

The meeting was called to order by Councillor Bobbitt at 6:00pm.

Attendance: Councillors Bobbitt, Loder, Shay, Hunt and the Administrative Clerk and the Works Supervisor.

Councillor Bobbitt asked to add another item to the agenda.
#7 Policy manual.

1. Works Dept. – Status:

a. Rainbow Crosswalk:

Initially it was decided to wait on word from DOTI on whether the Rainbow Crosswalk was approved. Later in the meeting it was decided that there would be a Rainbow Sidewalk placed on the sidewalk in front of Village office. Councillor Bobbitt will provide Works Supervisor with the appropriate colours and the works dept will complete when ready.

Councillor Shay asked that communications to the front office be forwarded to Council sooner than two days prior to the committee meetings/Council meetings. It was discussed that this item was initially asked prior to December 2017 (as per the email included in the meeting package), and Councillor Loder stated she remembered seeing it. Ms. Doherty sent a citizen feedback form to admin staff in October and it was originally discussed at the Council meeting in November and moved to Operations meeting in December. Ms. Doherty was notified that it would be a 2018 works project.

b. Banners / Brackets: Banners have been placed as of the afternoon of June 7th.

c. Accessible Door: The contractor will be here in mid July. Rod said the contractor may hold the price originally quoted, even though the demo was given to another customer.

d. Trail Head Sign / Trail Signs: Work's Supervisor indicated that we need to have someone design the map for Trail Head Sign, they never told Rod back in October they needed someone to do this. So, now Rod must contact someone to do this. He was speaking with someone at the Town of Sussex who provided Rod with a name of a company who does this. But this is delaying this project.

Councillor Bobbitt indicated he was impressed by the Trail and the work done by the works department, he asked that the Works supervisor pass that along.

e. Water Main Flushing: The ad will be in the Kings County Record to indicate the Water Main Flushing. To be started at the Reservoir on Monday, June 11th.

f. Paving – Cunningham Avenue: Paving has been completed. The invoice is \$45,643.50. The administrative clerk asked if the invoice needs to be brought to Council to approve payment. Councillor Shay stated that it was already approved at budget time, so therefore it doesn't need to be approved again. There will need to be a motion to Council to move money from the Capital account to the Operating account to pay the invoice.

2. Admin Dept. – Status:

a. Annual Audit: Administrative Clerk indicated the audit would be given to Mr. Buckley for review on Friday, June 8th. Hopefully there will be a draft next week, and possibly presentation of audit report by next Council meeting of June 19th. Councillor Loder asked how long this audit had taken. From start to review by Mr. Buckley was 1 month.

Auditors started May 9th and the audit is going to Mr. Buckley for review on June 8th. The new software (Quickbooks) was a great help with this timeline.

- b. **Village Pins:** It was decided to purchase 1,000 from International Coat of Arms, this was the most cost-effective price of the two quotes (the other being Black's Embroidery). The price from International Coat of Arms is a .25cents per pin saving going from 500 to 1,000 with only an .11 cent saving going to 1,500 from 1,000. (Order will be placed in the next couple of days).
 - c. **Bursary:** We only had 3 applications for the bursary. Only 1 person qualified, 1 was late submitting it to the Village office (having submitted to the guidance counsellor by the deadline), the other didn't live in Sussex Corner. The school will be notified and will be furnished with a letter for the recipient to be presented at graduation by the Acting Mayor or Acting Deputy Mayor. Mrs. MacLeod will be attending this year's graduation.
3. **Donation – Mud Run for Heart:** It was decided to not sponsor the Mud Run this year.
 4. **Presentation – Dan Coles:** Mr. Dan Coles, Community Economic Development Executive would like to make a presentation to the Operations Committee in either July or August. It was decided to invite him to make his presentation to the Operations meeting in July.
 5. **KWRC Representative:** Acting Mayor MacLeod has asked that there always be a representative attend the KWRC meetings. Councillor Shay is currently the Village representative for the KWRC, however, in the event she can't attend it's been asked if she can advise the office and someone will attend in her place.
 6. **Beautification – Flowers – The "D" / Village Office:** Mrs. Miller has again volunteered to do the flowers at the "D." She has asked if there are any special requests for colours and/or flowers. Last year we requested red & white for Canada's 150th birthday. Councillor Loder asked about the hanging baskets for the office, Rod said that Randy works on the hanging baskets. It was mentioned during budget discussions last year that we use the same people that Hampton used, at that time Rod said we can ask Randy to use more flowers. Rod said that size of the basket has to do with the size of the flowers, as there is only so much you can put in a basket. Once these baskets are no longer usable, we can get bigger baskets. It was suggested that Mrs. Miller can pick up the flowers at Sun Nurseries and they can send the bill to us.
 7. **Policy Manual (added to the agenda at the start of the meeting):** Councillor Loder asked that the HR Policy manual be sent to all of Council in .pdf format. Administrative Clerk said that she could do that. It would be sent on the next business day.

Meeting adjourned at 6:54