

**ATTENDANCE -**

**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. Victoria Ladies Auxiliary President, (Former).

**AGENDA ADOPTION: August 17, 2021****Motion 2021-154 Loch/ DM Moores**

Be it resolve that Council adopt the agenda for the Regular Council Meeting of August 17, 2021, as presented.  
**Favour 5; Opposed 0; Carried**

Victoria Ladies Auxiliary President, (Former) advised of the meeting held on Monday Aug. 9/21 with Mayor/TCM to discuss the VVFD Dismissal Letter. Discussion on the following:

- In service for 20+ years.
- VLA By-Laws were not reviewed with the members by the VVFD Chief or any other member from date received in 2020 to present date. Alleged #4 Discipline/Reprimanding, 3-Step Process was not followed to implement dismissal of a VLA member.
- Received termination letter Aug 5/21 by text message.
- Provided details of VVFD Executive goals for the VLA that many members do not agree with.
- VVFD wants to combine the VLA bank account with the department's accounts.
- Alleged that a breach of privacy had taken place with the circulation of the personal letter to other members of the VVFD and VLA.
- Requested Council to overturn the VVFD Executive's dismissal decision, with an apology from the VVFD.

Some statements on the letter were questioned and noted, if something was unsatisfactory for several years, ample time had passed whereby something should have been done prior to Aug 5/2021.

VLA President (former), left the meeting at 7:27 p.m.

TCM reviewed information received from Jim Barry, Fire Protection Officer I, Fire Services Division on Friday, April 23, 2021, relating to Council's authority over the VVFD, committees, sub-committee within, etc., that was forwarded for review when received. Council questioned if proper termination/dismissal protocol was followed, alleged breach of privacy, along with other detailed information provided during the meeting.

**Motion 2021-155 Clarke/Loch**

Be it resolved that Council write a letter to the Victoria Volunteer Fire Department Chief, copied to the (former) VLA President, advising the Victoria Ladies Auxiliary By-Laws should be administrated as stated, if adopted and request the VVFD Executive to review/reconsider their dismissal decision of the (former) VLA President and advise of the alleged privacy breach.  
**Favour 5; Opposed 0; Carried**

**MINUTES / COUNCIL MEETING / OTHER MEETING MINUTES**

Regular Council Meeting Minutes: July 6<sup>th</sup>, 2021. *No errors or omissions.*

**Motion 2021-156 Snooks/DM Moores**

Be it resolved that Council adopt the minutes of the regular meeting of Council of July 6<sup>th</sup>, 2021.

**Favour 5; Opposed 0; Carried**

**Special Meeting July 8/21, re:** Town of Salmon Cove's request to have effluent samples taken from the town's lagoon system.

**Motion 2021-157 Loch/Clarke**

Be it resolved that Council approve the Special Meeting Report of July 8, 2021, and stated recommendations.

**Favour 5; Opposed 0; Carried**

**Special Meeting July 13, 2021, re: Town of Victoria & Town of Salmon Cove**

**Motion 2021-158 Snooks/DM Moores**

Be it resolved that Council approve the Special Meeting Report of July 13, 2021, as presented.

**Favour 5; Opposed 0; Carried**

Noted: Staff to cut all vegetation around the inside berm of the Clarke's Gully and water level needs to be checked.

**FINANCIAL / COMM. / DEPT. & STAFF REPORTS** *All Reports Previously Circulated*

1. **Bill/Accounts:** Total \$107,279.34 & Payroll June 27 - Aug 7, 2021, totalling \$36,814.52

1.a *Councillor Clarke declared a conflict-of-interest position, as per Section 207 of Municipalities Act, 1999, (Members of the Trio Board) left the Council meeting at 7:52 p.m. for bill #1 Trio Benefits July/August 2021.*

**Motion 2021-159 Snooks/Loch**

Be it resolved Council approve to pay the accounts payable bill #1 Trio Benefits for July/August 2021 totalling \$2,972.46, as submitted.

