

**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 7:10 p.m. No Registered Delegations

**ADOPTION OF THE AGENDA: August 25, 2020****Motion 2020-115 Loch/DM Moores**

Be it resolve Council adopt the agenda, with the addition of Dept of Municipal Affairs and Environment, re: VVFD FES Grant Approval letter, for the Regular Council Meeting of August 25, 2020.

**Favour 5; Opposed 0; Carried**

**MINUTES / COUNCIL MEETING / July 14, 2020 & Special Council Meeting Aug. 5/20.****Motion 2020-116 Clarke/Snooks**

Be it resolved Council adopt the minutes of the regular meeting of Council of July 14, 2020.

**Favour 5; Opposed 0; Carried**

**Motion 2020-117 Loch/DM Moores**

Be it resolved Council adopt the minutes of the Special Council Meeting of August 5, 2020, 2020.

**Favour 5; Opposed 0; Carried**

**Business Arising From Previous Minutes: None****FINIANCIAL / COMM. / DEPT. & STAFF REPORTS - Reports Previously Circulated for review.**

• Bill & Accounts, Employee Payroll & Financial Statements to July 31, 2020

**Bill/Accounts:** Total \$63,368.49 & Regular Payroll July 5/20 – Aug. 15/20, totalling \$35,721.14.

*Councillor Clarke declared a conflict of interest position, as per Section 207-d of Municipalities Act, 1999, (Trio Board Member), leaving the meeting at 7:12 p.m. for bill #1 Trio Benefits for August & September 2020.*

**Motion 2020-118 Snooks/Loch**

Be it resolved Council approve to pay the Trio Benefits (Employee Benefits) Aug./Sept. 2020 for \$2,867.78.

**Favour 4; Opposed 0; Carried - C/Clarke returned at 7:13 p.m.**

Remaining Accounts Payables & Payroll as previously circulated.

**Motion 2020-119 Snooks/DM Moores**

Be it resolved Council approve to pay the remaining Accounts Payable Invoices totalling \$60,500.71 and resolved to approve the Town Employee's Weekly Payroll from July 5 – Aug. 15, 2020 totalling \$35,721.14.

**Favour 5; Opposed 0; Carried**

**Financial Bank Statement July 2020****Motion 2020-120 Clarke/DM Moores**

Be it resolved Council acknowledge and confirm the July 2020 Financial Bank Statement to be balanced.

**Favour 5; Opposed 0; Carried**

**Town Clerk's Report: Dated July 12 – August 21, 2020****Motion 2020-121 Loch/Clarke**

Be it resolved Council accept the Town Clerk Manager's Report dated July 12 – August 21, 2020 as submitted.

**Favour 5; Opposed 0; Carried**

Noted: Letter to be issued to the Victoria Community Development Committee and Tidy Town's Committee regarding Student Grant Applications and MERC related responsibilities.

**Working Foreman's Report: Dated June 22 – August 21, 2020****Motion 2020-122 Snooks/DM Moores**

Be it resolved Council accept the Working Foreman's Work Report from June 22 – August 21, 2020 as submitted.

**Favour 5; Opposed 0; Carried**

VVFD Financial Report to August 4, 2020

**Motion 2020-123 Loch/DM Moores**

Be it resolved, upon review, Council accept the VVFD Financial Report to August 4, 2020 as submitted.

**Favour 5; Opposed 0; Carried**

Quotes, re: Recreation Bldg Exterior Upgrades / Repairs.

David & Johnathan's Contracting / Crawford Construction Ltd.

Quote #1 -Spruce Clapboard/Other Materials/Labour & Quote #2 Cape Cod Siding/Other Materials/Labour

	David & Johnathan's Contracting	Crawford Construction Ltd
Spruce Clapboard/Other Materials/Labour	\$23,977.50	\$18,224.34
Cape Cod Siding/Other Materials/Labour	\$26,504.50	\$23,060.99

**Motion 2020-124 Clarke/Loch**

Be it resolved, in compliance with the PPA Legislation, Council accept quote #2, re: Cape Cod Siding/Other Materials/Labour from Crawford Construction for the total cost not to exceed, \$23,060.99, with siding colour to be chosen by Council.

