

The Village of Bible Hill Regular Monthly meeting was held on March 20, 2018 in the Village Office, 67 Pictou Road. Chair MacCormick called the meeting to order at 7:00 pm; the meeting adjourned at 8:35 pm.

Call to Order: Chair MacCormick
Commissioner Bell
Commissioner Kennedy
Commissioner Mellish
Deputy Chair Van Kroonenburg

Staff: Clerk and Treasurer Christianson
Recording Secretary Ogden
Solicitor Roper, Burchell MacDougall

Review and Approval of the Minutes of February 20, 2018 and March 13, 2018

*Moved by Van Kroonenburg
Seconded by Kennedy*

That the meeting minutes February 20, 2018 March 13, 2018 minutes be approved with amendments: (a) the name of the recording secretary and (b) clarification of procedure for the next steps in the Easy Living planning approval process.

Motion carried

Review and Approval of Agenda, Call for New or Other Business

*Moved by Bell
Seconded by Kennedy*

That the agenda be approved as presented.

Motion carried.

Call for Declaration of Conflict of Interests

The Chair called for any declarations of conflict of interest and no conflict was declared.

Miscellaneous Business Including Delegations

There were no delegations or miscellaneous business this evening.

Business Arising out of the Minutes

- Commission in Committee Report

*Moved by Van Kroonenburg
Seconded by Kennedy*

That the Village of Bible Hill purchase and plant a tree in memory of RCMP Cst. Frank Duschene at 69 Pictou Road.

Motion carried.

*Moved by Van Kroonenburg
Seconded by Bell*

That the Village of Bible Hill increase the Fire Brigade Convention Budget to a maximum of \$3,500 to allow for a third fire brigade member to attend the Annual Fire Chief's Conference.

Motion carried.

- **2018 - 2019 Draft Budget Review**

The Clerk reviewed both the Operating and Capital 2018-19 budgets. The tax rate has remained the same as 2017-2018 year. Various amendments have been made to general government services after discussions. A 10% increase in Clerk Salary to accommodate 1 month overlap of salaries, 2.5% salary increases. Fire protection services convention budget was increase to a maximum of \$3,500. The Clerk was given authorization to pay the salaries increases starting April 1st prior to budget approval.

The Capital Expenditures will be adjusted to reflect an addition of \$20,000 for audio/visual equipment in the hall and the chambers. The Capital from Revenue will increase from \$475,000 to \$495,000.

- **Reserve Fund Balances - February 2018**

Capital Reserve	1,017,693
Operating Reserve	295,232
Maintenance Reserve	35,080
Fire Reserve	307,235
Recreation Reserve	42,016

The Clerk outlined that the Transfer to Reserves is set by policy.

- **Fire Vehicle RFP**

The Clerk received the revision tender yesterday; he has asked the Fire Chief and the rest of the Truck committee to do a final review of the RFP. The Clerk will post the RFP the first week in April and have a minimum of a 6 weeks closing date from date of posting, to have the RFP reviewed in June and addressed at the June 19th regular monthly meeting.

*Moved by Kennedy
Seconded by Van Kroonenburg*

That the Village of Bible Hill permit the Clerk to move forward with the procurement process for the Fire Vehicle RFP and start advertising the first week in April.

Motion carried.

- **Sidewalk Farnham Road / Park Street**

The Clerk requested clarification on the decision relating to the request for a sidewalk on Park Street as discussed in the recent Commission in Committee meeting. The commission agreed that they would not be proceeding with the design or construction of the sidewalk on Park Street due to the current flooding conditions in the area. The Village would be interested in partnering with the installation of a sidewalk when and if the road and bridge are rebuilt.

Review of Correspondence

- **Bible Hill Cemetery Company**

The correspondence was reviewed from the Cemetery Company. It was agreed to send correspondence congratulating Christine Blair being elected as president, address the Village brochure not identifying the location of the Cemetery and express our gratitude for their co-operation with the Pat Mahaney Bike Trail.

- **District 1 and 11 Open House**

The Commission was invited to attend the Open House on April 11th at BH Consolidated School Gymnasium. All commissioners agreed to attend the session.

Reports of Commissioners and Clerk and Treasurer

- **Commissioner Bell**

Commissioner Bell reported on the Farnham Brook stabilization. This project has been postponed due to weather conditions, the Provincial fund has a March 31st cutoff date, therefore we will not be able to access the grant. In the summer when the project is completed Colchester will be contributing 50% and the Village will be contributing 50%, it is estimated to cost \$7,000-\$10,000, Village share. He also outlined he attended the Easy Living PAC hearing.

- **Commissioner Kennedy**

Commissioner Kennedy reviewed the February and March Fire Brigade report. The Brigade is selling tickets on a wooden fire truck and peelers. The Fire Brigade Auction is May 23rd.

- **Commissioner Mellish**

Commissioner Mellish reported that he attended the Easy Living PAC hearing.

- **Deputy Chair Van Kroonenburg**

Deputy Chair Van Kroonenburg read the Recreation Report that included updates on March break recreation activities in the Village, Ceilidh Dancing session and the upcoming Volunteer Banquet scheduled for April 18th. The Village received 4 Parks and Recreation Committee applications. The Recreation Director will be hosting three community feedback presentation and meeting that will focus on specific activities that are May, July and November.

