Post schedule.

**COMMITTEE STRUCTURE**

Mayor Dooley presented the committee structures, with staff remaining in place as previously assigned and Mayor as Ex-Officio to all committees:

***Civic Functions/Communications Committee:*** Councillor Loch, Chair and Councillor Snooks.

***Finance Committee:*** ADM Jennifer Moores, Chair and Councillor Clarke; financial signing authority unchanged.

***Public Works Committee:*** Councillor Clarke, Chair and Councillor Baker.

▪ Clarke's Road Water/Sewer/Road Upgrading Project. TCM asked if consideration will be given of moving funding balance from Cole's Road Project towards this project. Passed to Public Works Committee for review.

▪ Chief Parsons, VVFD re: Air Quality Test Quote of $5,800 plus HST received for fire hall. VVFD advised except for dust control, they have completed their own in-house air quality testing with a "zero" reading; quote was not considered. Also noted, development of a Standard Operating Guide for use of the Fire Hall; all councillors agreed with review of building usage.

Councillor Clarke – Con. Bay North Joint Council are promoting participation in Eastern Health's Community Health Survey which is open to residents who use Eastern Health services. A Provincial Ban is now in place for "Single Use Plastic Bags" in retail stores.

▪ Councillor Baker: Presented new request from Victoria Recreation Commission, re: Utilize portion of their approved 2019 Town Budget funding to purchase two new complete basketball units.

**Motion 2019-56 Clarke/Snooks**

Be it resolved for Council to approve the budget revision request for the Victoria Recreation Commission to utilize a portion of their approved 2019 budget funding to purchase two new complete basketball units for the Multi-Purpose Court.

**Favour 6; Opposed 0; Carried**

▪ Tidy Towns Meeting, April 8, 2019; attended by Mayor Dooley and C/Loch. Verbal notes given as follows:
- Tidy Town's Photo Contest – Advertise in town newsletter for residents to submit photos for participation.
- Hanging Flowers Baskets: Town to consider permanent pots in different areas around town.
- Veteran Flags/Photos: Heritage Park should be considered, including facts on those with any level of service.

▪ TCM gave notice of letter received, considered of a privileged information, re: Account #110577 - Water Leak Repairs from curb-stop to house and recommended to call a privileged meeting; public dismissed for discussion.

**Motion 2019-57 Clarke/Snooks**

Be it resolved that Council call a privileged meeting @ 9:50 p.m. **Favour 6; Opposed 0; Carried**

*C/Baker declared a conflict of interest position, as per Section 207-1a, monetary interest via BPS Landscaping Ltd regarding the subject matter and left the meeting at 9:55 p.m.*

Letter was discussed; conclusion - residents are responsible for water leak repairs beyond curb-stop to house.

*C/Baker returned to privileged meeting at 10:03 p.m.*

▪ General Labourer Position: Discussed summer work/clean-up with duties assigned by TCM/Working Foreman, rate of pay as well as advertising of position in advance of expected start work date of June 2019.

**Motion 2019-58 Clarke/Snooks** No visitors remaining.

Be it resolved to reconvene into a regular public meeting at 10:09 p.m. **Favour 6; Opposed 0; Carried**

**Motion 2019-59 Clarke/Baker**

Be it resolved Council approve the General Labourer position pay rate to be $1.85 above the new NL minimum wage rate effective April 1, 2019 and may be reviewed after 3-months. **Favour 6; Opposed 0; Carried**

▪ Next Scheduled Council Meeting: April 23, 2019 @ 7:00 p.m.

**ADJOURNMENT OF MEETING**

**Motion 2019-60 Snooks/Loch**

Be it resolved, with all council business addressed, Council approve to adjourn the meeting at 10:31 p.m.

**Favour 6; Opposed 0; Carried**

**Signed:**

***Barry Dooley*, Mayor**

**Signed:**

***Shelly Butt*, Town Clerk/Manager**

**ATTENDENCE:**

*Mayor Barry Dooley- Regrets*
*Councillor Kelly Loch - Regrets*
*Councillor Glenn Clarke*
*Jamie Clarke, Working Foreman*
*Acting DM Jennifer Moores*
*Councillor Sharon Snooks*
*Councillor Jennifer Baker*
*Shelly Butt, Town Clerk/Manager*

**CALL MEETING TO ORDER / WELCOME**

Acting Mayor Moores called the meeting to order at 7:04 p.m. No registered delegations.
One observer -13B Cole's Road.

**ADOPTION OF THE AGENDA: April 23, 2019**

**Motion 2019-61 Clarke/Baker**

Be it resolved that Council adopt the agenda for the Regular Council Meeting of April 23, 2019 as presented.

**Favour 4; Opposed 0; Carried**

**MINUTES / COUNCIL MEETING / April 9, 2019**

**Motion 2019-62 Snooks/Clarke**

Be it resolved that Council adopt the minutes of the regular Council meeting of March 12, 2019 as presented.

**Favour 4; Opposed 0; Carried**

**BUSINESS ARISING FOR THE MINUTES –** Question on Recreation Renov's: Ongoing. Minimum of three quotes will be requested with emphasis on completing work before start of Ladies Softball season.

**COUNCIL COMM. / STAFF REPORTS** *All Reports Previously Circulated*

*Councillor Baker declared a conflict of interest as per the Municipalities Act, 1999 Section 207-2 in relation to invoice #4, (Concord Paving Ltd) listed for consideration of approval and required to leave the meeting, resulting in quorum not being met for the meeting; bill #4 removed and re-tabled at the next regular meeting.*

Bill/Accounts: Revised Total $7,099.62

**Motion 2019-63 Snooks /Clarke**

Be it resolved that Council approve to pay the accounts payable bills totalling $7,099.62 as presented.

**Favour 4; Opposed 0; Carried**

Town Clerk's Report: Dated April 8-18, 2019

**Motion 2019-64 Snooks/Baker**

Be it resolved that Council accept the TCM's Report, April 8-18, 2019 as presented.

**Favour 4; Opposed 0; Carried**

Working Foreman's Report: Dated April 8-18, 2019

**Motion 2019-65 Snooks/Baker**

Be it resolved that Council accept the Working Foreman's Report April 8-18, 2019 as presented.

**Favour 4; Opposed 0; Carried**

Quotes, re: 48" Forks for John Deere 2014 Backhoe 310SK.
Three quotes requested, HST included:

- Nortrax, 48" Pallet Forks - $4,025.00
- Toromont Cat, AMI 48" Forks & carriage to fit - $3,207.82
- Provall Parts Ltd, (PPL) – Quoted requested; No Submission.

**Motion 2019-66 Baker/Snooks**

Be it resolved, that having met the specifications in conjunction with the Public Procurement Act and being the lowest quote, Council accept quote to supply one AMI 48" Forks & carriage to fit John Deere 2014 Backhoe 310SK from Toromont Cat totalling $3,207.82. **Favour 4; Opposed 0; Carried**

Quotes, re: Cutting Edge & 12-Plow Bolts to fit the 2013 John Deere 624K Loader.
Three quotes requested, HST included:
- Nortrax $1,048.84
- Toromont Cat, Quoted requested; No Submission.
- Provall Parts Ltd, (PPL) $1,002.71

**Motion 2019-67 Snooks/Baker**
Be it resolved, that having met the specifications in conjunction with the Public Procurement Act and being the lowest bidder, Council accept the quote from Provall Part Ltd totalling $1,002.71.
**Favour 4; Opposed 0; Carried**

Victoria Volunteer Fire Department - Standard Operating Guide (SOG), re: Use of Fire & Emergency Building.
Reviewed, discussed and debated.
**Motion 2019-68 Baker/Snooks**
Be it resolved, that upon being reviewed in detail, that Council accept and approve the Standard Operating Guide submitted by the Victoria Volunteer Fire Department as presented and coming into effect as of April 23, 2019.
**Favour 4; Opposed 0; Carried**

**CORRESPONDENCE FOR ACTION**
- Leave of Absence Request, re: Deputy Mayor Ash requesting Council's consideration for a 9-Month Leave of Absence from Council.

**Motion 2019-69 Clarke/Snooks**
Be it resolved that Council approve a 9-month Leave of Absence for Deputy Mayor Gord Ash as requested and commencing on April 29, 2019. **Favour 4; Opposed 0; Carried**

- Letter to MAE Minister Mr. Graham Letto, re: Victoria's 2019 Municipal Budget and Taxation Structure regarding Non-Compliance with Section 130 of the Municipalities Act 1999 along with outlined conditions that may result in Government Funding being withheld if Council is non-compliant by the specified deadline.

**Motion 2019-70 Baker/Clarke**
Be it resolved that Council will comply with Section 130 of the Municipalities Act 1999 when preparing the 2020 Municipal Budget, with compliance notice sent to the Minister of Municipal Affairs by the stated deadline.
**Favour 4; Opposed 0; Carried**

*Councillor Snooks declared a conflict of interest position regarding this subject matter as per the Municipalities Act 1999, Section 207, 1 & 2 and required to leave the meeting, resulting in a quorum for the meeting no longer met, item will be re-tabled at the next regular Council meeting.*
- Victoria Municipal Plan Development Regulation Amendment No.2, 2019, re: Motion to Adopt; deferred.

- Revised Council Committee Structure, re: Reviewed and acknowledged assigned committees, including Liaisons for Tidy Town's Committee, Heritage Society Committee, Victoria Recreation Commission and Victoria Volunteer Fire Department.

- Residential Garbage Collection Request, re: Cabin purchased on Job's Pond and new owners will take up permanent residence. Noted: Cabin is in a Rural Zone Area where permanent residence is not permitted and is outside the town's service boundary however, a service fee is applicable.

**Motion 2019-71 Snooks/Clarke**
Be it resolved that Council grant the property owners request for residential garbage collection off Swansea Road only, garbage box must be placed as not to interfere with regular road maintenance/snow-clearing efforts by Town Staff and yearly service fee administered. **Favour 4; Opposed 0; Carried**

**CORRESPONDENCE FOR INFORMATION/DISCUSSION**

- PMA Convention Package, Date: June 5-7, 2019, Holiday Inn, St. John's.
- Dept. of Municipal Affairs & Environment, re: Release of Federal Gas Tax Funding, Year 13B for $43,615.36.
- Dept of Fisheries and Land Resources, re: Letter confirming cancellation of Multi-Purpose Trail accepted. TCM to notify lead persons of Council's decision and request attendance to next council meeting for more details, if desired.

- Royal Canadian Legion Branch #23, Carbonear, re: Invitation to participate in Annual Battle of the Atlantic Parade & Memorial Wreath Laying Service, May 5, 2019. Pass to Mayor Dooley or his alternate.

- Bill C-68, re: HADD broad application and restrictive nature, broadening terms of reference and lack of clarity for non-compliance and penalties on municipalities affected by this Bill; no action taken.

**NEW BUSINESS**

- Council/Committee Meetings, re: Length of discussions for approved agenda items and new business, etc. Noted that discussions/debates are repetitive, lengthy and more control of the meetings is required. Council's adopted Rules of Procedures was mentioned, with all Councillors agreeing to comply to achieve more cohesiveness during meetings and it was reiterated that the Mayor/Chairperson must adhere to and administer the Rules of Procedure for all Council/Committee meetings.

- Country Road, re: Dilapidated condition of road from intersection off Highway East to middle length of road. Noted no provisions for expense was not included in 2019 Municipal Budget, however, may be reviewed later during the fiscal year or under other available funding options, re: Gas Tax Funding 2019-2024.

- Jake Brake Usage Through Victoria. Brief discussion with more review required by Council; deferred until next meeting. Also, mentioned 3-Way Signage on Church Road/Marsh Road; noted, no written concerns or complaints received to date since being installed.

Next Scheduled Council Meeting, May 14, 2019 @ 7:00 p.m.

**ADJOURNMENT OF MEETING**

**Motion 2019-72 Clarke/ Snooks**

Be it resolved, with all council business addressed, Council approve to adjourn the meeting at 8:30 p.m.

**Favour 4; Opposed 0; Carried**

Signed:

Barry Dooley, Mayor

Signed:

Shelly Butt, Town Clerk/Manager

**ATTENDENCE:**

*Mayor Barry Dooley*
*Councillor Kelly Loch*
*Councillor Glenn Clarke*
*Jamie Clarke, Working Foreman*
*Acting DM Jennifer Moores*
*Councillor Sharon Snooks*
*Councillor Jennifer Baker*
*Shelly Butt, Town Clerk/Manager*

**ADOPTION OF THE AGENDA: May 14, 2019** *Previously Circulated*
**Motion 2019-73 Loch/Clarke**
Be it resolved that Council adopt the agenda for the Regular Council Meeting of May 14, 2019 as presented.
**Favour 6; Opposed 0; Carried**

**CALL MEETING TO ORDER / WELCOME**
Mayor Dooley called the meeting to order at 7:01 p.m. One observer -13B Cole's Road.
Registered Delegations, re: Multi-Purpose Trail: Mr. Art Kelloway, Mr. Keith Parsons, Mr. Willis Parsons & Mr. William Sheppard. Mr. Brad Slade, Mr. Alfred Clarke and Mr. Glenn Evely.
*Councillor Loch declared a conflict of interest position as per the Municipalities Act, 1999 Section 207-2 (Property Owner/Bother-In-Law in attendance w/presentation), leaving the meeting at 7:05 p.m.*

Mr. Kelloway, main spokesperson for several attendees, requested and was granted permission to distribute a printed script to all Councillors of a Facebook conversation about the Multi-Purpose Trail, then requested an explanation and asked if Council sanctioned any responses. Mayor Dooley replied stating that Council had no part in any replies however, he personally responded. Mayor Dooley said that Council withdrew their Crown Land Application for the Multi-Purpose Trail and if work is being done in the area or to private property, it was now a civil matter. It was further explained, that due to continued requests by governments and other agencies for reports to be completed, such as, an environment assessment, an environment preview report and at a later point a traffic control/prevention report would also have to be completed by Council.
Other items mentioned or questioned:
- Did Council issue a permit for construction of the bridge at the end of the proposed trail; no permit issued.
- Was approval issued by the Dept. of Environment for the construction of a bridge? No approval notice on file with town.
- Mentioned legal aspects of a Multi-Purpose Trail used by Off-Road Vehicles intersecting with two local town roads & Prov. Highway and asked how Council will address this concern now that it was publicly stated to proceed with cutting out the area; Mayor stated that approval was not granted by Council and any work undertaken should be referred to those responsible for cutting and removal of any trees, brush, etc. and Council is not responsible for anyone making the choice to break any laws.
- Asked if Council will install a barricade to stop off-road vehicles from using the roads at the end of the developed portion of Old Track Road South; Mayor stated that barricades will not be installed,
- Asked if Council would support reports of Off-Road Vehicle usage and support charges being laid; Mayor stated it was a civil matter not a Council matter, but Council will abide by the law.

Mr. Keith Parsons, property owner affected by recent cutting on his property, stated his disappointment in the actions taken as a result of the Facebook postings, that in his opinion were encouraged by Council, causing encroachment and damages to his property which has forced him to incur the cost to survey the land. Mr. Parsons left at 7:40 p.m.

Mr. Brad Slade said he will ensure that any mess from cutting and left on private property will be cleaned up. He stated he had copies of Traffic Legislation verifying Off-Road Vehicle usage of Abandoned Railway Track; Mayor Dooley stated that Council already received this information from Crown Lands. Mr. Slade left the meeting at 7:49 p.m.