**Favour 5; Opposed 0; Carried**

Town Vehicle Inspection – Defect Reports, re: <4500 Kgs & >4500Kgs.

**Motion 2020-125 Clarke/Snooks**

Be it resolved Council adopt the Town Vehicle Inspection – Defect Reports, for both weight classification, re: < 4500 Kgs & > 4500Kgs, to be used by town staff as part of regular vehicle maintenance, servicing, and/or inspections.

**Favour 5; Opposed 0; Carried**

Permit Log, re: List of permits issued from July 2 – Aug 21, 2020.

*Councillor Loch declared a conflict of interest position, re: Permit #199, as per the Municipalities Act, 1999, Section 207-1 a/b of, (Having obtained permit #199), leaving the meeting at 7:58 p.m.*

**Motion 2020-126 Snooks/DM Moores**

Be it resolve, being verified compliance with the town's development regulations, Council approve permit #199.

**Favour 4; Opposed 0; Carried** - C/Loch returned at 7:59 p.m.

Permit Log from July 2 – Aug. 21/20, (Except #199)

**Motion 2020-127 Snooks/Loch**

Be it resolved, having verified compliance with the town's development regulations, Council approve all remaining permits from #197, #198 & #200 to #228 issued from July 2 – Aug. 21, 2020.

**Favour 5; Opposed 0; Carried**

**CORRESPONDENCE FOR ACTION**

Illegal Cabin built in the town's Protected Public Water Shed area, northern side between Rocky Pond/Nick Longs Pond. Email sent to Water Resources Division, no reply as of meeting. Crown Lands Division advised no application/permit was receiver or issued. Deferred until reply from Water Resources Division. Notice to be posted on the town's Facebook page for public assistance to help identify owner/s of the illegal cabin. Council reiterated cabin must be removed and will issue a Stop-Work Order.

Building Application – Single Family Dwelling, #421-425 Swansea Road; waiting for Service NL approval.

**Motion 2020-128 Clarke/DM Moores**

Be it resolved, having met all town development regulations within a Rural Zone, Council grant approval of the Building Application for a Single Family Dwelling located at #421-425 Swansea Road pending receipt of a Certificate of Approval for an Onsite Septic Disposal System and Drilled Well System from Service NL.

**Favour 5; Opposed 0; Carried**

Building Application – Single Family Dwelling, #22 Dean's Road, Victoria; Approval-In-Principal.

**Motion 2020-129 Loch/Clarke**

Be it resolved, Council grant approval-in-principal of the building application for a Single-Family Dwelling located at #22 Dean's Road, pending compliance with all town development regulations and any other stipulations that may be implemented by Council.

**Favour 5; Opposed 0; Carried**

Abattoir Building – Swansea Road, re: Winterhouse Farm Ltd. Previously Approved In Principle

**Motion 2020-130 Snooks/Clarke**

Be it resolved, pending final approvals are issued from all other government departments and/or agencies affiliated with the said building, Council grant final approval of the building application to construct an Abattoir Building as submitted, with strict adherence to the town's development regulations and any other applicable stipulation as identified by any affiliated departments/agencies.

**Favour 5; Opposed 0; Carried**

Business Application – Winterhouse Farm Ltd. Previously Approved In Principle.

**Motion 2020-131 Snooks/Loch**

Be it resolved, Council grant final approval of the business application, as long as compliance is held with all town development regulations as well as with all government departments and/or agencies affiliated with the same business operation.

**Favour 5; Opposed 0; Carried**

Business Exemption Request, re: Big Guys Fish n' Fries for 2019.

**Motion 2020-132 Snooks/Loch**

Be it resolved, that due to extenuating circumstances beyond the business owners' control as defined in the exemption request, Council approve a one-time exempt for the 2019 Business Tax and any interest charges.

**Favour 4; Opposed 1 - Clarke; Carried**

Business Application, re: Alf's Chip Wagon located at Clarke's Gully. Electric Pole Service – Clarke's Gully reviewed/discussed by Council.

