ATTENDENCE -

Mayor Frank E. Clarke
Councillor David White
Councillor Shelley Dawe
Councillor Freeman Parsons
Deputy Mayor Denise Baker
Councillor Kelly Loch
Councillor Jim Layden
Shelly Butt, Town Clerk/Manager

Mayor Clarke called the meeting to order at 7:00 p.m. The Mayor welcomed all registered delegates and visitors to the meeting, including all elected officials and gave a brief overview of the expectations of the new council and hoped great things would be accomplished in the next 4-year term.

1. **ADOPTION OF THE AGENDA:** November 4, 2025.
   Motion 2025-220 Loch/DM Baker
   Be it resolved to adopt the agenda, for the Regular Council Meeting of November 4, 2025, as presented.
   Favour 7; Opposed 0; Carried

2. **MEETING TO ORDER / WELCOME / DELEGATIONS:**

2.a Blocked Access to Cabin Area – Meeting Notes

Resident Concern

- A resident from #170 Highway East raised concerns about blocked access to cabins past #311 Church Road & Questioned when road work would be completed and access restored.

Property Owners (#311 Church Road)

- Intention: upgrade gravel road and create a turnaround area for emergency vehicles. Work halted by Crown Lands & Forestry/Agriculture officials. Investment: $120,000 spent to make the road drivable beyond the pavement. Owners stated: if the town considers it their road, they want reimbursement for costs.

Mayor Clarke's Clarification

- Road is an agricultural access road. It is not Town-owned and not privately owned.

Road Use & Access

- Citizens will be able to use the road once work is complete. During development (e.g., installing culverts for drainage), the road will be temporarily obstructed.

Temporary Resolution

- Owners offered to install a "use at own risk" wooden platform over the excavated area. Platform will be built and put in place the following day for cabin owners only. Weight restriction: not suitable for individuals hauling wood.

Closing

- Mayor thanked the owners for their cooperation. Owners left the meeting at 7:20 p.m.

2.b Resident Input – Council Committees & Mental Health Concerns

- **Resident #226 Highway East**
  - Stated it was rumoured that citizens may be asked to join council committees and expressed interest in being considered. Asked if there were concerns regarding an individual with PTSD in an authoritative position making high-stress decisions. Mayor responded that if citizens were invited to join committees, the resident would be kept in mind.
- **Resident #175 Church Road**
  - Asked the Mayor whether, if it was known that a councillor had PTSD and it did not affect their position on Council, the same level of understanding should be extended to a Town employee with mental illness.
- **Resident #189 Church Road**
  - Stated he was diagnosed with PTSD, entered and retired from the military, and noted with proper medical care, individuals with PTSD can function as well as those without the condition.

2.c Resident Input – Inquiry Regarding Mayor's Social Media Posts

- **Resident #268 Highway East** asked the Mayor about accusations posted on his personal Facebook page and text messages sent to all Councillors concerning an incident that occurred in the Town Hall office on October 17, 2025.
- The resident requested for the Mayor to provide a detailed account of the incident to the public.
- The Mayor refused to respond.

The Mayor left the council meeting at 7:40 p.m.; DM Baker took over chairing the meeting.

3. **MINUTES / COUNCIL MEETING / OTHER MEETING MINUTES** / October 15, 2025

Motion 2025-221 Layden/Dawe *No errors or omissions*

Be it resolved to adopt the minutes, for the Public Council Meeting of October 15, 2025.

Favour 7; Opposed 0; Carried ***Mayor Clarke returned at 8:03 p.m. and resumed chairing the meeting.***

FINIANCIAL REPORTS

4. Bill/Accounts & 4.b Payroll Oct. 5 - 25 , 2025

Motion 2025-222 White/DM Baker

Be it resolved to approve to pay the payable invoices as itemized #1 to #24, including #25 re: Payroll from Oct. 5 - 25 , 2025 and further resolved to pay item #26, re: Project 17-MYCW-22-00045, Invoice #3086, all totalling $140,790.23.

Favour 7; Opposed 0; Carried

COMM. / DEPT. & STAFF REPORTS

5. Town Clerk's Report: Dated Oct. 13 - 31, 2025.

Motion 2025-223 White/Loch

Be it resolved to approve the Town Clerk Manager's Report, dated Oct. 13 - 31, 2025, as submitted.