- **Clerk and Treasurer Christianson**

The Clerk reported that the transition to the Public Service Plan would not be taking place April 1st but rather June. MERCER were unable to help with the transition process; the Clerk will complete the transfer details and with a June 1st target date.

- **Chair MacCormick**

Chair MacCormick reported that she attended the Easy Living PAC hearing, Canada Day meeting and Personnel Committee meeting on March 19th.

Accounts

Moved by Bell

Seconded by Kennedy

That the Village of Bible Hill approves the accounts for payment.

Motion carried.

New Business

- **Fire Services Survey**

The Clerk reported that he completed a Fire Services Survey with the Province. The survey was inquiring how the brigades were funded, mutual-aid and insurance data. Once the data is released he will bring it forth to the commission.

- **Replacement Criteria for Fire Vehicles**

The Clerk reviewed the Fire Underwriters Survey technical bulletin relating to the replacement and need to replace fire vehicles. The Village also has a policy that allocates the transfer of funds to fire reserve; we also inspect and perform an annual test on our fire vehicles. Another avenue to the Village is to hire a fire underwriter to do an analysis on our brigade needs and make recommendations relating to equipment and fire vehicle purchases. The Clerk said this could be an avenue to the commission could look into for future fire vehicle purchases.

- **P&R Committee Appointments**

The Village currently has 6 vacancies for the P&R Committee; we received 4 applicants who are reapplying for their committee appointments. The Clerk recommended we accept the 4 applicants, 2 are appointed for 1 year term and 2 are appointed for 2 year terms to stagger the terms.

*Moved by Kennedy
Seconded by Bell*

That the Village of Bible Hill appoint Judy Joy and Mark McGarrigle the 2 year terms and Foster Steward and Doug Wile a 1 year term position on the P&R Committee.

Motion carried.

- **Volunteer Nominations**

The Clerk reviewed that we had 12 volunteer nominations submitted, 2 Long Term, 9 Outstanding and 1 youth award.

*Moved by Mellish
Seconded by Bell*

That the Village of Bible Hill accepts the 12 volunteer nominations submitted for the 2018 Volunteer Banquet.

Motion carried.

- **69 Pictou Road Roof Inspection**

The Clerk reviewed with the commission that the Village hired Tremco to do roof repairs to the 69 Pictou Road Building, as part of the warranty we are required to have periodic roof inspections. Tremco is suggesting that we do a scan of the roof, the scan will assist with seeing hidden problems that cannot be viewed by a visual inspection, and this fee is \$1,800. The Clerk recommended we proceed with hiring Tremco to perform a visual inspection of 69 Pictou Road roof.

*Moved by Mellish
Seconded by Van Kroonenburg*

That the Village of Bible Hill engage Tremco to perform a roof scan of 69 Pictou Road at a cost of \$1,800 plus HST in fiscal year 2018 - 2019.

Motion carried.

Closed Session - Personnel Issues

*Moved by Van Kroonenburg
Seconded by Kennedy*

That the Regular Monthly Meeting be adjourned to a Closed Session.

Motion Carried.

At 8:07pm the Commission went into a Closed Session.

The Closed Session adjourned back to the Regular Monthly Meeting at 8:24pm.

Moved by Van Kroonenburg

Seconded by Bell

That the Village of Bible Hill delete the sentence "Only one member per family may be hired unless approved by Village Commissioners due to exceptional circumstances" from the Summer Staff hiring Policy.

Motion Carried.

Moved by Van Kroonenburg

Seconded by Kennedy

That the Village of Bible Hill engage the firm of Gerald Walsh Associated Inc. to provide professional services (including advertising) for the executive search package for the staffing of the Clerk and Treasurer position. The fee for this service is \$17,000 plus HST.

Motion Carried.

Moved by Van Kroonenburg

Seconded by Kennedy

That the Village of Bible Hill approve the following membership of the Village of Bible Hill Personnel Committee to manage the staffing process for the Clerk and Treasurer position: the Bible Hill Village Chair, Deputy Chair and Lawyer. The Clerk and Treasurer shall provide administrative support services to the Committee.

Motion Carried.

Moved by Van Kroonenburg

Seconded by Kennedy

That as the current Clerk and Treasurer Robert Christianson will retire effective April 2, 2018; and given the fact that staffing of the position is not projected to be completed until August 2018; the Village of Bible Hill approve a six-month fixed term contract to Robert Christianson as Clerk and Treasurer from April 2, 2018 to September 30, 2018. Remuneration will be at Step Five of the salary scale for Clerk and Treasurer, with benefits provided by the Bible Hill Personnel Policy for Fulltime Village Staff. The exception to the benefits provided will be no accumulation of vacation leave credits during the fixed term contract.

Motion Carried.

Adjournment

*Moved by Van Kroonenburg
Seconded by Kennedy*

That the March 20, 2018 Regular Monthly Meeting of the Village of Bible Hill be adjourned.

Motion carried.

The meeting adjourned at 8:35 pm.

Chair MacCormick

Recording Secretary Ogden

Clerk and Treasurer Christianson
