



VILLAGE COMMISSIONERS OF GREENWOOD (VOG)

REGULAR COMMISSION MEETING: MINUTES
October 23, 2024 @ 9:00 a.m.

- 1) **Call to Order:** Chairman Banks called to order at 9:01am
- 2) **Present:** Chairman Banks; Commissioner Sealby (Vice Chair); Commissioners Baker; Colbourne, Spinney, Clerk-Treasurer Kerry Graham; Administration Assistant Grace Dunham
- 3) **Absent:** none
- 4) **Disclosure of Conflict-of-Interest Issues:** none
- 5) **Additions to Agenda:** Item 16e. list of PW items for disposal
- 6) **Approval of Agenda:** Regular Commission Meeting Agenda October 23, 2024.

MOVED/SECONDED by Commissioners SEALBY/BAKER that the AGENDA for the Regular Commission Meeting on October 23, 2024, be approved with the addition of item 16e.
CARRIED

- 7) **Approval of Minutes:** Regular Commission Meeting minutes September 18, 2024.

There being no errors or omissions, Chairman Banks declared the MINUTES for the Regular Commission Meeting on September 18, 2024 approved as circulated.

- 8) **Business arising from the Minutes:**
 - a. Christmas Tree light up - CT is working on the last post being installed and the temp power pole becoming permanent to add string lights at Christmas to form a 50' tree for an annual celebration. NS Power has completed scope, electrician is ready. A TREE LIGHTING Celebration to be organized for NOVEMBER 29, 2024 at 7pm. Hot chocolate and music if possible.
 - b. Running man Exit signs – Electrician is installing last week of October
- 9) **Reports:**

- a. ANSV: Chairman Banks reported on ANSV AGM and Conference, Code of Conduct.
- b. Banks Audit Committee: Commissioner Sealby - No report
- c. County of Kings: Building & Development Statistics - circulated
- d. Greenwood Water Source Committee: Commissioner Bob Baker no meeting
- e. Joint Accessibility Advisory Committee (JAAC): Commissioner Sealby reported on Autism action plan and the Provincial awards.
- f. Physicians Recruitment & Retention Committee: Grace Dunham updated on the planning of a Christmas festival, wreaths for doctors, clinic improvements in Kingston and 6 new doctors starting in the Valley.
- g. REMO: Commissioner Sealby reports Alert ready has been passed to CAO's at Municipality, a resource package will soon be available, November 1 will roll out a public survey, 79 wildfires/7 in Kings County were reported this fire season, 27 comfort centers available. Hurricane season has ended with no major storms this year. Continue to encourage persons to register for the Vulnerable persons registry.

10) **Financial Report:** Updated October 18, 2024.

MOVED/SECONDED by Commissioners SEALBY/COLBOURNE that the FINANCIAL Statement dated October 18, 2024, be approved as AMMENDED 85% typo under transport services should read 15%. CARRIED

11) **List of outstanding items**

- a. Banners 2.0 – Ready to install – Clerk can organize another first flag ceremony with 7Arts, need a date.
- b. Curb/landings at crosswalks – KFC sidewalk. Formally accepted the WSP quote submitted by Colin Fogarty Sept 4/24 and informed him of the commission's request for WSP to oversee the project. CT reported on zoom meeting with Colin Fogarty and Peter Gorman Oct 22. Commission would like CT to add the Bridge St corner, replacing the old paved portion to meet flush with the concrete sidewalk on Bridge St. Request sent to WSP Oct 23/24 by CT
- c. New building design plan – On hold
- d. Village clothing – Admin Grace Dunham working on.
- e. Boardroom chairs – Two options have arrived for the Commission to choose from. CT to order 1 more vinyl and 9 more cloth chairs from Leons.- order placed Oct 23/24
- f. Waste sorting stations – 3 arrived and are awaiting installation. PW to pour 3 pads has been put on task list.
- g. Bat Houses – CT picked 3 up in Kentville on August 26, 2024 – Added to the list for PW
- h. Fire exits should be updated to running person – MP Electric installing this week.

- i. Ribfest Hwy sign installation – Added to PW list
- j. Permanent Power Pole and daycare LEDs – MP Electric
- k. Garden bed on Bridge St – quotes presented and discussed

MOVED/SECONDED by Commissioners SEALBY/COLBOURNE to accept Landscape Guru's quote to install garden bed 10x12 size on Bridge St with work to commence asap. CARRIED

- l. CT sourcing pet waste disposal signs. – In progress
- m. CT to investigate bookkeeping service – service or more staff was discussed. With VOG becoming very busy over the last couple of years and continued growth expected the office duties are increasing beyond current staffing.