*Councillor Loch returned to the regular meeting at 7:55 p.m.*

**MINUTE OF SILENCE:** For the *Late Walter Vivian Hiscock*, former employee, Fire Chief, Councillor, etc.

**MINUTES / COUNCIL MEETING / April 23, 2019** *Previously Circulated*
**Motion 2019-74 Snooks/Baker**
Be it resolved that Council adopt the minutes of the regular Council meeting of April 23, 2019 as presented.
**Favour 6; Opposed 0; Carried**

**BUSINESS ARISING FOR THE MINUTES** – None

**COUNCIL COMM. / STAFF REPORTS** *All Reports Previously Circulated*
Bill/Accounts to May 10, 2019: Total $40,962.66
*Councillor Baker declared a conflict of interest position as per the Municipalities Act, 1999 Section 207-2 (Business Owner/Bother-In-Law), for invoice #1 presented, leaving the meeting at 7:58 p.m.*
Bill #1 - Concord Paving Ltd for $4,579.88
**Motion 2019-75 Clarke/Moores**
Be it resolved that Council approve to pay the accounts payable bill for Concord Paving Ltd for $4,579.88.
**Favour 5; Opposed 0; Carried** *Councillor Baker returned at 7:59 p.m.*

Remainder Accounts Payables totalling $36,382.78 were reviewed for consideration of approval for payment.
**Motion 2019-76 Loch/Clarke**
Be it resolved that Council approve to pay the remaining accounts payable bills for $36,382.38 as presented.
**Favour 6; Opposed 0; Carried**

Town Clerk Manager's Report: Dated April 22 - May 10, 2019
**Motion 2019-77 Clarke/Snooks**
Be it resolved that Council accept the Town Clerk Manager's Report, dated April 22 – May 10, 2019 as presented
**Favour 6; Opposed 0; Carrie**

Working Foreman's Report: Dated April 22 - May 10, 2019
**Motion 2019-78 Baker/Loch**
Be it resolved that Council accept the Working Foreman's Report dated April 8-18, 2019 as presented.
**Favour 6; Opposed 0; Carried**

Victoria Volunteer Fire Dept – re: Revised By-Laws presented for Council consideration of approval. More time was requested for review and compare with By-Laws previously adopted; deferred until next meeting.

**CORRESPONDENCE FOR ACTION** *Previously Circulated*
*Councillor Snooks declared a conflict of interest position regarding first item listed as per Section 207-1 (living on same street of land affected by plan amendment) and for second item listed as per Section 207-2, (Sister to property owner on Clarke's Road), of the Municipalities Act 1999, leaving the meeting at 8:03 p.m.*
- Re-tabled - Victoria Municipal Plan Development Regulation Amendment No.2, 2019, re: Motion to Adopt.

**Motion 2017-79 Clarke/Moores**
Be it resolved that, after being advertised without inquiry or opposition received, Council approve the Victoria Municipal Plan Development Regulation Amendment No. 2, 2019. **Favour 5; Opposed 0; Carried**

- Cole's Road Project to be revised to include scope of work for Clarke's Road Water/Sewer Upgrading (PN 18-107) and request to use remaining funding from Cole's Road Project, (17-SCF-18-00064), $69,238.74 as Part B for this project. Estimated cost for Clarke's Road W/S/Rd Upgrades Project estimated $135,000 - $140,000. Noted: Prior approval given by Council to utilize the remaining funds from Project #17-CWWF-17-00026, (White's Lane), for Part "A" of the said project.

**Motion 2019-80 Loch/Moores**

Be it resolved that Council submit a request to Municipal Affairs to include Clarke's Road Water/Sewer/Road Upgrading, (PN18-107), as Part B in the scope of work under the Cole's Road Project, (17-SCF-18-0064) using the $69,238.74 in remaining funding. **Favour 5; Opposed 0; Carried** *Councillor Snooks returned at 8:07 p.m.*

- Executive Director, NAIA. Requesting support of sustainable farmed seafood in NL; no action taken.

- Victoria Heritage Society, re: War Veteran Story Board Memorials. TCM provided details as given by member of the VHS, with interest being expressed by Council, however; would like more information to determine amount of financial commitment. Liaison, Councillor Loch, to acquire more information and report when available.

- Clarified Accounting, re: Letter of Engagement to Audit the Financial Statements for Victoria year ending December 31, 2018 and Financial Audit Acceptance Letter.

**Motion 2019-81 Snooks/Baker**

Be it resolved to approve for Mayor Dooley and Town Clerk Manager to sign the draft copy of the 2018 Consolidated Financial Statement, Financial Audit Request Letter and Representation Letter as prepared by Clarified Accounting. **Favour 6; Opposed 0; Carried**

- Quotes, re: Labour Cost for Renovations to Recreation Bldg. Councillor Clarke and Working Foreman met with three businesses to review and discuss all details of scope of work required.

Three quotes received and opened by Mayor Dooley in the presents of all recorded in attendance, as follows:

- Island Pride = $2,083.80
- Crawford's Construction Ltd. = $3,105.00
- David & Jonathan's Contracting Ltd = $1,495.00

**Motion 2019-82 Baker/Loch**

Be it resolved that, being compliant with the Public Procurement Act, Council accept and award the work to David & Jonathan's Contracting Ltd for $1,495.00 for Labour Only with required materials supplied by the Town.

**Favour 6; Opposed 0; Carried**

**CORRESPONDENCE FOR INFORMATION/DISCUSSION** *Previously Circulated*

- Dept. of Municipal Affairs & Environment: Municipal Operating Grant, October 2018, $64,253.04 received; acknowledged.
- BioMaxx Environmental, re: Victoria's Q1 2019 WSER Federal Wastewater Report completed, submitted and approved within the ERRIS System. Noted also submitted to the Water Resources Management Branch, MA&E; reviewed and acknowledged.
- Traffic Advisory Group-NL (Citizens) (TAG-NL). Mr. Terry Kelleher, A/C of new group advocating for improved quality pavement, better drainage and better road foundation; acknowledged.
- Cal-Legrow, re: Budget Impact on Auto Insurance Tax. Notice advising due to upcoming election and budget not passed, no change to current insurance tax structure for consumers or businesses at this time; acknowledged.
- 2019 Clar Simms Scholarship: Anyone meeting all criteria may apply; acknowledged.
- Community Sustainability Partnership Accountability Measures and Exemptions. Annual requirement for Municipal Operating Grant and Provincial Gas Tax Revenue funding for 2019-2020, etc.; acknowledged.
- Canadian Corps of Commissionaires By-Law Enforcement Officers; acknowledged.
- Victoria Lions Club – re: Coffee House Fundraising Fees for Community Centre Rental. Discussed details of current usage with it being reiterated that Council supports several of their annual special events as well as other uses of the community centre free of charge. With recognition of current assistance in place the request not approved and reply to be issued.

**NEW BUSINESS**

▪ Re-Tabled - Jake Brake Usage Through Victoria. TCM stated new information maybe forthcoming from a member of the RCMP, Hr. Grace Detachment that may assist with this inquiry; deferred until new information.

▪ Old Salmon Cove Road - Dilapidated Condition. MHA Crocker has been contacted twice to date. TCM stated contact will be made with the Dept. of Agriculture to request ditching and road upgrading after extreme water damage to majority of road over the past year.

▪ Victoria Recreation Commission seeking information from Council for possible Crown Land for a Splash Pad, preferably on Powerhouse Road next to Shaw Snow Memorial Playground. TCM recommended for Council to review overall town development plan, detailed plans, location and size of land required, future financial commitments, maintenance and operating obligations. TCM to check for possible Crown Land as stated.

▪ Development of Social Media Policy for Council, Councillors and Staff. Discussed by all members present and recognized need for a policy. Communications Committee and TCM to commence development.

▪ Draft Specification for New Town Pickup presented for review. All details were reviewed with some additions to existing, with consensus to proceed with specifications, and to include purchase of new snow-plow along with all details relating to same. Will dispose of 2009 GMC Pickup Truck once new vehicle is received.

Councillor Baker inquired about the following items:

- Come Home Year, Victoria Day Weekend 2021. Communications Committee to commence work by seeking interest from committees and organization in Victoria to set on an Ad-hoc Come Home Year Committee, post on Facebook as advisory notice for public of dates event will take place to vacation planning purposes.
- Renovation to Town Hall; reviewed details of plans and meetings with associate from Harris & Associates to date. TCM to get update for next meeting.
- Requested update on progress of Emergency Preparedness Committee and requested expression of interest; TCM stated only interested member expressed interest from previous EPC Committee after being disband by Council. Communications committee to post on Facebook for expressions of interest to form new committee. Mayor Dooley to contact Fire Chief for discussion on VVFD taking a lead role in new committee.

Councillor Snooks attended McHappy Day, Carbonear on May 8th & Victoria Lions Club Speak-Off at Persalvic School; enjoyed both successful occasions.

Councillor Clarke attended the Heritage Fair at Persalvic School; enjoyed participating. Reminded everyone of the upcoming Joint Council dinner Wednesday, June 26, 2019 at 7:00 p.m. at the Royal Canadian Legion – Branch 32, 108 Water Street, Bay Roberts and encouraged everyone to attend, if possible.

**ADJOURNMENT OF MEETING**

Next Scheduled Council Meeting, June 4, 2019 @ 7:00 p.m.

**Motion 2019-82 Baker/ADM Moores**

Be it resolved, with all council business addressed, Council adjourn the meeting at 9:36 p.m.

**Favour 6; Opposed 0; Carried**

Signed:

Barry Dooley, Mayor

Signed:

Shelly Butt, Town Clerk/Manager

Victoria

Council Meeting Minutes June 11, 2019

**ATTENDENCE:**

*Mayor Barry Dooley*
*Councillor Kelly Loch*
*Councillor Glenn Clarke*
*Jamie Clarke, Working Foreman*
*Acting DM Jennifer Moores - Regrets*
*Councillor Sharon Snooks*
*Councillor Jennifer Baker*
*Shelly Butt, Town Clerk/Manager*

**CALL MEETING TO ORDER / WELCOME**

Mayor Dooley called the meeting to order at 7:00 p.m. One Observer - #13 Cole's Road, Victoria.

**ADOPTION OF THE AGENDA: June 11, 2019** *Previously Circulated*

**Motion 2019-83 Baker/Loch**

Be it resolved that Council adopt the agenda for the Regular Council Meeting of June 11, 2019 as presented.

**Favour 5; Opposed 0; Carried**

**MINUTES / COUNCIL MEETING / May 14, 2019** *Previously Circulated*

**Motion 2019-84 Snooks/Baker**

Be it resolved that Council adopt the minutes of the regular Council meeting of May 14, 2019 as presented.

**Favour 5; Opposed 0; Carried**

**BUSINESS ARISING FOR THE MINUTES –**

**COUNCIL COMM. / STAFF REPORTS** *All Reports Previously Circulated*

Bill/Accounts to June 10, 2019: Total $45,941.61

*Councillor Baker declared a conflict of interest position for invoice #1 presented as per the Municipalities Act, 1999 Section 207-2 (Business Owner/Husband), and for Bill #2 as per the Municipalities Act, 1999 Section 207-2 (Business Owner/Bother-In-Law), leaving the meeting at 7:02 p.m.*

Bill #1 BPS Landscaping for $1,485.25 & Bill #2 Concord Paving Ltd for $4,449.93

**Motion 2019-85 Snooks/Loch**

Be it resolved that Council approve to pay the accounts payables for BPS Landscaping for $1,485.25 & Concord Paving Ltd for $4,449.93. **Favour 4; Opposed 0; Carried** *Councillor Baker returned at 7:03p.m.*

Bill #3 Brookside Flowers

*Councillor Clarke declared a conflict of interest position as per the Municipalities Act, 1999 Section 207-1 (Monetary Interest – Item purchased for C/Clarke as per town policy), leaving the meeting at 7:03 p.m.*

**Motion 2019-86 Baker/Snooks**

Be it resolved that Council approve payment of Bill #3 to Brookside Flowers for $63.25.

**Favour 4; Opposed 0; Carried** *Councillor Clarke returned at 7:04 p.m.*

Remainder Accounts Payables totalling $30,931.14 were reviewed for consideration of approval for payment.

**Motion 2019-87 Baker/Loch**

Be it resolved that Council approve to pay the remaining accounts payable bills for $30,931.14 as presented.

**Favour 5; Opposed 0; Carried**

**Payroll Report Jan 01- June 1, 2019**

**Motion 2019-88 Snooks/Loch**

Be it resolved to approve the Payroll Report for all Town Employees from Jan 01 – June 01, 2019 for $124,770.78 as presented. **Favour 5; Opposed 0; Carried**

Town Clerk's Report: Dated - May 13 – June 10, 2019

**Motion 2019-89 Baker/Clarke**

Be it resolved that Council accept the Town Clerk Manager's Report, dated May 13 – June 10, 2019 as presented. **Favour 5; Opposed 0; Carried**

Noted: Put Notice on Facebook to help keep the town clean. All councillors agreed to temporarily hold off on purchase of new pickup truck for possible Public Procurement Agency tender package for fleet of vehicles, including trucks. Recreation Reno Repairs to building going well to date.

Discussed previous request by the Victoria Recreation Commission to relocate existing gate near the recreation building to stop vehicles from parking behind it and for safety of children crossing parking lot to gain access to playground, multi-purpose court, etc.

**Motion 2019-90 Clarke/Loch**

Be it resolved that Council approve the Victoria Recreation Commission's request to relocate the gate from the entrance to the parking lot next to the recreation building and to install rocks evenly spaced on both sides of the gate to prevent vehicles from passing through. **Favour 5; Opposed 0; Carried**

Requested to have "*Park At Own Risk*" signs made and install in visible locations on the parking lot.

Working Foreman's Report: Dated - May 13 – June 10, 2019

**Motion 2019-91 Loch/Baker**

Be it resolved that Council accept the Working Foreman's Report dated May 13 – June 10, 2019 as presented. **Favour 5; Opposed 0; Carried**

VVFD - Review of Revised By-Laws, *Re-tabled*

*Councillor Baker declared a conflict of interest position for invoice #1 presented as per the Municipalities Act, 1999 Section 207-2 (Brother/1st Asst. Chief and By-Laws containing Remuneration Benefits for VVFD Members) and left the meeting at 7:31 p.m.*

The revised/updated VVFD By-Laws were reviewed and debated but deferred until further discussion with the VVFD Executive by Council. TCM to set up meeting with agreeable date/time for all parties.

*Councillor Baker returned at 7:46 p.m.*

Use of Town Fire & Emergency Equipment for Non-Fire/Emergency Purposes, Unauthorized Use of Town Equipment and VVFD Facebook Post publishing unauthorized use of town equipment for personal use. Concern were discussed in-depth with Council recognizing the need for policy development, including necessary controls and penalties regarding town owned facilities/equipment. Policy development required immediately.

## CORRESPONDENCE FOR ACTION

Re-Tabled - Jake Brake Usage Through Victoria, response received from RCMP. No policy development discussed however, reviewed idea of installing "Jake Brake Usage Prohibited" signs at all entrances to Victoria.

**Motion 2019-92 Baker/Loch**

Be it resolved that Council approve to purchase and install "*Jake Brake Usage Prohibited*" signs at three entrances to Victoria via both Route 70 entrances and Route 74. **Favour 5; Opposed 0; Carried**

Office of The Information & Privacy Commissioner, re: Complaint Follow-up File 0055-044-18-009. Recognized deadline for compliance to meet ATIPPA Office stated stipulations and need for policy development. Councillor Loch and TCM will commence development of said policy for Councillors/Staff.