**Motion 2020-133 Clarke/Snooks**

Be it resolved, Council approve the business application for Alf's Chip Wagon to open/operate from the Clarke's Gully parking lot, in conjunction with all Provincial Highway's Traffic Regulations, and resolved permission is granted for use of a generator without contravening the Town of Victoria's adopted Development Regulations, and resolved to grant permission to use the town's utility pole for electrical service, if required and be it further resolved bathroom services must be provided for employees.

**Favour 5; Opposed 0; Carried**

Walk For Families, September 2020, re: Ronald McDonald House.

**Motion 2020-134 DM Moores/Loch**

Be it resolved council donate \$100.00 to the Ronald McDonald's Red Shoe Crew Walk for Families.

**Favour 5; Opposed 0; Carried**

Clarified Accounting, re: Audit Engagement Letter to conduct TOV's 2019 Financial Audit.

**Motion 2020-135 Clarke/Loch**

Be it resolved Council engage the services of Clarified Accounting to comprise the consolidated statement of the financial position of the Town of Victoria as at December 31, 2019 and further resolved to approve for Mayor Dooley and Town Clerk Manager to sign the engagement letter.

**Favour 5; Opposed 0; Carried**

Change Order Requests, re: Dean's Road W/S Rd Upgrdng Proj. #17-GI-20-00028, Cougar Eng. & Const. Ltd. Total Extra Cost of Construction = \$63,630.24 & Harris & Assoc.'s, Engineering Cost = \$5,676.23.

**Motion 2020-136 Clarke/Snooks**

Be it resolved, Council approve Construction Contract Change Order #1 for Cougar Engineering & Construction Ltd re: Dean's Road W/S Rd Upgrdng Project #17-GI-20-00028 for \$63,320.64, with new Approved Contract amount not to exceed \$342,770.64.

**Favour 5; Opposed 0; Carried**

**Motion 2020-137 Clarke/Snooks**

Be it resolved, Council approve Engineering Contract Change Order #1 for Harris and Associates, re: Dean's Road W/S Rd Upgrdng Proj. #17-GI-20-00028 for \$5,676.23, with new Approved Contract amount not to exceed \$73,571.05.

**Favour 5; Opposed 0; Carried**

Harris & Associates advising consideration should be given to having Dean's Road legally surveyed to ensure identification of the town's road reservation.

**Motion 2020-138 DM Moores/Loch**

Be it resolved Council approve to get quotes to complete a legal survey of the town's road reservation for Dean's Road as previously conveyed to the Town of Victoria.

**Favour 5; Opposed 0; Carried**

1) Change Order, re: Municipal Garage, re: Reallocation of Addition Employee Hours for Engineering beyond effective completion date, Oct 15/20. (2). Responses from Harris & Assoc's, 06/26/20 & 07/24/20 and MAE's Design Approval Tech, 07/16/20. (3) Final response from MAE's Design Approval Tech 07/31/20 stating a reduction of \$13,717.43 in Engineering Cost.

**Motion 2020-139 Clarke/DM Moores**

Be it resolved, Council approve PCA Change Order Notice #1, re: Municipal Garage, Project. #17-MYCW-18-00052 reduction in Engineering Contract of \$13,717.43 including HST for Harris & Associates, with new Approved Contract amount not to exceed \$55,940.32.

**Favour 5; Opposed 0; Carried**

Change Order, re: Shaw Ventures, Clarke's Road Project for \$2,859.02 regarding additional work not accounting for in scope of tendered work.

*Councillor Snooks declared a conflict of interest position, as per Section 207 a/b of Municipalities Act, 1999, (Brother - resident on Clarke's Road), leaving the meeting at 8:49 p.m.*

**Motion 2020-140 Clark/Loch**

Be it resolved, Council approve Contract Change Order Notice #1, re: Clarke's Road Water & Sewer Upgrading Project #17-CWWF-17-00026 for Shaw Ventures Company Ltd for \$2,859.02, with new Approved Contract amount not to exceed \$137,841.54.

**Favour 4; Opposed 0; Carried** C/Snooks returned at 8:51 p.m.

TCP Health Foundation, 31<sup>st</sup> Annual Trinity Conception Placentia Health Foundation Telethon.

