



VILLAGE COMMISSIONERS OF GREENWOOD

REGULAR COMMISSION MINUTES

August 19, 2020

Conducted via FaceTime

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- 1) Call to Order at 9:00 a.m. by Chair Brian Banks.
 - 2) Present: Commissioners Brian Banks (Chair), Robert Sealby (Vice-Chair), Bob Baker and Darryl Spinney. Clerk-Treasurer Lynn Moar. Regrets: Councillor Paul Spicer, County of Kings.

Noted: Commissioner MacDonald advised the other Commissioners verbally last week of his intention to step down from the Village of Greenwood Commission immediately for health reasons. Awaiting official letter of resignation.
 - 3) Presentations: None Scheduled
 - 4) Additions to Agenda: Commissioner Banks, add comment on elections under Commissioners Comments.
 - 5) Approval of Agenda: It was **MOVED/SECONDED** by Commissioners **SEALBY/SPINNEY** that the Agenda for August 19, 2020 is approved with addition. **CARRIED**
 - 6) Approval of Minutes: Minutes for the monthly meeting for July 15th, 2020 were circulated electronically. There be no errors or omissions noted, Chair Banks Declared the Minutes of the regular meeting of the Greenwood Village Commission of July 15, 2020, approved as circulated
 - 7) Business arising from the Minutes
 - a Food Truck Discussion: The situation is ongoing as the proprietor passes health check and gets ready to reopen.
 - 8) Reports:
 - a Police Report: Commissioner Banks noticed a number of COVID related calls in the past month.
 - b Clerk's Report Noted. Attached to and forms part of these Minutes
 - c Commissioner's Task List. Noted. Attached to and forms part of these Minutes
 - d Engage NS: Quality of Life Survey 2020: For information. Chair Banks: see what we can avail ourselves of to become involved as time progresses. The full study will be held in the Village Office and will be available to the public.

9) Outstanding items:

a Rocknotch Road Sanitary Sewer:

- i PCAP Contract & WSP proposal: discussion on sole sourcing. Commissioner Sealby noted that as WSP has already completed partial work, and on advisement of the county, agreeing to the sole sourcing of the work will save time and money.

MOVED/SECONDED by Commissioners **BAKER/SEALBY** that the Greenwood Village Commission notify the Municipality of the County of Kings of its agreement to move forward with detailed design of the Sanitary Sewer system for Rocknotch Road on a sole source basis. **CARRIED**

b EAF Grant Application Status: in consideration by Government

- c Whittington Crosswalk Painting: still not done. Commission Baker noted that DTIR also missed two crosswalks on Tremont road, entering Rivercrest subdivision. The Clerk is to send an email request to DTIR.

- d 7 Arts Banner Update: Clerk to follow up with 7 Arts to see if there have been any more quotes. If no other quotes, then accept what was proposed. Sealby move forward if cannot get another quote

MOVED/SECONDED by Commissioners **SEALBY/BAKER** On the understanding that we receive confirmation of no other bids for banners that we accept the bid from Banner King to supply 12 banners and hardware at a cost of \$2616.00 plus tax. **CARRIED**

- e New Employees Guide, Performance Review Template and Policies regarding Vacation Allotments, Vacation Leave, Statutory Holidays and Overtime and compensatory/Time Off Policies

MOVED/SECONDED by Commissioners **SEALBY/SEALBY** that the Village of Greenwood New Employees Guide be accepted as drafted and be circulated as part of a new hire package as of August 19, 2020. **CARRIED**

MOVED/SECONDED by Commissioners **SEALBY/BAKER** that the Village of Greenwood Employee Performance Review form be accepted as drafted as part of the Village standard human resources procedures and forms as of August 19, 2020. **CARRIED**

MOVED/SECONDED by Commissioners **SEALBY/BAKER** that the Village of Greenwood Human Resources Procedure, Part 2, regarding Vacation, Overtime

and Compensatory Time off and Statutory Holidays, be adopted as drafted and be included in Village Policies & Procedures as of August 19, 2020. **CARRIED**