MOVED/SECONDED by Commissioners SEALBY/SPINNEY to proceed with a posting for a Part time ACCOUNTING CLERK for A/R, A/P, Payroll up to 20 hours per week starting February 2025. CARRIED

- n. 2011 CHEV due for safety in February – requires rust repair. Commission viewed quotes and accepted Balsor's quote to repair, CT scheduled appointment for Nov 4, 2024. Within repair/maintenance budget amount.
- o. Sewer line clean outs - Civic building, scoping to be done last week of October work to be completed prior to winter.

New Business:

12) **Municipal Election:** Results

Mayor: Dave Corkum

District 1: Everett MacPherson (acclaimed), District 2: Doug Gates, District 3: Robbie Hiltz, District 4: Riley Peckford (acclaimed), District 5: Tim Harding District 6: Bob Best, District 7: Emily Lutz , District 8: Christina Sappington, District 9: Peter Allen

The unofficial count shows 12,805 votes cast, with 31.7% of eligible voters participating

- 13) **Growth and Renewal for Infrastructure Development Program:** Grant for up to 50% of costs including engineering services, project management, construction, inspection and equipment acquisition. Acceptable projects include 1. Water, Wastewater, Stormwater 2. Climate Change Adaptation. 3. Accessibility – Capital projects to comply with Accessibility Act. Projects supported by accessibility plans. Accessibility improvements to municipal infrastructure including sidewalks and active transportation. Commission agreed the CT is to continue working on the GRID application with WSP and MOK for the Whittington to Bridge St/Central sidewalk project. To be submitted prior to Dec 13/24.

- 14) **Clements Park Concerns:** CT has met with Chris Palmer and Peter Harrison, Special Advisor Department: Municipal Affairs and Housing. Also visited and connected with Mike Eden of Homestead Market development in Quinte Ontario. Nichols and Parsons had contracts to remove all the infrastructure when old MQs were removed.
- 15) **CT requests to use vacation days in November/early December:** CT has 20 vacation days, 12 left to use up by end of year. CT vacation request is all Mondays in November/December for a total of 7. Working a minimum of 2 days per week in the office/2 days outside office/1 vacation day per week. Grace will be in the office on Monday, Tuesday, Thursdays 9-2pm.

MOVED/SECONDED by Commissioners SEALBY/BAKER to accept the work/vacation schedule for November and December as submitted. CARRIED

- 16) **Public Works Update:**
- a. The ditch cutter is broken and taken to Kubota for repairs. Picked up metal in a ditch.
 - b. Rust/Body Repairs to 2011 Chevrolet: Due for safety in February. Will not pass with current rust damage. Gathered quotes.
 - c. Grub infestation in soccer field.
 - d. Electrician completed the lighting upgrades in the Civic building. All are now LED.
 - e. PW list of items around yard to dispose of during clean up.

MOVED/SECONDED by Commissioners SEALBY/SPINNEY to dispose of all listed items supplied by PW on Oct 21/24 determined by Commission to have no commercial value. CARRIED

- 17) **Code of Conduct:** *Whereas the Minister of Municipal Affairs and Housing for the Province of Nova Scotia has made the Code of Conduct for Village Elected Officials Regulations, N.S. Reg. 220/2024 (“the Regulations”); and, Whereas villages are required to adopt the model code of conduct prescribed by the Regulations on or before December 19, 2024, pursuant to section 4(1) of the Regulations and section 408AB of the Municipal Government Act;*

MOVED/SECONDED by Commissioners SEALBY/COLBOURNE the Village of Greenwood Commission adopts the model Code of Conduct. CARRIED

Therefore, be it resolved that the Commissioners of the Village of Greenwood hereby adopt the model code of conduct as set forth in Schedule “A” to the Regulations, which shall be titled the “Code of Conduct for Elected Officials of Greenwood.


MOVED/SECONDED by Commissioners SEALBY/BAKER that adopted code of conduct shall be titled “Code of Conduct for Elected Officials of Greenwood” CARRIED

The CT will look into the next step of retaining an investigator.

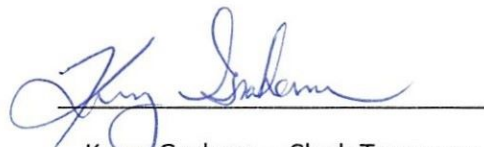
- 18) **Correspondence:** a. Hall of Fame – Commissioner Sealby will attend the meeting November 18. b. MOK B&B’s Commissioner Banks will attend c. AMANS courses – CT and AA are to register and attend if possible, d. Agreements with Municipalities.
- 19) **Councilors Comments:** none present
- 20) **Commissioner Comments:** Commissioner Colbourne and Chair Brian Banks will both be attending the NS Crime Prevention Symposium November 14 and 15, 2024 in Halifax.

Commissioner Baker motioned to adjourn at 11:44am.

Next meeting will be at 9am on November 20th, 2024.



Brian Banks - Chairman



Kerry Graham – Clerk-Treasurer