

**ATTENDENCE**

**Mayor Barry Dooley**  
**Councillor Kelly Loch**  
**Councillor Glenn Clarke**

**Deputy Mayor Jennifer Moores**  
**Councillor Sharon Snooks**  
**Shelly Butt, Town Clerk/Manager**

**CALL MEETING TO ORDER / WELCOME / DELEGATIONS**

Mayor Dooley called the meeting to order at 7:00 p.m., in compliance as per Provincial Health Authorities, Alert Level 2 and the Dept of ECCM, with Social Distancing practiced by all in attendance. Two registered delegates in attendance.

1. President/Chair, CBN T’Railway from Brigus Junction to Old Perlican, in attendance to discuss Off-Road Vehicle usage on the CBN TransCanada Railway within Victoria’s municipal boundary, the following was noted:

- The group is reaching out to communities along the original CBN Railway requesting permission to use the original CBN Railway for off-road vehicle travel, their efforts are widely recognized and have been successful in most area. Victoria is one of the two remaining towns on their list.
- Recognized Victoria is unique from other towns along the CBN Railway as much of the old railway track runs through the middle of town, which is residentially developed.
- Noted Off-Road vehicles are problematic everywhere and their efforts of developing and cleaning up sections of the CBN Railway, claims of assisting with decreasing the number of off-road vehicles using main highways and town roads; further stating these efforts are to the town’s benefit and can increase recreational activities within towns and may also assist with increasing tourism.
- Alternative areas around Victoria were mentioned, i.e.: NL Power Transmission line through the west-end of Victoria to Rocky Pond is listed for trailway use by off-road vehicles with minimal work required, which is regularly maintained by the company and tree-trimming companies. MMTRA has already built and installed several bridges over brooks, streams, and some wet-land areas along this same area. Also, Old Salmon Cove Road from top of Ridge to Salmon Cove, which has been recently brush-cleared and used regularly. The possibility of constructing a bridge over the brook exiting the town’s lagoon system was also mentioned.
- Another route mentioned was along the back of White’s Sub-division; CBN Chairman stated some wet-land areas would be expensive to develop.
- Stated, the Recreation Department in the Town of Carbonear is currently looking at a plan submitted by the CBN T’Railway to investigate the possibility of allowing off-road vehicles to travel to along the beach area. The Town of Bay Roberts is developing a taskforce to investigate a certain area of town for similar approval. Council was encouraged to reach out to the two towns if they had any questions or to inquire as to the progress to date.

It was reaffirmed it was outside Council’s jurisdiction to approve for off-road vehicles to use Provincial Highways and it was asked that Victoria be left out of their development plans until other major towns, such as Carbonear/Bay Robert’s, have completed their investigations and have replied as to their findings and final decisions on the matter. It was also asked that the group find an alternate route around Victoria before Council can give serious consideration to an off-road trail within Victoria’s municipal boundary.

- Mayor Dooley’s closing remarks: What was once the CBN Railway through Victoria is now extensively developed into residential areas and covered by the town’s development plan and regulations, further citing these areas may not be considered for approved off-road vehicle usage. He also mentioned the guardrail at the end of OTR and provided an explanation why it was installed and should not be removed.
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- Chairman’s closing comments: Feels this venture can be positive for Victoria and is open to exploring other alternate routes around other than through the center of Victoria. Left the meeting at 7:27 p.m.

2. Property Owner #40 Bottom Loop Rd – Letter of Complaint regarding charges for minimum Property Tax and full Water/Sewer Fee for serviced lot. Property Owner was advised this matter was of a confidential nature and could be discussed in a privileged meeting; Owner requested to proceed with discussion in public council meeting. The complaint was discussed in detail, with Council confirming the charges were applicable and in compliance with the town's 2021 Tax Structure and Municipalities Act, 1999; therefore, the request for an adjustment or decrease in the amount charged was denied. Resident stayed for the council meeting.

