

Town of Victoria: Administrator's Decisions

Date	Directive	Details to support decision	Administrator's Decisions
19-Dec-25	001-2025	As per the direction from Municipal and Community Affairs, on December 17, 2025, Minister Tibbs has appointed Christopher Stamp as Administrator.	Directive: Town staff to contact the Bank of CIBC to remove the former councillors from signing authority and add the Administrator Christopher Stamp.
19-Dec-25	002-2025	As per the direction from Municipal and Community Affairs, Minister Tibbs has appointed Christopher Stamp as Administrator.	Directive: Create a town email address for Christopher Stamp to support communications for town matters.
19-Dec-25	003-2025	Reviewing all existing by-laws is necessary to ensure that municipal governance aligns with the current legislative framework under the Towns and Local Service Districts Act. The Act establishes clear requirements for municipal operations. By reviewing by-laws, the town ensures that no provisions conflict with or fall outside the scope of the legislation. Outdated or non-compliant by-laws can expose the municipality to legal challenges and undermine public confidence. Aligning by-laws with legislation provides clarity for council, staff, and residents.	Directive: Staff to review all existing municipal by-laws and provide recommendations to ensure compliance with the Towns and Local Service Districts Act. Post the approved and/or revised by-laws on the town's website.
19-Dec-25	004-2025	Updating the Emergency Management Plan is essential to ensure the municipality is prepared to respond effectively to emergencies and disasters. Ensures Compliance: The Towns and Local Service Districts Act and provincial emergency management standards require municipalities to maintain a current and comprehensive emergency plan. Improves Public Safety: A well-developed plan reduces risk to residents, property, and critical infrastructure during emergencies	Directive: Staff to update the Town’s Emergency Management Plan, with the Fire Chief leading the initiative and the Town Manager providing support.

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19-Dec-25	005-2025	Updating the Municipal Conduct Policy is critical to maintaining accountability, and compliance with provincial legislation. The Municipal Conduct Act establishes clear standards for councillor conduct, including, disclosure statements, and complaint processes. Updating the policy ensures these requirements are fully incorporated. Outdated policies can lead to procedural errors and expose the municipality to complaints or legal challenges. A revised policy serves as a foundation for councillor orientation and ongoing education.	Directive: Direct staff to review and update the Municipal Conduct Policy for Councillors to ensure alignment with the Municipal Conduct Act and current best practices. Post the approved policy on the town's website.
19-Dec-25	006-2025	Updating this policy is necessary to ensure that enforcement measures are fair, transparent, and legally compliant. This initiative: The Towns and Local Service Districts Act outlines specific requirements for tax collection and enforcement. Updating the policy ensures these provisions are properly reflected. Clear, compliant procedures minimize the risk of disputes, complaints, or legal challenges related to service disconnection. A well-defined policy ensures all residents are treated equitably and that enforcement actions follow due process. Updated procedures provide clarity for staff and residents, and reduces misunderstandings. Effective enforcement of tax collection helps maintain the town’s revenue base, which is critical for delivering essential services.	Directive: Direct staff to review and update the Town’s policy and procedures regarding the disconnection of water service for outstanding taxes, ensuring compliance with the Towns and Local Service Districts Act.

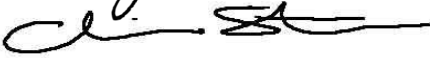
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19-Dec-25	007-2025	Collaborating with all departments during the budgeting process ensures that the 2026 Budget reflects operational needs and strategic priorities. Departmental input provides realistic cost estimates for essential services and projects. Engaging Public Works, Fire Safety, and other departments ensures that town's objectives are supported by operational planning.	Directive: Direct staff to work directly with each department, including Public Works, Fire Department and other community organizations, to establish key priorities and cost estimates in support of the preparation of the 2026 municipal budget.
19-Dec-25	008-2025	Requesting an extension for approving the 2026 municipal budget is necessary to ensure the process is thorough, accurate, and compliant with legislative requirements. The Towns and Local Service Districts Act requires municipalities to adopt an annual budget. Seeking an extension demonstrates a commitment to meeting this requirement responsibly while ensuring representation from the public works and fire safety departments.	Staff are directed to draft a formal letter to the Department of Municipal and Community Affairs requesting an extension for the approval of the Town’s 2026 budget, citing the need for additional time to complete departmental consultations and finalize priorities.
19-Dec-25	009-2025	Initiating the tender process for the 2025 financial audit supports legislative requirements and to uphold sound financial governance. Annual audited financial statements are required to demonstrate responsible stewardship and adherence to municipal legislation and funding agreements.	Directive: Direct staff to initiate the public procurement process to tender for the completion of the Town’s 2025 financial audit and bring a recommended auditor to upon completion of the evaluation.

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19-Dec-25	010-2025	Including regular updates from the Fire Chief or Deputy Fire Chief during council meetings enhances communication and strengthens public safety planning. Timely updates ensure council is informed of fire safety measures, risks, and resource needs. Regular reporting builds trust with residents by demonstrating proactive safety management. Council can make informed decisions on fire protection, emergency planning, and resource allocation. Making this a standing agenda item formalizes the process and ensures consistent communication.	Directive: Staff are directed to ensure that the Fire Chief or Deputy Fire Chief provides updates and any relevant safety information during regularly scheduled council meetings. Future agendas will be amended to include this standing item.
19-Dec-25	011-2025	These four modules can be completed virtually, they include: Roles and Responsibilities of Council and Town Manager, Council Meetings and Procedures of Council, Conflict of Interest, and Council Budgets and Financial Management. This will support direct communication between the town and the fire department which supports public safety and financial operations.	Directive: Fire Chief and Deputy Fire Chief will complete the training modules provided by the Department of Municipal and Community Affairs.
19-Dec-25	012-2025`	This will help ensure the town understands the change and what the key priorities are.	Directive: Staff are directed to post an approved update on the Town’s official Facebook page to provide an important message to residents regarding recent developments and initiatives.
19-Dec-25	013-2025	Based on the advice of the Town Clerk/Manager and internal legal counsel, it is recommended that the administrator approves the Collective Agreement. The Town Clerk/Manager has confirmed that every page accurately reflects the agreed-upon terms.”	Directive: Approve the Collective Agreement between the Town of Victoria and the Transport and Allied Workers Union, Local 855, affiliated with the International Brotherhood of Teamsters and Helpers of America, effective January 1, 2025, to December 31, 2029.

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Town Clerk/Manager	Shelly Butt		19-DEC-2025
Appointed Administrator	Christopher Stamp		19-Dec-25