

The Village of Bible Hill Commission in Committee Meeting was held on June 11, 2013 in the Village Office, 67 Pictou Road. The Clerk and Treasurer called the meeting to order at 7:00 pm; the meeting adjourned at 8:07 pm.

Call to Order

Commissioner Burke
Commissioner MacCormick
Commissioner McLean
Commissioner McLeod
Commissioner Van Kroonenburg

Staff: Clerk and Treasurer Christianson
Recording Secretary Curry

In Attendance: Councillor Blair, County of Colchester
M. Chiasson, Truro Daily News
N. Loomer, Village Resident

The Clerk congratulated Commissioner Burke and Commissioner Van Kroonenburg on their re-election by acclamation to the Commission. He stated that the two commissioners had been duly sworn in by County CAO (Municipal Clerk) Ramish Uumat earlier that day. The Clerk asked if there were any comments regarding the upcoming election for Chair and Deputy Chair.

Election of Officers and Appointment to Committees

Election of Chair and Deputy Chair

The Clerk and Treasurer led a brief discussion the voting procedures for the election of Chair and Deputy Chair. Each Commissioner is eligible to vote for the Commissioner of their choice by ballot. The scrutineers were Councillor Blair and Village Resident N. Loomer. The ballots will be destroyed after the appointments.

Commissioner Tom Burke was elected Chair and Commissioner Lois MacCormick was elected Deputy Chair.

*Moved by McLeod
Seconded by Van Kroonenburg*

"That the scrutineers destroy the ballots."

Motion carried.

The ballots were shredded.

Chair	Burke
Deputy Chair	MacCormick

Major Committees

Finance and Audit Committee

The Finance Committee and Audit Committee is a full committee of the commission. The role of the committee is to oversee budget development, review the audited reports, and supervise village expenditures. All commissioners have signing authority, cheques require two signatures.

Protective Services

Chair	Van Kroonenburg
Deputy Chair	MacCormick

The Protective Services Committee oversees the Village's responsibility for the fire brigade, the Bible Hill Safety Advisory Committee, the Bible Hill Emergency Planning Committee and the School Crossing Guard Program.

Environmental Services

Chair	McLean
Deputy Chair	McLeod

The Environmental Services Committee is responsible for water systems, sewer systems, storm water drainage, urban forest and environmental protection/development in our community.

Transportation Services

Chair	MacCormick
Deputy Chair	Van Kroonenburg

The major responsibilities of this committee are the maintenance and improvements to sidewalks and other transportation issues.

Recreation & Cultural Services

Chair	McLeod
Deputy Chair	McLean

Recreation & Cultural Services is responsible for the development and management of recreational and cultural activities in the community. The Chair sits on the Parks & Recreation Committee, which has been developed to assist the village with the development of recreation programs and facilities.

Other Committees

Municipal Boundaries Committee

Village Chair	Burke
Village Deputy Chair	MacCormick

The original function of the committee was to oversee the village's boundaries with the County of Colchester and review the sharing of services between local municipal units.

By-Law Committee

Village Chair	Burke
Village Deputy Chair	MacCormick
Solicitor	England
Clerk and Treasurer	Christianson

The By-Law Committee implements, reviews, and provides support services to the commission on village by-laws.

Personnel Committee

Village Chair	Burke
Village Deputy Chair	MacCormick
Clerk and Treasurer	Christianson

The Personnel Committee oversees the implementation and development of personnel policies and employment guidelines for village staff.

External Committees

Chamber of Commerce	Christianson
60 th Anniversary Committee	MacCormick and McLean
Nova Scotia Provincial Exhibition Commission	Burke

Deputy Chair MacCormick assumed the Chair.

Approval of Committee Appointments

Moved by McLeod

Seconded by McLean

"That the Commission in Committee recommends that the Village of Bible Hill approve the committee appointments."

Motion carried.

Approval of the Agenda

Moved by Burke

Seconded by McLeod

"That the agenda be approved as presented."

Motion carried.

Review and Approval of the Minutes of May 14, 2013

Moved by Van Kroonenburg

Seconded by McLeod

"That the minutes of May 14, 2013 be approved as presented."

Motion carried.

Miscellaneous Business including Delegations

Councillor Blair reported on recent topics being discussed by County Council. An increase in Council remuneration will be approved at the Thursday Council Meeting. Councillor Blair has recently returned from a conference in Vancouver where she participated in many workshops

and networking on relevant subjects such as rural infrastructure, gas tax monies, and the Building Canada Fund. Locally, windfarms have been a controversial topic. Chair Burke asked Councillor Blair how much the consultant charged for the remuneration study. Councillor Blair will get back to the Commission with an answer.

