



## VILLAGE COMMISSIONERS OF GREENWOOD (VOG)

REGULAR COMMISSION MEETING: MINUTES

July 16th, 2025 @ 9:00 a.m.

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- 1) **Call to Order:** Chairman Banks called the meeting to order at 8:58am
- 2) **Present:** Chairman Banks, Vice Chair Spinney, Commissioners Baker, Colbourne, and Gaudet-Forbes, Clerk-Treasurer Kerry Graham, and Administrative Clerk Lindsay Ahearn
- 3) **Absent:** none
- 4) **Disclosure of Conflict-of-Interest Issues:** Commissioner Colbourne recused himself from the bid awarding in item 17.
- 5) **Additions to Agenda:** In camera meeting added to end.
- 6) **Approval of Agenda:** Regular Commission Meeting Agenda July 16, 2025.

MOVED/SECONDED by Commissioners SPINNEY/BAKER that the AGENDA for the Regular Commission Meeting on July 16, 2025, be approved as amended. CARRIED

- 7) **Approval of Minutes:** Regular Commission Meeting minutes June 18, 2025.

There being no errors or omissions, Chairman Banks declared the MINUTES for the Regular Commission Meeting on June 18, 2025 approved.

- 8) **Business arising from the Minutes:**
  - a. AGM recap- Increased attendance was noted
  - b. Election – Welcome Commissioner Gaudet-Forbes
- 9) **Reports:**
  - a. ANSV: Chairman Banks- meeting July 17<sup>th</sup> for quarterly meeting, AGM to be held in Port Williams this year.
  - b. County of Kings: Building & Development Statistics
  - c. Greenwood Water Source Committee: Commissioner Bob Baker- no report
  - d. Joint Accessibility Advisory Committee (JAAC): Lindsay Ahearn- no report
  - e. Physicians Recruitment & Retention Committee: Lindsay Ahearn- Committee receiving feedback from Physicians that they need some crucial equipment to

- keep doctors in the area to work. Fundraising is being launched to address concerns and acquire another large piece of equipment for Soldiers Memorial
- f. REMO: Commissioner Colbourne- no report

10) **List of outstanding items**

- a. CT New building design plan – in progress.
- b. CT Ribfest – July 25, 26, 27<sup>th</sup> New sponsors, layout, event permits, insurance, liquor license, vendors, musicians, additional entertainment all confirmed. Advertising has begun on 3 radio stations, CBC coverage has been secured and AC/CT have been working on digital/social campaign.
- c. AC Website Updating – Lindsay Ahearn has been working with Les Coleman and Jeff Hanshaw to update current webpage. A redevelopment of website is needed to optimize into a supported format which will create accessibility and a better flow layout. Commission approved the proposal.
- d. CT Central Ave Sidewalk project – tender update item 17.
- e. Village Clothing – CT and AC will investigate options and obtain samples or catalogues to present to Commission.
- f. New free-standing poles and flags for office arrived - Commissioner Colbourne noted there should be a Maple leaf topper and flag spreaders – CT to order additional parts.

**New Business:**

- 11) **Comparative Income Statement:** July 10, 2025 circulated.

MOVED/SECONDED by Commissioners COLBOURNE/BAKER that the COMPARATIVE INCOME STATEMENT updated on July 10, 2025, be approved. *CARRIED*

- 12) **Canada Day Celebration:** CT presented budget and report on event. Community hours began, the event came in just under budget and was well received by the community.

- 13) **Commissioner Training:** On July 3<sup>rd</sup> CT forwarded information from Jason Haughn regarding updated training for Commissioners. CT will investigate some possible dates for training. CT received completion certificates for Code of Conduct training for all Commissioners that were appointed prior to June. New Commissioner Janelle Gaudet-Forbes has registered for the Code of Conduct training.

- 14) **Remembrance Day Wreath:** Commissioner Colbourne discussed a new, larger Remembrance Day wreath. Since there was an increase in the 25/26 budget for this item, it was agreed upon to go with a 20" wreath. Commissioner Colbourne will arrange.

- 15) **Regular Monthly Commission Meetings:** Commissioner Colbourne discussed the possibility of a new time for monthly meetings. Most Commissioners preferred the current time; it was noted staff would need to be compensated for additional/evening hours. It was agreed that the Commission will hold the October 21, 2025 Regular Commission meeting at 6pm as a trial.
- 16) **Grant Civic Field Upgrades:** CT provided an update. Construction of the Labyrinth has begun in the lower civic field. CT has requested quotes for a center gazebo.
- 17) **Central Sidewalk Tender Information:** CT posted for tender July 4, bidding closed July 15. Two bids were received. CT provided scope of work comparison details in depth to the Commission, discussion and a recess (10:12am-10:20am for CT to call bidders for acceptance of an expedited timeline to fit NSPW resurfacing project).

*MOVED/SECONDED by SPINNEY/GAUDET-FORBES That the Village accepts Sheehy Construction Limited as the winning bid for sidewalk based on a written confirmation of September 30<sup>th</sup> completion date. CARRIED*

- 18) **Public Works Update:**
- Balcony repairs completed.
  - Paving completed
  - YMCA no trespassing signs for playground are permitted.
  - Task list updated July 11, 2025 and circulated.

*MOVED/SECONDED by Commissioners COLBOURNE/GAUDET-FORBES that the PUBLIC WORKS TASK LIST updated on July 11, 2025, be approved. CARRIED.*

- 19) **Correspondence:**  
None
- 20) **Councilors' Comments:**  
n/a
- 21) **Commissioner Comments:**  
none

22) **In Camera Meeting:**

MOVED/SECONDED by Commissioners COLBOURNE/SPINNEY to go "in Camera" at 10:42am.

CT will provide direction by email to PW Lead Hand to provide PW Ribfest work schedule and selected days off to CT and PW staff by 4pm July 21<sup>st</sup>, 2025. In future, PW Lead Hand is to provide a minimum of 2 weeks' notice for scheduled events overtime to CT, PW staff, volunteers. CT will schedule the volunteer today to be supervised by PW Lead Hand during Ribfest event.

MOVED/SECONDED by Commissioners BAKER/ GAUDET-FORBES to come out of "in Camera" at 11:01am.

Commissioner BAKER motioned to adjourn at 11:14am

The next Regular Commission meeting will be held on August 20th, 2025 at 9am.

  
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Brian Banks - Chairman

  
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Kerry Graham – Clerk-Treasurer