*Councillor Snooks declared a conflict of interest position regarding as per Section 207-1 (living on same street where advertisement sign is to be erected and have declared a conflict on all matters pertaining to the same property to date), leaving the meeting at 8:14 p.m.*

Eagle Construction Ltd, re: Advertising Sign for Apartment Units on Property, Penney's Hill

**Motion 2019-93 Clarke/Baker**

Be it resolved that Council approve application to erect a sign on the said property in accordance with the town's development regulations. **Favour 5; Opposed 0; Carried** *Snooks returned at 8:15 p.m.*

Dept. of Municipal Affairs & Environment, re: FES Fire Protection Financial Assistance Grant approved for the Victoria Volunteer Fire Department for $14,453.00, less GST/HST Rebate, with Provincial Share at $12,057.96. VVFD previously notified of approved funding and must provide invoices relating to purchases.

**CORRESPONDENCE FOR INFORMATION/DISCUSSION**

- Dept. of Municipal Affairs & Environment: Cole's Road Water & Sewer Upgrading, re: Clarke's Rd Prj.
- Victoria Municipal Plan Development Regulation Amendment No.2, 2019 to be finalized June 7, 2019 once gazetted and applications for Row Dwellings can commence on this date.
- Municipal Assessment Agency Memo, re: Supplemental Notice Threshold. TCM to complete.
- Municipal Assessment Agency Memo, re: 2020 Assessment Roll received, with mail date of June 3/19 & appeals being received up to July 3, 2019.
- Crown Land Mapping Powerhouse Road, re: Land for proposed Splash Pad by VRC. Land by School to see if owned by School. C/Loch to check out for next meeting.
- Harris & Associates response to inquiry on previous invoice #6575 for cost associated preparation/revision of Capital Works Estimates/Location Plans from 2017-2019.
- Royal Canadian Legion Branch #23, re: D-Day 75th Anniversary Commemoration, June 9, 2019 & Memorial Day Parade & Service of Remembrance, July 1st, 2019. *Mayor to pass to DM or alternate, if unable to attend.*
- Municipal Operating Grant received and deposited in General Bank for second half of 2018 for $64,253.04.
- MNL, notice received advising Lisa Dempster, MHA of Cartwright – L'Anse au Clair, was appointed as the new Minister of Municipal Affairs & Environment.
- Canadian Heritage notice of funding application approval for Canada Day Celebrations for $1,758.00.
- Employment & Social Development Canada, re: New Horizon for Seniors Program call for proposals with emphases on preventing elder abuse/fraud, support healthy aging and addressing dementia, housing, counteracting ageism in the workplace to promote labour market retention of seniors.

**NEW BUSINESS**

Victoria Lions Club Charter Night, Citizen of the Year: ***Jeannette Penney***. Congratulation to be issued.

Recreation Complex, Marsh Road – Inappropriate Use of Facilities was discussed again with it being stated that the issues/concerns should be reported to the RCMP by those who are complaining and/or eye-witnessing any inappropriate activities. The TCM advised Council that contact has been made with the RCMP Detachment, Hr. Grace requesting more patrols of this area as well as other areas of town with emphasis on the summer months.

Victoria Recreation Commission, re: Request to install picnic tables or small change pad and a garbage can at King's Road Bridge and Bottom Loop Brook areas. Discussed liability and possible litigation for publicly validating use of a known *Salmon Cove River Habitat and Salmon Enhancement Project* in the area at the King's Road Bridge and an Environmentally Protected/Provincial Historic Flood Zone at the Bottom Loop Road areas indicated in the submitted request. Upon recognition of these stated concerns, request was not approved.

Recreation Building Reno's Update. Floor repairs complete, with remaining work to be completed within a few weeks.

Victoria Memorial Board - War Memorial Service, Sunday, June 30, 2019, Church Service 10:30 a.m. at the Bethel Pentecostal Church, with Wreath Laying at the War Memorial Site at 11:40 a.m.

Request of expression of interest in forming a "Come Home Year Committee" – Need to be advertised on the Town's Facebook Page; passed to Communication Chair to administer.

Councillor Baker inquired about the buffer zone around any body of water, more specifically Beaver Pond and the possibility of constructing boardwalk around it. Reviewed previous attempt by the Victoria Community Development Corporation to get a grant for the same purpose a few years ago. It was stated that concerns were raised by residents adjacent to Old Track Road owning land to high water mark with those concerns be conveyed to the VCDC as well as Council, ending with the project not being pursued. TCM to check with appropriate government division for an explanation of a buffer zone verses owning land to the "high-water mark."

Residents from #239 & #241calling Councillor and town office with complaints of roaming animals by owner located at #245 Church Road. Both TCM/WF advised all calls received to date regarding these concerns were investigated with no animals found roaming or no other cause for concern upon visiting the area. Instructions given to write owner advising to keep animals in accordance with the town's Animal Regulations; include a copy, siting fence should be repaired to keep animals on own property and call Service NL to inspect condition of animals.

**ADJOURNMENT OF MEETING**

Next Scheduled Council Meeting, June 25, 2019 @ 7:00 p.m.

**Motion 2019-94 Snooks/Clarke**

Be it resolved, with all council business addressed, Council adjourn the meeting at 9:02 p.m.

**Favour 5; Opposed 0; Carried**

Signed:

Barry Dooley, Mayor

Signed:

Shelly Butt, Town Clerk/Manager

**ATTENDENCE:**

*Mayor Barry Dooley*
*Councillor Kelly Loch*
*Councillor Glenn Clarke*
*Jamie Clarke, Working Foreman - Regrets*
*Acting DM Jennifer Moores*
*Councillor Sharon Snooks*
*Councillor Jennifer Baker*
*Shelly Butt, Town Clerk/Manager*

**CALL MEETING TO ORDER / WELCOME**

Mayor Dooley called the meeting to order at 7:06 p.m.

**PRIVILEDGED MEETING**: VVFD Executive Meeting as per request by Chief Robert Parsons.
As some items were of a confidential nature, it was recommended to call a privileged meeting. No observers or scheduled attendees were present.

**Motion 2019-94 Loch/Baker**
Be it resolved to call a privileged meeting at 7:06 p.m. **Favour 6; Opposed 0; Carried**

**Motion 2019-95** Loch/Moores
Be it resolved to reconvene into a regular public Council meeting at 8:15 p.m. **Favour 6; Opposed 0; Carried**
Noted: No scheduled delegations or member from the general public were in attendance for the meeting.

**Privileged Meeting discussion:**

- Use of the Fire/Emergency Equipment by any member of the VVFD for personal/private reasons or events.
- Council has developed and will be adopting a town vehicle usage policy that applies to Councillors, Staff and all departments under Council's control.
- Insurance coverage was discussed regarding coverage when attending public events and will be checked for future benefit.
- Briefly reviewed some of the highlighted revisions to the VVFD's By-Laws, noting Council will discuss later in the meeting. Discussion concluded and all members left at 8:15 p.m.

**ADOPTION OF THE AGENDA**: June 25, 2019

**Motion 2019-96 Clarke/Snooks**
Be it resolved that Council adopt the agenda for the Regular Council Meeting of June 25, 2019 as presented.
**Favour 6; Opposed 0; Carried**

**MINUTES / COUNCIL MEETING** / June 11, 2019:

**Motion 2019-97 Baker/Clarke**
Be it resolved that Council adopt the minutes of the regular Council meeting of June 11, 2019as presented.
**Favour 6; Opposed 0; Carried**

**FINANICAL / COUNCIL COMM. / STAFF REPORTS**

Bill & Accounts Total $14,202.50 & Payroll $13,841.89.
*Councillor Baker declared a conflict of interest position for invoice #1 presented, as per the Municipalities Act, 1999 Section 207-2 (Business Owner/Bother-In-Law), leaving the meeting at 8:17 p.m.*
Bill #1 #2 Concord Paving Ltd for $3,286.47

**Motion 2019-98 Snooks/Loch**
Be it resolved that Council approve to pay the accounts payables for Concord Paving Ltd for $3,286.47.
**Favour 5; Opposed 0; Carried** *Councillor Baker returned at 8:18 p.m.*

Remainder Accounts Payables totalling $14,202.50 and Payroll for periods: 06/02/19 and 06/15/19 for $13,841.89 were presented for consideration of approval.

**Motion 2019-99 Clarke/Baker**
Be it resolved that Council approve to pay the remaining accounts payable bills for $14,202.50 and further resolved to approve the payroll for 06/02/19 and 06/15/19 of $13,841.89. **Favour 6; Opposed 0; Carried**

Town Clerk's Report: Dated June 11 - 21, 2019
**Motion 2019-100 Snooks/Loch**
Be it resolved that Council accept the Town Clerk Manager's Report, dated June 11 - 21, 2019 as presented.
**Favour 6; Opposed 0; Carried**

Noted email from VRC Chairperson that the newly relocated gate will now be left open during Ladies Softball. Discussed in detail and it was council's decision the gate will only to be opened for the following circumstances and the TCM to issue notice to this effect:

- Fire and/or Emergencies,
- Work to be completed by town staff or hired contractor to carry out approved work,
- Recreation Members/Staff for committee purposes.

Working Foreman's Report: Dated June 11 - 21, 2019
**Motion 2019-101 Moores/Baker**
Be it resolved that Council accept the Working Foreman's Report, dated June 11 - 21, 2019 as presented.
**Favour 6; Opposed 0; Carried**

Town Vehicle/Emergency Service/Heavy Equipment Usage Policy. Deferred until next Council meeting and request information from Cal LeGrow Insurance regarding insurance coverage when town vehicles are used for Council public events.

VVFD Travel – Expense – Accommodations Policy. Referred to Finance Committee for more review.

Civic Functions Committee, re: Canada Day Celebrations Planning Update. Councillor Loch gave a brief overview of all planned activities and gave rational for some new changes to the time frame of some events.

Noted: Pastor Geoffrey Ryan, Bethel Pentecostal Minister to conclude ministry service with the town of Victoria after 17-year. Write letter acknowledging years of service.

Recreation Liaison Resignation. Councillor Baker submitted a resignation as VRC Liaison, giving a brief explanation and reasoning after which Mayor Dooley accepted the resignation and expressed gratitude for her years of dedication and support to the VRC.

Victoria Volunteer Fire Department, re: Financial Report Updated to June 12, 2019.
**Motion 2019-102 Clarke/Snooks**
Be it resolved that, without any apparent noted discrepancies, Council accept the VVFD Financial Report to June 12, 2019 as presented.
**Favour 6; Opposed 0; Carried**

Re-tabled -VVFD Updated By-Laws. *Councillors to review for next meeting.*

**CORRESPONDENCE FOR ACTION**

- Municipal Affairs & Environment re: Ultimate Recipient Gas Tax Amendment 2019-2024 totalling $524,611.00 Federal Share for Victoria. Acceptance required by motion of Council with acknowledgement submitted on or before July 31, 2019.

**Motion 2019-103 Clarke/Loch**
Be it resolved Council, the authority for the Town of Victoria, accept the Ultimate Recipient Gas Tax Funding Allocation Amendment + Per Capita for 2019-2024 totalling $524,611.00 and for Mayor Dooley to sign the acceptance letter on behalf of Council.
**Favour 6; Opposed 0; Carried**

- Resident at #30 Highway East re: Certified Septic System for property wastewater service.

**Motion 2019-104 Clarke/Snooks**

Be it resolved that, due to property located at #30 Highway East not capable of being serviced by the town's wastewater system and/or a household sewage lift system, Council give approval to the property owner of #30 Highway East to install a Certified Septic System that which must be certified and approved by Service NL.

**Favour 6; Opposed 0; Carried**

▪ Winterhouse Farm Ltd Commercial Business / 2-Building Applications, (Abattoir Bldg & Dwelling) re: Approval In Principle.

**Motion 2019-105 Baker/Moores**

Be it resolved that Council grant approval-in-principal, pending the applications are all compliant with the town's development regulations in conjunction with issued approvals from any Provincial or Federal department and/or any other agencies that may be affected by this proposed development.

**Favour 6; Opposed 0; Carried**

▪ Victoria Recreation Commission, re: Funding Grants, including completion of payroll from funding acquired through Federal, Provincial or other funding sources for submission to the Canada Revenue Agency. The TCM stated information acquired from Service Canada, Municipal Affairs & Environment along with Advanced Education Skills &Labour regarding legal implications associated with being granted approved funding under a particular Canada Revenue Business Number, the funding agreement conditions associated with the use of, reporting and submitting payroll remittances for employee hired through approved funding.

▪ Letter from Lisa Dempster, Minister of Municipal Affairs & Environment, re: Concerns regarding TOV's 2019 Municipal Operating Budget & Tax Structure; more specifically number of properties capable of being serviced by the town's water and/or wastewater system and amount to be charged per parcel. In addition, was a request for the number of properties capable of being serviced and amount to be charged by Council to be submitted for their review. Discussed by Council and agreed to review all details at their earliest opportunity.

▪ BioMaxx Environmental, Wastewater Sample Collection & Reporting offer of a 3-Year with a 3% rate reduction or a 4-Year with a 5% rate reduction contracts for flow monitoring, sampling and Federal ERRIS Database Reporting; which is the same services currently provided.

**Motion 2019-106 Clarke/Snooks**

Be it resolved that Council approve to sign the four-year contract at a 5% reduced rate to come into effect on July 1, 2019 and end December 31, 2023. **Favour 3; Opposed 3; Defeated**

*Councillor Loch declared a conflict of interest position, (Husband-Leader with the 1st Carbonear Scouts Group), as per the Municipalities Act, 1999 Section 207-1, and left the meeting at 9:34 p.m.*

▪ Donation Request, 1st Carbonear Scouts Group, re: Scout Tree Fundraiser, (Black Spruce Tree Seedlings)

**Motion 2019-107 Clarke/Baker**

Be it resolved that Council approved to donate $50.00 to 1st Carbonear Scouts Group as per the request.

Favour 5; Opposed 0; Carried *Council Loch to the meeting at 9:36 p.m.*

▪ Financial Donation Request, re: To assist with the cost to provide T-Shirts for several groups of children participating in the Summer Day Camp, cost ranging from $15-25 per shirt.

**Motion 2019-108 Snooks/Baker**

Be it resolved that Council approve to donate a maximum of $200.00 to assist with the purchase of T-Shirts for any group participating in the Victoria Children's Summer Day Camp Program. **Favour 6; Opposed 0; Carried**

Letter from resident located at #401 Highway East with concerns regarding the deteriorated condition of the Waterwheel in the Victoria Heritage Park. Council was informed the Heritage Society has already taken the waterwheel down and will be carrying out repairs to the building and using it as storage space by the VHS.

**CORRESPONDENCE FOR INFORMATION/DISCUSSION**

- Mayor Betty Moore, Avalon Director, re: Municipal Assessment Agency Board Activity Update
- PMA 2019 Convention Update and Board of Directors.
- MNL 2020 Convention Committee Members, re: Call for Committee Members.
- Councillor Orientation Training, June 26/19, in Room 146 (Lecture Theatre) at the College of the North Atlantic, Carbonear Campus 9:00 a.m. – 4:30 p.m. Mayor Dooley, C/Clarke and TCM attending.

**NEW BUSINESS**

- Complaint concerning resident at #50 Rattle's Road stacking wood against the hydrant in front of the property that is preventing safe access to the hydrant should a fire emergency occur; it was also noted there was possibility the hydrant may be become damaged. After a brief discussion, the property owner is to be formed by town staff the wood must be moved away from the hydrant immediately, stating fire and safety concerns.

