MINUTES
LOCATION: Town Hall
DATE: Tuesday, September 15, 2026, 7:00 p.m.

ATTENDANCE -

Mayor Sharon Penney
Deputy Mayor Kelly Loch
Councillor David Doran
Councillor Lynnette Ross
Councillor Irene Stevenson
Councillor Lisa Snook
Town Clerk/Manager

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 September 15, 2026. Request to add item under the TCM Report, re: Alternate Returning Officer

Motion 2026-201 Snook/Stevenson

Resolved that Council adopt the agenda for the September 15, 2026, Regular Council Meeting as presented, with the addition of the Alternate Returning Officer. **Favour 6; Opposed 0; Carried**

ADOPTION OF THE MINUTES

2. Public Council Meeting August 25, 2026.

Motion 2026-202 Ross/Stevenson No errors or omission noted

Resolved to adopt the Minutes of the Regular Council Meeting of August 25, 2026.

Favour 6; Opposed 0; Carried

COUNCIL/COMMITTEE REPORTS

3. TOV/TOSC Joint Meeting Report

Motion 2026-203 DM Loch/Snook

Resolved Council adopt the report as presented and permission for the Mayor to write a Salmonoid Association on behalf of the town. **Favour 6; Opposed 0; Carried**

4. FireSmart Committee Report

Motion 2026-204 Stevenson/DM Loch

Resolved that Council adopt the FireSmart Committee report and its recommendations and approve the purchase of clear casing sleeves for brochures, as discussed at the meeting. **Favour 6; Opposed 0; Carried**

Mayor Penney noted that the Mayor of Carbonear visited to introduce himself and offer advice on municipal governance.

TOWN CLERK/MANAGER REPORT, FINANCIALS & UPDATES

5. Town Clerk/Manager Report, August 24–September 11, 2026. The Town Clerk/Manager answered questions about the report.

Motion 2026-205 Stevenson/Ross

Resolved that Council accept and approve the report as submitted. **Favour 6; Opposed 0; Carried**

5.b. Approved Added: Alternate Returning Officer for the Municipal By-Election September 29, 2026. The TCM/Returning Officer confirms the proposed ARO meets the applicable eligibility requirements under the Municipal Elections Act.

Motion 20265-206 DM Loch/Snook

Resolved, that Council appoint, Geraldine Parsons of Victoria, as the Alternate Returning Officer for the September 29, 2026, Municipal By-Election, pursuant to Section 13(2) of the Municipal Elections Act, and that this person shall meet all applicable eligibility requirements under the Act. **Favour 6; Opposed 0; Carried**

Mayor Penney reported on a September 14 meeting with the Town Clerk/Manager and an engineer from the Town's former engineering firm regarding low water pressure at higher elevations. Combined water use in Victoria and Salmon Cove is about three times the expected level for their populations, indicating likely leaks. The engineer recommended repairing leaks before considering installing a water booster pump, estimated at $500,000 or more. The planned 780-metre Main Highway water and sewer project is expected to repair a few water leaks and is anticipated to improve pressure on upper Church Road.

6. Accounts Payables and Payroll Aug. 16 – Sept. 5, 2026.

Mayor Penney declared a conflict regarding invoices #10, (Hotel cost to attend MNL Avalon/Eastern Meetings and #17, (MNL Registration fee to attend MNL Avalon/Eastern meetings), passed the gavel to Deputy Mayor Loch, and left the meeting chambers at 7:40 p.m.

Motion 2026-207 Snook/Ross

Resolved Council approve payment of payables #10 $177.31 & #17 $150.00 totalling $327.31.

Favour 5; Opposed 0; Carried

Mayor Penney returned 7:41 p.m. and resumed chairing the meeting.

6.b. Council reviewed the remaining invoices and discussed Invoice #19 for the NL Firefighters Association Convention, including registration and estimated attendee expenses, which are expected to exceed the amount approved in the VVFD 2026 Budget.

