ATTENDENCE - *Expected*

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

1. **CALL MEETING TO ORDER / WELCOME / DELEGATIONS:**
   Resident of Victoria to address the Council a matter of concern.

2. **ADOPTION OF THE AGENDA:** December 16, 2025.

3. **MINUTES / COUNCIL MEETING / OTHER MEETING MINUTES /** Nov. 25 2025

FINIANCIAL REPORTS

4. Bill/Accounts & 4.b Payroll Nov. 16 – Dec 6, 2025

COMM. / DEPT. & STAFF REPORTS

5. Town Clerk's Report: Dated Nov. 24 – Dec 12, 2025.
6. Working Foreman's Report: Dated Nov. 23 – Dec. 12, 2025.
7. ATIPP, re: Head of the Public Body
8. Mayor Clarke, re: Re-tabled Items:
   - Cell Phone Stipend for the Mayor,
   - Request for Access to Keys for all Municipal Owned Buildings, all doors – no exceptions,
   - Policies: Code of Conduct, Rules of Procedure, Social Media Policy, Email Usage Policy, Remote Meeting Attendance By-Law, Tax Collection Policy, etc.
   - Office Space for Mayor,
   - Request for full, unedited video files of all Town Council meetings & Public Engagement Sessions held in October,
   - Expansion of Security Systems,
   - New Town Council Complex.
9. C/Layden, re: Address Matters of Concern, verbal.
10. Review of the Proposed By-Laws for the VVFD; copy of old/new previously circulated.
11. VVFD Chief, Deputy Chief & Capt. re: PRV Station & Letters (4)

CORRESPONDENCE &/OR OTHER ITMES IN CONSIDERATION OF ACTION

12. CBN Joint Council Representatives, (White/Layden).
13. MAA, Ballot – Avalon Region Director, deadline Dec. 18/2025 @ 4:00 p.m.
14. Eastern Regional Service Brd., re: New Proposed Meeting Date.

CORRESPONDENCE & INFORMATION FOR REVIEW/DISCUSSION

15. Dept. of Transportation & Infrastructure, re: Letter of Endorsement – Site Specific Safety Plan (SSSP) 2025-26.
16. Victoria United Church, re: Letter – Meeting Request.

NOTICE OF MOTIONS: None

GENERAL / NEW BUSINESS:

PRIVILEGED INFORMATION:

17. Code of Conduct Complaints (3)
18. Union Agreement 2025-2029 & Management/Other Staff Negotiations.

ADJOURNMENT OF MEETING

19. Next Council Meeting: proposed date Jan. 20/2026

DRAFT