



VILLAGE COMMISSIONERS OF GREENWOOD

REGULAR COMMISSION MINUTES
January 19, 2022 @ 9:00 a.m. via FACETIME

- 1) The meeting was called to order by Chair Brian Banks at 9:00 a.m.
- 2) Present: Commissioners Brian Banks (Chair), Robert Sealby (Vice-Chair), Bob Baker, Darrell Spinney, Dale Harty. COK District 5 Councillor Tim Harding. Clerk-Treasurer Lynn Moar
- 3) Disclosure of Conflict of Interest Issues: None
- 4) Additions to Agenda:
 - a New Business: Canadian Volunteer Income Tax Program (Clerk-Treasurer)
 - b New Business: Tenancy Issues, WeeFolk Daycare (Chair/Clerk-Treasurer)
 - c New Business: 7Arts email proposal
- 5) Approval of Agenda: **MOVED/SECONDED** by Commissioners **SEALBY/HARTY** that the Agenda for the regular meeting of the Village of Greenwood Commission be approved as amended. **CARRIED**
- 6) Approval of Minutes: The minutes of the monthly meeting of the Village of Greenwood Commission held on December 15, 2021 were circulated electronically. There being no errors or omissions noted, Commissioner Banks declared the minutes to be approved as distributed.
- 7) Reports:
 - a ANSV: Commissioner Banks reported that the next meeting of the Association of Nova Scotia Villages will be held virtually on January 21, 2022 at 3:30 pm. Commissioner Banks also reported in his capacity as the ANSV delegate to the Provincial Code of Conduct Committee. A meeting of that committee was held and several points were identified which will need in depth study, those being:
 - i The standard code of conduct template being used by many municipalities does not always fit for elected officials.
 - ii Emphasis will be on training for newly elected officials.
 - iii The proper handling of privacy issues and freedom of expression.
 - iv Protection for complainants
 - b Audit Committee: No meetings held

- c Clerk's Report: The clerk reported the following:
 - i Mid Valley Construction has indicated they will tentatively begin work on the renovations to the civic building for accessibility in March or April.
 - ii The Clerk has been working with NS Power to get certified installers of heat pump systems make site visits to the Civic Center with a view to adding units in the entire building under the Commercial Rebate program. Efficiency Nova Scotia could reimburse between 30% and 75% of the cost of such units.
 - iii Village Facebook page has 572 followers, reached 789 people with posts in the last 28 days and had 234 people engage (ie share or comment)
- d Commissioner's Task List: Distributed
- e Public Works Task List & Monthly Report: Commissioner Spinney reported on the regular work of the public works employees and noted the task list. Commissioners Spinney and Banks will be meeting with PW staff in the next few weeks to discuss various matters.
- f County of Kings: Building & Development Statistics December 2021
- g Department of Municipal Affairs Training: Delayed, no proposed date at this time
- h Greenwood Water Source Committee: No report
- i JAAC: Commissioner Sealby reported on the Committee's progress and the change to the amount of expenditure being requested from the Village. It was decided that it would be brought to the Budget Committee to increase the budgeted line item for the JAAC as unforeseen expenses will continue to be forthcoming. The following motion was required as per the JAAC meeting in January.
MOVED/SECONDED by Commissioners **SEALBY/BAKER** that the amount budgeted for "Accessibility" in the 2022-23 operating budget be amended to \$3,552.50 to reflect the change in the Village of Greenwood's share of JAAC expenditures.
CARRIED
- j Physicians Recruitment & Retention Committee: Commissioner Harty reported on the ongoing work by the Committee. The recruitment efforts have been expanded to include LPNs and other health professionals.
- k Playground & Greenspace Advisory Committee: Next meeting scheduled for Jan 28th.
- l Police Report: None received
- m REMO: Commissioner Sealby reported that during the last storm a request for warming centers went out and several were identified. Luckily none were required. REMO is now being notified of the number of power outages in Kings County.
- n Soldiers Memorial Hospital Foundation Report: L Banks provided a written report which is attached to these minutes.

8) List of outstanding items

- a) New Banners: No update
- b) Fales River Pedestrian Bridge: The Clerk and Paul Gray of the County of Kings are working to gather information regarding the building of the original structure (early 1990s) over Fales River (now a pedestrian bridge) so that the structure may be updated/repared as determined necessary. The Clerk noted that the structure is still owned by the County of Kings and will investigate cost sharing for any major repairs.
- c) Date of preliminary Budget Meeting: February 2, 2022 at 9:00 am. The Clerk is to notify members of the Audit Committee.

NEW BUSINESS:

- 9) Financial update: Comparative Income Statement as at January 15, 2022
MOVED/SECONDED by Commissioners **SEALBY/BAKER** that the Comparative Income Statement dated January 15, 2022 be approved as submitted. **CARRIED**

- 10) Staffing: Work Schedule & Wages of Clerk-Treasurer

Commissioner Sealby explained the proposed change to the remuneration and work schedule of the Clerk-Treasurer position. As the Clerk-Treasurer is required to attend out of hours meetings and events, as part of the job, which hours amounted to over 80 hours in 2021, he suggested a change in job scheduling and a change to remuneration from hourly wage to salary as outlined in the proposed Wage Scale attached.