- RFP's for Catering Services for Town Sponsored Events/Socials. Brief discussion, whereby it was agreed Council should give the idea some serious consideration with respect to limited participation by councillors due to work/family/other commitments as well as staff, as most events take place on statutory holidays, weekends and/or outside of working hours.

Harris & Associates Ltd, re: Participation in Proposed Paving Tender with other local towns. Council discussed several town roads that needed paving and/or repaving along with possible payment options; with Country Road discussed first.

*Councillor Loch declared a conflict of interest position, (owner of residential & vacant land located on Country Road), as per the Municipalities Act, 1999 Section 207-1, and left the meeting at 10:03 p.m.*

**Motion 2019-109 Moores/Baker**

Be it resolved that Council approve to re-pave two-thirds of Country Road commencing at the intersection of Highway East and be it further resolved that Council agree to finance the cost from the town's own funds.

**Favour 5; Opposed 0; Carried** *Councillor Loch returned to the meeting at 10:05 p.m.*

Edwards Clarke's Road adjacent to Highway East and Baldwin's Road off Penney's Hill were also brought forward for consideration of being paved.

**Motion 2019-110 Snooks/Clarke**

Be it resolved that Council approve to pave Edward Clarke's Road, adjacent to Highway East, past the driveway of the last house, as well as to pave Baldwin's Road off Penney's Hill and be if further resolved for the town to finance the cost from the town's own available funds. **Favour 6; Opposed 0; Carried**

Victoria Heritage Society, re: Land & Sea Program. Councillor Loch stated that Land & Sea was filming the Heritage Park for a week, capturing interviews with their members, filming the history and artifacts contained in the park, as well as catching some on-site productivity. Final taping to take place in the afternoon on Monday, August 5, 2019 during the Victoria Day Celebrations; full episode scheduled to air in the Fall of 2019.

**ADJOURNMENT OF MEETING**

Next Regular Council, July 16, 2019

**Motion 2019-111 Baker/Loch**

Be it resolved, with all council business addressed, Council adjourn the meeting at 10:10 p.m.

**Favour 6; Opposed 0; Carried**

Signed:

Barry Dooley, Mayor

Signed:

Shelly Butt, Town Clerk/Manager

**ATTENDENCE:**

*Mayor Barry Dooley*
*Councillor Kelly Loch*
*Councillor Glenn Clarke*
*Jamie Clarke, Working Foreman*
*Acting DM Jennifer Moores - Regrets*
*Councillor Sharon Snooks -Regrets*
*Councillor Jennifer Baker*
*Shelly Butt, Town Clerk/Manager*

**CALL MEETING TO ORDER / WELCOME**

Mayor Dooley called the meeting to order at 7:00 p.m. One observer from #13B Cole's Road.

**ADOPTION OF THE AGENDA: July 16, 2019**

Motion 2019-112 Loch/Clarke Payroll Report Summary Added

Be it resolved that Council adopt the agenda, including the Payroll Summary Report for June 23/19 – July 13, 2019 for the Regular Council Meeting of July 16, 2019 as presented. **Favour 4; Opposed 0; Carried**

**MINUTES / COUNCIL MEETING / June 25, 2019**

Motion 2019-113 Clarke/Loch

Be it resolved that Council adopt the minutes of the regular Council meeting of June 25, 2019 with error noted on page 2 about wording of minutes regarding resignation of C/Baker as Victoria Recreation Commission Liaison.

**Favour 4; Opposed 0; Carried**

**COUNCIL COMM. / STAFF REPORTS**

Bill/Accounts: List of Accounts Payables totalling $55,275.38 was presented for consideration of approval.

**Motion 2019-114 Baker/Clarke**

Be it resolved that Council approve to pay the accounts payable bills totalling $55,275.38 as presented.

**Favour 4; Opposed 0; Carried**

Payroll Report Summary June 23/19- July 13/19.

**Motion 2019-115 Clarke/Baker**

Be it resolved to approve the Payroll Report Summary for all Town Employees from June 23/19 - July 13/19 for $20,592.72 as presented. **Favour 4; Opposed 0; Carried**

Town Clerk's Report: Dated June 24 – July 12, 2019

**Motion 2019-116 Clarke/Baker**

Be it resolved that Council accept the Town Clerk Manager's Report, dated June 24 – July 12, 2019 as presented.

**Favour 4; Opposed 0; Carried**

Noted: Fireworks Complaint. Reviewed and discussed suggestion of implementing a Policy or By-Law however; it was stated it would be near impossible to implement after hours or weekends, as fireworks are rated for residential use and sold at local convenience stores. Concerns of incurred vehicle damage is a civil matter.

Working Foreman's Report: Dated June 24 – July 12, 2019

**Motion 2019-117 Clarke/Loch**

Be it resolved that Council accept the Working Foreman's Report, dated June 24 – July 12, 2019 as presented. Lines on intersection and fix up the War Memorial was mentioned. **Favour 4; Opposed 0; Carried**

Civic Functions Report: Canada Day Update & Victoria Day Preparations, (Monday, August 5, 2019). C/Loch briefly reviewed details of Canada Day's successful events. Agreed Fireworks to take place on Powerhouse Road.

Finance Committee Report, July 12, 2019 Previously circulated for Council review.

**Motion 2019-118 Baker/Loch**

Be it resolved that Council accept the recommendations as defined in the Finance Committee Report, July 12, 2019 and that the report be approved as presented. **Favour 4; Opposed 0; Carried**

Re-Tabled - Town Vehicle/Service/Heavy Equipment Policy. Reviewed and debated by Council.
**Motion 2019-119 Loch/Clarke**
Be it resolved that the ***"Town Vehicle/Service/Heavy Equipment Policy"*** for the town of Victoria be accepted and approved by Council and to come into effect immediately with a copy given to all personnel and affiliated departments of Council. **Favour 4; Opposed 0; Carried**

Re-tabled -VVFD Updated By-Laws; deferred for more review.

VVFD – Request to Fly a Gay Pride Flag during Gay Pride Week, July 12th -21st, 2019.
**Motion 2019-120 Clarke/Baker**
Be it resolved that Council grant the request from the VVFD to fly Gay Pride Flag.
**Favour 4; Opposed 0; Carried**

New Policy Development presented for Council's Consideration as per the **ATIPPA Requirements agreed to by Council as per Complaint File #0055-044-18-009** in addition to scheduling training for Councillors/Staff on access & privacy obligations. All policies carry a signature page to be signed by Councillor, Staff and any other departments deemed necessary by Council to ensure adherence to the stated policies.

- Social Media Policy
- Email Usage Policy
- Municipal Information & Privacy Policy
- Oath of Confidentiality – Councillors & Staff

**Motion 2019-121 Clarke/Loch**
Be it resolved that Council approve and adopt the Social Media Policy, Email Usage Policy, Municipal Information & Privacy Policy as presented and to be signed by all Councillors and Staff, coming into immediate effect; and be it further resolved that Council adopt the Oath of Confidentially and it too, to be signed by all Councillors and Staff. **Favour 4; Opposed 0; Carried**
Councillor were encouraged to take more time if necessary, to review all policies before signing. Separate signing pages will be placed on all councillor's desks for signing at the next Council meeting.

**CORRESPONDENCE FOR ACTION**
Re-Tabled: Eagle Construction Ltd final approval of Seniors Apartment Buildings. No adversity received after advertising end-date July 4, 2019. No written correspondence received by deadline date of July 5, 2019. Application requires final approval by Council.
**Motion 2019-122 Clarke/Loch**
Be it resolved that, not having received any written correspondence from the general public regarding the proposed development by Eagle Construction Ltd as per new discretionary use classification within a Residential Zone for Row Dwellings and being satisfied the town's development regulations within this classification have been met, Council grant final approval of the said development application to construct three-single level dwellings with four apartments in each. **Favour 4; Opposed 0; Carried**

Re-Tabled: Winterhouse Farm Ltd Commercial Business / 2-Building Applications, (Abattoir Bldg & Single Dwelling) re: Approval in Principle. Correct Application for Crown Land in Victoria received and should be advertised.
**Motion 2019-123 Clarke/Baker**
Be it resolved that Council grant approval-in-principle, for the applications in conjunction with the amended information, pending compliance with the town's development regulations and all necessary approvals from any Provincial or Federal department and/or any other agencies that may be affected by this proposed development.
**Favour 4; Opposed 0; Carried**

Donation Request, re: 7th Annual Kiwanis Golf Tournament to be held at the Wilds Sept. 9/19.
Noted: Council donates directly to the Persalvic School Breakfast Program. Not approved as per Council's In-House Donation Policy.

Public Consultations Launched on Provincial Solid Waste Management Strategy Review; emailed all associated information to Councillors June 27/19. Place on File

Crown Land Grant Application No. 125694, Lease/Licence for Remote Cottage located at Miler Pond.
**Motion 2019-124 Clarke/Baker**
Be it resolved that Council grant approval of the Crown Land Lease to Occupy Application No. 125694, as received for the stated applicant pending approval of all other Government Departments and/or agencies listed in the said application. **Favour 4; Opposed 0; Carried**

**CORRESPONDENCE FOR INFORMATION/DISCUSSION**
Jake Brake Usage Signs on Provincial Highways – Reply from Dept of Transportation & Works stating approval to install denied as per legal counsel previously received the Provincial Gov. on this subject matter.

Fall 2018 Drinking Water Quality Online Data; emailed July 11/19. Previously emailed information with report available online. ***All Satisfactory***.

Service NL, re: Public Health Laboratory Sanitary Reports from locations in Victoria – ***All Satisfactory***.

RCMP Hr. Detachment 2nd Qrt Policing Report for Victoria as stated:
- ✓ Speeding is the biggest issue seen in Victoria, RCMP officials are hopeful their enforcement efforts will continue to assist with a decline in speeds in Victoria.
- ✓ Total Calls for Service answered by Harbour Grace Detachment since April - June 2019 = 988
- ✓ Total Calls for Service in the Town of Victoria since April - June 2019 = 103
- ✓ Town of Victoria Off Road Vehicle Offences Reported April = 3 May = 0 and June = 0
- ✓ Three matters reported in April occurred along Route 70, and one regarding increased Off-Road Vehicle traffic in general. ATV use is a popular pass time in Victoria and efforts are focussed on safe and lawful use of these vehicles in a responsible manner.

Reviewed and acknowledged. Request more patrols of Playgrounds, Ballfield and all Lookout Areas.

Municipal Assessment Agency's Audited Financial Statements for Fiscal Year 2018-2019; emailed June 27/19.

Dept. of Municipal Affairs & Environment, Municipal Infrastructure & Support, re: Information Circular, 2020 Budget & Municipal Taxation. Review with compliance already stated in letter to Minister of MA&E. Will contact other town's during Budget preparation to inquire if compliance will be carried out.

**NEW BUSINESS**
Pastor & Mrs. Geoffrey Ryan – Parting Gift. Council was informed that as per previous decision a letter was written, sent and already received with gratitude given by Pastor Ryan in office. Letter was satisfactory.

Town Staff – Garbage from Kid's Summer Day Camp not being picked up by Day Camp Staff. Council reiterated that Day Camp Staff are to ensure all garbage is to be cleaned up regularly and a daily visual scan of all area used during day camp for any harmful discarded paraphernalia. Notice to be issued to Recreation Director & Staff.

**ADJOURNMENT OF MEETING**
Next Scheduled Council Meeting, August 13, 2019 @ 7:00 p.m.

**Motion 2019-125 Clarke/Baker**

Be it resolved, with all council business addressed, Council adjourn the meeting at 8:15 p.m.

**Favour 4; Opposed 0; Carried**

Signed:

Barry Dooley, Mayor

Signed:

Shelly Butt, Town Clerk/Manager

**ATTENDENCE:**

Mayor Barry Dooley
Councillor Loch - *Regrets*
Councillor Glenn Clarke
Jamie Clarke, Working Foreman
Acting DM Jennifer Moores
Councillor Sharon Snooks
Councillor Jennifer Baker - *Regrets*
Shelly Butt, Town Clerk/Manager

**CALL MEETING TO ORDER / WELCOME**

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

**ADOPTION OF THE AGENDA: August 13, 2019**

**Motion 2019-126 Snooks/Moores**

Be it resolved that Council adopt the agenda for the Regular Council Meeting of August 13, 2019 as presented.

**Favour 4; Opposed 0; Carried**

**MINUTES / COUNCIL MEETING / July 16, 2019**

**Motion 2019-127 Snooks/Clarke**

Be it resolved that Council adopt the minutes of the regular Council meeting of July 16, 2019 with error noted on page 2 re: wording of resignation given by Councillor Baker as Victoria Recreation Commission Liaison.

**Favour 4; Opposed 0; Carried**

**MINUTES / SPECIAL MEETING / July 31, 2019**

Additional Engineering authorization required for two - PCA Change Orders, re: #1-White's Lane Water/Sewer Upgrading 17-CWWF-17-00026 and #2-Cole's Road Water/Sewer & Street Upgrading 17-SCF-18-00064. Quorum not possible - deferred to next Regular Council Meeting.

**COUNCIL COMM. / STAFF REPORTS**

**Bill/Accounts**: List of Accounts Payables totalling $33,108.01.

**Motion 2019-129 Clarke/Moores**

Be it resolved that Council approve Accounts Payables totalling $33,108.01 as presented.

**Favour 4; Opposed 0; Carried**

**Payroll Report Summary** July 14/19 - Aug. 03/19 for $21,397.43

**Motion 2019-130 Clarke/Moores**

Be it resolved to approve the Payroll Report Summary for all Town Employees from July 14/19- Aug. 03/19 for $21,397.43 as presented.

**Favour 4; Opposed 0; Carried**

**Town Clerk Manager's Report**: Dated July 15 – August 9, 2019

**Motion 2019-131 Clarke/Snooks**

Be it resolved that Council accept the Town Clerk Manager's Report, dated July 15 – August 9, 2019 as presented.

**Favour 4; Opposed 0; Carried**

**Working Foreman's Report:** Dated July 15 – August 9, 2019

**Motion 2019-132 Snooks/Clarke**

Be it resolved that Council accept the Working Foreman's Report, dated July 15 – August 9, 2019 as presented.

**Favour 4; Opposed 0; Carried**

**Civic Functions Report: Victoria Day**, (Monday, August 5, 2019) Update. Reviewed details of cancellation and discussed fireworks, maybe be possible to have Monday, September 2, 2019 at 8:30 p.m. on Powerhouse Road; to be discussed with CF Chair for final decision. Also, requested that Civic Functions Committee to review yearly events and possibility of combining similar events taking place throughout the year; more specifically during summer months; ie: Canada Day and Victoria Day.

**Re-tabled -VVFD Updated By-Laws**. More in-depth review required. Brief discussion on some concerns conveyed by VVFD members regarding attendance to fire/emergency scenes and reports of excessive speeding while driving emergency vehicles. Mayor to meet with VVFD for update and discussion on stated items. TCM to check legislation and authority to exceed the posted speed limit.

**ATIPPA Requirements** to scheduling training for Councillors on access & privacy obligations Signatures of Councillors: ➢ Social Media Policy ➢ Email Usage Policy ➢ Municipal Information & Privacy Policy ➢ Oath of Confidentiality – Councillors & Staff. Staff signed policies related to them.

