



VILLAGE COMMISSIONERS OF GREENWOOD (VOG)

REGULAR COMMISSION MEETING: MINUTES

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

- 1) Call to Order: Chairman Banks called the meeting to order at 9:02am
- 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: none
- 5) Approval of Agenda: Regular Commission Meeting Agenda November 15, 2023.

MOVED/SECONDED by Commissioners BAKER/SPINNEY that the Agenda November 15, 2023 be approved as circulated. CARRIED

- 6) Approval of Minutes: Regular Commission Meeting minutes October 25, 2023.

MOVED/SECONDED by Commissioners SEALBY/SPINNEY that the minutes of the Regular Commission Meeting minutes September 20, 2023 be approved as circulated. CARRIED

- 7) Business arising from the Minutes:

A. Staff Christmas party – November 25, 2023 at Edelweiss Inn Restaurant

Part time Administrative Assistant – the Village is growing, the Clerk and Commissioners are taking on more duties, spending more time with it increasing further in the future. A part time Administrative Assistant position with opportunity for growth should be advertised to hire and start in in January 2024.

MOVED/SECONDED by Commissioners SEALBY/HARTY that a posting for part time Administrative Assistant goes out immediately with a start date planned for January 2024 at a salary range of \$18.00 to \$21.00 per hour.

B. Public Works truck – 3 options were presented, 2024 customized with all of Public Works requested options, 2023/24 already built with some options, used with as many options requested as possible.

MOVED/SECONDED by Commissioners HARTY/SEALBY that the newer used truck suitable for Public Work use be purchased with a budget of not more than \$59,000

8) Reports:

- a ANSV: Commissioner Banks – Municipal Advisor wants to keep and define what Villages envision themselves as and hire an Executive Director. It is suggested Villages will contribute to cost.
- b Audit Committee: Commissioner Sealby – no update till January.
- c County of Kings: Building & Development Statistics – shows this end of the Valley is the second largest growth center in Kings County.
- d Greenwood Water Source Committee: Commissioner Harty has a meeting November 16.
- e Joint Accessibility Advisory Committee (JAAC): Commissioner Sealby shared information from Christine Spurr’s presentation. Katie MacArthur and Kings Point to Point is evaluating transportation, how it is working now, what can be changed.
- f Physicians Recruitment & Retention Committee: Commissioner Harty
- g REMO: Commissioner Sealby discussed winter preparedness.
- 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 – Building permit, Fire Marshal, Engineering inspections complete, equipment is ordered.
- c) Soccer field lighting – Clerk is sourcing/purchasing materials, planning, overseeing installation and contractors.
- d) NS Department of Environment and Climate Change complaint – In progress
- e) 2nd Annual Ribfest Planning – In progress, date confirmed. July 26, 27 and 28, 2024. Clerk has booked children’s activities, some vendors and musicians, Lunns Mill is booked for licensed area, currently looking for headliner.
- f) Banners 2.0 – Viewing at 7ARTS November 25, 2023 Commission and Clerk to attend.
- g) Staff evaluations – Clerk Treasurers is complete.
- h) Curb/landings at crosswalks – on hold until more is known about Whittington crosswalk upgrades, Doug Pulsifer.
- i) New building design plan – Clerk has met with Gary Morse to clarify some of the floor plan. Rough draft will be ready by January.
- j) Public works truck – 3 quotes
- k) Village clothing – revisit spring 2024
- l) Topsoil and seeding Planes View Park – spring 2024.

NEW BUSINESS:

- 10) Financial update: Comparative Income Statement as of November 10, 2023 57% of budget spent to date. Commissioner Sealby noted that there was a typo in the Civic Building fuel line. Clerk to correct.

MOVED/SECONDED by Commissioners SEALBY/SPINNEY that the November 10, 2023 Comparative Income Statement be approved with correction to Civic Building Fuel. CARRIED

- 11) Task List: updated November 14, 2023. Clerk will add highlighted dates where possible.
- 12) Liverpool Universal Play Park: Commissioner Sealby presented an article regarding the Gold Standard Liverpool Park.
- 13) Grants: Enabling Accessibility, Municipal Capital Growth Program, CCBT. Clerk has met with County regarding CCBF. In future VOG will apply but not prepared with detailed plans for December 2023 open grants.
- 14) 2024 Festivals: Canada Day July 1, Fireworks, Childrens activities, music, food truck vendors. Clerk has applied for Canadian Heritage grant. Valley Wide Ribfest July 26, 27, 28. Victoria Day weekend festival similar to Kings Coronation Tea party.

MOVED/SECONDED by Commissioners BAKER/SEALBY that VOG puts on a Victoria Day Festival with children's activities, food, entertainment on May 18, 2024 with a budget of not more than \$8,000

- 15) Soccer field lighting progress: quotes for poles and lighting equipment received. Contractors for electrical, pole installation and trenching are ready. Clerk is investigating engineering and permits required. NS Power is booked for a scope November 21, 2024.
- 16) Meeting of the Villages: November 7, 2023 was productive. We have a large population that is growing significantly between Greenwood and Kingston, with many shared services. The villages partnering and supporting each other could give us a larger voice in Kings County.
- 17) Set tub and tap replacement: Janitors room downstairs needs to be replaces. Already included in the building maintenance budget.
- 18) Public Works Update:
 - a. Demaine is currently excavating Fales River/Argus park, Timbertec installation Wednesday followed by Demaine hauling and installing wood fibre, drainage and cloth. Left over pea gravel to be hauled away and disposed of.
 - b. Pineview and Bowlby baby swing sets to be installed by Timbertec and PW.
 - c. Manhole cover missing from trail between Fales River and Village office was reported by a resident. Public Works went out and covered it immediately then contacted the county who replaced it same day.
- 19) Correspondence: Frugal Mom's has requested approval to put blankets out on benches for unhoused people. The Commission would approve notices near benches with where to find necessities nearby, but blankets left out may not find the people in need.
- 20) Councilors Comments:
- 21) Commissioners Comments:

Next Regular Meeting December 13, 2023 at 9 a.m.



Brian Banks - Chairman



Kerry Graham – Clerk Treasurer