Favour 7; Opposed 0; Carried

Councillor Layden mentioned a possible main waterline leak below Rocky Pond dam, further stating, the previous council agreed to contact Shaw Venture Ltd for a quote to explore the area but have not received it to date.

Moved 2025-24 DM Baker/Parsons

Be it resolved to approve for Councillor Layden to contact Shaw Ventures Ltd to inquire if they will commit to explore the area for a possible main waterline leak, and further resolved, if leak is found, approval is granted to have Shaw Ventures Ltd repair it immediately.

Favour 7; Opposed 0; Carried

6. Working Foreman's Report: Dated Oct. 13 - 31, 2025.

Motion 2025-225 Layden/Dawe

Be it resolved to approve the Working Foreman's Report, dated Oct. 13 - 31, 2025, as submitted.

Favour 7; Opposed 0; Carried

7. Request for Meeting with Eastern Regional Manager, Municipal Support, Dept. Municipal & Community Affairs.

Motion 2025-226 Dawe/DM Baker

Be it resolved to request a meeting with the Eastern Regional Manager of Municipal Support under the Department of Municipal and Community Affairs.

Favour 7; Opposed 0; Carried

8. New Council Committee Structure 2025-2029. (No correspondence). Councillors put themselves forward to serve as follows:

Public Works Committee – Chairperson Councillor Layden & Members: Councillor Parsons, TCM & WF.
Finance Committee – Chairperson DM Baker & Members: Councillor White & TCM.
Civic Functions & Communications Committee- Chairperson Councillor Loch & Members DM Baker & TCM.
Mayor Clarke – Ex-officio/third member to all committees.
Fire Department Liaison - Councillor Dawe.
Recreation Commission Liaison – Councillor Parsons.
Victoria Heritage Society Liaison – Councillor White.
Committee of the Whole removed.

Motion 2025-227 Loch/DM Baker

Be it resolved to approve all positions as selected, and to become the new Council Committee Structure for 2025-2029.

Favour 7; Opposed 0; Carried

9. Appointment of the Head of the Public Body, re: ATIPP Act, 2015.

Mayor Clarke accepted the position as Head of the Public Body for the Town of Victoria.

10.Tools of the Trade, re: Materials for Councillors, (i.e.: iPhones/Laptops/Office Supplies), Office Space for Mayor, Expansion of Security Systems, & New Town Council Complex.

RCMP arrived upon request of Mayor Clarke, who left the meeting at 8:29 p.m.; DM Baker took over as chair of the meeting.

Motion 2025- 228 White/Dawe

Be it resolved item #10 re: Tools of the Trade, etc., be deferred to the next council meeting. **Favour 6; Opposed 0; Carried**

11.Request for Full, Unedited Video Files of all Town Council meetings & Public Engagement Sessions held in October.

Motion 2025-229 Dawe/Parsons

Be it resolved item #11, re: Request for Full, Unedited Video Files of all Town Council meetings & Public Engagement Sessions held in October, be deferred to the next council meeting. **Favour 6; Opposed 0; Carried**

12.Request for Access to Keys for all Municipal Owned Buildings, Administrative Offices, etc.

Motion 2025-230 White/Layden

Be it resolved item #12 re: Request for Access to Keys for all Municipal Owned Buildings, Administrative Offices, etc., be deferred to the next council meeting. **Favour 6; Opposed 0; Carried**

Mayor Clarke returned and resumed as chair of the Council Meeting at 8:32 p.m.

CORRESPONDENCE &/OR OTHER ITMES IN CONSIDERATION OF ACTION

13. Dept. of Transportation & Infrastructure, (Dept. of TI), re: COR/2025/12700.

Motion 2025-231 Layden/Dawe

Be it resolved approval be given for the Mayor to enter into the Prime Consultant Agreement re: 17-MYCW-5-0070, Water Flowmeter System with Underground Chamber, with the Englobe Corp, at the cost not to exceed $47,663.83, (HST included). **Favour 7; Opposed 0; Carried**

14.Resubmission to Council, re: Letter from resident at #311 Old Track Road.

