



VILLAGE COMMISSIONERS OF GREENWOOD

REGULAR COMMISSION MEETING

October 20, 2021 @ 9:00 a.m.

- 1) Call to Order: The meeting was called to order by Chair Brian Banks at 8:55
- 2) Present: Commissioners Banks, Sealby, Baker, Spinney, Harty. Clerk-Treasurer Lynn Moar
- 3) Disclosure of Conflict of Interest Issues: None noted
- 4) Additions to Agenda: Under New Business: Villages-Municipal Meeting
In Commissioners Comments, Discussion of Commissioner Banks' meeting with Darryl Wade
Add In Camera Session before Commissioners Comments to discuss personnel issues
Wee Folk Center owner Shaylene Bent-Taylor will address the Commission at 9:00 am
- 5) Approval of Agenda: MOVED/SECONDED BY Commissioners Sealby/Harty that the Agenda be approved as amended. CARRIED
- 6) Approval of Minutes:
Minutes for the monthly meeting September 15, 2021 were circulated electronically. It was noted that on page 2, REN was identified as Regional Emergency Network in error. It should be Regional Enterprise Network. MOVED/SECONDED by Commissioners Baker/Spinner that the Minutes of the regular Commission Meeting held September 17, 2021 be approved as amended. CARRIED
- 7) Presentation: Wee Folk Center owner Shaylene Bent-Taylor addressed the Commissioner. She asked for permission to add a sink in one of the classrooms at her own expense. This was approved by the Commission. Ms Bent-Taylor then explained her understanding of how the new Federal/Provincial day care funding program will work going forward. No funding will be awarded to privately owned "for-profit" centers and any privately owned centers have the opportunity to switch to a "not for profit" modal. Ms. Bent-Taylor will be closing her school age facility, but is exploring her options for the main center. She noted that many of the centers in Greenwood have already decided to close their programs. As the private sector currently holds 70% of all daycare spots in the province, this could result in shortage of child care spots in the Village. Ms. Bent-Taylor will keep the Commission informed as the Center leases approximately ½ of the Civic Building.

8) Business arising from the Minutes

- a Report on ditch on Rocknotch Road: Both the Clerk-Treasurer and the District 5 Councillor for the County of Kings expressed concern to the County. Both received the answer that there is nothing to be done the ditch (pond) as it is on private land. All Commissioners continued to express their concern for the safety of drivers and children.
- b COVID 19 Vaccine Policy: After some discussion, it was decided that Commissioner Sealby and the Clerk-Treasurer will draft a vaccine policy for employees and Commissioners to be brought forward for adoption at the November meeting.
- c Logo'd Shirts: the Clerk reported that shirts have been ordered from Amy's Embroidery
- d Fales River Pedestrian Bridge: the Clerk has been in contact with a structural Engineer (Jamie Yates) who will be able to do the inspection in November
- e Installation of new Oil Tank: the pad has been poured and the tank should be installed late this week or early next week
- f Department of Municipal Affairs Training: due to the Greenwood Water Utility well field tour being scheduled for Nov 10th at 10:00 am, the Clerk will ask the Municipal Advisor if the training can begin at noon or take place on the second date chosen.

9) Reports:

- a Police Report: September: Noted
- b Clerk's Report: Discussion as to opening an Instagram account for the Village as it is a more instant way of communicating than a web page. Clerk to look into this.
- c Commissioner's Task List: No change from last month
- d County of Kings: Building & Development Statistics September 2021: Noted
- e ANSV: Commissioner Banks reported on the annual conference and meeting. It was attended by Commissioners Banks and Sealby and Clerk-Treasurer Moar
- f REMO: Commissioner Sealby reported that there will be a winter storm and outage exercise on November 25th.
- g JAAC: Commissioner Sealby updated developments including the accessibility survey which has been posted on the Village FB page and there are hard copies in the office. He encouraged all Commissioners to get at least a couple of people to fill them out. It was also noted that there is a new representative for the Village of Cornwallis Square and that needed to be approved by VOG Commission.

MOVED/SECONDED by Commissioners Sealby/Spinney that the Village of Greenwood appoint Michael Keith as the representative for the Village of Cornwallis Square on the Joint Accessibility Advisory Committee for a period of 1 year commencing September 21, 2021.

- h Greenwood Water Source Committee: Commissioner Baker reported. A tour of the water well field will be held on November 10th. All interested will meet at the Village office.

- i Soldiers Memorial Hospital Foundation Report: L Banks submitted a written report
- i Physicians Recruitment & Retention Committee: D. Harty reported on his attendance at two meetings of this Committee. He is very enthusiastic. Commission Sealby requested that Commissioner Hardy take over the portfolio on behalf of the Village. Commissioner Harty agreed to continue on a month-to-month basis as long as he was able. He will attend the Community Welcome Event Oct 23, 2021 in Bridgetown.
- j Playground & Greenspace Advisory Committee: Clerk-Treasurer Moar reported. The Committee held their first meeting in September. Moar and public works employee Matt Morse will take on the facilities mapping task beginning in the near future. A survey has been set up, along with a dedicated email address for the Committee (pgac@greenwoodns.ca) and the Committee will begin gathering information the last week of October. Next meeting, November 22, 2021 at the Village office. The Clerk will contact ACOA to find out the status of grant application to re-work the playgrounds. There has been no word since the election.
- k Banner Update: the Banners are being printed, awaiting delivery
- l Riverview Trail update: the Clerk attended with the excavating company on September 30th and moved the rocks there to the satisfaction of the adjacent homeowner. At the same time, a new large rock was placed at the entrance on Fales River Road to keep out motorized vehicles.