**Favour 4; Opposed 0; Carried** *C/Clarke returned 7:53 p.m.*

**1.b Remaining Bills/Accounts & Employee Payroll**

**Motion 2021-160 Snooks/DM Moores**

Be it resolved Council approve to pay the remaining accounts payable bills for \$104,306.88 and resolved to approve the town's Payroll June 27 - Aug 7, 2021, totaling \$36,814.52 as presented.

**Favour 5; Opposed 0; Carried**

**2. Bank Reconciliation Statements, General Bank Account, re: May, June & July 2021.**

**Motion 2021-161 DM Moores/Clarke**

Be it resolved Council hereby certifies that the town's General Operating Bank Account is reconciled for May, June & July 2021.

**Favour 5; Opposed 0; Carried**

**3. Town Clerk's Action Report: Dated July 5 – Aug 13, 2021. *Reviewed/Discussed***

**Motion 2021-162 Snooks/Loch**

Be it resolved Council accept and approve the Town Clerk Manager's Action Report for July 5 – Aug 13, 2021, as submitted.

**Favour 5; Opposed 0; Carried**

Garbage Contract, to be reviewed before expiration date to ensure adequate time for advertising, etc., and perhaps Council should consider acquiring information from Eastern Waste Management during the process.

Property Owner, 26-34 Ash's Lane, re: Council's decision, on the advice from Harris & Associates, to remove all culverts from Ash's Lane alleged to be directing water over private property at 23-29 Ash's Lane; discussed with Council confirming, in the event Ash's Lane is washed out the road will be repaired to a satisfactory gravel road condition.

**4. Working Foreman's Report: Dated July 5 – Aug 13, 2021. *Reviewed/Discussed***

**Motion 2021-163 Loch/SM Moores**

Be it resolved Council accept and approve the Working Foreman's Report dated July 5 – Aug 13, 2021, as submitted.

**Favour 5; Opposed 0; Carried**

**5. Permit Registry #330-#357**

**Motion 2021-164 Snooks/DM Moores**

Be it resolved, Council approve permits #330-357, pending work is completed in compliance with the Town of Victoria's Municipal Plan & Development Regulations and any other applicable policies, regulations or stipulations that may be applicable. **Favour 5; Opposed 0; Carried**

6. VVFD Financial Report to July 13, 2021 and found in order.

**Motion 2021-165 DM Moores/Snooks**

Be it resolved Council accept the VVFD Financial Report to July 13, 2021. **Favour 5; Opposed 0; Carried**

7. VVFD Bldg. Extension and requested additional renovations; reviewed and agreed to approach Mr. David Peddle, of Harris & Associates for a review of the extension, etc.

8. VVFD, Fire Chief, re: Dismissal Letters issued to the Victoria Ladies Auxiliary President; previously addressed.

**CORRESPONDENCE FOR INFORMATION/DISCUSSION (CFI/D)**

1. Dept. of Environment & Climate Change, Prov. Gov., re: Laboratory Results of Water Samples, June 19, 22, 24, 29 & July 7, 13, 27.
2. Municipal Infrastructure, Information Circular COR/2021/01365, re: Updates to Consultant Procurement Policy.
3. Municipal Infrastructure, Information Circular, DOC/2021/04155, re: Monuments & Observances.
4. MNL, re: 2021 Annual Conference, Trade Show & Annual General Meeting, In-Person, Corner Brook, Wed., Nov. 3<sup>rd</sup> to Sat., Nov. 6<sup>th</sup>, 2021
5. Victoria Recreation Commission, re: Bank Statement June 2021.
6. Water & Wastewater Division, re: Winter 2021 Drinking Water Quality Data Report, online access available.
7. ServiceNL, re: Certificate of Approval, Sewer Septic & Water Supply, cottage on Job's Pond.
8. MAA, re: Taxpayer Representative appointment, Mr. Timothy Crosbie.
9. FES, re: Memo FES Training School, Gander, October 2<sup>nd</sup> – 8<sup>th</sup>, 2021. Forwarded to VVFD.
10. Town of Salmon Cove, re: Letter requesting permission to allow Avalon Laboratories Inc. to retrieve samples from the town's lagoon effluent discharge.
11. BioMaxx, re: Quarterly Effluent Regulatory Reporting submitted for April – June reporting period.
12. Premier's Forum, 2021, re: Call for Regional Nominations.

