

**CALL TO ORDER:**

Mayor Flewwelling called the meeting to order at 7:00 p.m.

**ATTENDANCE:**

Mayor Mark Flewwelling  
Councillor Harley Hunt  
Councillor Patsy Shay

Deputy Mayor Catherine MacLeod  
Councillor Doug Bobbitt

Clerk Treasurer Don Smith  
Works Supervisor Rod Holland

Administrative Clerk Debbie Otis

**CONFLICT OF INTEREST:**

There were no Conflicts of Interest declared.

**APPROVAL OF AGENDA:**

Mayor Flewwelling called for a motion to approve the agenda.

**M/S/C (Hunt/Shay)**

**Motion to approve the agenda for the  
October 17, 2017 Council Meeting.**

**DELEGATIONS:**

**RCMP – Cpl. George Parisella:**

Cpl. Parisella circulated copies of the quarterly report and said activity in Sussex Corner was limited. He commented briefly on a “break and enter” at a local barbershop and drug charges related to activity at the site of the water reservoir. Mayor Flewwelling noted the Village was advised of repeated speeding in the Skyline Sub-division and encouraged attention to the matter. He also asked if the mobile speed monitor could be located again in the Village. Cpl. Parisella said they still have the device but no means of moving it and subsequent location of the device in a defined location.

**APPROVAL OF MINUTES:**

Mayor Flewwelling called for a motion to approve the minutes of the Regular Council Meeting held on September 19, 2017.

**M/S/C (Shay/MacLeod)**

**Motion to approve of the minutes of the Regular  
Meeting of Council held on September 19, 2017.**

**BUSINESS ARISING FROM THE MINUTES:**

There were no items of business from previous meetings before Council.

**COMMITTEE REPORTS:**

**Operations:**

**M/S/C (Bobbitt/MacLeod)                      Motion to approve the September 2017 bills for payment:  
General \$ 48,723.20 Water & Sewer \$3,303.16**

**Accept Committee Reports:**

Mayor Flewwelling called for a motion to accept the committee reports.

**M/S/C (Shay/MacLeod)                      Motion to accept the following reports:  
Operations    Chamber of Commerce**

**CORRESPONDENCE:**

**Sussex Public Library Board:**

A letter of appreciation was received from the Board Chair of the Sussex Public Library for the donation of funding by the Village for the purchase of two book carts.

**Chamber of Commerce – Jr. Achievement:**

Deputy Mayor MacLeod spoke briefly on the successes of the Junior Achievement program both past and present. She said approximately 250 students have applied to the program. She also noted they need 5 (five) new program advisors and anyone interested could contact her, the Chamber of Commerce or the school. The Mayor said he has experienced the success of this program and full supported the efforts of those involved.

**BY-LAWS:**

There were no by-laws before Council.

**NEW BUSINESS:**

**Truck & Treat – Approval of Overtime:**

The Mayor questioned the Works Supervisor regarding the availability of Works Department staff to attend and participate in the event. The Works Supervisor said

he would check with staff to see if anyone was available someone would attend. The Mayor said he understood the Works Supervisor requested a motion to approve overtime for the staff member.

**M/S/C (Hunt/Shay)**

**Motion to authorize the payment of overtime for an employee to attend and participate in the Truck & Treat event at the Sussex Corner Elementary School.**

**Habitat For Humanity:**

Deputy Mayor MacLeod spoke briefly on the Habitat for Humanity program and the opportunities it provides. She said they indicated they are seeking land in the area on which to construct a home. Once the construction is completed, they select a deserving family for the home. The new owners are then responsible for a manageable mortgage payment. She said it is a worldwide program and they recently completed a project in North Sydney. She said a meeting is being arranged involving the Deputy Mayor and Clerk Treasurer to learn more about the program and what role the Village could play. Following the meeting, a report of findings will be prepared and circulated to Council.

**Presentation of Audit Report:**

The Clerk Treasurer said a meeting is required for the auditor to present the audit report to Village Council following which a Special Meeting of Council is necessary to pass a resolution to accept the audit report.

**M/S/C (Bobbitt/MacLeod)**

**Motion to hold a Special Meeting of Village Council on Tuesday, October 24, 2017 at 7:00 pm to accept the Audit Report for the period from January 1, 2016 to December 31, 2016.**

**Approval of Audit Invoice:**

The Clerk Treasurer presented an interim invoice for audit services and identified events that played a significant part in shaping the audit and the excessive cost compared to budget. He said this started with the sudden departure of the former Administrative Clerk, which was a great loss to the Village given her years of quality service to the community. This was followed by an interim period where manual processes ensued and then the appointment of a new Administrative Clerk required to recover from the manual processes and perform routine activity on a new accounting system. This has all resulted in greater than normal audit work and hence a greater charge for services. Councillor Shay said the blame should not be on the former Administrative Clerk but rather on the Clerk Treasurer who should have been able to take over her job and carry on as usual.

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Mayor Flewwelling said he did not interpret the comments from the Clerk Treasurer as placing blame. Councillor Bobbitt agreed and with the manual processes and the appointment of a new Administrative Clerk with the need for a learning curve would warrant additional efforts on the part of the auditor. Councillor Shay said the Clerk Treasurer should have been able to take over and operate the system as it was part of his job. The Mayor said enough discussion has taken place and called for a motion to approve the Audit invoice.

**M/S/C (Bobbitt/Shay)**

**Motion to authorize the interim payment of \$18,400 to Buckley Professional Corporation for services related to the annual audit.**

**Approval of Solicitor's Invoice:**

The Clerk Treasurer presented an invoice from George B. Smith Professional Corporation for services associated with sewer service provided to the Village by the Town of Sussex. He said he was pleased with the amount of the invoice and asked for Council's approval. Councillor Hunt said the amount was very fair and far less than if the Village had chosen to go to court.

**M/S/C (Shay/MacLeod)**

**Motion to authorize the payment of \$2,483.25 to George B. Smith Professional Corporation for services related to the sewer service agreement and related activities.**

**ADJOURNMENT:**

**M/S (Shay)**

**Motion to adjourn the Council meeting.**

The meeting adjourned at approximately 7:27 p.m.

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Clerk / Treasurer

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Mayor