



VILLAGE COMMISSIONERS OF GREENWOOD (VOG)

REGULAR COMMISSION MEETING: MINUTES

September 20, 2023 @ 9:00 a.m.

- 1) Call to Order: Chairman Banks called the meeting to order at 8:57am
- 2) Present: Commissioner Brian Banks (Chair); Commissioner Robert Sealby (Vice-Chair); Commissioners Bob Baker and Dale Harty; Clerk-Treasurer Kerry Graham; Councilor Martha Armstrong; Matt Morse – VOG Public Works
- 3) Disclosure of Conflict-of-Interest Issues: none
- 4) Additions to Agenda: none
- 5) Approval of Agenda: Regular Commission Meeting Agenda September 20, 2023.

MOVED/SECONDED by Commissioners SEALBY/BAKER that the Agenda September 20, 2023 be approved as circulated. CARRIED

- 6) Approval of Minutes: Regular Commission Meeting minutes August 16, 2023.

MOVED/SECONDED by Commissioners SEALBY/HARTY that the minutes of the Regular Commission Meeting minutes August 16, 2023 be approved as circulated. CARRIED

- 7) Business arising from the Minutes:
 - A. A special meeting took place to review a proposal from Scotia HVAC and meet with Yvonne Smith of the YMCA regarding unauthorized work being started on the Civic building. The issue has been resolved and work completed.
 - B. Gift cards were purchased for VOG staff to thank them for their efforts during Ribfest. Everyone was very happy and appreciative of the kind gesture from the Commission.
 - C. Task Tracker is started and has been provided. It is a work in progress any additions are welcome.

- 8) Reports:
 - a ANSV: Commissioner Banks reported on the AGM and Conference being postponed due to Hurricane Lee to October 13 and 14 in Pugwash.
 - b Audit Committee: Commissioner Sealby will be looking into requirements for this committee.
 - c County of Kings: Building & Development Statistics not received.
 - d Greenwood Water Source Committee: Commissioner Harty will attend meeting in November.

- e Joint Accessibility Advisory Committee (JAAC): Commissioner Sealby and CT met with Katie MacArthur on September 19 to have an assessment of the Civic property done. Results will be shared when received.
- f Physicians Recruitment & Retention Committee: Commissioners Harty and Banks along with the CT attended the African Cultural event. Commissioner Harty reported on that and the recent shift in personnel for the committee. Use of the grant has been planned out and steps are being taken to continue the good work.
- g REMO: Commissioner Sealby discussed the importance of being prepared and having a to-go bag ready. Reminded we are still in hurricane season. Storms appear to be getting worse.
- h Soldiers Memorial Hospital Foundation Report: L. Banks

9) List of outstanding items

- a) Flashing beacons and crosswalk painting - Completed
- b) Rocknotch sidewalk – Has been delayed due to consultations with First Nations. MOK passed a motion September 19, 2023 to approve the sidewalk plan for tendering as per Councilor Armstrong.
- c) Accessibility Grant –two accessible door buttons are scheduled to be installed September 26, clerk is working on next steps for wheelchair lift.
- d) Soccer field lighting – no response from Black and Macdonald. Clerk will investigate other options including sourcing our own material and an electrical contractor.
- e) NS Department of Environment and Climate Change complaint – in progress
- f) Ribfest 2.0 – Budget and planning of Valley Wide Ribfest in Greenwood 2024. Ribfest teams will inform the CT of their available summer date in October/November 2023.

MOVED/SECONDED by Commissioners SEALBY/BAKER that the Village of Greenwood begin planning a 2nd annual Valley Wide Ribfest 2024 with a budget not to exceed \$50,000. CARRIED

- g) Banners 2.0 – Clerk and Commissioners Banks and Sealby attended September 11 meeting. Preliminary design ideas were presented. Completed artwork will be presented at a 7ARTS open house November 25, 2023 at 12 to 4pm to begin the selection process. CT will prepare a contract with 7ARTS for the new banners.

NEW BUSINESS:

- 10) Financial update: Comparative Income Statement as of September 15, 2023 62% of budget spent to date.

MOVED/SECONDED by Commissioners SEALBY/HARTY that the September 15, 2023 Comparative Income Statement be approved as circulated.

- 11) Financial Policies for review: Commissioner Sealby presented the policies. After reviewing it was decided no changes or updates are currently required.
- 12) Clerk Treasurer: One year review October 1st, Commissioner Sealby will move forward with reviews for CT and PW Casual.
- 13) Casual Public Works Evaluation: End of part time seasonal hours, casual will continue on a casual and coverage for vacation and sick day coverage.
- 14) Building Design: Quote for design planning of a Community Centre, Emergency Shelter with Civic office on Bowlby Park Dr was presented. This would free up much needed space for the YMCA to continue expanding in the Village. Since not all Commissioners are present there will be a special meeting Tuesday, September 26 at 9am for a motion to approve the proposed location of the building and quote to design a building.
- 15) Village Clothing: The staff and Commissioners should be easily identifiable by way of crested shirts and jackets. Clerk to investigate costs and designs.
- 16) Sidewalk Curb and landings: VOG would like to start planning for a 1.5 or double width accessible sidewalk with crosswalk landings between KFC to Whittington and low back curb and landings at Bowlby Park Dr and Bridge St. Chairman Banks and CT will meet with MLA Chris Palmer and Doug Pulsifer from NS department of Highways to discuss improvements to the Whittington crosswalk. Clerk will inquire about the possibility of traffic lights being installed at Bowlby Park Dr on Bridge.
- 17) New Truck Planning: Public works and the CT will discuss what is needed for options in a new PW vehicle and investigate availability, lease/finance options.
- 18) Public Works Update:
 - a. Field liner received and now in use. The two old liners will be offered back to the soccer club before disposal. They are not fully operational.
 - b. Planes View is currently under construction. Fales River Park will be started soon.
 - c. Pineview and Bowlby are being prepared for baby swing sets to be installed by Timbertec.
 - d. Extra staff for gardens, festivals and village maintenance this year worked well. PW would like to see the casual become full-time seasonally, May 15 to October 15 to include spring and fall clean ups. This will be included in budget discussions early 2024.
 - e. Matt Morse has a concern about storm drains not draining properly by Irving intersection. Would like to have a scope done to find out what is wrong with them.
- 19) Correspondence: Comments regarding the park upgrades were received and noted.
- 20) Councilors Comments: Councilor Armstrong suggested investigating grants to assist with the cost of the accessible sidewalk, new community centre/shelter and will send information to assist with locating other contractors for soccer field lighting.

21) Commissioners Comments:

At 11am Commissioner SEALBY moved to go in camera to discuss personnel.

At 11:20am Commissioner SEALBY moved to come out of in camera.

It was discussed that the Village of Greenwood would propose a meeting with the Village of Kingston for staff and Commissioners to support and work together more often on future projects and festivals.

Commissioner BAKER moved to adjourn the meeting at 11:22am.

Next Regular Meeting is scheduled for 9am October 18, 2023



Brian Banks – Chairman



Kerry Graham – Clerk Treasurer