



## VILLAGE COMMISSIONERS OF GREENWOOD

REGULAR COMMISSION MEETING : MINUTES

May 18, 2022 @ 9:00 a.m.

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- 1) The meeting was called to order at 9:00 am, May 18<sup>th</sup>, 2022 in the Village Office
- 2) Present: Commissioners Brian Banks, Robert Sealby, Bob Baker, Dale Harty, Darrell Spinney. Clerk-Treasurer Lynn Moar
- 3) There were no disclosure of conflicts of interest in matters to come before the Commission.
- 4) Additions to Agenda:
  - a. Under New Business add Public Works discussion
  - b. Under Correspondence add use of Greenspace by 14 Wing
- 5) Approval of Agenda: It was MOVED/SECONDED by Commissioners SEALBY/HARTY, that the Agenda be approved as amended. CARRIED
- 6) Approval of Minutes: The minutes of the regularly scheduled Village of Greenwood Commission meeting held April 20, 2022 were circulated. It was noted by Commissioner Sealby that it must be added that he left the meeting at 10:30 am.  
  
MOVED/SECONDED by Commissioners SEALBY/SPINNEY that the minutes of the regularly scheduled Village of Greenwood Commission meeting held April 20, 2022 be approved as amended. CARRIED
- 7) Business arising from the Minutes :
  - a A letter was sent to the County of Kings regarding the state of the three Village Bridges by Chair Banks. The letter forms part of the minutes.
  - b Abuse Insurance – state of application. The application has been submitted.
- 8) Reports:
  - a ANSV: Commissioner Banks reported that the ANSV quarterly meeting has taken place and preparation is underway for the Annual Meeting to be held in Bible Hill. He reported that the work on the provincial Code of Conduct review committee continues and public consultations should begin in June.
  - b Audit Committee: Commissioner Sealby reported that the auditor will present the 2021-22 Financial Statements to the Audit Committee on May 31<sup>st</sup>. The Audit Committee will present same to the Commission at its regularly scheduled monthly meeting on June 15<sup>th</sup>, 2022.



- c Commissioner's Task List: circulated electronically
- d Clerk-Treasurer Task List & CVITP Report: circulated electronically
- e County of Kings: Building & Development Statistics March 2021: circulated electronically
- f Greenwood Water Source Committee: Commissioner Harty took over as the Commission representative on this committee on May 1, 2022. The well field tour planned for May 13<sup>th</sup> was cancelled.
- g JAAC: Commissioner Sealby reported that Accessibility Week will be May 28<sup>th</sup> to June 4<sup>th</sup>. He asked that the Clerk-Treasurer post advertising materials on the Facebook page of the Village. He also reported that the open Coordinator's position has been posted internally and once that closes it will be posted to the general public. He also noted that payments by the Villages for services incurred in this committee have been reduced by 7% for the next year as the County has decided to absorb a larger share.
- h Physicians Recruitment & Retention Committee: Commissioner Harty reported that the Doctor's Appreciation week functions were very well received. There are 19 physicians in the Valley and others who are planning to come here once they are cleared through the system.
- i Playground & Greenspace Advisory Committee: The Committee has not yet set a date for its next meeting, but planning is in the process.
- j RCMP Quarterly Report & report of meeting with Supervisor Corporal Boudreau: circulated electronically
- k REMO: Commissioner Sealby noted that emergency preparedness drills will be conducted over the next few months.
- l Soldiers Memorial Hospital Foundation Report: L Banks. Report circulated electronically.

9) List of outstanding items

- a) New Banners: Commissioner Sealby will look into the situation and report back with an expected delivery date.
- b) Fales River Pedestrian Bridge Inspection Progress: Cost estimates have been received from Able Engineering. Discussions ensued as to the cost of repairs/replacement which are in excess of \$250,000 and how that could be managed. The next step is to meet with the County of Kings to discuss options and a long-term maintenance agreement. The bridge is the property of the County, but is located within the Village.
- c) Paving of Central Avenue: It has been determined that Central Avenue is not on any priority list for repaving by the Province. Chair Banks will speak with MLA Chris Palmer to find why the road is not on the list and how this can be remedied.



NEW BUSINESS:

- 10) Use of Greenspace by 14 Wing: Commissioner Sealby expressed his concern at the fact that permission had been given to RCAFA to allow a squadron from 14 Wing holding a farewell event at their facility, to hold games on the greenspace in front of the Civic Building. This space is partly owned and partly leased by the Village. Commissioner Sealby was extremely concerned about the liability to the Village should someone be hurt. The Clerk-Treasurer noted that she believed that the general liability insurance of the Village should cover this as it covers bodily injury and damage on lands owned or leased by the Village. The Clerk-Treasurer was subsequently tasked to question the insurance broker and if necessary prepare waiver documents to be signed by both RCAFA and the squadron leader.

At 9:50 am Corporal Pascal Boudreau of the RCMP dropped in to let the Commission know that a new supervisor, Sgt Harold Prime, will be taking over at the division on June 6<sup>th</sup>.

