



VILLAGE COMMISSIONERS OF GREENWOOD

REGULAR COMMISSION MINUTES

December 15, 2021 @ 9:00 a.m.

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- 1) Call to Order: The meeting was called to order by Commissioner Brian Banks.
 - 2) Present: Commissioners Brian Banks, Robert Sealby, Robert Baker, Darrell Spinney and Dale Harty. County of Kings District 5 Councillor Tim Harding. MLA Kings West, Chris Palmer. Clerk-Treasurer Lynn Moar
 - 3) Disclosure of Conflict of Interest Issues: There were no Conflict of Interest Issues noted
 - 4) Introduction: Chair Banks introduced Chris Palmer, MLA Kings West
 - 5) Approval of Agenda: There being no additions to the Agenda, it was **MOVED/SECONDED** by Commissioners SEALBY/SPINNEY that the Agenda be approved as distributed. **CARRIED**
 - 6) Approval of Minutes:

Minutes for the monthly meeting November 17, 2021 were circulated electronically. There being no errors or omissions noted, Commissioner Banks declared the minutes of the regular meeting of the Village of Greenwood Commission dated November 17, 2021, be approved as circulated.

Minutes for the Emergency Meeting of the Village Commission held on December 7, 2021 were circulated electronically. There being no errors or omissions noted, Commissioner Banks declared the minutes of the emergency meeting of the Village of Greenwood Commission dated December 7, 2021, be approved as circulated.
 - 7) Business arising from the Minutes

Removal of supervisory responsibility of Public Works employees from the Clerk-Treasurer position. The Vice Chair, Commissioner Sealby explained the motion. There was no further discussion.

MOVED/SECONDED by Commissioners HARTY/SEALBY that the supervisory responsibility of Public Works employees be removed from the Clerk-Treasurer list of duties and responsibilities. **CARRIED**

8) Reports:

- a ANSV: Commissioner Banks noted that ANSV will be watching the situation in the Village of Baddeck closely.
- b Audit Committee: Commissioner Sealby reported that an initial meeting of the committee was held and that all members are currently undergoing training. The Committee members will attend the first budget meeting in January, date to be determined.
- c Clerk's Report noted
- d Commissioner's Task List no change from last month
- e County of Kings: Building & Development Statistics November 2021 noted
- f Department of Municipal Affairs Training: Next training session will be held on Jan 10, 2022 at 9:00 am
- g Greenwood Water Source Committee: The last meeting did not have a quorum so the next meeting will be held in the New Year.
- h JAAC: Commissioner Sealby presented the draft budget for the Joint Accessibility Advisory Committee for 2022-23.
MOVED/SECONDED by Commissioners **SEALBY/HARTY** that the proposed budget of the Joint Accessibility Advisory Committee for the fiscal year 2022/23 be approved as submitted. **CARRIED**
- i Physicians Recruitment & Retention Committee: Commissioner Harty reported on the progress of the Committee. He noted that the Minister of Health and the Premier have both been very helpful with ironing out some bumps in the road with the arrival of new doctors.
- j Playground & Greenspace Advisory Committee: Minutes of the meeting held in December were circulated, which included a mapping of facilities surrounding the Village and the results of the citizen survey. Commissioner Spinney will attend the next meeting on January 28th, 2022
- k Police Report: There was no report received for November
- l REMO: Commissioner Sealby reported that the organization held a "table-top" exercise which went off very well. The next meeting is December 16th. 2021.
- m Soldiers Memorial Hospital Foundation Report: There was nothing to report from this Committee

9) List of outstanding items

- a) New Banners are being printed and should be received in the new year
- b) Replacement of oil tank: EFI Global submitted its final report on this matter. The project came in approximately \$20,000 under budget. The monitoring well will stay in place until Spring 2022. Commissioner Baker asked that the relocation of the new tank be brought forward when the monitoring well has been closed.
- c) Fales River Pedestrian Bridge – A draft report from J. Yates, engineer was reviewed, along with his suggestions for maintenance work, but the bridge seems to be structurally sound. However, before finalizing the report and recommendations, Mr. Yates has asked to see more information from when the bridge was originally built by the County of Kings so he may examine the material used and take into account the actual age of the structure. Councillor Harding volunteered to ask the engineering department of the County for any information they have on the original bridge. The Clerk and Councillor Harding will work on uncovering as much information as possible for Mr. Yates.
- d) New Years' Eve Fireworks: Waiting for update from Kingston, but County of Kings has agreed to provide \$1,500 in funding toward the event.