NEW BUSINESS:

10) Financial update: Comparative Income Statement as at August 14th, 2020 was circulated. It was **MOVED/SECONDED** by Commissioners **SEALBY/SPINNEY** to approve the comparative income statement dated August 14, 2020. **CARRIED**

11) J-Class Road Project 2020. Following a meeting with County of Kings Mayor and personnel, at which all Commissioners were present, the following motions were made:

MOVED/SECONDED by Commissioners **BAKER/SEALBY** that the Greenwood Village Commission support the Municipality of the County of Kings in advancing an asset management program for J-Class Roads to the Province of Nova Scotia. **CARRIED**

MOVED/SECONDED by Commissioners **SEALBY/SPINNEY** that the Greenwood Village Commission support the Municipality of the County of Kings in its bid to have the Provincial annual J-Class Road capital funding rules changed. **CARRIED**

MOVED/SECONDED by Commissioners **SPINNEY/BAKER** that the Greenwood Village Commission enter into a Loan Agreement with the Municipality of the County of Kings in order to take advantage of the 2020-21 \$10M single-year Provincial paving program. The loan will facilitate the repaving of Pickering Lane from (0899) Howe Avenue to DND Property, a distance of .34 kms. The loan amount will not exceed \$20,000, be payable over 5 years, and will be equal to the Village's share of the 2020-21 \$10M single-year Provincial paving program. **CARRIED**

12) Infrastructure Program – Funding for Active Transportation: Commissioner Sealby provided the information for discussion. Commission Baker noted that the Village may be able to tap into this program in due time. Commissioner Sealby filled in the other members of the commission with respect to the program. He noted that with the issues the Village has had for a number of years and report regarding sidewalks on bridges perhaps we can have COK push DTIR to have something done like on the bridges. The grant is really large but limited by a submission date in September. Could we work with DND and turn our field into a park. Also proposed pathway along river. Commissioner Sealby has been talking to Nova Scotia Power regarding putting pathways down transmission lines. Asked Commissioner Baker and the clerk to work with COK to map the trails that exist in the Village and note where improvements are needed and where we could add trails connectors, and then submit an application for the funds to have a design study done for this work by WSP.

13) Public Works Procedure: Discussion of procedure for cutting back ditches, specifically Bowlby Park. Commissioner Baker noted that he believes home owners are responsible for clearing ditches in front of their property. The clerk is to check with County of Kings and DTIR to find out the actual rules.

14) Correspondence:

- a County of Kings: Building & Development Statistics July 2020
- b RCAFA invitation to Battle of Britain ceremony: Banks to attend, vice chair 2nd in line
- c Ministers revised Order 07-29-2020
- d Citizen request for Reduction of Speed Signs Brandy Avenue. Discussion: There are playground signs in place, so it seems to be a matter of citizens being considerate of each other. Additional signs or action would fall to DTIR
- e Depart with Dignity: One letter in the past month.

15) Commissioners Comments: Commissioner Banks had a request from ANSV as president of that organization, to write to ask Minister Porter to address the resumption of Village elections. Although Municipalities can go ahead as outlined in the most recent directive of the Minister, Villages are still unable to hold public meetings. Please stand by for updates. Commissioner Banks also brought up the fact that we should look forward to the fact that the Village will probably not be able to hold either it's official farewell for past Clerk-Treasurer Elsworth who served 24 years and its' annual Christmas dinner. The Commissioners discussed resuming in-person meetings beginning at the September meeting. The Clerk will measure out the office and discuss feasibility with Commissioners.

16) Next Regular Meeting **September 16, 2020** at 9 a.m.

Move to **ADJOURN** by Commissioner **SEALBY** AT 10:05

Brian Banks, Chair

Lynn V. Moar, Clerk-Treasurer