- 11) Public Works Department: A discussion took place as to the need to schedule the installation of picnic tables and waste stations in all 4 playgrounds. These were obtained last year with the help of a grant from the County of Kings but could not be installed at that time. A further discussion took place regarding the acceptance and receipt of ordered items that did not match the order produced or arrived damaged and yet were accepted by public works employees. Also discussed was how purchase orders for the public works department should be done and forwarded to administration. It was decided that public works employees will be responsible for ordering consumables, ie consumables used to do their work and maintain the equipment. Capital purchases will be done by administration. The disposal of the cement mixer held by the Village was discussed as it is no longer used and cement work is contracted out. As public works employees report directly to the Commission since December of 2021, Commissioners will meet to resolve the issues, including those of the picnic tables and waste receptacles.

MOVED/SECONDED by Commissioners HARTY/SEALBY that the cement mixer be offered for sale and that it be removed from inventory upon such sale being completed. CARRIED

- 12) Financial update: Comparative Income Statement as at May 13, 2022

MOVED/SECONDED by Commissioners SEALBY/HARTY that the comparative income statement dated May 15, 2022 be approved as submitted. CARRIED

- 13) Budget 2022-23: MOVED/SECONDED by Commissioners SEALBY/HARTY that the Operational Budget for the Village of Greenwood 2022-23 with revenue and expenses of \$790,932.00 be approved as submitted. CARRIED

MOVED/SECONDED by Commissioners SPINNEY/SEALBY that the Capital Budget for the Village of Greenwood 2022-23 be approved as submitted. CARRIED

- 14) Capital Investment Plan 2022-2026: This is an annual report required by the County of Kings and through it to the Province, which is assembled by the Clerk-Treasurer from the Budget for the upcoming fiscal year. MOVED/SECONDED by Commissioners



SEALBY/BAKER that the Capital Investment Plan Project Summary for the years 2022-2026 be approved as submitted. CARRIED

- 15) Greenspace/Active Transportation Concerns: Councillor Tim Harding had forwarded a letter he received from a resident of Greenwood. The letter questioned plans in place to address the Village's lack of a crosswalk at the shopping center and more frequent crosswalks on the main corridor of Central Avenue, and the general lack of carbon emission reducing infrastructure (safe bike paths/lanes). During discussion of the letter, it was noted that a crosswalk is planned from the mall to the other side of Central Avenue by the recycling business. However, this work cannot be undertaken until the development of the easement next to the recycling business is completed by the developer who is building a new development. No other discussion ensued.
- 16) RCAFA: The Tenant asked permission to paint the letters (RCAFA) in the windows of their facility on the upper floor of the Civic Center so they are visible to the public. It was decided that permission would be granted providing specialized paint that is easily removed is used and that there are not complaints from the public.
- 17) At 10:35 Susan Tidman, Marketing Director for the Greenwood Mall arrived to address the Commission. Ms Tidman announced that the owner of the mall had purchased the vacant property adjacent to it on Central Avenue (formerly a Petro-Canada station). She gave an overview of what is envisioned for the space – a greenspace with benches and plants that can be enjoyed by the general population and still used for snow storage if required during the winter. Ms. Tidman asked for the Commissions' collaboration and help on how the space should be best designed. The Clerk-Treasurer will approach the County of Kings and explain the plan and see if their planning department can help with this project. Ms. Tidman left the meeting at 11:00 am
- 18) Rental of Soccer Field: Proposal from Kingston-Greenwood Soccer Association & PW request for new lining machine. Following email discussions, the line painting machine has been donated to the Village so that PW employees may use it to line the soccer field. After checking over the machine, public works advised the commission that it is not in the best condition and a replacement may be needed in the not too distant future. Clerk-Treasurer Moar noted that she had had no notification from the Soccer Association accepting the Commission's terms of rental nor had she received any type of schedule of use. Commissioner Sealby volunteered to contact the president of the Soccer Association and discuss the need for formalities.
- 19) Canada Day 2022 MOVED/SECONDED by Commissioners Baker/Harty that the Village of Greenwood organize a fireworks display for Canada Day 2022. The project will be a joint one between The Villages of Greenwood and Kingston and the Federal government, at a cost of \$4,000 to each entity. CARRIED



Commissioner Sealby left the meeting at 11:25 to attend to a personal matter.

Correspondence:

- a Minister of Mun. Affairs & Housing Letter to NSFV May 2, 2022 and email from ANSV (M Bell)
- b Yellow Ribbon Campaign 2022
- c Accessibility Act Review (Western Region)
- d Memo from Computerized Business Solutions re office printer

The next Regular Meeting of the Village of Greenwood Commission will be held on June 15, 2022 at 9:00 a.m.

Move to ADJOURN by Commissioner Baker at 11:35 am

A handwritten signature in blue ink, reading "Brian L. Banks". The signature is written in a cursive style with a large, stylized initial "B".