

**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.

**ADOPTION OF THE AGENDA: September 15, 2020**

Proclamation, Candlelighters NL Childhood Cancer Awareness September Month 2020.

**Motion 2020-151 Clarke/Loch**

Be it resolve Council adopt the agenda, including addition of correspondence as stated for the Regular Council Meeting of September 15, 2020.

**Favour 5; Opposed 0; Carried**

**MINUTES / COUNCIL MEETING / August 25, 2020: Errors or Omission - None****Motion 2020-152 Snooks/Clarke**

Be it resolved Council adopt the minutes of the regular meeting of Council of August 25, 2020 as submitted.

**Favour 5; Opposed 0; Carried**

**Business Arising from Minutes:** None

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

*All Reports Previously Circulated*

Bill/Accounts totalling \$40,023.96 & Employee Payroll – Aug 16 – Sept. 5, 2020 totalling \$17,269.50.

**Motion 2020-153 Clarke/Loch**

Be it resolved Council approve payment of the Accounts Payable Invoices totalling \$40,023.96 and resolved to approve the Town Employees Payroll from Aug 16 – Sept. 5, 2020 totalling \$17,269.50.

**Favour 5; Opposed 0; Carried**

**Town Clerk's Report: Dated August 23 – September 11, 2020****Motion 2020-154 DM Moores/Loch**

Be it resolved Council accept the Town Clerk Manager's Report dated August 23 – September 11, 2020 as submitted.

**Favour 5; Opposed 0; Carried**

Illegal Remote Cabin under constructed within Victoria's Protected Public Water Supply Area, without permission from Council or any Provincial Government Department or Agency. Reviewed all detailed information received to date, including email from cabin owner.

**Motion 2020-155 Snooks/Clarke**

Be it resolved Council approve to give the cabin owner a deadline not to be exceed March 31, 2021 to remove the illegal remote cabin from the identified location within Victoria's Protected Public Water Supply Area leaving not trace of materials on the site, as well as advise that materials removed from the site cannot be stored on any land within Victoria's Planning Boundary, and further resolved failure to abide by this order will result in appropriate action being taken to remove the cabin, with any incurred expenses to the town billed to the owner.

**Favour 5; Opposed 0; Carried**

**Request for Quotes, re: Survey Cost for Dean's Road.****Motion 2020-156 Loch/Clarke**

Be it resolved Council grant permission to the Town Clerk Manager to accept and award of the lowest quote for the requested services that meets described requirements.

**Favour 5; Opposed 0; Carried**

**Working Foreman's Report: Dated August 23 – September 11, 2020, 2020****Motion 2020-157 Loch/Clarke**

Be it resolved Council accept the Working Foreman's Report dated August 23 – September 11, 2020 as submitted.

**Favour 5; Opposed 0; Carried**

**Concern of Inappropriate Signage at #65 Highway East, re: Stewart McKelvey.** All information received to date was reviewed, as well as all previous communication with the property owner since October 2012.

**Motion 2020-158 DM Moores/Loch**

Be it resolved Council approve to acquire the services of Stewart McKelvey to take all necessary action to have the distasteful and unapproved signage erected at #65 Highway East removed from the property and area.

**Favour 5; Opposed 0; Carried**

**Permit Register, re: List of permits issued from August 25 – September 11, 2020.**

**Motion 2020-159 Clarke/Snooks**

Be it resolved, upon being verified compliant by town staff, Council approve permits #229 - #234 issued from August 25 – September 11, 2020 as submitted.

**Favour 5; Opposed 0; Carried**

Quote, (1) re: Fabricate, Paint & Install 2-Ladders on right/left side of new dump truck, H&H Auto, St. John's; no action, file for future reference.

Quote, A&M Electrical & Construction Ltd, re: Hookup 3-Overhead Garage Doors in Town Garage.

**Motion 2020-160 Dm Moores/Clarke**

Be it resolved Council accept A&M Electrical & Construction Ltd quote for the amount not to exceed \$3,680.00, HST included, as per submitted Estimate #20-025, dated 2020-08-31.

**Favour 5; Opposed 0; Carried**

**Closing Town Yard Gate, Personal Protective Equipment, Daily Vehicle Inspection Forms, etc.** Council reviewed concerns of unauthorized access by the public, personal risks, and hazards inside an operational construction yard. Discussed compulsory Personal Protective Equipment, reviewed sample Vehicle/Equipment Inspection Forms, covers on Sanding Equipment and operation of motorized garage doors in town garage. Conclusion of discussed and mandatory protocol for the protection of town staff and the public, coming into immediate effect as stated:

- All town employees or other authorized persons must ensure the town yard gate is locked immediately upon entering and existing.
- Personal Protective Equipment must be worn while in the employ of the Town of Victoria, must conduct a risk assessment before proceeding to complete any daily task, including equipment of any type.
- Vehicle/Equipment Inspection Form/s must be completed daily before work starts on any worksite.
- Safety concern: motorized Garage Door must open to the top and to the floor before stopping.
- Covers on all sanding equipment must be closed immediately after each refill, before leaving town property and routine daily maintenance/inspections.
- TCM to meet with all Staff September 16/2020 to advise of Council's objectives regarding all topics.

