



**VILLAGE COMMISSIONERS OF GREENWOOD
REGULAR COMMISSION MEETING
RCAFA FACILITY
905 CENTRAL AVE., GREENWOOD
September 15, 2021 @ 9:00 a.m.**

-
- 1) The meeting was called to order by Chair Brian Banks at 9:00 a.m.
 - 2) **Present:** Chair Brian Banks, Commissioners Robert Sealby, Darrell Spinney, Bob Baker, Dale Harty; Municipal Advisor Jason Haughn; Clerk Treasurer Lynn Moar; Public Works employees Matt Morse and Jamie Ogilvie
 - 3) **Presentations:**
 - a 9:00 am: Jason Haughn, Department of Municipal Affairs, Strategic Planning
Chair Brian Banks welcomed Advisor Haughn and handed the floor to him. Mr. Haughn made a presentation to the Commission and staff outlining the general structure of Villages, their place within local government and the Municipal Government Act; the need strategic planning and the training offered by the Department of Municipal Affairs in respect of strategic planning.

Advisor Haughn left at 9:45
 - 4) **Disclosure of Conflict of Interest Issues:** There were no Conflict of Interest issues
 - 5) **Additions to Agenda:** The following items were added to the Agenda
 - a Under Item 12, appointment of Quentin Hill as JAAC representative for the Village of New Minas
 - b Under New Business: the purchase of Village shirts for Public Works Employees
 - c Also under New Business, a discussion of the structural integrity of the pedestrian bridge over Fales River
 - d Under Business Arising add discussion of the Security System for the Village Property at 904 Central Avenue
 - 6) **Approval of Agenda:** It was **MOVED/SECONDED** by Commissioners Sealby/Harty that the Agenda for the September 15, 2021 meeting be approved as amended. **CARRIED**
 - 7) **Approval of Minutes:**
Minutes for the monthly meeting of July 21, 2021 circulated electronically. There being no errors or omissions noted, Chair Brian Banks declared the minutes approved as circulated.

8) **Business arising from the Minutes**

An update of the upgrade of the security system for the Civic Building and Public Works property was discussed. A second company was approached to quote on the system but they declined. The quote from Valley Alarms Ltd. In the amount of \$3,484.65 plus tax was accepted and the Clerk ordered the system. The installation will be scheduled upon receipt.

At 10:00 am, the meeting broke from the Agenda to welcome Amber Juby of 7Arts.

3(b) Ms. Juby gave some background on the organization and went on to outline the September calendar of events. Among programs running will be the return of the Art Therapy program, for which 7Arts is looking for monetary sponsors and asked for a sponsorship of \$100 from the Village. Other new items include a newsletter which will go out to Greenwood Residents and which the Village may wish to contribute to. Commissioner Sealby noted that Villages are restricted in the use of public funds and cannot contribute in that way, but that the Commission will look at other ways to contribute to a valuable asset within the Village.
Ms. Juby left the meeting at 10:20 am

9) **Reports:**

- a Police Report: The July and August reports were circulated electronically
- b Clerk's Report: The Clerk's report was circulated and is attached to these minutes
- c Commissioner's Task List: Unchanged
- d County of Kings: Building & Development Statistics July/August 2021
It was noted that there is a \$300,000 renovation planned for the Greenwood McDonald's restaurant
- e ANSV: Commissioner Banks: The ANSV Fall Conference takes place on Friday, September 17th and Saturday September 18th. Commissioners Banks, Sealby and Clerk Treasurer Moar will attend.
- f REMO: Commissioner Sealby noted that the next meeting is to be held September 16, 2021
- g JAAC: Commissioner Sealby reported that the company has been hired to perform the facilities and public spaces audit in the County. The study should be completed by February 2022.
- h Greenwood Water Source Committee: Commissioner Baker reported that there had been no meeting, however wished to discuss the new ditching that has been done on Rocknotch Road. A developer completed this in an attempt to drain swamp land. Concern was voiced by the Commissioners at the depth of the ditch posing a safety hazard to a child falling into it. The Clerk was asked to pose the question to the county.
- i Soldiers Memorial Hospital Foundation Report: No report available
- j Physicians Recruitment & Retention Committee: R. Sealby noted he is unable to attend the September 16th meeting. Commissioner Harty will attend on behalf of the Coimmission.
- k REN (Regional Enterprise Network) – notice of training available

10) **List of outstanding items:**

NS Power re Banner placement & 7 Arts Banner Update: The banners should be ready in the near future.

Petro-Canada lot clean up: This has been done by the owner

RCAFA Window Replacement – Sept 27, 28, 29

NEW BUSINESS:

- 11) **Financial update:** Comparative Income Statement as at September 10th, 2021 was circulated.

