

VILLAGE COMMISSIONERS OF GREENWOOD

REGULAR COMMISSION MINUTES
JUNE 17, 2020
VIA FACETIME

- 1) Call to Order: The meeting was called to order by Chair Brian Banks at 9:00 a.m.
- 2) Present: Commissioners Banks, Baker, MacDonald, Sealby and Spinney. Clerk-Treasurer Lynn Moar
- 3) Presentations: There were no presentations
- 4) Additions to Agenda: Under New Business: Request for Sponsorship, West Kings Graduation Party
- 5) Approval of Agenda: It was MOVED/SECONDED by Commissioners SEALBY/SPINNEY that: The Agenda for the regular Meeting of the Village Commissioners of Greenwood on June 17th, 2020 be approved as amended.
- 6) Approval of Minutes: Minutes for the monthly meeting of the Village Commissioners of Greenwood held on May 20, 2020 were circulated electronically. As there were no additions or deletions to the minutes, Commissioner Baker declared the Minutes of the Meeting of May 20, 2020 approved as circulated.
- 7) Approval of Minutes: Minutes of a special meeting of the Village Commission held on June 5, 2020 were circulated electronically. As there were no additions or deletions to the Minutes, Commissioner Baker declared the Minutes of the special meeting of the Village Commissioners of Greenwood dated June 5, 2020 approved as circulated.
- 8) Business arising from the Minutes:
 - a COVID return to Work Safety & Procedures: Sealby/Clerk
Commissioner Sealby and the Clerk-Treasurer met with Public Works staff to discuss return to full operation safely amid COVID-19. All employees have now been updated as to safety procedures and changes in operations. The office has been reconfigured to allow for social distancing and safety for staff and the Public. Operations are back to full time schedules. Commission meetings will continue via FaceTime as limited space in the office does not allow for correct social distancing practices if all members of the Commission and usual guests are present.
A detailed Work Plan for the Village Commission was drafted by the Clerk-Treasurer and provided to the Commissioners. As the Commissioners are happy with the Plan, it will be posted on the Village Website.

- b Commissioners' Task List: A discussion of the Commissioners' Task List ensued. The Clerk reported that the replacement of the roof of the Civic building has been completed and come in under budget.

Commissioner Sealby has been working to draft new Employee Policies and an Employee Handbook.

Clerk Moar noted that the Village may be able to access up to \$100,000 under the Enabling Accessibility Fund which has just been revamped due to inadequacies pointed out through COVID-19. The money could be used to make the current building accessible. The Commissioners asked the Clerk to forward the application to Commissioner Sealby for his input and to begin preparations to submit an application for funding on behalf of the Village.

9) Reports:

- a Police Report: The Greenwood Policing Report for May 2020 was circulated. A total of 66 service calls in the Village in May. Included were 15 "Traffic" calls, 4 calls regarding "Crimes against Persons" and 9 calls regarding "Property Crime".

- b Report of the Clerk: The Clerk reported that by the end of May, the Village Facebook engagement had risen to 286, with an average of over 200 view per post. The Clerk continues to update important and interesting information on the FB page daily. The Capital Investment Plan for the Village for 2020-21 to 2024-25 was completed and forwarded to the County.

Work continues in the office to convert files to the accepted Association of Municipal Administrators Nova Scotia (amans) Records Management System and make disposition of files appropriately.

The detailed report dated June 15, 2020 is attached to and forms part of these Minutes.

10) List of outstanding items:

- a. New Building Design Drawings: Commissioner Sealby has completed a drawing of an envisioned new Civic Building which will be presented to the public at the Annual General Meeting to be held once the Provincial State of Emergency has come to an end.
- b. 7 Arts Banners: Update: 7 Arts is in the process of displaying the banner artwork for community input.
- c. Civic Building Roof: Completed and under budget
- d. PCAP Application Status: Rocknotch Road: Application Submitted

NEW BUSINESS:

- 11) Financial update: The Comparative Income Statement as of June 12, 2020 was circulated electronically.

MOVED/SECONDED by Commissioners MACDONALD/BAKER that the comparative income statement be approved as circulated. CARRIED

- 12) West Kings Grads: A request was received from the Aurora Newspaper for the Village to once again, take out a Congratulatory advertisement in the publication. During discussion it was agreed that the ad be larger this year as the graduates have faced extraordinary challenges and those should be acknowledged. The clerk is to arrange an appropriate advert.