Chair Banks handed the floor to MLA Chris Palmer who addressed the Commission. Mr. Palmer has a district office in Berwick and wishes to make sure residents of Greenwood know how to reach him. Mr. Palmer said he sits on several Legislative committees, including Health, Economic Development and Natural Resources and Veteran affairs. He spoke at length about the priorities of the new Provincial government, top most of which are health care and housing. He said they have been working diligently on physician recruitment and with municipal units and local developers to increase the supply of affordable housing.

While Mr. Palmer cannot always be in his home riding, he promised to attend Village meetings as regularly as possible. Mr. Palmer then took questions from the Commissioners:

Commissioner Baker led the discussion about the need better traffic controls (new lights, signals or stop signs at various locations) in the village with the growth of the base and influx of families moving into the area. They also discussed the need for both bridges on Bridge Street to be revamped or replaced so that pedestrians may travel safely along them. Neither bridge can currently accommodate a wheelchair and both are very narrow which makes snow and ice removal hazardous. Mr. Palmer suggested that he should initiate talks in the new year between himself, provincial authorities, the Department of Public Works, the Villages of Greenwood and Kingston and the County to address these matters. He noted that he has been working hard to make infrastructure in rural areas a priority.

Commissioner Banks thanked Mr. Palmer for coming and allocating so much time to be here and listen to the concerns. He asked Mr. Palmer to pass along to the Premier and Dr. Strang appreciation for their care to the citizens of Nova Scotia through these COVID times.

NEW BUSINESS:

- 10) Financial update: Comparative Income Statement as at December 10, 2021 circulated.

MOVED/SECONDED by Commissioners **SEALBY/HARDY** that the Comparative Income Statement as at December 10, 2021 be approved as circulated. **CARRIED**

- 11) Staff Christmas Bonus: **MOVED/SECONDED** by Commissioners **SEALBY/SPINNEY** that each staff member receive a \$100 Christmas Bonus as is customary. **CARRIED**

- 12) Award of Supply Contract: Village of Greenwood 2022 Plant/Flower/Décor needs

Four local greenhouses were asked to quote on the Villages plant, flower and Christmas decoration needs for 2022. Three of those companies submitted a quote, one company, Glad Gardens, declined to quote for this year.

MOVED/SECONDED by Commissioners **SEALBY/SPINNEY** that the quotation submitted by Neily's Greenhouse of Paradise to supply the Village of Greenwood garden and décor needs for 2022 be accepted. **CARRIED**

- 13) Policy Adoption:

- a) Purchasing Authorization Policy: Attached
MOVED/SECONDED by Commissioners **SEALBY/HARTY** that the Purchasing Authorization Policy dated December 2021 be adopted as submitted. **CARRIED**
- b) Human Resources Manual – Annex 2A1 – Job Description Clerk-Treasurer
MOVED/SECONDED by Commissioners **SEALBY/BAKER** that Annex 2A1 – Job Description Clerk-Treasurer of the Village of Greenwood Human Resources Manual, dated December 2021 be approved as submitted. **CARRIED**
- c) Human Resources Manual – Annex 2A2 – Job Description Public Works
MOVED/SECONDED by Commissioners **SEALBY/HARTY** that Annex 2A2 – Job Description Public Works Employees of the Village of Greenwood Human Resources Manual, dated December 2021 be approved as submitted. **CARRIED**
- d) VOG: Employment Agreement
MOVED/SECONDED by Commissioners **SEALBY/SPINNEY** that the Village of Greenwood Employment Agreement, dated December 2021 be approved as submitted. **CARRIED**
- e) Human Resources Manual – Long Term Disability
MOVED/SECONDED by Commissioners **SEALBY/BAKER** that the Long-Term Disability policy section of the Village of Greenwood Human Resources Manual dated December 2021 be approved as submitted. **CARRIED**