**Motion 2020-141 Snooks/DM Moores**

Be it resolved Council approve to donate \$500.00 to the 31st Annual Trinity Conception Placentia Health Foundation Telethon.

**Favour 5; Opposed 0; Carried**

Shingle Replacement Required - Chlorine Building & Sewer Blower Building. Working Foreman requesting to hire contractor to replace shingle on both buildings.

**Motion 2020-142 Clarke/Loch**

Be it resolved Council approve to replace shingles on the Chlorine Building and Sewer Blower Building with 30-Year Shingles or better and town staff to complete the work.

**Favour 4; Opposed 1-Dooley; Carried**

Alleged Vehicle Mechanic Repair Business operating from #69-73 Swansea Rd; owner refuting the business allegation.

**Motion 2020-143 Clarke/Snooks**

Be it resolved Council accept the response from the property owner at #69-73 Swansea Road.

**Favour 5; Opposed 0; Carried**

Letter from Residents of #42 Burnt Woods Rd w/copy of reply letter from Land Use & Planning, MAE regarding complaint filed of Landscaping Permit Issued to neighbouring property owner at #50 Burnt Woods Road.

**Motion 2020-144 DM Moores/Loch**

Be it resolved, Council issue a final response to residents at #42 Burnt Woods Road and further resolved, that without finding any violation of the town's development plan, Urban & Rural Planning Act or the Municipalities Act, 1999 being committed by property owner of #50 Burnt Woods Road, Council deems the issue a civil matter



and recommends the complainants seek independent legal advice from a lawyer with their ongoing concerns.

**Favour 5; Opposed 0; Carried**

Use of Town Rental Property in relation to COVID-19. Town's Rental Agreement must be updated to include a waiver regarding COVID-19, should the building be reopened for any use. NL COVID-19 Guidelines should be reviewed and discussed before a decision is made, to ensure compliance is possible.

**Motion 2020-145 DM Moores/Loch**

Be it resolved, all town owned/operated buildings and facilities remain closed until such time the Provincial Government Health Authority advances to COVID-19 Level-1, with the status to be reviewed in compliance with all legislated regulation and restrictions as well as operating cost.

**Favour 5; Opposed 0; Carried**

Acknowledged by Council - MAE, re: VVFD's Fire Protection Financial Assistance Grant, Project #FES-SA0022 approved for a total not to exceed \$15,789.50 at an 80/20 Cost Shared Ratio and other stipulations. Municipal Share covered in the TOV's 2020 Municipal Budget under Fire Protective Services.

**CORRESPONDENCE FOR INFORMATION/DISCUSSION**

- MNL Virtual Conference & Trades Show 2020; deferred until more information is received.
- MNL Memo to Member: Mask-Wearing during Council Meeting. New COVID-19 Regulations implemented August 24, 2020, re: Mandatory to wear a mask to enter any public buildings. Notice published on the town's Facebook Page on Monday, August 17/20 and in office windows.
- Clarified Accounting, re: Audit Planning Letter/Explanation of Auditors/Council's Roles for Yearly Audit.
- MAE – 2017-2020 MYCW Time Extension, re: Project Completion Date extended to March 31, 2022.
- MAE – Fire Services Division, A Message from the Fire Commissioner, re: Fire Prevention Week 2020.
- MAE – C. Johnson, re: General Information regarding use of remaining CWWF/SCF Funding. Maximum extension is September 30/2020. New Paving Project cannot meet this deadline but may be possible to use other remaining project funding if deadline is not surpassed. Agreed by Council to move forward with proposed paving project with the costs paid by the Town of Victoria.
- MAE, Collection of Spring 2020 Drinking Water Sampling Season, re: Thanking Letter for town assistance.
- MAE, Circular, Ultimate Recipient Gas Tax Agreement Revision to Schedule A, Paragraph 14.
- MAE, re: Changes in Procurement Thresholds due to COVID-19 Pandemic Situation; Temporary Increase for Engineering & Architectural Services from \$100,000 to \$264,200 not to exceed March 31, 2021.
- Newfoundland Pony Society, re: Write up on Visit to Victoria's Horse Pasture; copy sent to all Councillors.
- 2020-2021 CEEP Grant Application submitted, re: Victoria Heritage Society and verified received by MAE, Municipal Finance & Employment Support Division.
- Service NL Water Sample Test Results for water samples processes as of Aug. 5/2020.
- Service NL Final Approval Certificate for cottage located on Job's Pond, GSC File # HS-2020 102892 00.
- MAE Drinking Water Analysis results to August 26, 2019; all stated satisfactory.
- BioMaxx re: Copy of Effluent Regulatory Reporting for Victoria to the Fed. Gov. for July 29/20.
- Copy of Signed Prov/Town Municipal Infrastructure Agreement, re: 2017-2020 Amendment #2.
- Copy of Signed Prov/Town Municipal Infrastructure Agreement, re: Project # 17-GI-21-00073.

