

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

Attendance: Mayor Flewwelling, Deputy Mayor MacLeod, Councillors Bobbitt, Loder, Shay and Hunt as well as the Clerk Treasurer, Administrative Clerk and Works Supervisor.

1. Village By-Laws & Policies: Fire Chief Harold Lowe requested the Village update its Prevention and Extinguishment of Fires Bylaw to include specific reference to provincial regulations. The Clerk Treasurer will draft an amendment to the bylaw for presentation to Council at the March Council meeting.

2. Non-Profit Funding Requests: Poley Mountain Fund Raiser – Committee recommended purchase and donation of a \$50.00 gift card from the Country Bakery.

Across Town for Crosswinds – Committee recommended the purchase of a Water Station Sponsorship (\$150) for the annual event.

3. Status Update Items: Sewer Agreement – Scott Hatcher delivered a letter to the Village Office on Thursday morning stating the Town’s position on Sewer Service. The Mayor and Clerk Treasurer will meet with George B. Smith to discuss status of events surrounding sewer service. It appears there is no motion on the books of the Town to refuse to go to arbitration.

Quick Books – System is up and running. Utility bills have been issued for the 1st quarter of 2017. Payroll is set up and cheques are being issued.

Winter Carnival – Councillor Loder reported there will be no prepared food and beverage however chips and pop will be available. No candy on the snow because of lack of supply. There is a need for volunteers and she will be making contact with Portage for help. Councillor Hunt said he can help with getting resources from Portage. Fireworks have not yet been ordered but Councillor Loder will contact Steven Gillies. Mayor Flewwelling congratulated Councillor Loder on her efforts to-date.

Summer Students – An application has been filed under the Canada Summer Jobs (CSJ) program for 3 students. The application period for SEED has not yet been opened.

Photographer – Anyone who has not yet had their photo taken for Council pictures or for the website can have this done at the Sussex Elementary School any time during the day.

iPAD Donation – The Mayor will present the 5 iPADS and charger to the Sussex Corner Elementary School on Friday, February 3rd.

4. Policy 2011-03 Health & Safety: The Works Supervisor asked for a minor change to this policy to include the signature of the Mayor and Safety Officer. The Clerk Treasurer will do so.

5. Website: The Clerk Treasurer presented an overview of a proposal to design and maintain the Village website. Following a discussion on the proposal, it was requested two additional proposals be obtained before selecting a vendor.

6. Email Etiquette: The Administrative Clerk offered a number of suggestions regarding etiquette when receiving and sending emails.

7. Adjournment: Councillor Bobbitt called an adjournment at 7:02 pm.

Clerk Treasurer

Operations Committee Chair