**CORRESPONDENCE FOR ACTION (CFA)**

1. Ultimate Recipient Gas Tax Amendment, motion to accept required & must be signed.

Municipal Affairs & Environment re: Ultimate Recipient Gas Tax Amendment 2019-2024 totalling \$608,060.00 Federal Share for Victoria. Acceptance/Acknowledgement requested on or before September 30, 2021.

**Motion 2021-166 Snooks/DM Moores**

Be it resolved Council, the authority for the Town of Victoria, accept the *Ultimate Recipient Gas Tax Funding Allocation Amendment + Per Capita for 2019-2024 totalling \$608,060.00* and for Mayor Dooley to sign the acceptance letter on behalf of Council. **Favour 5; Opposed 0; Carried**

2. Harris & Associates, re: Paving Tender Results, requires motion to accept.

**Motion 2021-167 Loch/Clarke**

Be it resolved Council accept the Paving Tender results obtained by Harris & Associates and further resolved to accept their recommendation, being compliant with the Public Procurement Act, to award the contract to Concord Paving Limited for the amount, not to exceed, \$373,577.44. **Favour 5; Opposed 0; Carried**

3. Victoria Lions Club, re: Request to use Community Center parking lot.

**Motion 2021-168 Snooks/Loch**

Be it resolved Council approve the Victoria Lions Club's request to use the Community Center Parking Lot to host a Flea Market on August 28, 2021. **Favour 5; Opposed 0; Carried**

4. Victoria Heritage Society, re: Request to change picture on Heritage Park sign located at Powerhouse Road with a photo of their choice, etc.

**Motion 2021-169 Clarke/Loch**

Be it resolved Council approve the request from the Victoria Heritage Society as stated.

**Favour 5; Opposed 0; Carried**

5. Clarified Accounting, re: Letter of Engagement to complete the town's Municipal Audit to Dec. 31, 2020.

**Motion 2021-170 DM Moores/Loch**

Be it resolved Council engage the services of Clarified Accounting to complete an Audit of the town of Victoria's Financial position to year end December 31, 2020.

**Favour 5; Opposed 0; Carried**

6. Clarified Accounting, re: Gas Tax Annual Expenditure Report to Dec. 31, 2020.

**Motion 2021-171 Snooks/Clarke**

Be it resolved Council approve the Gas Tax Annual Expenditure Report to Dec. 31, 2021, prepared by Clarified Accounting.

**Favour 5; Opposed 0; Carried**

7. Residents Letter, #43 Swansea Road, re: Inquiry about vacant Town land behind property.

**Motion 2021-172 DM Moores/Loch**

Be it resolved Council follow the proper process to sell the vacant land #43A Swansea Road by Ministerial approve and in accordance with the Municipalities Act, 1999.

**Favour 5; Opposed 0; Carried**

8. Crown Land Application, #158378, re: Licence to Occupy for Remote Cottage on or near Purbeck Pond.

**Motion 2021-173 Clarke/Snooks**

Be it resolved Council approve CL Application #158378 for a Remote Cottage in Purbeck Pond Area as specified, pending approval by all other affected government department and agencies.

**Favour 5; Opposed 0; Carried**

9. Crown Land Application, #158350, re: Lease to Occupy for Agriculture, Honey-Bee Apiary, Swansea Rd.

**Motion 2021-174 Loch/SM Moores**

Be it resolved Council approve CL Application #158350 for a Lease to Occupy for Agriculture, Honey-Bee Apiary, Swansea Rd, as specified, pending approval by all other affected government department and agencies.