**ADOPTION OF THE AGENDA: February 9, 2021** *No additions to the agenda*

**Motion 2021-22 Loch/DM Moores**

Be it resolve that Council adopt the agenda for the Regular Council Meeting of February 9, 2021 as presented.

**Favour 5; Opposed 0; Carried**

**MINUTES / COUNCIL MEETING / January 19, 2021** *No noted errors/omissions*

**Motion 2021-23 Snooks/Loch**

Be it resolved that Council adopt the minutes of the regular meeting of Council of January 19, 2021.

**Favour 5; Opposed 0; Carried**

**BUSINESS ARISING: None**

**FINANCIAL / COMM. / DEPT. & STAFF REPORTS**

Bill/Accounts: Total \$55,738.96, Payroll Jan 10-30/2021 \$14,827.31

**Motion 2021-24 Snooks/DM Moores**

Be it resolved that approval is given to pay the accounts payable bills totalling \$55,738.96 and resolved to approve employee payroll from Jan 10-30/2021 for \$14,827.31 as presented. **Favour 5; Opposed 0; Carried**

T4 Summaries for 2020, re: Town Staff and Councillors; completed and submitted to CRA; reviewed by Council.

WorkplaceNL 2020 Employer Payroll Statements for Town Staff & Grant Employees (CEEP); reviewed by Council.

**General Bank Account Reconciliation Report, re: December 2020**

**Motion 2021-25 Snooks/Loch**

Be it resolved, Council accept and acknowledge the town's General Operating Bank Account is reconciled for December 2020.

**Favour 5; Opposed 0; Carried**

**VVFD Financial Report to December 31, 2020**

**Motion 2021-26 Clarke/DM Moores**

Be it resolved, upon review, including notations, of the Victoria Volunteer Fire Department's Final Quarterly Report to December 31, 2020, Council approve to adopt the Financial report. **Favour 5; Opposed 0; Carried**

- Questioned excessive number of payments to individual member in the VVFD. Advised payments were reimbursements for purchases made by members of the VVFD for in-house supplies, etc.
- Purchase Order Numbers are to be used for all purchases for accountability and transparency.
- Request submission of copies of monthly bank statements of VVFD Bank Accounts for regular review.

**Town Clerk's Report: Dated Jan. 17 – Feb. 5, 2021**

**Motion 2021-27 DM Moores/Clarke**

Be it resolved; that Council accept the Town Clerk Manager's Report for the period Jan. 17 – Feb. 5, 2021.

**Favour 5; Opposed 0; Carried**

Issuance of Stop-Work Orders for unauthorized work, building or construction be carried out within Victoria without Council consent or permit.

**Motion 2021-28 Loch/Clarke**

Be it resolved, Council delegate the power and authority to the Town Clerk, as stated in Section 404.6 of the Municipalities Act, 1999, to issue orders in such circumstances where a violation or contravention of the adopted Town Plan and Development Regulations and/or any part of Section 404 and those regulations adopted by the Council under Section 414 of the Municipalities Act, 1999 is being carried out within the municipal boundaries of Victoria and further resolved such orders be reported to Council. **Favour 5, Opposed 0, Carried**

**Working Foreman's Report:** Dated Jan. 17 – Feb. 4, 2021

**Motion 2021-29 Clarke/DM Moores**

Be it resolved; that Council accept the Working Foreman's Report Jan. 17 – Feb. 4, 2021 as presented.

**Favour 5; Opposed 0; Carried**

- **Permit Registry** – No Permits Issued from Jan 18 – Feb 5, 2021

**CORRESPONDENCE FOR INFORMATION/DISCUSSION**

- Dept. of ECCM, re: Water Systems Annual Report Form – 2020; completed and submitted.
- Bell Canada (Aliant) and Bell Mobility Gross Revenue to Dec. 31/20; increase in tax \$1,976.29 for 2021
- COVID-19 Employee-Visitor Assessment Form; for review.
- Employee/Supervisor Report of Accident/Incident/Near-Miss Form; for review.
- Remote Meeting Attendance Policy, Sample; for review before adoption. Deferred for next meeting.
- Harris & Associates, re: Ash's Lane, information, estimates, etc., submitted to Dept. of ECCM.
- Operator of the Year Award, 2021 Nomination Form, deadline March 12, 2021
- Dept of ECCM, Municipal Infrastructure Division, re: Multi-Year Capital Works 2014-2017 Amendment.
- Trio, Life-Health-Pension invitation, 7<sup>th</sup> Annual Teleconference, Talk to the Trio Board, Fri. Feb. 26/2021, Sessions is for employees/members participating availing of benefits from the programs.
- FCM Funding Application, re: Municipal Asset Management Program (MAMP)