Business Arising out of the Minutes

- Amending by-laws to allow for changes in voting hours for Village elections

A discussion was held on the pros and cons of changing and/or increasing the voting hours and days for the Village Election. The object would be to get more voters out. The Clerk was tasked with getting a number count of voters for the last two years for both the Advance Poll and Election Day. The Clerk estimated the increased voting hours would cause an approximate 10-20% increase to the cost of the election. This will be further discussed at the next meeting. If changed, this by-law would have to get Ministerial approval.

New Business

- **Recreation Facility Development Grant**

The Clerk reported on the recently received grant from Nova Scotia Department of Health and Wellness. The Village had requested \$100,000 but has been approved for \$70,000. The difference will be taken out of current revenues.

Commissioners are reminded of the Construction Meeting tomorrow, Wednesday, June 12th at 1:00 pm here in the Village Chambers.

- **Rotary Yearbook Photo**

A notice has been received from Tobias Portraiture to have the yearly Rotary Yearbook photo taken early this year.

*Moved by McLean
Seconded by McLeod*

"That the Commission in Committee recommends that the Village of Bible Hill take out an ad in the Rotary Yearbook and proceed to schedule the photo with a cost similar to last year."

Motion carried.

- **Sale of Surplus Fire Vehicle**

*Moved by Burke
Seconded by Van Kroonenburg*

"That the Commission in Committee recommends that the Village of Bible Hill begin the advertising process again for the surplus fire vehicle with a minimum bid listed as \$15,000."

Motion carried.

- **College Road Bikeway Corridor; Open House June 19, 4:00 - 7:00pm**

The Clerk explained in detail the starting and stopping location of the proposed bikeway corridor, which will begin at the Salmon River Bridge on Main Street and progress under the subway tunnel, and turn on to College Road. It will be on the south side of the entire length of College Road. The County of Colchester has engaged the engineering firm of CBCL to do a study of this corridor and will be looking at the route and considering possible obstructions. Any trees to be removed will have a new tree replacement. All construction will be on Transportation and Infrastructure Renewal property. The Clerk has asked CBCL to once again study the crosswalk possibility on College Road at the intersection of Vimy Road. This will eliminate the need for the Village to construct a section of sidewalk on the north side of College Road. This active transportation corridor will be promoting healthy lifestyles and providing a safe place to walk and bike. Dalhousie University is very supportive of this project and is represented on the Steering Committee.

- **Annual Ceremonial Review, Navy League - Sunday, June 16, 2013**

The Administrative Assistant will send regrets on behalf of the Commission.

- **Installation of Snow Plow on new service truck**

*Moved by Burke
Seconded by McLean*

"That the Commission in Committee recommends that the Village of Bible Hill approve the low bidder purchase of a BOSS plow from Geoff Steward Welding at a price of \$5,380 + HST."

Motion carried.

- **Bible Hill Recreation Park - Former Landfill Site Monitoring**

*Moved by Van Kroonenburg
Seconded by Burke*

"That the Commission in Committee recommends that the Village of Bible Hill retain Dillon Consulting for a continuation of the monitoring at the former landfill site at a cost of \$7,800 + HST."

Motion carried.

- **Payroll Outsourcing**

The Clerk explained that the Village auditors have requested three changes in their financial procedures:

1. Clerk transmitting payroll
2. Clerk administration of accounting software, and
3. Clerk writing receipts for money received.

To rectify two of these points, the Clerk has suggested that the Village outsource payroll functions. The Finance Officer will still be required to key in hours worked. The company

chosen will do all calculations and also transmit funds. Pay slips will now only be available on line.

*Moved by Burke
Seconded by McLeod*

"That the Commission in Committee recommends that the Village of Bible Hill engage Payworks to administer and transmit payroll for the Village of Bible Hill ending March, 2014."

Motion carried.

Because of the small size of the Village Office, the Clerk will still be able to write receipts in the event of both the Finance Officer and the Recreation Director being unavailable.

Adjournment

*Moved by Burke
Seconded by McLeod*

"That the June 11, 2013 Commission in Committee Meeting of the Village of Bible Hill be adjourned."

Motion carried.

The meeting adjourned at 8:07 pm.

Deputy Chair Van Kroonenburg _____

Recording Secretary Curry _____

Clerk and Treasurer Christianson _____