



VILLAGE COMMISSIONERS OF GREENWOOD

REGULAR COMMISSION MINUTES
September 16, 2020 @ 8:15 a.m.
Commission Office

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- 1) Call to Order: Chair Brian Banks called the meeting to order at 8:15 am.
 - 2) Present: Commissioners Brian Banks (Chair); Robert Sealby (Vice-Chair); Bob Baker; Darryl Spinney; Clerk-Treasurer Lynn Moar
 - 3) Presentations: Rejean Cromwell, a local businessman, presented to the Commission his idea of holding a fundraising car show in late September for the purpose of raising funds for the Valley Chapter of Autism Nova Scotia. Mr. Cromwell asked for a donation of \$500 from the Village Commission to assist in covering his costs. Mr. Cromwell left the meeting and the Commissioners considered the request.

Commissioner Baker excused himself at 8:45 to attend a doctor's appointment. He returned to the discussion at 9:30

Discussion regarding Mr. Cromwell's presentation: The request was discussed by the Commissioners. Under the Nova Scotia Municipal Government Act, a Village may only grant funds to a registered charitable or non-profit organization under by-law or Village Policy.

The Village of Greenwood does not currently have either a by-law or Policy under which it may donate funds to any organization. Mr. Cromwell has asked for a \$500 donation to support his personal fundraising expenses. Mr. Cromwell is not a registered charitable or non-profit organization. Therefore, it was decided by the Commissioners that the request for a monetary donation to Mr. Cromwell must be denied. Commissioner Sealby suggested that the subject of a Charitable donation by-law be examined at a future time.

- 4) Additions to Agenda: Request for Education Assistance under correspondence
- 5) Approval of Agenda: It was MOVED/SECONDED by Commissioners Sealby/Spinney that the Agenda for September 16, 2020 is approved as amended.
- 6) Approval of Minutes: Minutes for the monthly meeting for August 19th, 2020 were circulated electronically. There being no errors or omissions noted, the Minutes were declared approved as circulated.
- 7) Business arising from the Minutes
 - a Resignation of Commissioner MacDonald
 - i A letter of resignation was received by the Clerk from Commissioner Donald MacDonald. The Commissioners acknowledged the long service of Commissioner MacDonald and accepted the letter of resignation with regret.

The remaining term of the position will be filled during the regular election of Commissioners at the Annual General Meeting.

- b Cutting back of ditches
 - i After research by the Clerk it has been determined that the cutting back of ditches located on residential streets within the Village is the responsibility of the homeowner who's property fronts on such a ditch.
- 8) Reports:
 - a Police Report: Noted
 - b Clerk's Report: Noted
 - c Commissioner's Task List: Noted
- 9) List of outstanding items:
 - a Rocknotch Road Sanitary Sewer: no update
 - b J-Class Road Project 2020: no update
 - c EAF Grant Application Status: no update
 - d 7 Arts Banner Update: Banners have been ordered. Commissioner Sealby to gather light pole numbers where the new banners will be hung and give to Clerk to notify NSP
 - e Remediation of Oil Tank: Clerk is working with EFIGlobal to get an idea of time frame/cost.
 - f Infrastructure Program Funding for Active Transportation: After looking into the matter, there does not appear to be any way for the Village to avail itself of these funds.
 - g Policies & Procedures Update
 - i Section 2.15; Training & Development: Commissioner Sealby presented an updated section of the Village Policies & Procedures regarding Training and Development for consideration. Commissioner Sealby noted that the cost to be paid by the Village for such education/training is tied to each year's budget and that the amounts allocated in the past have been quite low. In light of raising costs for such programs, He suggested that this be reconsidered in next year's budgetary discussions.

MOVED/SECONDED by Commissioners BAKER/SEALBY that the Village of Greenwood Human Resources Procedure, Part 2.15, regarding Training and Development be adopted as drafted and be included in Village Policies & Procedures as of September 16, 2020. CARRIED

NEW BUSINESS:

- 10) Financial update: Comparative Income Statement as at September 11th, 2020 was circulated. It was MOVED/SECONDED by Commissioners SEALBY/SPINNEY to approve the comparative income statement. CARRIED

- 11) Wee Folk Request: The daycare is planning a “trick or trunk” function for its students on Halloween. It was suggested that the clerk confirm the date and times as the driveway will be impacted.
- 12) West Kings Soccer: Will be using the soccer field for practices twice a week until the end of October. There is no need for line painting as the club is under strict regulations and no games are allowed at this time due to COVID. There will be no charge for this use.
- 13) Aurora Fall Promotions: The Village will sponsor a safety tip in the Aurora during its Fire Prevention Week issue and will take out a banner ad in the Remembrance Day Feature.
- 14) Annual Meeting & Election: The Annual General Meeting of the Commission of the Village of Greenwood and the election of officials will be held as a “Drive-In” event on October 24th, 2020 at 2:00 pm. The meeting will be held in the field in front of the Civic Building and will enable a large number of the electorate to attend while safely social distancing within their vehicles. The Clerk will post the required notices and information on social media platforms and in the Aurora newspaper.
- 15) Nomination Day: Nomination Day will be October 7, 2020 between the hours of 8:00 a.m. and 1:00 p.m. Nominations for open positions on the Village Commission may be dropped off at the Village Office during that time period.
- 16) Correspondence:
 - a Education Support Request: The clerk-treasurer asked in writing as per Section 2.15 of the Village of Greenwood Policy and Procedures Manual, that she be allowed to enroll in the Dalhousie University Certificate in Local Government Administration. The cost of enrollment for the Fall semester is \$985.00
MOVED/SECONDED by Commissioners BAKER/SEALBY that the Clerk-Treasurer be reimbursed for the cost of tuition associated with enrollment in the Dalhousie University Certificate in Local Government Administration. CARRIED
- 17) Councilors Comments: No Councilor present
- 18) Commissioners Comments: Commissioner Sealby noted that he, Commissioner Banks and the Clerk Treasurer attended a webinar recently regarding Unconscious Bias in the workplace. It was very interesting.

Commissioners Comments Continued:

Commissioner Sealby asked if there is an on-line training program/material available incoming Commissioners as there will be two openings to be filled at election. It was requested that the Clerk look into this and report back to the Commission.

19) Next Regular Meeting October 21, 2020 at 9 a.m.

Move to ADJOURN by COMMISSIONER Sealby at 10:04 a.m.

Brian Banks, Chair

Lynn V. Moar, Clerk-Treasurer

DRAFT