



VILLAGE COMMISSIONERS OF GREENWOOD (VOG)

REGULAR COMMISSION MEETING: MINUTES

March 15, 2023 @ 9:00 a.m.

- 1) Call to Order: Chairman Brian Banks called the meeting to order at 9:04am
- 2) Present: Commissioner Brian Banks (Chair); Commissioner Robert Sealby (Vice-Chair); Commissioners Bob Baker; Dale Harty and Darrell Spinney; Clerk-Treasurer Kerry Graham.
- 3) Disclosure of Conflict-of-Interest Issues: none
- 4) Additions to Agenda: Notice of Public Hearing in correspondence.
- 5) Approval of Agenda: Regular Commission Meeting Agenda March 15, 2023.

MOVED/SECONDED by Commissioners Sealby/Harty that the agenda be approved as circulated.
CARRIED

- 6) Approval of Minutes: Regular Commission Meeting minutes February 15, 2023.

There being no errors or omissions Chairman Banks declared the minutes from the February 15, 2023 Regular Commission Meeting approved as circulated.

- 7) Business arising from the Minutes:
 - A. CT to check with NS Power on report/permission previously obtained to install banners on the poles along Bridge St and Central Ave. – VOG may go ahead with installation at own risk.
 - B. Look into the flags removed from the new Bowlby Park crosswalk being reinstalled at Tremont crossing. – PW reused flags in refilling all crosswalks
 - C. Dwight Ross sidewalk repairs. – CT to get a letter stating the AVRCE wished for the VOG to take over liability, maintenance, repair and replacement of the stretch of sidewalk in front of Dwight Ross School. Then we can budget and insure properly.
- 8) Reports:
 - a ANSV: Commissioner Banks – continued work on Code of Conduct and a letter sent regarding Villages not having access to POL.
 - b Audit Committee: Commissioner Sealby – looking for new member.
 - c County of Kings: Building & Development Statistics February 2023
 - d Greenwood Water Source Committee: Commissioner Harty. Spring meeting.

e Joint Accessibility Advisory Committee (JAAC): Commissioner Sealby – the coordinator is putting together an annual plan to pass out to villages. Looking for nominations for the Mel Hubbs Hourglass Action Award, someone that has gone over and above for persons with disabilities in the community. Commissioner Sealby sent out a Draft Accessibility Plan to the Commission to review. May is Accessibility Awareness Month. Big campaign coming.

f Physicians Recruitment & Retention Committee: Commissioner Harty – continued work on retention and community involvement.

g REMO: Commissioner Sealby

h Soldiers Memorial Hospital Foundation Report: L Banks

9) List of outstanding items

- a) Left turn lane Bridge St and Central Ave – spring 2023
- b) Building and Health Inspections in upstairs unit – permits approved, VOG work completed.
- c) Artwork and Banner printing (7Arts/Banner King) – Received. Plan with Public Works to installation in spring with a special dedication for 7Arts. – In progress
- d) Budget and Strategic Planning meetings February and March – in progress

NEW BUSINESS:

- 10) Financial update: Comparative Income Statement as of March 13, 2023

MOVED/SECONDED by Commissioners Sealby/Harty that the March 13, 2023 Comparative Income Statement be approved as circulated. CARRIED

- 11) Cost of Living 2023: Vice Chair Sealby to update, it was found that the COL increases that had occurred since last wage review had not been applied to the new CT position or been noted in the pay scale for any staff. In future they should be put into the base of the annex.

- 12) Commissioners Honorarium: Motion to approve a 10% increase to the Commissioners honorarium. Discussed the Commissioners have not had an increase in last 4 years, it is increasingly difficult to recruit new Commissioners, there has been an increase in time and responsibilities due to changes in staffing at the VOG. In comparison to other villages VOG is on the low end. Though the Commissioners are essentially volunteers, they are elected officials and with cost of living rising, more committees and functions to attend, more responsibilities, greater workload, it should not cost the Commissioners to hold their positions.

MOVED/SECONDED by Commissioners Sealby/Spinney to approve a 10% increase to the Commissioners honorarium commencing on April 1, 2023. CARRIED

- 13) Public Works Casual Staff: Motion to approve the hiring of casual support staff for Public Work to cover vacation/sick time and fill in as needed during busy times as discussed at an in-camera meeting of the Commission February 28, 2023.

MOVED/SECONDED by Commissioners Sealby/Baker that a casual position in public works will be added with scale and hours as per the policy. CARRIED

- 14) Residential and Commercial Tax Rate: Motion to increase the residential and commercial tax rates by \$0.01 each to offset the VOG's commitment to parks, recreation, daycare space and community events. Bringing the rates from 0.25 to 0.26 per 100 for residential and from 0.31 to 0.32 per 100 for commercial.