MOVED/SECONDED by Commissioners BAKER/SPINNEY that a 1/3 page advert be taken in the July 13th publication of the Aurora newspaper congratulating the graduates of 2020.
CARRIED

The Clerk presented to the Commission a proposal by a group of parents of West Kings Graduates, to hold a graduation party on the grounds of the Civic Building on July 5th, 2020. The event would be held subsequent to the official graduation ceremonies scheduled to be held at West Kings on June 24th. The group of parents organizing the event requested that the Village Commission sponsor the event and provide the venue as well as access to washrooms and a fireworks display. After discussion of the proposed plan, it was decided that due to the COVID-19 situation, liability issues, and limited staff at the Village, permission to hold such an event on the grounds would not be granted. The Clerk was asked to inform the appropriate persons.

- 13) Whittington Crosswalk: Missed in painting by DTIR. Clerk to contact.

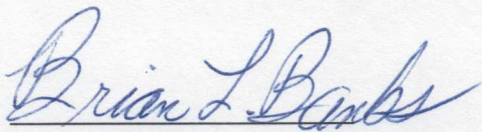
- 14) Faculty Drive Apartments: Garbage at this address continues to be put at the curb up to days in advance of regular garbage pick-up by Valley Waste. Animals are then ripping apart the bags and scattering garbage. Public Works employees have been cleaning it up when they see that the residents are not. The Clerk is to approach Waste Management to determine next steps from their point of view and also to send a letter to the owner of the property regarding the on-going problem.

- 15) Canada Day Mask Give-Away: The Clerk showed the Commissioners the re-useable non-medical face masks purchased for use by Staff and the Commissioners. There are Nova Scotia tartan and Canada maple leaf patterns. The masks are sewn by volunteers of the Middleton Rotary Club and cost \$5 each. The funds go toward Rotary's community projects. It was suggested that the Village purchase a number of these to give away to residents for Canada Day.

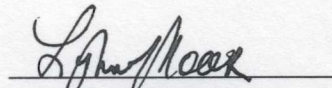
MOVED/SECONDED by Commissioners SEALBY/MACDONALD that the Clerk purchase 250 re-useable, non-medical face masks preferably in a "Canadian" theme, from the Middleton Rotary Club to give out to residents prior to Canada Day. CARRIED

- 16) Correspondence:
- a COVID-19 Work Plan – Municipality of the County of Kings – For information
 - b Depart with Dignity: 3 letters were produced in May for three retiring members of 14 Wing.
 - i Master Corporal Troy Naugler
 - ii Master Corporal Gregory Gillis
 - iii Corporal Daryl Bruce Whaley, CD1
- 17) Councillor's Comments: Councillor Spicer was not in attendance.
- 18) Commissioners Comments: None
- 19) In-Camera: Personnel Matters: MOVED/SECONDED by Commissioners SEALBY/SPINNEY that the meeting move in-camera to discuss personnel matters at 10:10 a.m. CARRIED
- 20) OUT-OF-CAMERA: MOVED/SECONDED by Commissioners SEALBY/MACDONALD that the meeting move out-of camera at 10:25 a.m. CARRIED
- MOVED/SECONDED by Commissioners SEALBY/MACDONALD that the Wage Scale for Village Employees dated 11 June 2020 be adopted as presented, effective June 17, 2020. The Wage Scale is attached to and forms part of these Minutes. CARRIED
- 21) The next Regular Meeting of the Village Commissioners of Greenwood will be held on July 15, 2020 at 9 a.m.

There being no other business to be brought to the Commission, it was MOVED by Commissioner Sealby that the meeting adjourn at 10:30 a.m.



Brian Banks, Chair


Lynn Moar, Clerk-Treasurer

11-Jun-20

Greenwood Village Commission Wage Scale Proposal (to be reviewed at 17 Jun 20 meeting).

Position	Employment period					
	6 Month Probationary period	6 months -1yr	1-2yr	2-3yr	3-4yr	4-5yr
Clerk/Treasurer Clerk (hourly)	18.50	19.00	20.00	21.00	22.00	23.00
Public works	37000	38000	40000	42000	44000	46000

Notes :

1. NS Cost of Living will be applied annually.
2. Incentive increases eligible upon successful completion of probation period and occur on employment anniversary date.
3. Above Wage Scale to be reviewed every three (3) years during Budget deliberations commencing FY 2023/24.

Respectfully submitted for review

Robert Sealby
Vice-Chair

Approved as submitted by Village Commission of Greenwood, June 17, 2020. Effective same day.