MINUTES
LOCATION: Town Hall
DATE: Tuesday, August 25, 2026, 7:00 p.m.

ATTENDANCE -

Mayor Sharon Penney-
Councillor David Doran – *7:05 p.m.*
Councillor Irene Stevenson
Town Clerk/Manager
Working Foreman
Deputy Mayor Kelly Loch
Councillor Lynnette Ross
Councillor Lisa Snook
VVFD Representative

CALL MEETING TO ORDER / WELCOME

Mayor called the meeting to order at 7:00 p.m. and welcomed all attendees.

APPROVAL OF AGENDA

1. Draft Agenda for August 25, 2026.

Motion 2026-187 DM Loch/Stevenson

Resolved that Council adopt the agenda for the Regular Council Meeting of August 25, 2026, as presented.

Favour 6; Opposed 0; Carried

ADOPTION OF THE MINUTES

2. Public Meeting August 4, 2026. No additions or deletions

Motion 2026-188 Snook/Ross

Resolved to adopt the Minutes of the Regular Council Meeting of August 4, 2026.

Favour 6; Opposed 0; Carried

TOWN CLERK/MANAGER REPORT, FINANCIALS & UPDATES

3. TCM Report August 3 - 21, 2026.

Motion 2026-189 Stevenson/Ross

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

4. Accounts Payables and Payroll July 26 – Aug. 15, 2026.

Motion 2026-190 Ross/Doran

Resolved Council approve the Accounts Payables totalling $17, and the Payroll for the period of July 5 – 25, 2026, for $28,256.33, as presented. **Favour 6; Opposed 0; Carried**

5. Town Fireworks: The TCM asked how the remaining Canada Day fireworks could be utilized. *Mayor Penney passed the gavel to Deputy Mayor Loch at 7:14 p.m.* Mayor Penney suggested using the fireworks as an evening finale for the Victoria Heritage Society Classic Car Show on September 6, 2026.

Motion 2026-191 Snook/Ross

Resolved, that Council, upon agreement from the VHS, approve the use of the remaining Canada Day fireworks as a finale to the Classic Car Show, with the assistance of the VVFD.

Favour 6; Opposed 0; Carried *Mayor resumed the Chair at 7:18 p.m.*

DEPARTMENTAL REPORTS

6. VVFD Report, Presenter: Chief Parsons

Motion 2026-192 Doran/Ross

Resolved that the VVFD Reporting Period: 6 July 2026 – 19 Aug 2026, be accepted, with recommendations taken under advisement. **Favour 6; Opposed 0; Carried**

Noted: Mention of Pickup Truck 247 leaking coolant; advised the vehicle can be taken to a local repair service station as identified by a previous motion of a council, to be repaired.

Request to Revise the current VVFD By-Laws re: Fire Department Membership Requirements
Mayor Penney noted that Council had previously unanimously agreed to defer consideration of this request pending legal review of the new draft VVFD By-Laws, SOGs and SOPs.

Motion 2026-193 Snook/Doran
Resolved, that Council amend the current 2019 VVFD By-Laws to permit the acceptance of applications from individuals residing within a 10-kilometre radius of the Town of Victoria.

Favour 6; Opposed 0; Carried

Unusable Equipment - 9 Honeywell SCBA

Motion 2026-194 Doran/DM Loch
Resolved that Council approve to donate the identified unusable VVFD equipment to Firefighters Without Borders, subject to a legal agreement releasing Council and the Town from any obligations, commitments, or costs related to shipping, equipment's condition, workmanship, or otherwise.

Favour 6; Opposed 0; Carried

Mayor congratulated the VVFD on a job well done at the Memorial Service held Sunday, August 23, 2026, and commended them on the beautiful new red concrete walkway.

PERMIT REGISTRY

7. Permits Issued from Aug 4 - 21, 2026, (980 - 992)

Motion 2026-195 Doran/Snook
Resolved that approval be granted for Permits (980 - 992), pending work/business is conducted/completed in compliance with details of the application/permit, the Town of Victoria's Municipal Plan & Development Regulations and any other applicable policies, regulations, or stipulations attached.

Favour 6; Opposed 0; Carried

CORRESPONDENCE & ITEMS FOR REVIEW / DISCUSSION

8. Abandoned Properties, re: Burnt Woods Rd.(2) (N/C). Council to review the adopted Arrears Policy to become familiar with the process involved. The dilapidated structures located on Burnt Woods Road will be added to the list of properties requiring follow-up in accordance with the Policy.

9. Outsourcing Asphalt Company – Pothole Repair on town roads. Discussed in detail. It was noted that the matter falls under the Public Works Department and was included on their work agenda for completion. The matter was subsequently referred to outside staff for follow-up.

10. ERSB - Letter To Communities (2026).

11. Request for Meeting with the Town of Salmon Cove; *re-tabled*. (N/C)

12. Dept of Forestry, Agric. & Lands, Emerg. Servs, Div. re: Reminder Emergency Management Plan.

13. Dept. MACA, re: COR/2026/02178.

14. Dept. of TI, re: Highway Design & Construction Div., re: 17-GI-23-00072 Project Design Review.

15. Water Resources Management Div., re: BGAB Testing Results August 11, 2026, bloom dissipated.

CORRESPONDENCE / ITEMS REQUIRING ACTION

16. Old Track Road - Gravel Road Upgrade & Rehabilitation Project Request For Proposal, (RFP) No. TV-2026-OTR-01 Results.
Two bids received as follows:
1. Concord Paving Ltd for $114,712.50
2. Shaw Venture's Ltd, for $58,270.50

Motion 2026-196 Snook/Ross
Resolved that, having review both bids, Council accept and approve to award the RFP to Shaw Ventures Ltd for the total amount not exceeding $28, 270.50, and as per the RFP specifications.
Favour 6; Opposed 0; Carried

BY-LAWS/POLICY UPDATES
17. Rules of Procedure for Town Council Meetings By-Law, re: Proposed Revisions.

Motion 2026-197 Stevenson/Ross
Resolved that Council approve and adopt the revised Rules of Procedure for Town Council Meetings By-Law, as reviewed and presented. **Favour 6; Opposed 0; Carried**

DELEGATIONS: None

CLOSED SESSION / PRIVILEGED
18. Human Resources – Department Personnel.
19. Legal Matter Update: Small Claims Court.

Call for Closed Council Meeting
Members of the public were dismissed, and the meeting proceeded in closed session.

Motion 2026-198 Ross/Doran
Resolved that Council convene into a Closed Meeting at 8:34 p.m. **Favour 6; Opposed 0; Carried**

Call to Reconvene to an Open Council Meeting.

Motion 2026-199 Loch/Doran
Resolved that Council reconvene to an Open Meeting at 9:22 p.m. **Favour 6; Opposed 0; Carried**
No members of the public remained upon reconvening.

Proposed Dates to Meet with TOSC Friday, 28/2026 2:00 p.m. or Monday, 31, 2026 2:00 p.m.
Small Claims: Court dismissed August 11, 2026.

DATE OF NEXT MEETING: September 15, 2026

ADJOURNMENT
20. Motion to Adjourn.

Motion 2026-200 Doran/Snook
Resolved that the public meeting adjourn at 9:30 p.m. **Favour 6; Opposed 0; Carried**

Signed:
Sharon Penney
Mayor

Signed:
Shelly Butt
Town Clerk/Manager