MOVED/SECONDED by Commissioners Sealby/Spinney that the comparative income statement dated Sept 10, 2021 be approved as presented. **CARRIED**

- 12) **Joint Accessibility Advisory Committee**

MOVED/SECONDED by Commissioner Sealby/Baker that addition funds of 1,154.00 be reallocated from the Tourism Budget 2021-22 to the Accessibility budget 2021-22 to facilitate the development of an Accessibility Plan further to a Special In-Camera Meeting held August 3, 2021. **CARRIED**

MOVED/SECONDED by Commissioners Sealby/Harty that the Terms of Reference of the Joint Accessibility Advisory Committee be approved as submitted. **CARRIED**

MOVED/SECONDED by Commissioners SEALBY/Baker that Amanda Baker be appointed as the Western Area representative on the Joint Accessibility Advisory Committee for the remainder of a 2-year term, which commenced June 1, 2021. **CARRIED**

MOVED/SECONDED by Commissioners Sealby/Spinney that Quinton Hill be appointed as the Western Area representative on the Joint Accessibility Advisory Committee for the remainder of a 3-year term, which commenced June 1, 2021. **CARRIED**

- 13) **National Day for Truth and Reconciliation:** A discussion was held regarding the newly declared Federal National Day for Truth and Reconciliation. The Clerk reported that Federal and Provincial offices and institutions will be closed that day, as will schools, daycares, banks and others.

MOVED/SECONDED by Commissioners Sealby/Baker that The National Day of Truth and Reconciliation, September 30th, be added to the Village statutory holiday list. **CARRIED**

- 14) **COVID 19 VACCINE POLICY:** Discussion regarding the requirement of proof of vaccination to those entering the Civic Building. Both tenants in the building will require proof of vaccination. It was decided that the Village Office will post a sign on the door asking that if people are not double vaccinated, they continue to wear a face mask within the Village Office.

15) **Dept of Municipal Affairs Training:** Further to the presentation by Municipal Advisor Haughn, it was decided that the Village Commission will schedule a series of training sessions with Municipal Affairs to begin in November and continue bi-weekly. The Clerk will coordinate with Mr. Haughn and the Commissioners.

16) **Public Meeting of Sept 14, 2021 re Parks & Playgrounds:** Despite a poor turnout, three representatives from three of the four subdivisions that have playgrounds/greenspaces within the Village boundaries volunteered to sit on a Playground and Greenspace Advisory Committee. Also on the Committee will be a member of the Commission (rotating each meeting), and Matt Morse from Public Works. The Clerk-Treasurer will also attend and offer services and information wherever possible. The initial meeting will take place on September 22nd at the Village office at which time a Mission Statement and next steps will be discussed.

17) **Shirts for Public Works Employees:** Commissioner Spinney introduced the benefit of having shirts with the Village Logo on them for Commissioners and staff to identify them when representing the Commission at meetings and in public.

MOVED/SECONDED by Commissioners Spinney/Sealby that the Clerk-Treasurer purchase 3 logo' d golf shirts for each of the public works employees. **CARRIED**

The Clerk-Treasurer was asked to explore ordering tee shirts for 3 of the 5 Commissioners and long sleeve dress shirts for two as well as a name tag for herself.

18) **Fales River Pedestrian Bridge:** County of Kings Engineer attended at the Fales River Pedestrian Bridge following complaints from a resident that it was unsafe in winter. He advised that there are some possible problems and that it should be properly inspected by a structural engineer. The Clerk-Treasurer was instructed to have a structural engineer complete an inspection of the Fales River Pedestrian Bridge and to report back to the Commission.

19) **Correspondence:**

- a Special Council COK Agenda Pkg 8-31-21 acknowledging gas tax funding for Rocknotch Road Sidewalk project: for information
- b Infrastructure Canada Active Transportation Fund Grant Opportunity - information
- c Battle of Britain Parade Invitation – 19 Sept 2021 Commissioner Banks will attend
- d MFC Newsletter September 2021 – for information

- 20) **Commissioners Comments:** Commissioner Banks opened discussion as to the placement of the new 1,000 gallon oil tank. This tank will need to be installed prior to turning on the heat in the Civic Building in early October. The tank cannot be positioned where the old one was as a monitoring well must be installed and kept available for 6 months to one year. The suggestion is that the tank be placed at the far end of the deck overhang on the north side of the building as this position offers the shortest run of lines to the boiler and the deck provides a roof for it. This positioning could pose snow clearing challenges for Public Works employees, resulting in longer hours spent on that chore in a big snow year. It was decided that the Clerk-Treasurer would approach the installer to determine if the pad which must be placed under the tank can be made so that it is moveable. If so, then that would be the choice as the tank could then be moved later to the back of the building. If the pad cannot be engineered to be moveable, the pad will be placed under the deck overhang and the tank installed there. The positioning of the tank may be revisited next year.

MOVED/SECONDED by Commissioner Sealby/Spinney that the new oil tank be placed under the deck and that the position be revisited in one year's time. **CARRIED**

- 21) Next Regular Meeting October 20th , 2021 at 9 a.m.

Move to **ADJOURN** by Commissioner Baker at 12:28 pm.


Brian Banks, Chair


Lynn V. Moar, Clerk-Treasurer