

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

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

- 1. Parson's Brook / Trout Creek:** The Works Supervisor said WAWAs have been received on both jobs and they are 90% completed. Approximately 10 loads of debris have been removed. Councillor Bobbitt congratulated the Works Department for a job well done. The Works Supervisor said he hopes to have the Parson's Brook bank stabilization job completed by month end.

- 2. Thomas Keltie Ball Field:** Councillor Bobbitt said he has received no response to the request for pricing action items at the field. He noted the President of Sussex & District Minor Baseball is Ed Belyea. Councillor Loder said Shane Guptill is working on pricing the action items. It was resolved this item be considered as part of the 2018 operating budget.

- 3. Crosswalk – Main Street:** The Works Supervisor said the crosswalk on Main Street across from the bowling alley is clearly visible. He said more signage may be an option. The crosswalk at Toni's Convenience continues to be a concern. The request for a crosswalk near the Sussex Corner Elementary School is a priority. The Works Supervisor said the challenge is line of sight at the location. These items will be on the agenda for the meeting with Minister Bill Fraser. Crosswalk lighting was also discussed with the cost of overhead lighting estimated to be in the area of \$10,500. It will be considered during the 2018 budget talks.

- 4. Village Office – Front Door:** The Administrative Clerk has noted some senior's and / or handicapped individuals having a challenge to open the front door at the Village Office. The Village Office is somewhat handicapped friendly with the exception of a handicapped access door. The Works Supervisor was asked to price the cost of purchasing and installing a handicapped accessible front door. This will be considered during the 2018 budget talks.

- 5. Tender Bids:** The bids for Snow Plowing and Solid Waste Collection have been received and analyzed with the bidders with the lowest bids recommended for Council approval. These will be on the September 19th Council meeting agenda.

6. Sewer Service Agreement:

The Clerk Treasurer said he and CAO Scott Hatcher have held two meetings regarding drafting of a sewer agreement between the Town of Sussex and Village of Sussex Corner. The document was circulated by email to the members of Village Council, the Works Supervisor and Administrative Clerk for perusal. The matter will be on the agenda for the September 19th Council meeting for approval. Councillor Loder said she will not be able to vote on the matter if the discussion on the subject is discussed in Closed Session. She was reminded she has ample time prior to the Council meeting to review the document. The Clerk Treasurer said if anyone had questions they could email them to him in advance of the meeting to reduce the amount of debate that may ensue at the meeting. Councillor Bobbitt said members of Council were elected by the citizens of Sussex Corner to be prepared to make decisions on their behalf. Councillor Loder expressed concern regarding transparency.

**7. Fall Celebration /
Volunteer Recognition:**

Deputy Mayor MacLeod said Councillor Loder raised the issue of a Fall Celebration and Volunteer Recognition event. The Deputy Mayor said she is unavailable to plan or host an event until October. Councillor Bobbitt said he would like to see the recognition of a few of the Village's volunteers at the Village of Sussex Corner 2018 Levee at the Village Office. The Deputy Mayor and Clerk Treasurer agreed. Councillor Loder said she wants to recognize all of those who volunteered during the winter carnival. It was resolved to do so by sending them an individual letter from the Village of Sussex Corner. The Clerk Treasurer was asked to draft such a letter for distribution as this will aid students applying for scholarships and bursaries. The Deputy Mayor said she extended a thank you via social media and facebook. She said she also personally thanked face painters Kaedy Baird, Brielle Black and Emma Jackson. It was also expressed that to recognize individuals en masse would take away from the recognition of one or more individuals. Councillor Bobbitt said he has heard a number of great reviews and believes the Village should continue with the Winter Carnival.

8. SACF Application:

The Clerk Treasurer said the Sussex Area Community Foundation (SACF) is offering a fall application opportunity. The Committee resolved to submit an application for funding for the purchase and installation

of a trail head sign and location signs for the walking trail. The Works Supervisor will provide the pricing and the Clerk Treasurer will prepare and submit the application.

