



VILLAGE COMMISSIONERS OF GREENWOOD

REGULAR COMMISSION MEETING

MINUTES

May 20, 2020 @ 9:00

Meeting held via FaceTime

- 1) Call to Order The meeting was called to order by Commissioner Brian Banks at 9:00 am
- 2) Present: Commissioners Banks, Sealby, MacDonald, Baker and Spinney. Clerk-Treasurer Moar and Councilor Paul Spicer by phone.
- 3) Presentations: None
- 4) Additions to Agenda:

There was one addition to the agenda: Under Business Arising add Action List
- 5) Approval of Agenda: It was MOVED/SECONDED by Commissioners Sealby/Spinney that The Agenda for the regular meeting of the Commissioners of the Village of Greenwood on May 13, 2020 is approved. CARRIED
- 6) Approval of Minutes: Minutes for the monthly meeting of April 2020 were circulated electronically. It was MOVED/SECONDED by Commissioners Baker/Sealby that the circulated minutes of a Regular Commission Meeting held by video conference on April 15th, 2020 be approved as circulated. CARRIED
- 7) Approval of Minutes: MOVED/SECONDED by Commissioners MacDonald/Spinney that the Minutes of a Special Meeting of the Commission held on May 14th, 2020 be approved as circulated. CARRIED
- 8) Business arising from the Minutes:
 - a Choice of Contractor: Replacement of the roof of the civic building

It was MOVED/SECONDED by Commissioners Baker/Sealby that the quote to replace the roof of the civic building put forward by KSB Construction in the amount of \$19,200 plus HST be accepted and that the work be completed in 2020. CARRIED

- b Adoption of MOU with Municipality of Kings County

MOVED/SECONDED by Commissioners Sealby/Spinney that the Village Commission enter into a Memorandum of Understanding with the Municipality of the County of Kings to undertake a Pre-design Study for sewer extensions on Rocknotch Road. The Village will cover 50% of the cost of the Study up to a maximum of \$10,000.
CARRIED

- c Commissioner Sealby spoke of the need to give final approval to the production of banners by 7arts as discussed in the April meeting. It was decided that Commissioner Banks will view the final drawings at the 7arts location this afternoon and Commissioner Sealby will view them on May 21st.

9) Reports:

- a The Police Report for April 2020 was accepted
- b The Report of the Clerk-Treasurer was accepted

10) List of outstanding items:

- a Dog Park funds collected 2019
MOVED/SECONDED by Commissioners BAKER/MACDONALD that the \$108.00 collected by the Clerk-Treasurer in unreceipted donations for the proposed dog park project in 2019, be donated to the Kings Shelter of the Nova Scotia SPCA.
CARRIED

NEW BUSINESS:

- 11) Financial update: Comparative Income Statement for May 20th, 2020 was circulated. It was MOVED/SECONDED by Commissioners SEALBY/MACDONALD to approve the comparative income statement dated May 7, 2020. CARRIED

12) PCAP Application:

MOVED/SECONDED by Commissioners BAKER/SPINNEY that the Village apply for funding from the Provincial Capital Assistance Program to complete predesign and design services for sidewalk, sanitary, and stormwater systems off Rocknotch Road as described within the related Request for Decision discussed and approved at an in camera Special Meeting of the Commission on May 14, 2020. CARRIED

- 13) Wee Folk Centre Return to Service: Discussion of resumption of day care operations as of June 8th (proposed date) at 904 Central Avenue. It was suggested by Commissioners that the Clerk reach out to the owner of Wee Folk to discuss best practices at reopening of the day care and report back to Commissioners with expectations.

- 14) Workplace Safety: A discussion of the need for a policy to ensure Village employees can return to regular hours and duties safely amid COVID-19. Led by Commissioner Robert

Sealby. Commissioner Sealby and the Clerk will work with Public Works employees to draft a Policy for return to full time work by staff in a COVID world.

Additionally the Clerk will look into the cost and logistics of having the office retrofitted to provide the appropriate safety measures for both staff and the public in a COVID world.

- 15) Action List: The need for an action list to be produced following commission meetings was discussed. It was decided the Clerk will prepare same from the minutes immediately following the meeting and forward to the commission members, hi-liting the tasks and time lines pertaining to each person.
- 16) Correspondence:
- a Depart with Dignity: Major Richard Fraser
 - b Yellow Ribbon Campaign, 14 Wing, Email
 - c Municipality of Kings County By-Law #107 – Water Conservation
 - d Celebrate Canada funding email
- 17) Councilors Comments: Councilor Spicer noted that the Municipality of Kings County passed a resolution at a Special Meeting on May 19th to support the Village of Greenwood Commission in its application for PCAP funding to complete certain work on Rocknotch Road. He noted that if the application is accepted and depending on the stimulus money that may be available, the project could very possibly go to tender late this summer.
- 18) In Camera: MOVED/SECONDED by Commissioners Baker/Sealby that Commission move in camera at 10:06 to discuss Personnel Matters. CARRIED
- 19) Out of Camera: MOVED/SECONDED by Commissioners MacDonald/Sealby that the meeting move out of camera at 10:20 a.m. CARRIED
- 20) Commissioners Comments: Commissioner Spinney asked if Public Works employees plant a small number of flowers this summer. Commissioner Sealby asked the protocol followed in respect of the flags being lowered. The Clerk is to look into Federal, Provincial and military protocols and draft a policy to be followed by the Village.
- 21) Next Regular Meeting, Wednesday, June 17th, 2020 at 9:00 am by Facetime.

Move to ADJOURN by Commissioner Sealby at 10:20



Brian Banks, Chair



Lynn V. Moar, Clerk-Treasurer