**CORRESPONDENCE FOR ACTION**

MNL Convention 2019, re: Resolution for Councillors Remuneration and/or Exemption Amount for conducting council work outside of Council Chambers throughout the year. Councillor Clarke gave update on recent conversations with MNL, MP's, etc.; no resolution necessary at this time.

Dean's Road Water/Wastewater Upgrading Project Approval, with the Municipal Affairs & Environment Infrastructure Agreement ready for approval and must be signed by Mayor/TCM.

**Motion 2019-133 Snooks/Clarke**

Be it resolved that Council accept the approved funding from Municipal Affairs & Environment for Dean's Road Water/Wastewater Upgrading Project, (Project # 17-GI-20-00028), for $461,488 as per letter dated July 23/19, #COR/2019/01917 and further resolve that Victoria will provide their municipal share for $41,849.00 for this project and to authorize the Mayor and Town Clerk/Manager to enter into the funding agreement on behalf of the Victoria with the Municipal Affairs & Environment. **Favour 4; Opposed 0; Carried**

Resolution Required to finance the Municipal Share of $41,849.00 and GST/HST Rebate of $42,995.00 associated with Dean's Road Water/Wastewater Upgrading with Ministerial Approval required for both.

**Motion 2019-134 Clarke/Snooks**

Be it resolved that Council approve to borrow from the Canadian Imperial Bank of Commerce, Mount Pearl, NL the municipal share of $41,849.00, the GST/PST Rebate Portion of $42,995.00 and further resolve that Council approve Harris & Associates Ltd as the Prime Consultant for Project #17-CWWF-17-00026.

**Favour 4; Opposed 0; Carried**

Scott's Maintenance Ltd, re: Quote for 1- Complete Fill Rite w/register and all required material, supply only.

**Motion 2019-135 Clarke/Moores**

Be it resolved that Council, accept the quote from Scott's Maintenance Ltd and approve to purchase.

**Favour 4; Opposed 0; Carried**

Xylem, re: Silver Prevention Maintenance Agreement 1-Annual Inspection of All Sewer Lift Stations only $1,600.95, pre-HST. TCM reported credit of $1,809.24 was confirmed and applied against previously approved invoice #3558306460 for $2,344.68 with balance of $535.44 paid in full.

**Motion 2019-136 Clarke/Snooks**

Be it resolved that Council approve to purchase the Silver Prevention Maintenance Agreement 1-Annual Inspection of All Sewer Lift Stations only $1,600.95, pre-tax. **Favour 4; Opposed 0; Carried**

Call for Applications, re: 2020-2021 Municipal Infrastructure Applications, Municipal Capital Works & Investing in Canada Instructure Program (ICIP), deadline September 30, 2019. Recommending resubmitting Ash's Lane Water/Sewer Extension & Drainage Improvements.

**Motion 2019-137 Clarke/Snooks**

Be it resolved Council resubmit Ash's Lane Water/Sewer Extension (320 meters) & Drainage Improvements Project #AP-MCW-19205, at the estimated cost of $454,725.99 under the Green Infrastructure Stream through the 2020/2021 Municipal Capital Works & Investing in Canada Infrastructure Program, (ICIP).

**Favour 4; Opposed 0; Carried**

Paving Estimate for PN 19-103, 19-104, 19-108, Towns of Carbonear, Victoria and Harbour Grace. Tender Published – Deadline 12noon Wednesday, August 29, 2019.

**Motion 2019-138 Clarke/Snooks**

Be it resolved that Council accept the Paving Estimates from Harris & Associates for $143,330.25, which includes associated engineering for $17,825.00, HST included, to complete paving for Country Road, Edward. Clarke's Road, and Baldwin's Road. **Favour 4; Opposed 0; Carried**

Victoria Community Development Corporation, re: Letter of Support from Council for a proposed JCP Application for repairs to the Victoria Lifestyle Museum, Powerhouse Road.

**Motion 2019-139 Clarke/Moores**

Be it resolved that Council agree to lend support by issuing a letter of support to the Victoria Community Development Corp. for the proposed JCP Application. **Favour 4; Opposed 0; Carried**

**CORRESPONDENCE FOR INFORMATION/DISCUSSION**

- Dept. of Fisheries and Land Resources, re: Heritage Park/Museum, Grant Application No. 109512 approved and forwarded to Titles Office for preparation at a cost of $301.15 once processed. Victoria Heritage Society may apply for Crown Land, if available, to encompass the area behind residential property leading to waterwheel.

- BioMaxx completed and submitted the April-June 2019 report to Environment Canada as part of the Regulatory Wastewater Reporting Program which was approved.

- MNL Calls Emergency Meeting on Wastewater System Effluent Regulations, Friday September 6, 2019, Holiday Inn, Portugal Cove Rd. Important for town's participating in the Regulatory Wastewater Reporting Program under Environment Canada and exceeding regulatory effluent levels daily.

- Municipal Affairs and Environment - Approval to Call Tenders, re: Clarke's Road, (Parts A & B), 17-CWWF-17-00026 & 17-SCF-18-00064.

- Notification of Application Status, re: Ash's Lane Water/Sewer Extension & Drainage Improvements not approved.

- Dept. of Municipal Affairs & Environment PCA Change Order Approvals, re: New Building Canada Fund-Small Communities Fund Water/Sewer & Street Upgrading, Cole's Road-17-SCF-18-00064 PCA Change Order #2 ($9,744.77) & Clean Water/Wastewater Fund, Water/Sewer/Road Upgrading – White's Lane 17-CWWF-17-00026 PCA Change Order #2 ($19,592.10) - Additional engineering required.

**NEW BUSINESS**

Permit #52 issued for an accessary building based on information stated by the applicant but later noted to be non-compliant with height of an accessary building and distance from boundary to build line in a residential zone. Letter to be issued notifying resident of non-compliance with the town's development regulations.

Permit Conditions, re: Recommended to be attached to all applications and signed as part of the application process to ensure applicants are aware of stated conditions, stipulations and/or regulations/legislation, etc.; agreed by Council.

Vacant Land Water & Sewer Tax Rate as required by Municipalities Act, 1999, Section 130. Discussed email from Director of Municipal Support regarding Councillors voting on the new tax but stated possible conflict under Section 207-1 and 207-2. In the event a councillor is unsure of a potential conflict, that councillor may engage Section 209 and request that Council consider the potential conflict and decide on the matter however,

when asked to consider a question of conflict under the authority of Section 209, it is Council's responsibility to consider the specific situation together with the language set out in Section 207 and to make an informed decision on whether or not the councillor/s have a monetary interest that is a conflict of interest. Being this matter is unique to Council as a whole and in order to remain open and transparent with respect to this tax it was decided to write the Minister of Municipal Affairs and Environment, as per Section 208-4, to request permission for Mayor Dooley and Acting Deputy Mayor Jennifer Moores to vote on the amount of tax to be charged per parcel of assessed Vacant Land to be known as the Vacant Land Water & Sewage Tax, as per Section 130 of the Municipalities Act, 1999.

Residential Property Owner - #67 Swansea Road, re: Letter regarding invoice for expense to town for staff afterhours calls. Discussed and noted proper policy was followed with no change to fees charged. Council reiterated for the Town Clerk Manager to follow the town's adopted 2019 Tax Structure.

Closure of dormant Bank Accounts, re: Infrastructure Project Accounts.

- Gully Path Bank Account: Remaining Balance of $8,726.38 paid on bank loan and account closed.
- Gas Tax Bank Account: Confirmed Bank Loan paid in full, remaining bank account balance was $8,967.43; $8.500.00 deposited into General Bank account with balance to remain in account if same account can be used for future Gas Tax funding; if not possible, will transfer balance and close account.
- White's Lane Bank Account: Remaining Balance of $13,777.56 paid on GST Rebate Loan, account to be closed; agreed to pay remaining balance of loan from the General Bank Account.

**Next Scheduled Council Meeting, September 17, 2019 @ 7:00 p.m.**

**ADJOURNMENT OF MEETING**
**Motion 2019-140 Snooks/DM Moores**
Be it resolved that Council adjourn the meeting at 9:41 p.m. **Favour 4; Opposed 0; Carried**

Signed:

Barry Dooley, Mayor

Signed:

Shelly Butt, Town Clerk/Manager

**ATTENDENCE**

**Mayor Barry Dooley** — **Acting - Deputy Mayor Jennifer Moores**
**Councillor Kelly Loch** — **Councillor Sharon Snooks**
**Councillor Glenn Clarke** — **Councillor Jennifer Baker**
**Shelly Butt, Town Clerk/Manager** — **Jamie Clarke, Working Foreman**

**CALL MEETING TO ORDER / WELCOME**

Mayor Dooley called the meeting to order at 7:04 p.m. No Scheduled Delegates or Delegations.
Observer: 13B Cole's Road.

**ADOPTION OF THE AGENDA**: September 17, 2019

**Motion 2019-141 Baker/Loch** No additions or amendments to the Agenda,
Be it resolve that Council adopt the agenda for the Regular Council Meeting of September 17, 2019 as presented.
**Favour 6; Opposed 0; Carried**

**MINUTES / SPECIAL MEETING- July 31, 2019 & COUNCIL MEETING-August 13, 2019/ETC:**
**SPECIAL MEETING- July 31, 2019; Minutes**
**Motion 2019-142 Clarke/Snooks**
Be it resolved that Council approve to adopt the minutes of the Special Meeting held July 31, 2019 as presented.
**Favour 6; Opposed 0; Carried**

**COUNCIL MEETING-August 13, 2019; Minutes**
**Motion 2019-143 Snooks/Moores** No errors or omissions noted.
Be it resolved that Council adopt the minutes of the regular public meeting held August 13, 2019 as presented.
**Favour 6; Opposed 0; Carried**

**Recorded Vote, September 5, 2019**
**Motion 2019-144 Moores/Snooks**
Be it resolved that Council adopt the recorded vote taken on September 5, 2019 to accept the tender results for Street Upgrading and Paving (2019) Project No. 19-104 for $126,971.50 received August 30, 2019 and further resolved to approve Harris & Associates Engineering Fee of $17,825.00. **Favour 6; Opposed 0; Carried**

**COUNCIL COMM. / STAFF REPORTS**

**Bill/Accounts:** Total $32,233.32, inclusive.
*Councillor Baker declared a conflict of interest position re: invoice #1, (Business Owner/Spouse), and #2, (Business Owner/Bother-In-Law), as per the Municipalities Act, 1999 Section 207-2, left Chambers at 7:09 p.m.*
Bill #1 BPS Landscaping for $1,000.50 & Bill #2 Concord Paving Ltd for $4,274.38.
**Motion 2019-145 Loch/Snooks**
Be it resolved that Council approve to pay the invoices for BPS Landscaping for $1,000.50 & Concord Paving Ltd for $4,274.38. **Favour 5; Opposed 0; Carried** *Councillor Baker returned at 7:10 p.m.*

Remaining Accounts Payables totalling $26,958.44 reviewed in consideration of approval for payment.
**Motion 2019-146 Baker/Moores**
Be it resolved that Council approve to pay the remaining accounts payable bills for $26,958.44 as presented.
**Favour 6; Opposed 0; Carried**

**Payroll Status from Aug. 4 – Sept. 7, 2019 Total $31,064.92.**
**Motion 2019-147 Snooks/Baker**
Be it resolved that Council approve the Payroll Report Summary for all Town Employees from Aug. 4 – Sept. 7, 2019 as presented totaling $31,064.92. **Favour 6; Opposed 0; Carried**

**Bank Reconciliations, General Bank Account #103 – July 2019 & Loan Account #105 – August 2019**
**Motion 2019-148 Clarke/Snooks**

Be it resolved that Council accept the balanced Bank Reconciliations, re: General Bank Account #103 – July 2019 & Loan Account #105 for August. **Favour 6; Opposed 0; Carried**

**Permit Register to September 17, 2019** List of all permits issued to date.
**Motion 2019-149 Baker/Snooks**
Be it resolved that Council approve all permit types issued to September 17, 2019 as presented.
**Favour 6; Opposed 0; Carried**

**Town Clerk's Report: Dated August 12 – September 13, 2019**
**Motion 2019-150 Baker/Loch**
Be it resolved that Council accept the Town Clerk Manager's Report, August 12 – September 13, 2019 as presented. **Favour 6; Opposed 0; Carried**

**Working Foreman's Report: Dated August 12 – September 13, 2019.**
**Motion 2019-151 Loch/Baker**
Be it resolved that Council accept the Working Foreman's Report, August 12 – September 13, 2019 as presented.
**Favour 6; Opposed 0; Carried**

**Automatic Diaphragm Valves Training** by Atlantic Canada Water & Wastewater Association, St. John's, NL October 15/19 cost of $362.25 for non-members; Working Foreman should attend.
**Motion 2019-152 Clarke/Baker**
Be it resolved that Council approve to pay Automatic Diaphragm Valves Training cost of $362.25 for the Working Foreman to attend, St. John's, October 15, 2019. **Favour 6; Opposed 0; Carried**

Mayor - Verbal Update **MNL Wastewater Effluent Regulations Emergency Meetings, Fri. Sept. 6, 2019.** Victoria compliant with wastewater treatment but; effluent levels exceed maximum levels of 100 $m^3$ per day. Environment Canada regulations will require extra testing due to this but; no notice received to date. BioMaxx can perform any extra testing and offer smoke testing to find leaks or infiltration of the town's wastewater.

Municipal Affairs & Environment reply regarding making/enforcing By-Laws for a Fire Dept., as per Council request, including a copy of the NL Regulation 26/00, Fire Chief Regulations and relevant sections of the Municipalities Act, 1999; briefly discussed information received. Reviewed concerns conveyed of attending fire/emergency scenes but not permitted to stay on site. Also, reviewed reply from S/S Hicks, RCMP, Hr. Grace, NL, re: regulations on exceeding speed limits of fire/emergency personnel operating Emergency Vehicles; send memo to VVFD including information from RCMP.

Re-tabled -VVFD Updated By-Laws. More in-depth review required; deferred for discussion Monday, September 23, 2019 at 7:00 p.m.