**CORRESPONDENCE FOR ACTION**

Application/Permission for Sea-Can, re: #6 Dean's Road, information from Urban/Rural Planning Division relating to the town's plan and regulations was provided. Council agreed to defer the application for further review of all information relating to this subject matter.

Business Application, re: ATV Repairs and Parts Sale Business, #11 Burnt Woods Road; Residential Zone. Questions were sent to Urban and Rural Planning Division but not received to date; Council agreed to defer the application until a reply is received.

Letters, (2), presented from concern residents on Lower Old Track Road, re: Resident at #335 Highway East concerned of excessive use/speed by Off-Road vehicles and resident at #2 Hillview Drive with same complaint and property damages. Council discussed details of both complaints; agreed to issue replies stating Council is not promoting use of public or town roads by off-road vehicles, with any such concerns reported to the RCMP.

**NEW BUSINESS**

Gas Tax Funding, re: Road Paving Project, Estimates Required and Application Process. Discussed and agreed the list of town roads requiring upgrades/improvements/paving be submitted to Harris and Associates, Carbonear, to acquire cost estimates. Estimates to be reviewed in a priority sequence in preparation of submitting a Capital Investment Plan Application the Department of Environment, Climate Change and Municipalities using the town's available Gas Tax Funding.

3-Way Stop Sign Church Road was brought forward for review if it was necessary to keep the signs in place for traffic to stop for crossing to get to the Recreation Playground area.

*Councillor Clarke declared a conflict-of-interest position on the subject in relation to his personal property located directly adjacent to where the signs are placed, intersection of Church Road/Marsh Road, Victoria & left the meeting at 8:45 p.m.*

Council discussed the subject, making note of the implications and possible liability should an incident or accident occur with pedestrians crossing the road to get to the recreation area now that the signs have been in place for the past few years. It was unanimously agreed by the remaining Councillors that the signs will remain in place. *Councillor Clarke returned to the meeting at 8:55 p.m.*

**Privileged Information, re: Human Resources.** Public was dismissed as per the Municipalities Act, 1999 Section 213.2.

**Motion 2020-30 DM Moores/Loch**

Be it resolved, due to the nature of the remaining business of Council relating to Human Resource matters, and in compliance with ATIPPA Legislation, Council approve to move into a privileged meeting at 8:45 p.m.

**Favour 5; Opposed 0; Carried**

**Motion 2021-31**

**Clarke/Snooks** *No attendees or delegates remaining*

Be it resolved, having dealt with the Human Resource matters, Council approve to reconvene to the regular public Council Meeting at 10:04 p.m.

**Favour 5; Opposed 0; Carried**

**Grievance by Employee #1012.** Council in unanimous agreement to maintain their position and understanding as per Section 14 of the Union Contract, and the employee's grievance is non-compliant with Section 24 of the Union.

- Suggestion to get information on 5S Training for public works full-time staff.
- Mayor/DM to meet with employee, #1012 for discussion on job duties, classifications, and expectations.
- Mayor/DM to meet with employee #1270 to discuss job description and expectations.

**ADJOURNMENT OF MEETING**

Next Regular Council Meeting – March 2/2021

**Motion 2021-32 Snooks/DM Moores**

Be it resolved Council approve the regular council meeting adjourn at 10:05 p.m.

**Favour 5; Opposed 0; Carried**

Signed:

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Barry Dooley, Mayor

Signed:

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Shelly Butt, Town Clerk Manager