**CORRESPONDENCE FOR ACTION**

**Clarified Accounting – Draft Financial Statement, 2019.**

**Motion 2020-161 Snook/DM Moores**

Be it resolved Council accept and approve the Draft Financial Statement to December 31, 2019 as conducted and submitted by Clarified Accounting.

**Favour 5; Opposed 0; Carried**

**Tax Recovery Plan Dated December 31, 2019, Tax Recovery Actions and Plans for the Municipal Fiscal Year 2020.**

**Motion 2020-162 DM Moores/Snooks**

Be it resolved that Council adopt and approve the Tax Recovery Plan Dated December 31, 2019, Tax Recovery Actions and Plans for the Municipal Fiscal Year 2020 as presented.

**Favour 5; Opposed 0; Carried**

**Dept of ECCM, re: Call For 2021-2020 Municipal Infrastructure Applications, Municipal Capital Works & Investing in Canada Infrastructure Program, (ICIP).** Discussed submitting an ICIP Application to complete an Assist Management Plan for the town; TCM to inquire if this is possible.

TCM advised that a quote was requested from A&M Electrical to supply and install an Air Exchanger in the town's main office area and Wilsons Security was contacted for a quote to supply/install an automatic door opener for the main door to the town hall.

Donation Request, re: Epilepsy NL; no action.

**Municipal Garage**, Motion to Close project and reallocate funding balance to Unallocated Project

**Motion 2020-163 DM Moores/Snooks**

Be it resolved, with all work now complete and no outstanding work orders relating to Municipal Garage Project #17-MYCW-18-00052, Council approve to close the stated project and further resolve to submit a request to the Dept. of Environment, Climate Change and Municipalities, to reallocate the total remaining funding of \$36,850 to the current Unallocated Project Portion. **Favour 5; Opposed 0; Carried**

**CORRESPONDENCE FOR INFORMATION/DISCUSSION**

VVFD inquiry regarding Santa Claus Parade 2020. Requested direction and guidance if a parade can proceed this year with respect to the COVID-19 Pandemic. (No other surrounding towns have decided to date). Council supports the idea of a parade if all COVID-19 Pandemic Health Restriction are followed.

Harris & Associates, re: Revised paving estimate, now tendered. Council requesting explanation for increase in estimates for Town Roads Paving Project 2020 from original submitted estimates.

NL COVID-19 Information for Business & Workplaces, re: Risk-Information Decision Making Guidance for Employers Operating During COVID-19, Fitness Centre, Dance & Yoga Studio Guidance.

MNL Municipal Guidance Alert Level Two; previously circulated.

Permission for Easement, 1994 re: Water & Sewer Line through properties on Country Road to Dean's Road. New infrastructure development through Dean's Road now renders it easement unnecessary leaving it null and void with lines disconnected at the source on Country Road, no discussion.

Dept. of ECCM, re: Long Service Awards for Elected Municipal Officials. Town Clerk Manager advised Mayor Barry Dooley was submitted for 16-Years of Service.

Dept. of ECCM, COR/2020/02976 re: Approval to Award Consulting Services for Project #17-GI-21-00073.

Dept. of ECCM, COR/2020/03245 re: Approval of Prime Consultant Agreement for Project #17-GI-21-00073.

**Motion 2020-164 DM Moores/Loch**

Be it resolved Council approved to sign the Prime Consultant Agreement re: Project #17-GI-21-00073 submitted by Harris & Associates and recommended the Dept. of Environment, Climate Change and Municipalities.

**Favour 5; Opposed 0; Carried**

**NEW BUSINESS**

- Emails re: Teamsters Union Local 855 regarding meeting scheduled for Friday, September 18, 2020 at 10:30 a.m. Negotiating Committee to meet at 9:00 a.m. to review directions given by Council.
- Town Roof Leaking in back stairwell and back of Library after two significant rainfalls. Reported to Cal-LeGrow Insurance for assessment and upon inspection repairs will be necessary and possible replacement of shingles. Waiting for full report.
- Candlelighters NL Proclamation, Childhood Cancer Awareness Month – September 2020; signed by Mayor Dooley.

- VVFD noted Powerhouse Road does not have a hydrant and inquired if consideration should be given to installing one in the future. Noted: Chief Parsons advise there was no concern of assisting with an emergency, with an ample supply of fire hose to reach anywhere on the road. Request Working Foreman to check out the area for future reference.
- Crawford's Construction Ltd requesting permission to place one (1) Picnic Table at Beaver Pond Memorial Lookout; request approved by Council.
- S.P. Construction Limited, quote to supply winter sand material. TCM advised that winter Ice Control Material, (75% Sand & 25% Salt) is pre-ordered in April annually from the Dept. of Transportation & Works. Place on file for future reference.
- Employee #1012 requesting permission to take a town vehicle home to be used to and from work. Reviewed and discussed, with Council's decision remaining unchanged from previous request; not approved.

Notion of Motion re: DM Moores - Motion to proceed with By-Election for two vacancies on council.

#### **ADJOURNMENT OF MEETING**

Next Regular Council Meeting – October 6, 2020

#### **Motion 2020-165 Loch/DM Moores**

Be it resolved Council adjourn the meeting at 9:40 p.m.

**Favour 5; Opposed 0; Carried**

Signed:

Signed:

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Barry Dooley, Mayor

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Shelly Butt, Town Clerk Manager