Town of Victoria: 2026 Administrator's Decisions

Date	Directive	Rational	Administrator's Decisions
8-Jan-26	001-2026	**HUMAN RESOURCES**: Normal payroll responsibility, the hours of work are confirmed by the appropriate staff.	**Directive:** I authorize payroll and Collective Agreement signing bonus payment for the period of December 14, 2025, to December 27, 2025.
8-Jan-26	002-2026	**HUMAN RESOURCES**: Normal payroll responsibility, the hours of work are confirmed by the appropriate staff. As per Article 20c of the Towns Collective agreement for unionized staff, this provision allows for unused leave to be paid out to each union employee to maximum of 12 days.	**Directive:** I authorize payroll for the period of December 28, 2025, to January 3, 2026, remuneration for the former councillors (October-December 2025) and used leave balances for unionized staff.
8-Jan-26	003-2026	**POLICY**: The Town's social media platforms serve as an official communication channel with residents. To ensure accuracy, it is essential to implement a structured approval process. Requiring two-person authorization—one councillor (typically the Mayor and then the Deputy Mayor) and the Town Clerk Manager—will help prevent errors, maintain consistency with Town policies, and safeguard against unauthorized or inappropriate content. However, operational notices such as road closures, water service interruptions, and snow clearing updates are time-sensitive and critical for public safety. Allowing these posts to proceed without councillor approval ensures timely communication while maintaining oversight through the Town Clerk Manager. This approach will provide a balance in municipal communications.	**Directive:** That the Town of Victoria establish a Social Media Approval Policy requiring a two-person authorization process for all posts made on official Town social media accounts. Under this policy, each post must be approved by one councillor and the Town Clerk Manager prior to publication, except for operational notices such as road closures, water service interruptions, snow clearing updates, and other time-sensitive operational requirements, which may be posted without councillor approval.

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8-Jan-26	004-2026	**HUMAN RESOURCES:** Recognizing that a municipality with over 1,600 residents requires the roles of Town Clerk and Town Clerk Manager to be separate to ensure proper governance, compliance with legislative requirements, and effective administrative operations. Working with neighboring communities and the Professional Municipal Administrators (PMA) will help identify best practices and ensure the position description reflects current standards. Obtaining vendor quotes will provide the Town with cost clarity for advertising and recruitment support, enabling an informed decision on the hiring process. Should a outside vendor be approved, a separate motion would be required.	**Directive:** That the Town of Victoria proceed to advertise for a stand-alone full-time Town Clerk position and direct the Town Manager to: (a) collaborate with neighboring communities, PMA, where possible, to develop a comprehensive position description and list of duties; and once approved, (b) contact three to four vendors to obtain cost estimates for advertising and supporting the recruitment process. Target Advertisement: Early February 2026
8-Jan-26	005-2026	**POLICY**: Implementing a retention policy for records related to former councillors and staff ensures compliance with legislative requirements and promotes transparency and accountability. Retaining these records for an appropriate period is essential for audit purposes, legal inquiries, and historical reference. This policy will safeguard the Town's ability to respond to future information requests and maintain accurate documentation of municipal governance and employment history. The ATIPP Coordinator will be responsible for managing these accounts to ensure proper handling, secure storage, and compliance with access-to-information legislation. Once the policy has been drafted, the Coordinator should seek input from the Provincial ATIPP Office to confirm alignment with legislative standards and best practices.	**Directive:** That the Town of Victoria develop and implement a retention policy for records related to councillors and staff including those that are no longer active in their roles. The ATIPP Coordinator will be responsible for managing these accounts and, once the policy has been drafted, the town will seek input from the Provincial ATIPP Office to ensure compliance with legislative standards and best practices. Additional directive will be required to approve this policy. Target completion February 2026.

Town of Victoria: 2026 Administrator's Decisions

Date	Directive	Rational	Administrator's Decisions
8-Jan-26	006-2026	**POLICY:** Updating the travel policy will make things fair and easier to manage. Using the provincial kilometer rate keeps it simple. Setting clear meal amounts and not paying for meals that are already provided helps avoid extra costs. Putting limitations on overnight expenses helps control spending while still allowing for hotel stays when needed. All travel reimbursements must be approved at a Council meeting and linked to Council's decision to allow overnight travel for staff and councillors. - Kilometer Reimbursement: Align with the Provincial Government's basic travel rate. - Meal allowances - Overnight Accommodations.	**Directive:** The Town Clerk Manager is directed to review and update the Town's Travel Policy for councillors and staff. Once the revisions are complete, submit the updated policy for approval and the Administrator for approval. An additional directive will be required. Target completion date: February 28, 2026.
8-Jan-26	007-2026	**POLICY:** A formal review ensures statutory compliance with Section 160, protects resident rights, minimizes legal risk, and improves service delivery. Benchmarking against neighouring communities supports consistency and adoption of proven practices. Additionally, tax bills should reference this tax collection policy to reinforce awareness.	**Directive**: Staff to conduct a comprehensive review of the Town of Victoria's Water Shut-Off Policy to ensure full compliance with Section 160 of the **Towns and Local Service Districts Act**, and to report back with recommended updates and a draft revised policy by February 20, 2026. The review shall: (a) confirm notification, due process, reconnection, and appeal procedures; and (b) compare the Town's policy with those of neighboring communities to identify best practices. An additional approval will be required.