NEW BUSINESS:

- 10) Financial update: Comparative Income Statement as at October 15th, 2021

MOVED/SECONDED by Commissioners Sealby/Harty that the comparative income statement dated October 15, 2021 be approved as submitted.

- 11) Civic Building Accessibility Upgrades: The Clerk-Treasurer asked for quotes from several local contractors. Of those contacted, Roscoe Construction met with the Clerk and later declined to quote. P.M. Spicer Contracting Limited and Mid-Valley Construction 1997 Ltd. Both submitted quotes for the work to be performed with funding received from an Enabling Accessibility grant. P.M. Spicer Contracting Limited quoted a total of \$110,751.44 for the work; Mid-Valley Construction 1997 Ltd. Quoted a price of \$54,828.55.

MOVED/SECONDED by Commissioners Sealby/Baker that the quote submitted by Mid-Valley Construction 1977 Ltd. For renovations to the Civic Building, in the amount of \$54,828.55 be accepted.

The Clerk noted that with the balance of the EAF funding (approximately \$40,000) may be able to be applied toward upgrading the chairlift in the main stairwell. She will contact EAF to see if this can be done.

- 12) Christmas Celebrations: A discussion was held as to the best way for Commissioners and Staff to celebrate the holiday season. In the past there has been a dinner with attendance by partners. In view of COVID it was decided that for 2021 a Commission/Staff lunch will be held on December 17th , 1:30 pm at the Village office. The Clerk will arrange pizza and salad or similar with treats as well. It was also suggested that this type of lunch be held twice a year to encourage dialogue and camaraderie among staff and Commissioners.
- 13) New Year's Eve Fireworks: A request was received from the Village of Kingston that the Village of Greenwood co-sponsor a large fireworks display for New Years' Eve.
- MOVED/SECONDED** by Commissioners Sealby/Spinney that the Village of Greenwood join with the Village of Kingston to provide an extra-special New Year's Eve Fireworks Display on Dec 31, 2021, and that the Village of Greenwood match the monetary contribution of the Village of Kingston, up to a maximum of \$10,000, to provide this event.
- 14) Unsightly Premises: A series of complaints have been received from residents of Argus Drive regarding unsightly premises on the street. The Chair will send a letter of concern to the County of Kings regarding the matter in support of the residents.
- 15) Policy: Attendance at Conferences: To date there has been no official policy concerning the remuneration to staff who attend conferences, specifically should staff be paid their regular daily rate or paid for the actual number of hours they were at the conference? Is mileage from the office to the conference or from the Staffers home to the conference? Commissioner Sealby and the Clerk were asked to draft a policy for adoption at the November meeting.
- 16) Public Works Department:
- a Yard Sale signs in Village: There are many signs being put up by both citizens and private companies that are never being removed.
MOVED/SECONDED BY Commissioners Harty/Sealby that Village of Greenwood Clerk direct Public Works Staff remove any signs posted on public property within the Village.
 - b Safety Course Requirement for Public Work Staff: A discussion of what courses Public Works staff are required to take, which certifications they have and how they take these courses. Consensus was that they need First Aide, WHIMS, Fall Protection and possibly defensive driving as a minimum. As most courses are now on-line, It was decided that the Clerk shall book the on-line courses for employees at specific times and shall make available a lap top computer in the main office where they will take the course at the day and time specified.
- 17) Correspondence: The Clerk reported one Depart with Dignity letter written. Also, An email was received from County of kings asking if the Village was ready to resume Village-Municipal meetings virtually. After discussion it was decided that Commissioners Banks, Sealby and Harty would attend the virtual meeting suggested for November 17th at 7:00 p.m. Topics to be brought for discussion will include working with the Department of Transportation regarding clearing of ditches and crosswalk painting and infrastructure replacement plan for the Village.

At 11:14 Commissioner Harty excused himself from the meeting to attend another appointment.

18) Personnel Matters:

11:15 MOVED/SECONDED by Commissioners Sealby/Spinney that the meeting move in camera to discuss personnel matters.

11:45 MOVED/SECONDED by Commissioners Sealby/Spinney that the meeting move out of camera

- 19) Commissioners Comments: Commissioner Banks described his meeting with developer Darrell Wade. Mr. Wade noted his concern regarding the back up of water in the drainage ditches that run near Rocknotch Road by the recycling depot. The Clerk will find out who owns the easement in question so that the three beaver dams blocking the waterway may be removed to prevent flooding.

Commissioner Sealby explained that he would like to have the members of the Audit Committee join the Commission during budget talks this year, so they are better informed as to the process. Then they would be ready to take over next year. This was deemed an excellent idea.

Commissioner Sealby also asked that an electronic sign be purchased that can be set up at the gates to the civic center to display messages. This item will be taken into consideration in 2022-23 budget deliberations.

- 20) Next Regular Meeting November 17th , 2021 at 9 a.m.

Move to ADJOURN by Commissioner Baker at 12:00

Brian Banks, Chair

Lynn V. Moar, Clerk-Treasurer

It was MOVED/SECONDED by Commissioners _____/ _____ that the Agenda for October 20, 2021 be approved.

It was MOVED/SECONDED by _____/ _____ to that the comparative income statement dated October 15, 2021 be approved as submitted.

MOVED/SECONDED by Commissioners _____/ _____

MOVED/SECONDED by Commissioners _____/ _____ that the quote submitted by _____ for renovations to the Civic Building in the amount of \$ _____ be accepted.

DRAFT