MOVED/SECONDED by Commissioners Baker/Spinney that the Residential and Commercial tax rate for the Village of Greenwood will increase to 0.26 per 100 for residential and 0.32 per 100 for commercial. CARRIED

- 15) Wage Levels, Step Increments and Job Descriptions: Motion to approve changes to the job descriptions, wage levels and step increments in the policy and procedure manual as discussed by the Commission at an in-camera meeting held Wednesday, February 28, 2023. Due to conflict of interest, the Clerk Treasurer was not a part of the discussions.

MOVED/SECONDED by Commissioners Sealby/Harty that the proposed changes to Annex 2A of the VOG Policy and Procedures Manual be approved as circulated. CARRIED

MOVED/SECONDED by Commissioners Harty/Sealby that the proposed changes to Annex 2B of the VOG Policy and Procedures Manual be approved as circulated. CARRIED

MOVED/SECONDED by Commissioners Sealby/Spinney that the proposed changes to Annex 2C of the VOG Policy and Procedures Manual be approved as circulated. CARRIED

- 16) Budget 2023-2024: Motion to approve Budget and Strategic Plan

MOVED/SECONDED by Commissioners Sealby/Baker that the proposed 2023/2024 Budget and Strategic Plan be approved with a motion to move \$1458.86 to Village Maintenance. CARRIED

- 17) Audit 2023: In progress

- 18) AGM 2023: Date for the Annual General Meeting will be June 14, 2023 at 7PM. CT to secure location.

- 19) Soccer field lighting: A grant in the amount of \$500,000 has been awarded by the Department of Communities, Culture, Tourism and Heritage to use toward the installation of lighting and upgrades to the community field.

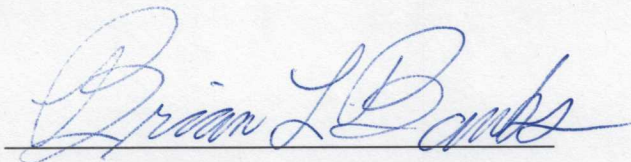
- 20) Trail Plan: Uplands Phase 1 completed and circulated.

- 21) King Charles Coronation Day: Proposed a Village Tea Party celebration in the Civic field Sunday, May 7, 2023 in conjunction with the events in England.

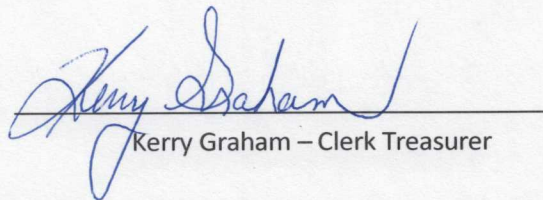
MOVED/SECONDED by Commissioners Sealby/Baker that the village will hold a Tea Party celebration as proposed in the Civic field Sunday, May 7, 2023 with a budget not to exceed \$7000.00. CARRIED

- 22) YMCA New Lease: Clerk Treasurer has prepared a draft for a new lease starting April 1, 2023 and will present for signing to YMCA.
- 23) 2022/2023 Accessibility Grant: Washroom renovations are completed, lighting upgrades are in progress for both entrances, washrooms and hallways leading to accessible washrooms. CT to get quote for wheelchair lift to replace existing chair lift.
- 24) Public Works Update:
- A. Building and change of use permits have been approved.
 - B. New roller, de-thatcher, blower, battery have been ordered.
 - C. Basketball set for Planes View Park is ordered.
 - D. New swing set is ready for pick up, two swing sets will be dropped off for powder coating.
 - E. AVRCE sidewalk in front of Dwight Ross Elementary. CT will speak with AVRCE to get written authorization for VOG to accept responsibility for repairs, replacement and liability for the sidewalk running through their land. AVRCE to retain responsibility for trees.
- 25) Correspondence:
- Katie MacArthur – Accessibility Coordinator for the County of Kings will be coming to address the Commission at the April 19, 2023 meeting.
- There will be a meeting 6PM April 4, 2023 at Municipality of Kings regarding Greenwood Growth Centre Boundary Expansion
- 26) Councilors Comments: None present
- 27) Commissioners Comments: Commissioner Harty would like to see the Uplands plan added to a binder in the Village office for all to see.
- 28)

Next Regular Meeting is scheduled for 9am April 19, 2023



Brian Banks – Chairman



Kerry Graham – Clerk Treasurer