



VILLAGE COMMISSIONERS OF GREENWOOD (VOG)

REGULAR COMMISSION MEETING : MINUTES
October 25, 2023 @ 9:00 a.m.

- 1) Call to Order: Chairman Banks called the meeting to order at 8:59am
- 2) Present: Commissioner Brian Banks (Chair); Commissioner Robert Sealby (Vice-Chair); Commissioners Bob Baker, Darrell Spinney and Dale Harty; Clerk-Treasurer Kerry Graham; Councilor Martha Armstrong.
- 3) Disclosure of Conflict-of-Interest Issues: none
- 4) Additions to Agenda: Letter from the Minister re: Cape Breton
- 5) Approval of Agenda: Regular Commission Meeting Agenda October 25, 2023.

MOVED/SECONDED by Commissioners HARTY/SPINNEY that the Agenda October 25, 2023 be approved as circulated. CARRIED

- 6) Approval of Minutes: Regular Commission Meeting minutes September 20, 2023.

MOVED/SECONDED by Commissioners BAKER/SEALBY that the minutes of the Regular Commission Meeting minutes September 20, 2023 be approved with amendment to reflect item 12 Public Works is responsible for the Casual PW staff performance review. CARRIED

- 7) Business arising from the Minutes:

- A. CT and Casual Evaluations – Vice Chair Sealby has sent a draft of the PR for CT to Chairman Banks for review. PW will evaluate casual.
- B. Village clothing – CT presented a design and quote.

MOVED/SECONDED by Commissioners SEALBY/BAKER that VOG adds this quote to the new fiscal year budget. CARRIED

- C. Sidewalk, curb and landings – CT and Chairman Banks attended a meeting with MLA Chris Palmer, Doug Pulsifer and a resident to discuss improvements to Whittington crosswalk. Will see result of that before anything else there. Bowlby Park will be spring 2024. KFC to Whittington sidewalk planned after Rocknotch completion. CT to look into Accessibility Grant for portion of double or 1.5 wide sidewalk.
- D. New building planning – Gary Morse has been contracted to design new Community Centre, Village office and Emergency Shelter on Bowlby properties. Plan to be ready for grant applications and tendering by January 2024.

8) Reports:

- a ANSV: Commissioner Banks and CT attended the AGM, very productive, lots of good information was discussed regarding village beautification, grants, staffing, volunteers.
- b Audit Committee: Commissioner Sealby
- c County of Kings: Building & Development Statistics – still to be sent. Councillor Armstrong discussed some zoning proposals, secondary dwellings, uses outside of current zoning.
- d Greenwood Water Source Committee: Commissioner Harty meeting in November
- e Joint Accessibility Advisory Committee (JAAC): Commissioner Sealby reported on a presentation from a Senior Policy Advisor on the new build and environment accessibility standards as well as a presentation on being dementia friendly.
- f Physicians Recruitment & Retention Committee: Commissioner Harty reports very positive news of the over 6000 people on waitlist for a doctor locally, the list is down to around 4000 now. The committee continues to recruit and retain.
- g REMO: Commissioner Sealby discussed the need for more information on what to do with animals and livestock in emergency situations. Stats are out for the NS wildfire numbers, good news, Kings County with an average of 21 wildfires per year was down this year with 15. More emphasis on the Vulnerable person registry and responsibility of the Alert Ready monitoring system. REMO is available to do briefings to the community.
- h Soldiers Memorial Hospital Foundation Report: L. Banks

9) List of outstanding items

- a) Rocknotch sidewalk – delayed due to consultations with First Nations.
- b) Accessibility Grant – wheelchair lift – Automatic door openers are installed. CT is gathering permits, engineer stamps and working with electrical contractor.
- c) Soccer field lighting – CT is currently sourcing posts, lighting, contractors for each part of installation, permits, engineering. Hoping to have posts installed prior to frost.
- d) NS Department of Environment and Climate Change complaint – In progress
- e) 2nd Annual Ribfest Planning – Date will be July 26, 27 and 28. CT has begun sourcing a headliner for opening and planning the event.
- f) Banners 2.0 – CT is preparing a contract. Viewing at 7ARTS November 25, 2023 from 12 to 4pm
- g) Staff evaluations – in progress
- h) New building design plan – Due by January, Gary Morse. CT is consulting on design plan to present to Commission for further input.

NEW BUSINESS:

- 10) Financial update: Comparative Income Statement as of October 18, 2023 53% of budget spent to date.

MOVED/SECONDED by Commissioners SEALBY/SPINNEY that the October 18, 2023 Comparative Income Statement be approved as circulated. CARRIED

- 11) Staff Christmas Party: Commission would like last week of November or first week of December at a restaurant not too far away. CT will email with some options.
- 12) Cyber Security: Jeff Hanshaw proposal. Councillor Armstrong reported on continued recovery efforts at the County office after their July cyber-attack.
- 13) Public Works New Truck: One build quote presented based on Public Works staff suggested needs. The Commission would like to see some other options and quotes, 2023 or a bit older good used truck with some of the most important PW requirements.
- 14) Additional VOG Part-time Staff: The workload has increased with sourcing for and overseeing many projects, accessibility upgrades, large scale festivals, facilitating partnership opportunities, seeking out and applying for grants in addition to the regular duties. The CT has been working more than full-time hours in and out of the office consistently to keep up, some of the commissioners have taken on duties outside of their elected official role to help out as well. With the possibility of more events, a new community centre and village office in the future and looking at staffing in other villages with similar populations the commission agrees 2024 would be the time to add a part-time administrative assistant and more hours for seasonal PW help. Counsellor Armstrong brought up the need for a separate workspace for part-time admin staff and access to sensitive information. CT to prepare a draft posting and planning for office space.
- 15) Accessibility Assessment: Katie MacArthur presented her report on accessibility of the current village office. Due to the entrance, it will never meet the Rick Hansen certification, but she noted some small changes that could be made for now to help make things work better. She also gave some suggestions for crosswalks, playgrounds, community centre, Katie would help with ideas to make a new building fully accessible to all and become certified.
- 16) FLO Electric Charging Stations: <https://www.flo.com/en-ca/business/> VOG could look in the future at installing electric charging stations in the village. Tesla charging stations are another option.
- 17) Public Works Update:
- a. Planes View has all equipment installed. Will need topsoil and seed next spring. Demaine will start excavating Fales River/Argus park in next 2 weeks followed by Timbertec installation and Demaine hauling wood fibre.
 - b. Pineview and Bowlby baby swing sets to be installed by Timbertec.

- 18) Correspondence: For informational purposes Chairman Banks presented Letter from the Minister re: Cape Breton
- 19) Councilors Comments: Mayor Muttart on leave, recovery from cyber-attack, rezoning.
- 20) Commissioners Comments: Commissioner Harty would like safety and clothing allowance for Public Works casual in 2024. Commissioner Baker would like more pressure put on Highways to get Central Ave repaved. Find out where we are on the priority list.

Next Regular Meeting November 15, 2023 at 9 a.m.

Move to ADJOURN by Commissioner Baker at 11:46am



Brian Banks - Chairman



Kerry Graham – Clerk Treasurer