**CORRESPONDENCE FOR ACTION**
*Councillor Snooks declared a conflict of interest position as per the Municipalities Act, 1999 Section 207-2, (Brother living on Clarke's Road) and left Chambers at 8:02 p.m.*
Tender Results, re: Clarke's Road Water & Sewer Upgrading, PN: 18-107A, (17-CWWF-17-00026) & PN 107 B, (17-SCF-18-00064) & Recommendation to Award Tender to Shaw Ventures, Lowest Satisfactory Tender.
**Motion 2019-153 Clarke/Baker**
Be it resolved that Council accept the tender results and Harris & Associates recommendation to award Shaw Ventures the contract for Clarke's Road Water & Sewer Upgrading, PN: 18-107A, (17-CWWF-17-00026) & PN 107 B, (17-SCF-18-00064) for a total cost of $134,982.52. **Favour 5; Opposed 0; Carried**
*Councillor Snooks returned at 8:04 p.m.*

Quote - Rodco Mechanical (2014) Ltd, PRV Station Upgrades. Compliant with PPA; approval recommended.
**Motion 2019-154 Baker/Moores**

Be it resolved that Council accept the quote from Rodco Mechanical (2014) Ltd, for $27,522.31 to complete upgrades to the town's Pressure Reducing Value Station, Slade's Road. **Favour 6; Opposed 0; Carried**

MNL 2019 Nomination Board of Directors are being accepted for President, Vice-President, Small Towns Director and Urban Municipalities Director. C/Clarke expressed interest in Small Town's Director.
**Motion 2019-155 Snooks/Loch C/Clarke did not vote**
Be it resolved that Council approve to nominate Councillor Clarke for the position of Small Towns Director on the MNL Board of Directors. **Favour 5; Opposed 0; Carried**

Business Application - Winterhouse Farms, re: Sheep/Abattoir Business, Residential Dwelling & Abattoir Bldg.
**Motion 2019-156 Baker/Snooks**
Be it resolved that Council grant final approval pending submission of approvals from all government and/or agencies affiliated with this business in conjunction of compliance with all town development regulations.
**Favour 6; Opposed 0; Carried**

Home-Based Business Application – #43 Swansea Road requires council conditional approval pending Government Service NL approval.
**Motion 2019-157 Clarke/Baker**
Be it resolved that Council grant conditional approval to the applicant to open a Home-Based Business in an accessary building located at #43 Swansea Road subject to approval from Government Services NL, must submit to Council copies of permits from all government departments and/or agencies affected by this business in addition to being compliant with all town development regulations. **Favour 6; Opposed 0; Carried**

Donation Request, re: Victoria Red Shoe Crew Walk for Families held Saturday, September 14, 2019.
**Motion 2016-158 Clarke/Snooks**
Be it resolved that Council donate $100.00 to the Ronald McDonald's Red Shoe Crew Walk for Families.
**Favour 6; Opposed 0; Carried**

Letter, re: 30th Annual TC Placentia Health Foundation Telethon, October 6, 2019. Volunteers are welcomed.
**Motion 2019-159 Clarke/Snooks**
Be it resolved to approve a $500.00 donation to the 30th Annual Trinity Conception Placentia Health Foundation Telethon. **Favour 6; Opposed 0; Carried**

Crown Land Application #155814. Reviewed and discussed all details relating to the CLA; i.e.: Land located in Victoria's Municipal Boundary, Barry's Pond Brook adjacent to land, Powerline Easement, No Direct Access to Land, & Distance from Approved Agriculture Farmland.
**Motion 2019-160 Baker/Loch**
Be it resolved that Council, as per past-practice, refuse Crown Land Applications for land located within Victoria's Municipal Boundary unless for major comprehensive development with form completed and returned.
**Favour 6; Opposed 0; Carried**

Childhood Cancer Awareness Proclamation Month of September 2019
**Motion 2019-161 Snooks/Baker**
Be it resolved that Council proclaim September 2019 as Childhood Cancer Awareness and Mayor Dooley to sign the proclamation on behalf of the town of Victoria. **Favour 6; Opposed 0; Carried**

Sexual Violence Awareness Week, September 16-20, 2019, re: Proclamation.
**Motion 2019-162 Loch/Snooks**
Be it resolved that Council proclaim September 16-20, 2019 as Sexual Violence Awareness Week and Mayor Dooley to sign the proclamation on behalf of the town of Victoria. **Favour 6; Opposed 0; Carried**

**CORRESPONDENCE FOR INFORMATION/DISCUSSION**

- Municipal Infrastructure, Municipal Affairs & Environment, re: Approval to Award Contract for Clarke's Road Water & Sewer Upgrading, 17-CWWF-17-00026 & 17-SCF-18-00064 Funding Sources.
- Acceptance Letter Issued Acceptance of Tender Results, re: Street Upgrading and Paving (2019) PN 19-104 Concord Paving Ltd.
- Copy Letter Advising Concord Paving Ltd. of Council's acceptance of tender results, re: Street Upgrading and Paving (2019) PN 19-104.
- MA&E Circulars, re: Asphalt Deadline Notice & Reminder – Call for 2020-2021 Municipal Infrastructure Applications.
- 2020 Municipal Budget information packet received; preparation should commence soon.
- Service NL Laboratory NPR Water Testing Results to July 31/19; all 4-Water Samples Satisfactory.
- CUPW-STTP – Request for Municipal Leaders to take a stand for their causes during the 2019 Federal Election.
- CBDC Trinity Conception – Atlantic Association of CBDC's Annual Report 2018-2019; copy available online.
- PMA Fall Forum, Gander September 19 & 20, 2019, 1½ days; TCM attending.

**NEW BUSINESS**

Property Owner of #113 Main Highway installed culverts in ditch for two driveway extensions without application or town permit. No culverts shall be installed in ditches without prior Council approval and must be compliant with the Town Plan Development Regulations. Letter to be issued immediately to property owner regarding this matter and culverts to be removed immediately.

Water Agreement re: Town of Salmon Cove, brought forward for review and discussion. Noted: Brought forward by Municipal Affairs Analyst during the Town of Salmon Cove Municipal Inspection. To be reviewed during 2020 Budget preparation.

Notice received from Town of Salmon Cove re: VVFD & SCPC Depts shared service agreement passed by Town of Salmon Cove June 25, 2019. Noted, nothing received to date for Council's consideration/approval by the VVFD. Contact VVFD for details and request a copy of pending agreement to Council.

C/Clarke mentioned consideration should be given to posting signs stating "normal operating times" for all Recreational areas of town; debated, no decision.

**PRIVILEGED MEETING**

A privileged meeting was called, re: Human Resources Matter. Meeting closed to public.

**Motion 2019-163 Clarke/Moores**

Be it resolved to call a Privileged Meeting 9:47 p.m. for the sole discussion of the Human Resources Matter.

**Favour 6; Opposed 0; Carried**

**Motion 2019-164 Clarke/Moores**

Be it resolved to reconvene into a regular public council meeting at 10.01 p.m. and be it further resolved that Council's decision regarding the Human Resources, re: Employee #1012 issue take effect Thursday, Sept. 19, 2019.

**Favour 6; Opposed 0; Carried**

**Next Scheduled Council Meeting – October 8, 2019**

**ADJOURNMENT OF MEETING**

**Motion 2019-165 Snooks/Moores**

Be it resolved to adjourn the regular public council meeting at 10:09 p.m. **Favour 6; Opposed 0; Carried**

Signed: Signed:

Barry Dooley
Mayor

Shelly Butt,
Town Clerk Manager

**ATTENDENCE:**

**Mayor Barry Dooley** **Acting Deputy Mayor Jennifer Moores**
**Councillor Kelly Loch** **Councillor Sharon Snooks**
**Councillor Glenn Clarke**
**Shelly Butt, Town Clerk/Manager** **Jamie Clarke, Working Foreman**

**CALL MEETING TO ORDER / WELCOME**

Mayor Dooley called the meeting to order at 7:04 p.m. One observer: 13B Cole's Road.

**ADOPTION OF THE AGENDA: October 8, 2019**

**Motion 2019-166 Loch/Snooks** No additions or amendments to the Agenda
Be it resolve Council adopt the agenda for the Regular Council Meeting of October 8, 2019 as presented.
**Favour 5; Opposed 0; Carried**

**MINUTES / COUNCIL MEETING / September 17, 2019**

**Motion 2019-167 Snooks/DM Moores** No errors or omissions noted.
Be it resolved Council adopt the minutes of the regular public meeting held September 17, 2019 as presented.
**Favour 5; Opposed 0; Carried**

**BUSINESS ARISING - None**

**COUNCIL COMM. / STAFF REPORTS**

**Bill/Accounts to October 4, 2019**: Total $45,154.62
**Motion 2019-168 Clarke/Loch**
Be it resolved Council approve to pay all invoices as presented totalling $45,154.62.
**Favour 5; Opposed 0; Carried**

**Payroll Report Sept. 8-28, 2019**
**Motion 2019-169 Snooks/DM Moores**
Be it resolved Council approve the Town Employee Payroll Summary from Sept. 8 - 28, 2019 totaling $17,561.32.
**Favour 5; Opposed 0; Carried**

**General Bank Account Reconciliation, re: #103– August 2019**
**Motion 2019-170 Snooks/Clarke**
Be it resolved Council accept the balanced Bank Reconciliations, re: General Bank Account #103 – Aug. 2019.
**Favour 5; Opposed 0; Carried**

**VVFD Financial Report to September 27, 2019**, total funds $29,126.92 on-hand.
**Motion 2019-171 Loch/DM Moores**
Be it resolved Council accept the VVFD's Financial Statue Reports to September 27, 2019.
**Favour 5; Opposed 0; Carried**
Chief Parsons was advised that itemized details must be supplied to offset all payables and deposit.

**Town Clerk's Report: Dated – Sept. 16 – Oct. 4, 2019**
**Motion 2019-172 Loch/Clarke**
Be it resolved that Council accept the Town Clerk Manager's Report, Sept. 16 – Oct. 4, 2019 as presented.
**Favour 5; Opposed 0; Carried**
Reviewed damage claim from resident at #19 Country Road during road upgrading for re-pavement of Country Road.
*Being a resident on the same road, Councillor Loch declared a conflict of interest as per Municipalities Act 1999 Sections 206-207 and left the meeting at 7:20 p.m.*
Discussed stated concerns; report to Harris & Assoc's/Contractor. *Councillor Loch returned 7:28 p.m.*

**Working Foreman's Report: Dated – Sept. 16 – Oct. 4, 2019**
**Motion 2019-173 Clarke/Snooks**
Be it resolved that Council accept the Working Foreman's Report: Dated – Sept. 16 – Oct. 4, 2019 as presented.
**Favour 5; Opposed 0; Carried**

**Permit Register #98 - #102 Sept. 18 - October 1, 2019.**
*Councillor Clarke declared a conflict of interest as per the Municipalities Act 1999, Section 207 having obtained a permit listed in the register and left the meeting at 7:30 p.m.*
**Motion 2019-174 DM Clarke/Loch**
Be it resolved that Council approve the Permit Register, #98 - #102 Sept. 18 - October 1, 2019 as presented.
**Favour 4; Opposed 0; Carried** *Councillor Clarke returned 7:32 p.m.*

**Registered Delegate: VVFD Chief Parsons, re: Shared Service Agreement Victoria-Salmon Cove-Perry's Cove Fire Department. October 8, 2019**
Chief Parsons explained sharing services with Salmon Cove as per their developed Standard Operating Guidelines. Council reiterated that Town of Victoria is solely responsible for Victoria's Fire Department and has no obligation to the Fire Department in the Town of Salmon Cove. More details were discussed, with Chief Parsons recommending staying with shared services only which was agreed by Council. Chief was asked if this agreement was already made and confirmed it was not.

- By-Law Development Update: On agenda for approval, October 8, 2019.
- Dept. Update: Four new applications for membership received.
- Request to purchase new departmental equipment from remaining budget; approved but shall not exceed remaining funds available as authorized for the operation of VVFD for 2019.

**CORRESPONDENCE FOR ACTION**
*Councillor Loch declared a conflict of interest as per Municipalities Act 1999 Sections 206-207 and left the meeting at 7:47.*
Persalvic School Walk for Breakfast, Friday, October 4, 2019 at 8:30 a.m.
**Motion 2019-175 DM Moores/Clarke**
Be it resolved, Council approve to donate $100.00, (Chq# 23359), to Persalvic School's Walk for Breakfast Program. **Favour 4; Opposed 0; Carried** *Councillor Loch returned 7:48 p.m.*

Report of Extensive Damages to Recreation Building. Discussed details of damage and alleged suspects reported by the Recreation Chairperson. Reviewed insurance coverage: not deemed financially practical. Discussed information from the RCMP Investigation to date.
**Motion 2019-176 Clarke/Snooks**
Be it resolved that Council agree to proceed with criminal charges for the incurred damages to the Recreation Building in the event the person/s responsible are identified. **Favour 5; Opposed 0; Carried**

Letter from Property Owner #113-115 Main Highway, re: Installation of Culvert without Permit to gain new access of Vaters' Road. Discussed all matters pertaining to Town Regulations. TCM to check with Urban Rural Division and Municipal Affairs regarding all stated concerns.
**Motion 2019-177 Clarke/Loch**
Be it resolved Council issue a reply reiterating the Council's original direction and decision and to further request the property owner to provide proof of ownership and land survey to determine if driveway extension request is compliance with the town's development plan and regulations. **Favour 5; Opposed 0; Carried**

Financial Donation Request, re: VVFD Santa Claus Parade, 2019.
**Motion 2019-178 Clarke/Loch**

Be it resolved Council donate $500.00 towards the cost of the VVFD's Annual Santa Claus Parade, 2019.
**Favour 5; Opposed 0; Carried**

Financial Donation Request, re: Baccalieu Amateur Radio Klub-Emergency Communications Fundraiser
**Motion 2019-179 Clarke/Snooks**
Be it resolved Council donate $100.00 to the Baccalieu Amateur Radio Klub-Emergency Communications Fundraiser. **Favour 5; Opposed 0; Carried**

Tri Pen Ice AAA Bantam, Personal Jerseys and Baccalieu Trail SPCA; non-compliant with town policy

Trio Benefits, re: Call for Nominations, NLMEB Board of Directors to be held during the MNL Convention; any expressions of interest should be known on or before deadline of Oct. 31, 2019.

Tender Specification for New ¾ Ton Pick-up Truck. Reply from Mike Martin, Public Procurement Agency. Reviewed and updated condition of 2009 and 2012 GMC Pickups; recommended replacement of both.
**Motion 2019-180 DM Moores/Snooks**
Be it resolved to public tender for the purchase of two ¾ Ton Pick-up Truck as per existing specification with the exception, only one extended cab and only one pickup shall have snow-equipment installed.
**Favour 5; Opposed 0; Carried**

Meeting Interruption – Resident from #45 Church Road requested to speak with Mayor Dooley on a matter of importance; *Mayor Dooley vacated his seat leaving the meeting at 9:00 p.m. ADM Moores assumed the Chair's seat and the meeting proceed.*

Kiwanis Club, Carbonear, re: Tickets ($30.00 ea.) Business Luncheon 2019 Fong's Rest. Friday Oct. 25/19.
**Motion 2019-181 Clarke/Loch**
Be it resolved Council approve to purchase five (5) tickets at $30.00 each to the attend the annual Kiwanis Club Business Luncheon at Fong's Restaurant, Carbonear Friday, Oct. 25, 2019. **Favour 4; Opposed 0; Carried**

*Mayor Dooley returned to the meeting at 9:04 p.m. stating the interruption was justified and pertains to the VVFD Fire Chief's attendance to the 2019 NL Association of Fire Service's Convention; to be discussed after all agenda items are addressed and is considered privileged information.*

Retable: VVFD - Review of Revised By-Laws, re: Meeting held September 23, 2019. Discussed all perspectives given.
**Motion 2019-182 Clarke/DM Moores**
Be it resolved Council adopt the By-Laws for the Victoria Volunteer Fire Department with all updates and revision which shall come into effect on this date. **Favour 5; Opposed 0; Carried**

**CORRESPONDENCE FOR INFORMATION/DISCUSSION**
- Letter from MAE, Minister Bragg authorizing named Councillors to Vote on Matter pursuant to the Municipalities Act, 1999, Section 208 (4) regarding setting new vacant land water and/or water/sewer tax rate.
- MA&E Circular, re: Call for 2020-2021 Municipal Infrastructure Applications extended to October 25, 2019.
- MA&E Circular, re: Adherence to MA&E's Master Specifications – Municipal Water, Sewer & Roads Master Construction Specifications; previously forwarded to Harris & Associated
- Cal-LeGrow, re: No Insurance Coverage for Outside Users/Renters of the Town Bldgs; deferred for policy development.
- Municipal Assessment Agency Memo, re: Update on the Municipal Assessment Agency, Sept. 18/19.
- JCCBN, re: Letter to Minister Hon. Dr. John Haggie regarding Ambulance Response Times in CBN.
- Municipal Budget Training, Carbonear Oct. 18/19 and is open to Administrator and Councillors.