- f) Human Resources Manual – Corrective and Disciplinary Action
MOVED/SECONDED by Commissioners **SEALBY/SPINNEY** that the Corrective and Disciplinary Action policy section of the Village of Greenwood Human Resources Manual, dated December 2021 be approved as submitted. **CARRIED**
- g) Human Resources Manual Annex 2C Work Schedules
MOVED/SECONDED by Commissioners **SEALBY/SPINNEY** that the Annex 2C Work Schedules section of the Village of Greenwood Human Resources Manual, dated December 2021 be approved as submitted. **CARRIED**
- h) Human Resources Manual: Annex 2K Breaches of Conduct and Behaviour
MOVED/SECONDED by Commissioners **SEALBY/HARTY** that the Annex 2K Breaches of Conduct and Behaviour section of the Village of Greenwood Human Resources Manual, dated December 2021 be approved as submitted. **CARRIED**

MOVED/SECONDED by Commissioners **HARTY/SEALBY** at 10:45 a.m. that the meeting move in-camera to discuss Personnel Issues.

MOVED/SECONDED by Commissioners **BAKER/HARTY** that the meeting move out of camera at 10:59 am

The meeting adjourned for a 10 minute break while Public Works Employees were called to join. The meeting resumed at 11:10 a.m.

- 14) Public Works: Chair Banks provided copies of all Human Resource policies passed by the Commission to public works employees for their information. As job descriptions and responsibilities for public works employees have changed, Commissioner Sealby advised the employees to read carefully the job descriptions, policies and updated Employment Contract in preparation to sign it before the end of the year as Public Works employees are currently without employment contracts.

Public Works employees were supplied with forms they will need in order to fulfill their new job responsibilities. New procedures were explained, including the upkeep of task lists for the department; maintenance and safety logs and the handling of the Day Journals and Vacation/sick leave requests which will be approved by Commissioner Spinney. Vacation requests should be made in the spring for the year; at least one weeks' notice for other time off if possible; call in for illness – employees will email the entire Commission and copy the Clerk if they are sick and unable to attend work. This should be done by 6:00 am. As vacation time is accrued on a calendar year basis under the new policy, changing the way it has been to this time, Matt will be allowed to carry forward 8 days vacation time to 2022. The maximum carry forward of vacation time is 5 days.

Jamie Ogilvie asked that Public Works be issued a credit card with which they can purchase shop supplies from vendors where no house account exists. The Commission will look into the matter.

Jamie Ogilvie asked that both employees be furnished with business cards, which the Commission asked the Clerk to take care of.

Public Works employees asked for clarification as to their "on-call" hours. The Commissioners explained that they are now first contact for Village residents in case of emergency and as such are responsible to answer their Village cell phones 24/7. It was suggested that they may wish to work out a rotation for night time and weekend calls.

15) Correspondence:

Letter of Thanks: Royal Canadian Legion 11-18-2021

Letter Minister of Municipal Affairs and Housing 11-30-2021

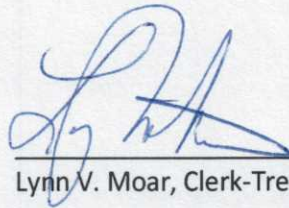
- 16) Councilors Comments: County of Kings District 5 Councillor Tim Harding reported that the County is well underway with the next years' budget process. He will check to make sure the Rocknotch lift station project is still on track for spring. Commissioner Sealby mentioned that he had been told by a developer that he was having trouble obtaining permits from the County for his development on Rocknotch. Councillor Harding said he would look into this as well.

- 17) Next Regular Meeting January 19th , 2022 at 9 a.m.

Move to ADJOURN by Commissioner Sealby at 11:36 am



Brian Banks, Chair



Lynn V. Moar, Clerk-Treasurer