- MAA, re: Update from MAA Avalon Director on the Municipal Assessment Agency; previously issued.
- Town Plan Development, re: Multi-Year Capital Works will need to be updated as all previously identified projects will be completed in 2021.
- MAE Water Resources Management Division Fall 2020 Operator Education Seminars; given to Working Foreman for review.
- Environment, Climate Change & Municipalities, Fire Services Division, re: Use and Storage of Alcohol-Based Hand Sanitizer.
- Harris & Associates revised Engineering Service Quote, re: Ash's Lane Project. Received revised engineering quote of \$39,500.00 plus HST, pending a 30-Day Construction time frame and cc'd to MAE correspondents by Harris & Associates; acknowledged by Council.

### NEW BUSINESS

- Requests for Proposals – Engineering Services. Discussed recommendations from Municipal Affairs & Environment of possible advantages of seeking request for proposals for engineering services as a means to ensure a fair and reasonable cost for these services; Council agreed to pursue this process for all future infrastructure projects.

- Asset Management Planning & possible FCM Funding Program to assist with associated cost.

#### **Motion 2020-146 Clarke/Loch**

Be it resolved Council approve to move forward to seek submission for request for proposals to complete an Asset Management Plan for the town of Victoria.

**Favour 5; Opposed 0; Carried**

- Mayor - Victoria Horse Pasture: Inquiry of eligible criteria to avail of use of the pasture and if Council has jurisdiction over the organization. Summary: The Town of Victoria pays the Crown Land Leasing fee for the organization in order for them to use the land but does not oversee their operations.
- Mayor - Property Owner of #174 Main Highway next to Powell's Road inquiring about exemption of taxes. Reviewed and it was reiterated that council previously addressed the same question and it was determined the property owner is liable for all taxes. Mayor to respond accordingly that Council's decision remains unchanged.
- C/Clarke – Inquired if Stewart McKelvey was contacted regarding inappropriate and offensive signage at #65 Burnt Woods Road. TMC - not to date but will have a report for the next Council meeting.
- TCM - Culverts #113-115 Main Highway have not been removed to date as directed by order of Council. Staff will remove the culverts in the coming week, as directed by Council with all town incurred costs issued to property owner.

Privileged Meeting, re: Negotiations Committee - Human Resources update and Councillor Remuneration. No visitors or spectators present.

#### **Motion 2020-147 Clarke/Loch**

Be it resolved that Council call a privileged meeting at 10:00 p.m.

**Favour 5; Opposed 0; Carried**

#### **Motion 2020-148 Snooks/Loch**

Be it resolved that Council reconvene into the regular public council meeting at 11:20 p.m.

**Favour 5; Opposed 0; Carried**

#### **Motion 2020-149 Clarke/Snooks**



Be it resolved, Council approve to pay to each councillor an equal amount of the unused portion of Remuneration as approved in the 2020 Municipal Budget, Expenditures, 1.0-General Government, 1.1- Council, 1.1.1-Remuneration for Councillors, to September 30,2020. **Favour 4; Opposed 1-DM Moores; Carried**

**ADJOURNMENT OF MEETING**

Next Regular Council Meeting: September 15, 2020

**Motion 2020-150 DM Moores/Clarke**

Be it resolved; Council adjourn the meeting at 11:22 p.m.

**Favour 5; Opposed 0; Carried**

Signed:

  
Barry Dooley, Mayor

Signed:

  
Shelly Butt, Town Clerk Manager

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