- Government Service Centre, Water Testing Results to 09/29/2019; all Satisfactory.
- VCDC, re: Experienced Driver Workshop, Oct. 22/19 at the VVFD from 10 a.m. – 2:00 p.m.
- Clean Harbours Initiative, re: Request for Annual Budgeting of Funds for Marine Garbage Cleanup & Support Request Minister of Community Affairs to develop legislation governing such disposable practises; file.
- Girl Guides of Canada, 2nd Salmon Cove Guiding Unit re: Certificate of Appreciation.

**NEW BUSINESS**

- Complaint from resident at #29 Slade's Road of natural spring water runoff over Slade's Road and concerns of ice buildup during winter. Noted water run-off is mainly during snow season, no ditching on either side due to no shoulder as road is too narrow and pavement is entire width of road; to be considered during next project development phase, if possible. Town staff to ensure road receives ample ice-control and snow clearing.

- Remuneration Payments – Accounts Payable. Municipal Affairs Regional Manager advised all remuneration payments are classified payables that must be approved at a regular public council meeting and only after a quarter term has ended as per NL Regulation 89/01, Municipal Councillor Remuneration and Reimbursement Regulations, 2001under the Municipalities Act, 1999 Section 2-d.

- Alcohol Consumption on Town Properties. Questions asked if Council has any protocol in place for responsibility and/or accountability for council. NL Liquor Corp. advised a Special Events Licence is ***not*** required for private/personal by invitation only, a sign must be publicly displayed at the entrance of town property. Special Events do require the user/s of a town building to apply to NLC for a Special Events Licence that requires approval of a Council/LSD, a local Fire Dept. and the RCMP with no signage required.

- Recreation Commission request to use remaining town budgeted funding to purchase Playground Equipment; no quotes supplied.

**Motion 2019-183 Clarke/DM Moores**

Be it resolved Council approve to purchase playground equipment, subject to adhering to the Public Procurement Act, from the remaining unspent funding under Recreational Facilities as per the town's 2019 Municipal Budget to the maximum of $7,500.00, including HST, shipping and professional installation cost, to be installed on or before the end of the fiscal year, 2019. **Favour 5; Opposed 0; Carried**

- Civic Function Committee: Upcoming Events Schedule: Remembrance Day. C/Loch to get dates for Remembrance Day Event and the Christmas Tree Lighting.

- Councillor Resignation, re: Jennifer Baker, received and acknowledged effective September 29, 2019.

By-Election for Councillor Position. Discussed compliance with the Municipalities Act and Municipal Elections Act as per SNL2001 Chapter M-20.2 Section 6 (2).

**Motion 2019-184 Snooks/Loch**

Be it resolved that Council apply to the Minister of Municipal Affairs requesting to defer a By-Election in the town of Victoria for a period not to exceed one-year from the date having received the councillor's resignation.

**Favour 5; Opposed 0; Carried**

- VVFD Ladies Auxiliary, re: Booking Use of Fire Hall through Town Hall & other concerns. Discussed details of conveyed concerns; Mayor advised was a misunderstanding and was clarified.

- Council Liaison, re: Recreation Commission Vacancy – Mayor Dooley stated no change due to near year-end and upcoming By-Election, with all Liaison positions reviewed in 2020.

**ADJOURNMENT OF MEETING**
**Motion 2019-185 Snooks/Loch**
Be it resolved to adjourn the regular public council meeting at 11:05 p.m. **Favour 5; Opposed 0; Carried**

**Signed:**
**Barry Dooley**
**Mayor**

**Signed:**
**Shelly Butt,**
**Town Clerk Manager**

**ATTENDENCE**

**Mayor Barry Dooley**
**Councillor Kelly Loch**
**Councillor Glenn Clarke**
**Acting - Deputy Mayor Jennifer Moores-*Regrets***
**Councillor Sharon Snooks**
**Shelly Butt, Town Clerk/Manager**
**Jamie Clarke, Working Foreman**

**CALL MEETING TO ORDER / WELCOME**

Mayor Dooley called the meeting to order at 7:07 p.m. No Registered Delegates.
One observer: 13B Cole's Road.

**ADOPTION OF THE AGENDA**: October 29, 2019 No Additions, Deletions or Deferrals
**Motion 2019-186 Loch/Clarke**
Be it resolved that Council adopt the agenda for the Regular Council Meeting of October 29, 2019 as presented.
Favour 4; Opposed 0; Carried

**MINUTES / COUNCIL MEETINGS**

**Regular Public Council Meeting Oct. 8th, 2019**
**Motion 2019-187 Snooks/Clarke**
Be it resolved that Council adopt the minutes of the regular meeting of Council of October 8th, 2019.
**Favour 4; Opposed 0; Carried**

**BUSINESS ARISING FROM THE MINUTES–** None

**Special Council Meeting Oct. 14, 2019**
**Motion 2019-188 Loch/DM Moores**
Be it resolved that Council adopt the minutes of the regular meeting of Council of October 14th, 2019.
**Favour 4; Opposed 0; Carried**

**BUSINESS ARISING** – None

**COUNCIL COMM. / STAFF REPORTS**

**Bill/Accounts: Total $34,589.62**
**Motion 2019-189 Clarke/Snooks**
Be it resolved that Council approve to pay the accounts payable bills totalling $34,589.62 as presented.
**Favour 4; Opposed 0; Carried**

**Payroll Report Sept. 29 – October 19, 2019**
**Motion 2019-190 Clarke/Loch**
Be it resolved Council approve the Town Employees Payroll from Sept. 29 – Oct. 19, 2019 totalling $17,149.21.
**Favour 4; Opposed 0; Carried**

**Town Clerk's Report: Dated October 7-25, 2019**
**Motion 2019-191 Snooks/Loch**
Be it resolved that Council accept the Town Clerk Manager's Report, Oct. 7-25, 2019 as presented.
**Favour 4; Opposed 0; Carried**

RCMP Investigation Update, re: Recreation Building Damages.

**Working Foreman's Report: Dated October 7-25, 2019**
**Motion 2019-192 Loch/Snooks**
Be it resolved that Council accept the Working Foreman's Report Oct. 7-25, 2019 as presented.
**Favour 4; Opposed 0; Carried**

**Permit Register #103 - #107 October 2-25, 2019.**
**Motion 2019-193 Clarke/Loch**
Be it resolved that Council approve the Permit Register, #103 - #107 October 2-25, 2019 as presented.

**Favour 4; Opposed 0; Carried**

**Vacant Land Water Tax & Water/Sewer Tax Rates.** Commit to defer for Mayor/DM to discuss and approve.

**CORRESPONDENCE FOR ACTION**

- **Site-Specific Health & Safety Plan 2019/2020** requires Council approval.

**Motion 2019-194 Clarke/Loch**

Be it resolved that Council approve the 2019/2020 Town of Victoria's Site-Specific Health & Safety Plan for the collection of Ice Control Materials, at the Dept. of Transportation & Works Depot, Heart's Content, NL.

**Favour 4; Opposed 0; Carried**

- **Re-Tabled - Tender, re: Town Pickup Trucks.** Reviewed with no change to motion 2019-180, then agreed to tender for the purchase of one extended cab pickup truck without snow-clearing equipment in 2019.

- **Snow Clearing Regulations Winter Season 2019-2020.**

**Motion 2019-195 Snooks/Loch**

Be it resolved that Council approve to remove second part of Regulation #6 and be it further resolved to adopt the 2019-2020 Snow Clearing Regulations. **Favour 4; Opposed 0; Carried**

- **Donation Request, re: MNL 69th Conference & Trades Show Friday Fun Night.**

**Motion 2019-196 Loch/Snooks**

Be it resolved that, as a member of the Municipalities Newfoundland and Labrador, Council approve to donate $200.00 towards the 69th MNL Conference & Trades Show Friday Fun Night. **Favour 4; Opposed 0; Carried**

- **Premier's Forum on Local Government** - Call for Regional Nominations. Topic: Encouraging Health & Inclusive Communities to be held during the 2019 Premier's Forum on Local Government, Thursday, November 14, 2019. Councillor Loch accepted the nomination.

**Motion 2019-197 Clarke/Snooks**

Be it resolved, that Council nominate Councillor Kelly Loch to represent the Avalon Region at the 2019 Premier's Forum on Local Government as per the stated topics. **Favour 3; Opposed 0; Carried**

**Councillor Loch accepted the nomination and welcomed the opportunity to represent Council.**

- **Trio, NL Municipal Employee Benefits, Inc** - Call for Nominations of Directors.

**Motion 2019-198 Snooks/Loch**

Be it resolved that, as a participant in the Trio Benefits Group Health Care Plan, Council nominate Councillor Glenn Clarke for the position of NLMEB Elected Official Director. **Favour 3; Opposed 0; Carried**

**Councillor Clarke accepted the nomination and welcomed the opportunity to represent Council.**

- **Re-tabled: New Business Application - Final Approval, re: Homebased Business #43 Swansea Road.**

**Motion 2019-199 Snooks/Clarke**

Be it resolved, that with full compliance with the Town's Development Regulations & Service NL, Council approve the Homebased Business application for #43 Swansea Road as submitted including all stipulations.

**Favour 4; Opposed 0; Carried**

- **Mayor's Invitation,** re: Royal Canadian Legion Carbonear, Remembrance Banquet Saturday Nov. 16/19. Donation Request - Annual Poppy Campaign

**Motion 2019-200 Snooks/Clarke**

Be it resolved that Council approve to donate $150.00 to the Carbonear Royal Canadian Legion Poppy Campaign, 2019. **Favour 4; Opposed 0; Carried**

- **Clarified Professional Corp. Inc., re: Town of Victoria's Draft Consolidated Financial Statements & Annual Expenditure Report for the Year Ended December 31, 2018 and**

**Motion 2019-201 Clarke/Snooks**
Be it resolved that Council accept and approve the Annual Expenditure Report and the Draft Consolidated Financial Statements for the Year Ended December 31, 2018. **Favour 4; Opposed 0; Carried**

**CORRESPONDENCE FOR INFORMATION/DISCUSSION**
- Municipal Affairs & Environment, re: Authorization to Defer By-Election; approved to not exceed May 29, 2020.
- Winter 2019 Drinking Water Quality Data – Victoria classification Excellent. All data available on-line at www.mae.gov.nl.ca/waterres/quality/drinkingwater/pdf
- BioMaxx Environmental submitted 3rd Quarter Report 2019, (July - Sept.), re: Sewage Treatment Plant & approved on behalf of Victoria.
- RCMP Report July 1 – Oct. 1, 2019, including update on investigation of damages to Recreation Bldg.
- Public Notice: New Water/Sewer Hookup Deadline, October 31, 2019 to the town system as per town policy.

**NEW BUSINESS**
- Invitation re: Annual Remembrance Day Assembly at Persalvic School's, Wednesday, November 6, 2019 at 10:45 p.m. Also, invitation to attend the Annual Remembrance Day Assembly at Carbonear Integrated Collegiate at 11:30 a.m. Thursday, November 7, 2019.

- Residential Complaint, re: Residents at #42 Burnt Woods Road complaints of constant noise from neighbouring property located at #50 Burnt Woods Road. Send reply as per town regulations.

- Victoria Recreation Commission, re: Public posting of Community Bonfire Night & request for safe burnable material. VVFD will participate and Council agreed to provide some burnable materials.

- Update, re: #113-115 Main Highway, re: Culvert Installation without permit. Information from Local Governance & Land Use Planning, Victoria's Town Development Plan & Regulations. Letter written as per Council's instruction on Oct. 8th, 2019. Deadline of November 8th given for compliance with instructions.

**ADJOURNMENT OF MEETING**
Next Regular Council Meeting, November 19, 2019
**Motion 2019-202 Snooks/Loch**
Be it resolved Council adjourn the regular public council meeting at 8:30 p.m. **Favour 4; Opposed 0; Carried**

Signed:
Barry Dooley
Mayor

Signed:
Shelly Butt,
Town Clerk Manager

**ATTENDENCE**

**Mayor Barry Dooley** - *Arrived 7:22 p.m.*
**Acting - Deputy Mayor Jennifer Moores**
**Councillor Kelly Loch**
**Councillor Sharon Snooks**
**Councillor Glenn Clarke**
**Shelly Butt, Town Clerk/Manager**
**Jamie Clarke, Working Foreman**

**CALL MEETING TO ORDER / WELCOME**

Deputy Mayor Moores called the meeting to order at 7:03 p.m. No Registered Delegates.
One observer: 13B Cole's Road.

**ADOPTION OF THE AGENDA**: November 19, 2019

**Motion 2019-203 Loch/Snooks** No additions or deletions.
Be it resolved; Council adopt the agenda for the Regular Council Meeting of November 19, 2019 as presented.
**Favour 4; Opposed 0; Carried**

**MINUTES / COUNCIL MEETING / October 29, 2019:**

**Motion 2019-204 Snooks/Loch**
Be it resolved; Council adopt the minutes of the regular meeting of Council of October 29, 2019.
**Favour 4; Opposed 0; Carried**

**BUSINESS ARISING: None**

**COUNCIL COMM. / STAFF REPORTS**

Bill/Accounts: Total $34,160.59
**Motion 2019-205 Loch/Clarke**
Be it resolved; approval is given to pay the accounts payable bills totalling $34,160.59 as presented.
**Favour 4; Opposed 0; Carried**

*Councillor Clarke declared a conflict of interest position, as per Section 207-d of Municipalities Act, 1999, (being a member of the Trio Board), leaving the meeting at 7:09 p.m.*
Trio Benefits, re: Employee Benefits for November 2019.
**Motion 2019-206 Snooks/Loch**
Be it resolved; Council approve to pay the Employee Benefits for November 2019 at the cost of $1,257.04.
**Favour 3; Opposed 0; Carried** *C/Clarke returned at 7:10 p.m.*

Payroll Report October 20 – Nov 16, 2019 totalling $24,164.89
**Motion 2019-207 Clarke/Snooks**
Be it resolved; Council approve the Town Employee's Payroll from October 20 – Nov 16, 2019 totalling $24,164.89.
**Favour 4; Opposed 0; Carried**

Permit Register to Nov.15, 2019 re: #108 - #109. Permits compliant with the Town's Development Regulations
**Motion 2019-208 Clarke/Loch**
Be it resolved; Council approve the Permit Register, #108 & #109 as presented.
**Favour 4; Opposed 0; Carried**

Town Clerk's Report: Dated October 26 – Nov. 17, 2019
**Motion 2019-209 Clarke/Snooks**
Be it resolved; Council accept the Town Clerk Manager's Report October 26 – Nov. 17, 2019 as presented.
**Favour 4; Opposed 0; Carried**

*Mayor Dooley joined the meeting and assumed the chair at 7:25 p.m.*

Working Foreman's Report: Dated October 26 – Nov. 17, 2019
**Motion 2019-2010 Clarke/DM Moores**

Be it resolved; Council accept the Working Foreman's Report October 26 – Nov. 17, 2019 as presented.
**Favour 5; Opposed 0; Carried**

**CORRESPONDENCE FOR ACTION**

Victoria Heritage Society, re: Roaming dogs in the Heritage Park & dog feces around the park and boardwalk. Request Council include notice of Town Policy, re: Dog Regulations, to be included in the next town newsletter.