Motion 2026-208 Doran/DM Loch

Resolved that, excluding Invoice #19, Council approve the remaining accounts payable totalling $37,305.34 and payroll totalling $27,873.68 for August 16–September 5, 2026. **Favour 6; Opposed 0; Carried**

CORRESPONDENCE & ITEMS FOR REVIEW / DISCUSSION

7. Notice of Deadline for installing new water/sewer hookup October 30, 2026

Motion 2026-209 Doran/DM Loch

Resolved Council approve the deadline of October 30, 2026, for new water/sewer hookups to the town water and sewer supply systems. **Favour 6; Opposed 0; Carried**

8. DM Loch: Council Volunteers sign Code of Conduct (COC), Social Media Policy (SMP), Email Policy and Confidentiality Oath, (EPCO). (N/C)

Motion 2026-210 DM Loch/Stevenson

Resolved Council approve that all volunteer departments, arm-lengths committee affiliated with the town and any person approved to act on behalf of the town in any capacity shall commit to reviewing and signing the COC, SMP, EPCO as per the Municipal Code of Conduct and adopted town policies.

Favour 6; Opposed 0; Carried

9. C/Doran Live Streaming Meetings. (N/C). Council and TCM discussed details of the pros/cons of the proposed policy.

Motion 2026-211 Doran/Snook

Resolved Council approve that all public meetings of the council be livestreamed.

Favour 3; Opposed 3 Mayor Penney/Stevenson/DM Loch; Failed

9.b **Subcommittee of the Communications Committee**

Motion 2026-212 DM Loch/Stevenson

Resolved that Council establish a Communications Committee subcommittee to research live streaming by municipalities similar in size to Victoria. Councillor Doran will lead consultations with comparable municipalities and MACA and obtain written feedback. The findings will be submitted to the Communications Committee for review and, if ready, presented to Council at a regular public meeting no earlier than October 27, 2026.

Favour 6; Opposed 0; Carried

10. ECCC, re: EcoAction Stream 2: Freshwater Sustainability & Innovation. Council agreed to meet with the Town of Salmon Cove Council to discuss the initiative.

11. Trio Board of Directors, re: 2026 Employer Representative Election and Nomination Form. No interest was expressed.

12. Department of Forestry, Agriculture and Lands, Emergency Services Division, September 1, 2026, re: Reminder that Section 5 of the Emergency Services Act requires all towns and local service districts to adopt an Emergency Management Plan.

13. Department of Forestry, Agriculture and Lands, Emergency Services Division, COR/2026/02628, re: Approval of 100% reimbursement, totalling $4,140.72, for equipment lost or damaged by the VVFD during the 2025 CBN wildfire.

14. Dept. MACA, re: Mandatory Orientation Training, copy provided in council meeting package and emailed to each councillor on September 11, 2025.

CORRESPONDENCE / ITEMS REQUIRING ACTION

Doran declared a conflict-of-interest position #15, #16 & #17as per the Municipal Conduct Act, Section 5 (and left the meeting at 8:07 p.m.

15. Business Affidavit, re: 228 Highway East.

Motion 2026-213 Snook/Ross

Resolved that Council accept the signed affidavit confirming that no child day care business operates at 228 Highway East, Victoria, reverse the business tax charges, and close the account.

Favour 3; Opposed- Penney/Loch; Carried

16. Building Application, re: 201 Church Road.

Motion 2026-214 Stevenson/Ross

Resolved Council approve the single-family dwelling application as presented and in compliance with town's adopted Municipal Plan and Development Regulations. **Favour 5; Opposed 0; Carried**

17. Building Application, re: Approval-In-Principle 9 Hillview Crescent.

Motion 2026-215 Stevenson/DM Loch

Resolved that council deny approval of the subsidiary dwelling application on the grounds that the proposal conflicts with Regulations 30, 32, 44, and 73 of the Town's Municipal Plan and Development Regulations. Furthermore, the application is non-compliant based on both the written measurements submitted by the applicant and an on-site field inspection of the pegged boundary area.

Favour 5, Opposed 0; Carried *C/Doran returned at 8:14 p.m.*

18. TCPHF re: 37th Annual TCP Health Foundation Telethon

Motion 2026-216 Snook/Ross

Resolved Council approve a donation of $500.00 to the Trinity Conception Placentia Health Foundation's 37th Annual TCP Health Foundation Telethon. **Favour 6; Opposed 0; Carried**

19. Project Request for Change Order, re: Water Flow Meter System, 17-MYCW-25-00070.

Motion 2026-217 Stevenson/Ross

Resolved Council approve the Project Request for Change Order regarding the Water Flow Meter System, Project No. 17-MYCW-25-00070, for the amount not to exceed $13,388.30, (inc. HST).