Motion 2025-232 White/Layden

Be it resolved Council agrees to uphold the previous council's decision, that due to lack of evidence proving the town was responsible for the removal of two (2) survey pins from the owner's parcel of vacant land, the claim shall remain denied. **Favour 6; Opposed 1 M/Clarke; Carried**

CORRESPONDENCE & INFORMATION FOR REVIEW/DISCUSSION

15. Municipal Assessment Agency (MAA), 1. Memo Oct30/25, 2. Message from CEO, & 3. Call for Nominations.
16. Dept. of TI, Circular, COR/2025/12389.
17. Eastern Regional Service Brd, (ERSB) re: 2026 Fee Structure & Reply to Meeting Request.
18. Municipal Affairs & Community Engagement, (MACE), re: 2026 Municipal Budget Information.
19. CIBC, re: Reply to Mayor's Meeting Request.
20. Dept. of Justice & Public Safety, re: Financial Recognition. Dawe will speak to fire departments.
21. Municipalities of Newfoundland & Labrador, (MNL), re: Conference, Trade Show & Annual General Meeting. As directed by the Mayor, two (2) registrations were submitted to MNL, guaranteeing 2 hotel rooms. Mayor Clarke will be attending.

Motion 2025-233 White/DM Baker

Be it resolved Councillor Layden be approved to attend the MNL Conference, Trade Show & Annual General Meeting from November 20-22, 2025, in Corner Brook, NL. **Favour 7; Opposed 0; Carried**

22. Resident #113 Church Road, re: Concerns – 3 derelict buildings on Gully Path Road. Resident addressed the council with concerns of the derelict condition of the buildings and a possible danger to the general public.

Motion 2025-234 White/DM Baker

Be it resolved, the property owner of 17-29 A, B, C, D Gully Path Road be issued an order to remove all dilapidated buildings, with all materials disposed of properly and the property cleaned up to the satisfaction of the Council, within 30-days and further resolved, in the event of noncompliance with the order, Council agrees to have the said order carried out, with all incurred expenses back charged to the property owner. **Favour 7; Opposed 0; Carried**

NOTICE OF MOTIONS

23. Guardrail end of Old Track Road East.

Motion 2025-235 Loch/DM Baker

Be it resolved Council approve to widen the opening of the existing guardrails at the end of Old Track Road East to a maximum of 80-inches, to purchase and install "caution signs, as well as "hidden driveways and off-road vehicle crossing signs."

Favour 7; Opposed 0; Carried

Insufficient Streetlighting Around Town and Streetlight Policy review.

Motion 2025-236 Loch/Dawe

Be it resolved the Public Works Committee look at areas of the town for insufficient streetlighting, review the current streetlight policy and bring back a report for Council's review.

Favour 7; Opposed 0; Carried

Motion 2025-237 Loch/Parsons

Be it resolved approval be given to supply each Councillor, (7), with a key to the Town Hall Committee Room for committee meetings and other orders of business of the Council.

Favour 7; Opposed 0; Carried

GENERAL / NEW BUSINESS:

24. Better drainage solutions for ditches and sidewalks. Councillor Dawe stated that ditching along the provincial highway needs to be cleared of brush and debris, especially with excessive vegetation growth due to higher-than-normal temperatures, etc. Further stating Council should consider reaching out the Dept. of Transportation requesting them to consider a fazed in approach to install new driveway culverts and sidewalks. TCM was asked to contact the DOTW requesting them to fix up the washouts on the sides of road in the Ridge area.

PRIVILEGED INFORMATION:

HR, carry over from Previous Council. Property Ownership and Taxation.

Motion 2025-238 Layden/White

Be it resolved the Council approve to convene into a Closed Privilege Meeting at 9:12 p.m.

Favour 7; Opposed 0; Carried

Motion 2025-240 Layden/White

Be it resolved the Council approve to reconvene to a Regular Open Council Meeting at 10.28 p.m.

Favour 7; Opposed 0; Carried

Council agreed for Mayor Clarke to contact FES Commissioner to inquire if there is an ongoing investigation into concerns involving the Victoria Volunteer Fire Department.

Council agreed to donate $500.00 to the Victoria Lions Club; to be ratified at the next Council meeting.

Land #139-#141 Swansea Road & Taxation. Referred to Public Works Committee to meet with owner and visit location of the land in question, after which the matter will be submitted to the Finance Committee for review, with a report submitted to the Council when all investigations have been completed.

ADJOURNMENT OF MEETING

Next Council Meeting (14th /2025): November 25, 2025

Motion 2025-241 Layden/Parsons

Be it resolved the Council meeting adjourn at 10:29 p.m.

Favour 7; Opposed 0; Carried

Signed:

Frank E. Clarke
Mayor

Signed:

Shelly Butt
Town Clerk/Manager