Building Application, re: New Dwelling Application, #12 Hillview Drive, (White's Sub-Division). Please Note: WF could not check for compliance with town development regulation as dwelling location is not identified. Deadline for new water/sewer hookup was October 31/19 however, this lot has water/sewer to the boundary line. Deferred until next meeting.

***Noted by Council***: *In future, no applications are to come before Council for consideration unless fully complete and verified by the appropriate personnel to be compliant with all town regulations, policies or otherwise.*

*Councillor Clarke declared a conflict of interest as per Section 207 (d) (being a member of the RHFFA), leaving the council meeting at 8:03 p.m.*

R&HFFA, re: Donation request, Annual Christmas Party for Special Needs Children & People of Victoria.

**Motion 2019-211 Snooks/DM Moores**

Be it resolved; Council approve a donation of $100.00 towards the Annual Christmas Party for Special Needs Children & People of Victoria. **Favour 4; Opposed 0; Carried** **C/Clarke returned at 8:05 p.m.**

Tenders – 1- ¾ Ton, 4X4 Extended Cab Pickup Truck. 3-Tenders Received, Opened Monday, Nov. 18, 2019 @ 10:00 a.m., present for opening Mr. Keith Taylor, Hickman Chrysler Dodge Jeep, St. John's, NL. All Tender Prices include HST.

- Cabot Ford Lincoln Sales Ltd, St. John's, 2020 F-250 Series SD, Ext Cab, Color-Blue Jeans, Delivery Date April 15, 2020, **Tender Price = $50,790.29**
- Terra Nova GMC Buick, St. John's, 2020 GMC Sierra 2500HD 4WD Double Cab, Color-Pacific Blue Metallic, Delivery Date – 2 weeks after award of tender, **Tender Price = $54,583.60**.
- Hickman Chrysler Dodge Jeep – 2019 Ram 2500 Crew Cab, Color-White, Delivery Date -December 15, 2019, **Tender Price = $54,577.85.**

**Motion 2019-212 Clarke/Loch**

Be it resolved, having met the published specification for 1- ¾ Ton, 4X4 Extended Cab Pickup Truck in compliance with the Public Procurement Act, Council accept the tender from Cabot Ford Lincoln Sales Ltd for the total tendered price of $50,790.29 as stated. **Favour 5; Opposed 0; Carried**

**CORRESPONDENCE FOR INFORMATION/DISCUSSION**

Service NL, Final Approval Certificate, re: Sewage System for the town's New Municipal Garage.

NL Association of Fire Services, re: Matter concerning former VVFD Fire Chief, (R. Parsons), during their Annual Conference of the NL Association of Fire Services in September 2019, dealt with and considered closed.

Eastern Regional Service Board, re: Proposed Resolution 6-2019 Equitable Waste Management Services as proposed by Marystown for debate at the MNL Conference November 16, 2019.

Eastern Regional Service Board, re: 2020 Landfill Bound Materials $75.00 p/m/t, (2019 - $67.60) & Recyclable Materials $22.00 p/m/t, (2019 - $20.00).

Service NL, re: Public Health Laboratory Water Testing Reports to October 30/19; All Satisfactory.

CEEP 2019-2020 Application Amendment Approval Received. Funding allowed for five applicants to acquire employment with started work Monday, Nov. 18, 2019.

MAA, re: 2020 Assessment Service Fee advising of no rate increase for 2020. Based on 1095 parcels and 24 tenant/s at $26.00 each, assessment service will be $29,094.00 for 2020.

**NEW BUSINESS**

Veteran's Function – Scheduled for Sunday, November 24, 2019 @ 2:00 p.m. Arrangements complete

Annual Christmas Tree Lighting Ceremony, Monday, December 2,019 at 7:00 p.m. All preparations in place and Santa Claus, VVFD and Ladies Auxiliary contacted with participation is confirmed.

Annual VVFD Christmas Parade Saturday, December 14, 2019; following same route as per 2018.

Review of 2019 MNL Conference and Tradeshow. Format needs improvement along with scheduled sessions, etc. Premier's Forum good discussion and well attended. Congratulations extended to Councillor Clarke on election to Trio Benefits Board.

Privileged Meeting 8:37 p.m. As per Municipalities Act, 1999, observer dismissed, who stated would not return for the remainder of the meeting.

**Motion 2019-213 Snooks/Clarke**

Be it resolved; Council to call a privileged meeting at 8:37 p.m. **Favour 5; Opposed 0; Carried**

**Moved 2019-214 Clarke/DM Moores**

Be it resolved; Council reconvene to a privileged meeting at 9:45 p.m. **Favour 5; Opposed 0; Carried**

Review of Town Credit Card Usage as per Municipalities Act, 1999 and usage for purchases not approved by motion of Council.

VVFD, re: Roadway Issues, re: Letter dated November 21, 2019. Discussed and agreed to be included in next town newsletter, to remind all residents to cut back overgrown trees, shrubs, etc. Noted not to be town staff duties.

Concerns, re: Usage of Old Salmon Cove Road in Emergency Situation, etc. Reviewed and confirmed road owned by Dept. Transportation & Works and TCM will contact to have assessment done. Confirmed road is currently in satisfactory condition. If necessary, staff will plow snow for parade.

King's Road Bridge weight restriction was discussed. Noted not a provincially owned bridge. If possible, will acquire a weight restriction; once confirmed, post signs on both sides of bridge.

VVFD, re: Ladies Auxiliary. Discussed details, mentioning years of service and contribution to the VVFD, Council and town as whole. It was Council's decision to reply stating all noted aspect of their discussion.

VVFD, re: Training Ground within Victoria. Discussed in detail and due to the Provincial Government's current consideration of reviewing regionalization of fire/emergency services, along with zoning regulations, it was Council's decision that the services offered in Winterton, Hr. Grace and Bay Robert's are considered adequate.

VVFD, re: Donation of Paging System.

**Motion 2019-215 Clarke/Snooks**

Be it resolved that Council grant approval as requested and described in email, dated November 20, 2019, to donate the communications system previously used by the VVFD to a fire department in need within Newfoundland and for Council to be notified of the Fire Dept. that availed of the communications system.

**Favour 5; Opposed 0; Carried**

VVFD, re: Request of Additional Insurance Coverage for Members, Spouses & Families. Reviewed and determined the current insurance coverage is adequate.

**ADJOURNMENT OF MEETING**

Next Scheduled Council Meeting, December 10, 2019

**Motion 2019-216 Clarke/DM Moores**

Be it resolved Council adjourn the regular public council meeting at 9:57 p.m. **Favour 5; Opposed 0; Carried**

Signed:

Barry Dooley
Mayor

Signed:

Shelly Butt,
Town Clerk Manager

**ATTENDENCE:**

**Mayor Barry Dooley** **Deputy Mayor Jennifer Moores**
**Councillor Kelly Loch** **Councillor Sharon Snooks**
**Councillor Glenn Clarke** **Shelly Butt, Town Clerk/Manager**

**CALL MEETING TO ORDER / WELCOME**

Mayor Dooley called the meeting to order at 7:07 p.m. No Registered Delegates.

**ADOPTION OF THE AGENDA: December 9, 2019**

**Motion 2019-217 Clarke/Loch** *Previously Circulated / No additions or deletions*

Be it resolved; Council adopt the agenda for the Regular Council Meeting of December 9, 2019 as presented.

**Favour 5; Opposed 0; Carried**

**MINUTES / COUNCIL MEETING / November 19, 2019**

**Motion 2019-218 Snooks/Clarke** *Previously Circulated*

Be it resolved: Council adopt the minutes of the regular meeting of Council of November 19, 2019.

**Favour 5; Opposed 0; Carried**

**BUSINESS ARISING:** None

**COUNCIL COMM. / STAFF REPORTS**

*Councillor Clarke declared a conflict of interest position, as per Section 207-d of Municipalities Act, 1999, (being a member of the Trio Board), leaving the meeting at 7:15 p.m.*

Trio Benefits, re: Employee Benefits for December 2019, $1,257.04.

**Motion 2019-219 Snooks/Loch**

Be it resolved; Council approve to pay the Employee Benefits for December 2019 at the cost of $1,257.04.

**Favour 4; Opposed 0; Carried** - *C/Clarke returned at 7:17 p.m.*

Bill/Accounts to Dec. 9, 2019: Total $167,478.83

**Motion 2019-220 Snooks/DM Moores**

Be it resolved; Council grant approval to pay the accounts payable bills totalling $167,478.83, as presented.

**Favour 5; Opposed 0; Carried**

Payroll Report Nov. 17-Dec. 7, 2019 = $25,418.89 (Includes CEEP Grant Payroll)

**Motion 2019-221 Clarke/DM Moores**

Be it resolved; Council approve the Payroll Report Nov. 17 - Dec. 7, 2019 totalling $25,418. 89 as presented.

**Favour 5; Opposed 0; Carried**

Permit Register to Nov.15, 2019 re: #110 & #111. All Permits compliant with the Town's Development Regulations.

**Motion 2019-223 Clarke/Snooks**

Be it resolved; Council approve the Permits #110 & #111 as presented. **Favour 5; Opposed 0; Carried**

Town Clerk's Report: Dated Nov 18 – Dec. 8, 2019

**Motion 2019-224 Snooks/Loch**

Be it resolved; Council accept the Town Clerk Manager's Report Nov 18 – Dec. 8, 2019 as presented.

**Favour 5; Opposed 0; Carried**

- Deferred query on installing old piece of playground equipment (Merry-Go-Round) in Shawn Snow Memorial Playground, Powerhouse Road until Spring 2020; noted major concern for public safety due to reasons being removed from Marsh Road Playground.
- King's Road Bridge - install weight signs.

**CORRESPONDENCE FOR INFORMATION/DISCUSSION**

Dept. of Municipal Affairs & Environment: Municipal Infrastructure, re: Procurement Policy Prof. Services.
Municipal Assessment Agency Memo, re: Update from Avalon Director, Betty Moore to Dec. 2, 2019.

**CORRESPONDENCE FOR ACTION**

Privileged Meeting, Nov. 28/19 re: Recommended Tax Rates to be ratified by Mayor Dooley & Deputy Mayor Moores, re: Vacant Land Water & Water & Sewer Tax for 2020 as per letter of authorization from MAE, Minister Bragg to vote on Matter pursuant to the Municipalities Act, 1999, Section 208 (4) regarding setting new tax rates. Councillors Loch, Clarke and Snooks declared a conflict of interest position on the subject matter as per Section 207-1a/208; all left the Council Chambers at 7:40. p.m.
New Vacant Land Water & Water/Sewer Tax Rates for 2020 Taxation Year.
**Motion 2019-225 DM Moores/Mayor Dooley**
Be it resolved that the 2020 Vacant Land Water Tax be set at $80.00 & the Vacant Land Water/Sewer be set at $125.00. **Favour 2; Opposed 0; Carried** / Councillor's Loch, Snooks & Clarke returned at 8:00 p.m.

Re-Tabled – Building Application #12 Hillview Drive. Checked and verified compliant with Town Plan Regulations by Working Foreman.
**Motion 2019-226 Loch/Moores**
Be it resolved, that being compliant with the town's development regulation, Council approved the single dwelling building application located at #12 Hillview Drive as presented. **Favour 5; Opposed 0; Carried**

Building Application – Cottage Job's Pond western side. Checked by Working Foreman and found cottage started prior to approval; photo supplied. Approval debated due to construction starting without permission.
**Motion 2019-227 DM Moores/Snooks**
Be it resolved, that being compliant with the town's development regulation, Council grant approval of the Cottage Building Application and be it further resolved that the applicant be notified of the regulations regarding development without an approved permit. **Favour 5; Opposed 0; Carried**

**Noted Need for Policy**, re: Fines/Penalties for development without permission or approval of Council.

2018 Audited Financial Statements Year Ending December 31, 2018, Final Certified Copy.
**Motion 2019-228 Loch/DM Moores**
Be it resolved that Council accept and adopt the 2018 Audited Financial Statements Year Ending December 31, 2018, Final Certified Copy. **Favour 5; Opposed 0; Carried**

2018 Gas Tax Annual Expenditure Report, Final Certified Copy
**Motion 2019-229 Clarke/Snooks**
Be it resolved that Council accept and adopt the 2018 Gas Tax Annual Expenditure Report Year Ending December 31, 2018, Final Certified Copy. **Favour 5; Opposed 0; Carried**

2018 Tax Receivable Summary, Final Certified Copy
**Motion 2019-230 DM Moores/Loch**
Be it resolved that Council accept and adopt the 2018 Tax Receivable Summary Year Ending December 31, 2018, Final Certified Copy. **Favour 5; Opposed 0; Carried** / ***DM Moores left 9:00 p.m.***

Tax Recovery Plan, Victoria, Year ending Dec. 31, 2018, includes Tax Recovery Actions & Plans for collection of outstanding taxes in 2019 fiscal year as part of compliance measures in the Community Sustainability Partnership Accountability Measures as directed by the Dept. of Municipal Affairs & Environment.
**Motion 2019-231 Clarke/Snooks**

Be it resolved that Council approve the Tax Recovery Plan for Victoria, Year ending Dec. 31, 2018 as directed by the Dept. of Municipal Affairs & Environment. **Favour 4; Opposed 0; Carried**

**NEW BUSINESS**

2020 Town Tax Structure, 2020 Tax Policy and 2020 Municipal Operating Budget were presented in consideration of Council approval. All related documents previously distributed.

2020 Tax Structure -

**Motion 2019-231 Snooks/Loch**

Be it resolved that Council adopt the 2020 Tax Structure as presented. **Favour 4; Opposed 0; Carried**

2020 Town Tax Policy -

**Motion 2019-232 Loch/Clarke**

Be it resolved that Council adopt the 2020 Tax Policy as presented. **Favour 4; Opposed 0; Carried**

2020 Municipal Budget Municipal Budget presented in consideration for Council's approval.

**Motion 2019-233 Clarke/Snooks**

Be it resolved to accept and adopt the balanced 2020 Municipal Budget as presented.

**Favour 4; Opposed 0; Carried**

Human Resources Matter, re: Reviewed Council/Staff Christmas incentives and VVFD Funding Incentives per active member for 2019.

**Motion 2019-234 Snooks/Clarke**

Be it resolved that Council convene into a Privileged Meeting at 9:15 p.m. **Favour 4; Opposed 0; Carried**

**Motion 2019-235 Clarke/Loch**

Be it resolved that Council reconvene to regular meeting at 10:00 p.m.

**Motion 2019-236 Clarke/Snooks**

Be it resolved that Council approve the recommended incentives for Council/Staff and be it further resolved to close for Christmas holidays from Dec. 24, 2019 - Jan 3, 2020.

**Favour 4; Opposed 0; Carried**

**Motion 2019-237 Loch/Clarke**

Be it resolved that Council approve the recommendation to issue an equivalent incentive to each active member in good standing with the Victoria Volunteer Fire Department in 2019. **Favour 4; Opposed 0; Carried**

Noted: Need for Council to develop an Expenditure Policy for the VVFD re: Convention, Annual Ball and any other expenditure of funds raised inhouse and approved in any yearly budget.

**ADJOURNMENT OF MEETING**

**Motion 2019-238 Loch/Snooks**

Be it resolved Council adjourn the regular public council meeting at 10:53 p.m. with the next scheduled Council Meeting set January 21, 2020 @ 7:00 p.m. **Favour 4; Opposed 0; Carried**

Signed:

***Barry Dooley***
Mayor

Signed:

***Shelly Butt***
Town Clerk/Manager