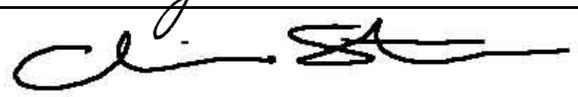
Town of Victoria: 2026 Administrator's Decisions

Date	Directive	Rational	Administrator's Decisions
8-Jan-26	008-2026	**PUBLIC MEETING**: That the Town Clerk Manager schedule a public meeting and direct the Town Clerk Manager to prepare an agenda for the session. The Town Clerk Manager shall consult with all departments, including Public Works, Fire Department, and Administration to confirm a date that accommodates their availability and ensures representation from each department. Key topics: - Public Works and capital works updates - Town's overall financial position, cash flow status, reserve funds, arrears and debt levels, etc. - Water and sewer operations, etc. - Overview of Emergency Services in 2025 - Budget 2026	**Directive:** Schedule Public Meeting and Prepare Agenda, target time is late January 2026
8-Jan-26	009-2026	**BUDGET 2026:** Even though the time for feedback is limited, it is still important to ask residents for input on the 2026 budget. This helps keep the process open and transparent and gives people a chance to share their ideas and concerns. Setting a deadline of January 20, 2026, ensures comments can be reviewed before the budget is finalized. Budget 2025, can be found here: https://townofvictoria.ca/budget/ All comments must be submitted to the Town Office by January 20, 2026, through email, mail, or in person. **Mail:** PO Box 130 271 Main Hwy Victoria, NL A0A 4G0 **Email:** townofvictoria@nf.aibn.com	**Directive:** The Town of Victoria invites all residents to provide comments, suggestions, or feedback regarding the 2026 Town of Victoria budget. All public comments must be submitted to the Town Office by January 20, 2026, through email, mail, or in person.

Town of Victoria: 2026 Administrator's Decisions

Date	Directive	Rational	Administrator's Decisions
8-Jan-26	010-2026	**ELECTION 2025:** Disposal Procedures: All materials are to be shredded, incinerated, or otherwise disposed of in a manner that protects voter privacy and prevents data breaches. A record of disposal must be kept, including: - Date of destruction - Method of disposal The Town Clerk/Manager is responsible for overseeing the process and must report back to Council, confirming completion and providing the Disposal Record.	**Directive:** Pursuant to section 59 of the **Municipal Elections Act**, the Town Clerk Manager is required to destroy all materials used in the recent municipal election including ballots, ballot boxes, tabulation records, spoiled ballots, forms, voter lists and any other election documentation must be securely destroyed.
8-Jan-26	011-2026	**PUBLIC WORKS**: The previous decision to open the guard rail for recreational vehicle traffic has been rescinded because more information is needed before moving forward. This area is next to a provincial highway, so safety and community impact must be carefully considered. Getting input from residents, property owners, RCMP, Fire Department, Public Works, and the Department of Transportation and Infrastructure will help the Town make an informed decision. Additionally, a traffic study may be required.	**Directive**: Rescind Motion Number 2025-235 which approved the widening 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.

Town of Victoria: 2026 Administrator's Decisions

Date	Directive	Rational	Administrator's Decisions
8-Jan-26	012-2026	**PUBLIC WORKS:** This area is next to a provincial highway, so safety and community impact must be carefully considered. Getting input from residents, property owners, RCMP, Fire Department, Public Works, and the Department of Transportation and Infrastructure will help the Town make an informed decision. Additionally, a traffic study may be required. Staff shall assess public and stakeholder feedback, safety considerations, regulatory implications, and operational impacts, and report back to Council with findings and any recommended course of action. All comments must be submitted to the Town Office by February 12, 2026, through email, mail, or in person. **Mail:** PO Box 130 271 Main Hwy Victoria, NL A0A 4G0 **Email:** townofvictoria@nf.aibn.com	**Directive:** Staff are directed to undertake consultation related to the existing rail and adjacent roadway located at the end of Old Track Road East. **Consultation Requirements:** Staff shall seek input from the following stakeholders: -The general public -Directly impacted property owners -Royal Canadian Mounted Police (RCMP) -Fire Department -Public Works -Department of Transportation and Infrastructure, as the location is adjacent to a provincial highway **Options for Consideration:** As part of this review, staff are directed to consider and assess a range of options, including but not limited to: 1. Maintaining the status quo, with no changes to the existing rail; 2. Opening the road completely and upgrading it to appropriate standards; or 3. Installing a gate system under Town control, which has controlled access to the town including, the Fire Department and Public Works Department.
Town Clerk/Manager	Shelly Butt		8-JAN-26
Appointed Administrator			8-Jan-26