Favour 6; Opposed 0; Carried

BY-LAWS/POLICY/MOU UPDATES

20. Memorandum of Understanding, re: Victoria & Salmon Cove/Carbonear.

21. Municipal Governance Framework Policy resubmitted for revision to wording of Section #7.

Motion 2026-218 DM Loch/Snook

Resolved Council approve the revision of Section #7 to add, "***within their own area of responsibility***" as presented. **Favour 6; Opposed 0; Carried**

NEW BUSNISS:

22. TCM: New Project Funding Opportunities. (N/C).
    The Town Manager reminded Council of the open call for new infrastructure project funding applications through the Provincial Municipal Support Information System (MSIS). Council was strongly urged to give immediate and serious consideration to identifying and prioritizing potential capital projects for submission, noting the strict provincial application deadline of October 16, 2026.

DELEGATIONS:

23. Resident of 76A Church Road – Accessibility Concerns: Resident raised concerns regarding accessibility at Town buildings and facilities. Council took the concerns under advisement.

24. Resident from 189 Church Road.
    The resident raised ongoing concerns regarding water pressure and road safety and requested measurable steps to address both matters, including water-pressure and hydrant testing before and after the bridge leak is repaired, consideration of further infrastructure measures if required, and reinstatement of a previously used traffic-calming measure. A petition supporting the traffic-calming measure was presented, and the resident requested clear responses and timelines from Council.

25. Four sons of the late Walter V. Hiscock, a former Fire Chief/co-founder of the Victoria Volunteer Fire Department whose name is commemorated on the Victoria Fire Hall, appeared as a delegation. They addressed Council regarding by-laws and other policy matters, including a request for Council to consider the reinstatement of formerly dismissed Fire Chief. The delegation presented a statement outlining events surrounding an incident in September 2019 involving the former Fire Chief, which they stated subsequently resulted in his dismissal from the Victoria Volunteer Fire Department.

CLOSED SESSION / PRIVILEGED

26. Human Resources – FD Application

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

Motion 2026-219 Stevenson/Snook

Resolved that Council convene into a Closed Meeting at 8:58 p.m. **Favour 6; Opposed 0; Carried**

Call to Reconvene to an Open Council Meeting.

Motion 2026-220 Snook/Doran

Resolved that Council reconvene to an Open Meeting at 10:10 p.m. **Favour 6; Opposed 0; Carried**

The remaining members of the public were recalled upon reconvening.

Following Council's reconvening into the regular public meeting, the Mayor allowed members to speak and raise questions regarding matters discussed during the earlier privileged/closed meeting, including whether Council had made any decisions regarding applications submitted to the Town for Council's review and consideration. Mayor Penney stated that matters discussed during a privileged/closed meeting are confidential and that details of those discussions are not recorded publicly.

It was further stated publicly that Council was not prepared to make decisions at the meeting regarding Fire Department applications currently filed with the Town of Victoria, as per the decision made at the July 14, 2026, public council meeting whereby Council agreed to defer reviewing any applications pending a legal review of the draft Fire Department By-Laws, Standard Operating Guidelines (SOGs), and Standard Operating Procedures (SOPs).

Four concerned residents addressed Council regarding the history of a particular Fire Department application and expressed their concerns regarding the circumstances surrounding the matter.

The Fire Chief raised the issue of whether the circumstances warranted a second chance and commented on the seriousness of the matter. The presenter for the family responded that whether a second chance was appropriate would depend on the circumstances and stated that, in their view, the circumstances were serious given the level of the infraction involved.

The Fire Chief subsequently expressed the view that the matter should be left behind and that the individuals involved should move forward. The residents expressed disagreement with these comments and indicated that they felt the comments reflected the Fire Chief's attitude toward the matter.

Mayor Penney used the gavel to end any further discussion.

DATE OF NEXT MEETING: October 6, 2026

ADJOURNMENT

27. Motion to Adjourn.

Motion 2026-221 Snook/Ross

Resolved that the public meeting adjourn at 10:21 p.m. **Favour 6; Opposed 0; Carried**

Signed:

Sharon Penney
Mayor

Signed:

Shelly Butt
Town Clerk/Manager