**Favour 5; Opposed 0; Carried**

10. Building Application, re: Cabin Job's Pond, verified compliant for lot size, etc., within town plan and regulations for a Rural Zone.

**Motion 2021-175 Clarke/Snooks**

Be it resolved Council approve the building application (Remote Cabin) on private property located on Job's Pond as submitted, pending approval of certified septic/water systems from ServiceNL.

**Favour 5; Opposed 0; Carried**

11. Building Application, re: Single Family Dwelling, Swansea Rd, verified compliant with lot size, ServiceNL approved sewer septic/water supply design.

**Motion 2021-176 Snooks/DM Moores**

Be it resolved, that having met all required municipal and provincial regulations, Council approve the building application on located at 387-389 Swansea Road as submitted.

**Favour 5; Opposed 0; Carried**

12. Building Application, re: Single Family Dwelling, 22-Dean's Rd, verified compliant with town regs.

**Motion 2021-177 Snooks/SM Moores**

Be it resolved, that having met all required municipal and provincial regulations, Council approve the building application on located at 12-Dean's Road as submitted.

**Favour 5; Opposed 0; Carried**

13. Building Renovation Application, re: #209 Main Highway, (Orange Lodge Bldg.), applying to renovate existing building into 2-Apartments, (1-upper / 1-lower). Application reviewed/approved compliant with the town's regulations and plan.

**Motion 2021-178 Loch/Snooks**

Be it resolved, that having met all required municipal and provincial regulations, Council approve the building renovation application for #209 Main Highway as submitted. **Favour 5; Opposed 0; Carried**

14. Approval In Principle, Building Application, re: #14 Old Track Rd South, seeking approval to build and connect onto town service by coming to the nearest manhole.

**Motion 2021-179 Clarke/Snooks**

Be it resolved Council approve the request of Approval-In-Principle pending development is compliant with the town's development regulations and further resolved to allow the property owner to come to the nearest point to avail of town water and wastewater services, under the direction and supervision of the Town of Victoria and resolved all work must be completed by a certified contractor at the owner's expense.

**Favour 5; Opposed 0; Carried**

15. Building Application, # 67 Swansea Road, re: Extension to existing shed; not approved by the Town Clerk Manager/Working Foreman due to non-compliance, (existing shed in railway track reservation and lot size for existing buildings) with the TOV's Municipal Plan 4.1.2 Accessory Buildings/Uses and Regulation 30. Accessory Buildings – Dwellings in the TOV's Development Regulations 2010 Part II - General Development Standards.

**Motion 2021-180 Clarke/Snooks**

Be it resolved Council approved the building application, (extension to existing shed), with the stipulation that if at such time the Town of Victoria develops the old CBN Railway Track for any reason the property owner shall remove any personal property, buildings or otherwise determined to be impeding within the said reservation and at the owner's expense without compensation. **Favour 5; Opposed 0; Carried**

16. CBN T'Railway Group, re: Requesting permission to cleanup a segment of the old railway track east of Lower Old Track Rd, detail in email provided. Council agreed to acknowledge the group's clean-up efforts for the identified area with the stipulation the CBN T'Railway Group must notify all residents in the immediate area that may be affected and shall acquire written approval from any landowner whose private property may be affected with approval granted to remove any personal property/belongings and further agreed to permit the group to fix the grade in the section/s identified along the old railway track.

**NEW BUSINESS**

Inappropriate Signage erected at #65 Highway East, seeking Council input. Town Staff to continue efforts to remove the sign.

**ADJOURNMENT OF MEETING**

**Next Regular Council Meeting:** September 14, 2021

**Motion 2021-181 Clarke/Snooks**

Be it resolved Council approve to adjourn the council meeting at 9:52 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