MOVED/SECONDED by Commissioners **SEALBY/SPINNEY** that Annex 2C Work Schedules section of the Village of Greenwood Human Resources Manual, dated December 2021, be amended to reflect a new work schedule (Option B proposed) for the Clerk-Treasurer.
CARRIED

Effective immediately, Annex 2C of the Village of Greenwood Human Resources Manual, Work Schedules, will be amended to read as follows:

1. The Clerk Treasurer is a salaried employee.
2. The Clerk-Treasurer will be in the office on Monday-Thursday from 9:00 a.m. – 2:00 p.m.
3. The Clerk-Treasurer will self-direct their daily schedule based on workload and seasonal requirements.
4. The Clerk-Treasurer may periodically work remotely, providing paragraph 2 is met and all required work objectives are effectively and efficiently completed.
5. Periodically the Clerk-Treasurer's work may involve evening or weekend meetings, conferences, etc., and will be scheduled accordingly.

MOVED/SECONDED by Commissioners **SEALBY/HARTY** that Annex 2B, Wage Levels and Step Increments of the Village of Greenwood Human Resources Manual, be amended to include the Clerk-Treasurer as a salaried employee, at the rates proposed, effective January 1, 2022. **CARRIED**

- 11) Policy Adoption:
- a. **MOVED/SECONDED** by Commissioners **SEALBY/HARTY** that Human Resources Manual, Part 2.1 Job Descriptions, Human Resources Manual, Part 2.2 Wage Levels and Step Increments, Human Resources Manual, Part 2.8 Vacation Leave, Human Resources Manual, Part 2.16 Performance Evaluation, Human Resources Manual, Part 2.21 Alcohol and Drug-Free Workplace, Human Resources Manual, Part 2.22 Workplace Violence Policy, and Human Resources Manual, Part 2.23 Conflict Resolution Policy be approved as presented. **CARRIED**
 - b. After discussion, it was agreed that the approval of Village Policies Manual, Part 7.1 Credit Card Agreement and Village Policies Manual, Part 7.2 Credit Card Policy would be deferred until the February 2022 meeting of the Commission to give time for further investigation of the need for such policies.
- 12) Proposal: Don Rawding, a resident of the Village, is in discussions with Kings County and the landowner of a parcel of land adjacent to the trail that runs along Fales River. He wishes to have the present trail (along Fales River and exits at Oak Ave) and the land adjacent to it, designated a greenspace. Currently Mr. Rawding reports unlawful dumping taking place on that lot, in contravention of By-laws and posing a fire hazard. The Commission will monitor Mr. Rawding's progress. If Mr. Rawding is successful and the County takes over this parcel of land, it could come to the Village as part of its' playground leases and the Village would have responsibility for the maintenance of said parcel.
- 13) Canadian Volunteer Income Tax Program: The Clerk-Treasurer suggested that the Village become a participating organization of this program, offering free income tax preparation to residents of the Village with simple tax returns. The Clerk-Treasurer volunteered to be the one volunteer preparer located at the Village office. Commissioners agreed that this could be a wellcomed service to the Community and agreed that this would be a pilot project for 2022.
- 14) WeeFolk Center: The owner of the Center has indicated that she will not be continuing to operate the Center as of midnight, March 31st, 2022. She has notified her insurance company of this fact and anticipates ceasing her insurance coverage at 12:01 am on April 1st, 2022. The Center will be taken over by the Provincial Department of Education. The lease to the Center expires at midnight on March 31, 2022. To date there has been no contact from the Department of Education regarding a new lease or insurance coverage for the operation of the Center. It was the consensus of the Commission that without proof of insurance coverage the Center could not be allowed to continue in the Village's building. It was decided that
- a Commissioner Banks would contact the MLA for Kings West, Chris Palmer, to discuss the matter and garner more information.
 - b If proof of insurance is not forthcoming prior to midnight, March 31, 2022, the Village of Greenwood Commission would have no choice but to padlock the doors of the center and deny entrance as of 12:01 am on April 1, 2022.

- 15) 7Arts Art Rental Program: The program was discussed and the Clerk was asked to communicate with the group to get more information.
- 16) Councilors Comments: Councillor Harding noted that he had received a lot of calls regarding snow removal from Greenwood residents following the recent snow storms. He noted that the County has now set up a new service from their website where residents can use a map to see which sub-contractor is responsible for snow removal in which areas, the contact information for those contractors, and track plows in real time.

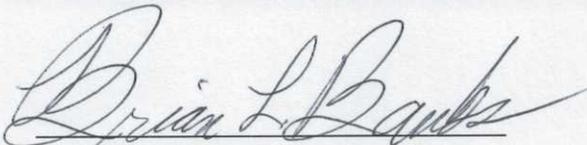
Mr. Harding noted that MLA Chris Palmer was in Greenwood shortly after the last storm looking at the state of the bridges on the main thoroughfares. He asked that the Commission send a letter to Mr. Palmer asking that the bridges be widened to accommodate both active and regular transportation more safely.

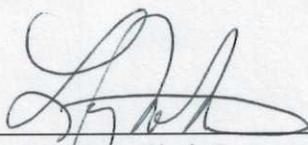
The County of Kings will be initiating a study of waste water infrastructure in the County. COK will pay for the study in order to understand capacities in view of the need of more housing in the area and the realization by COK that it owns lands that may be utilized in building more housing.

The Rocknotch Road lift station project is still on schedule for spring 2022, which means the sidewalk can also be completed this year.

- 17) Commissioners Comments: There were no additional comments from Commissioners.
- 18) The next regular meeting of the Village of Greenwood Commission will be held on February 16, 2022 at 9 a.m.

Move to ADJOURN Commissioner Sealby at 11:05 a.m.


Brian L. Banks, Chair


Lynn V. Moar, Clerk-Treasurer