9. Audit Process:

Councillor Shay asked about the audit process. The Clerk Treasurer said he just received the first draft of the audit report on Tuesday, Sept. 5th and will be reviewing the 1st draft after which he will meet with the auditor to discuss the document. He said he hopes to have the final report for presentation to Village Council before month end. She asked if the audit report was late. He replied later than usual but given the challenges with staffing, computer systems, etc. the timing is reasonable. He said he has already spoken with the province to place them on notice re expectations. *Councillor Loder* asked when last year's audit was finished. He said May 17th of 2016.

10. NBEMO Training:

The Clerk Treasurer spoke about EMO training. He said all of Council & Staff should have the introductory course (Basic Emergency Management) and this is available on-line at a cost of \$50.00. In addition, anyone who would be interfacing with the media in the event of a disaster should also have the Emergency Public Information course. This is a two day course in Fredericton at a cost of \$425.00. This would include the Mayor, Deputy Mayor and EMO Coordinator. The following expressed interest in the BEM course – Deputy Mayor MacLeod and Councillors Shay, Loder and Bobbitt. The Clerk Treasurer will forward the link to Village Council.

11. PotashCorp Civic Centre:

A formal request for additional funding was received on August 17th. The Mayor said he subsequently obtained a copy of their financial statements. He went on to say there were no fundraising projects, a number of items were spent with no budget, there were a number of budget overruns, etc. He said the Village has 89 members or 5% of the Village's population. He questioned if the Centre could stand on its own and if so by what year. He said he sees Council having four options:

- A) Village will pay the additional 1.5 cents provided all of the other funding partners do the same.
- B) Village will pay the additional 1.5 cents on a one-time basis.

- C) Village will pay the additional 1.5 cents no strings attached.
- D) Village will make no payment other than the existing 1 cent provision.

Deputy Mayor MacLeod said the Village of Norton has decided to contribute the additional 1.5 cents. Councillor Hunt said *a one-time donation was made and it was spent on paving*. Councillor Bobbitt said Village Council should think about the impact of the decision on the greater community. The matter will be on the September 19th Council Meeting agenda for resolution.

12. Startup Canada:

The Deputy Mayor requested Council support to become a member of Startup Canada, an organization focused on successful entrepreneurs mentoring new entrepreneurs. The annual membership cost would be \$166.66. She explained the organization has no federal or provincial affiliation. Councillor Hunt said he was well aware of the work of the organization and supported the Village becoming a member. Councillor Loder said she could not see this helping the Village. The Deputy Mayor said it will benefit the entire region.

13. Process – Payment Questions:

Councillor Loder asked again why she cannot question a payment on the monthly cheque register in a Committee or Council meeting. She was informed of the process and it has been in effect long before this Council. She said even with the process in place she could question a payment in an Administration and Finance Committee meeting. She was told this did happen on occasion but even then it was a violation of the process. With the advent of the Operations Committee, the members agreed to adopt the established process go forward. She said members of Council have a responsibility to question financial transactions to ensure fiscal responsibility and transparency. She was told this process does not take away from fiscal responsibility or transparency. Councillor Bobbitt closed discussion on the matter and stated everyone should conform to the existing process.

14. Process – Boil Water Order:

Mayor Flewwelling asked the Works Supervisor about a recent “boil water” event. The Works Supervisor said the event arose due to unusual water testing results. The “boil

water” event involved five homes and all were advised in person by Works Department staff. He said the decision to issue a “boil water” notice was carried out following consultation with the Board of Health. The Mayor asked if there was an established policy or process in the event of a scenario such as this. The Works Supervisor said there is not a policy or process. The Mayor said he was not made aware of the event. He said in the future, we need to be able to respond to the media, residents, Council and Staff. Councillor Bobbitt said, at a minimum, Council and Staff should be made aware in order to respond to questions or concerns.

Adjournment:

Councillor Bobbitt called an adjournment at approximately 7:24 pm.

Clerk Treasurer

Operations Committee Chair