

Village of Bible Hill
Commission in Committee Meeting
June 13, 2017

The Village of Bible Hill Commission in Committee Meeting was held on June 13, 2017 in the Village Office, 67 Pictou Road. Clerk and Treasurer Christianson called the meeting to order at 7:00 pm; the meeting adjourned at 7:58 pm.

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

Staff: Clerk and Treasurer Christianson
Recording Secretary Curry

In Attendance: Village resident Mr. Logan

After the meeting was called to order, the election of Chair and Deputy Chair took place. Village resident Mr. Logan and Recording Secretary Curry were the scrutineers. The ballots were shredded after the voting.

Election of Chair and Deputy Chair 2017/2018

Chair	MacCormick
Deputy Chair	Van Kroonenburg

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 and cheques require two signatures.

- **Protective Services**

Chair	Kennedy
Deputy Chair	Van Kroonenburg

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

- **Environmental Services**

Chair	Bell
Deputy Chair	Mellish

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	Mellish
Deputy Chair	Bell

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

- **Recreation & Cultural Services**

Chair	Van Kroonenburg
Deputy Chair	Kennedy

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	MacCormick
Village Deputy Chair	Van Kroonenburg

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	MacCormick
Village Deputy Chair	Van Kroonenburg
Solicitor	Roper
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	MacCormick
Village Deputy Chair	Van Kroonenburg
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	Bell
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After the committee elections Deputy Chair Van Kroonenburg took the Chair.

Review and Approval of the Agenda, call for new or other business

Moved by Bell

Seconded by Kennedy

That the agenda be approved as presented.

Motion carried.

- **Review of the Meeting and Procedures Policy**

The Clerk reviewed the Village of Bible Hill's Meeting and Procedures Policy. This policy determines the way the Commission governs the meetings. The Commission was requested to

review this policy in detail and bring forward questions or concerns to the June Regular Monthly Meeting.

- **Review of the Upcoming Meeting Schedule**

The Clerk reviewed the upcoming meeting schedule.

2017		
June 20	7:00pm	Regular Monthly Meeting
July 18	7:00pm	Regular Monthly Meeting
August 15	7:00pm	Regular Monthly Meeting
September 12	7:00pm	Commission in Committee
September 19	7:00pm	Regular Monthly Meeting
October 10	7:00pm	Commission in Committee
October 17	7:00pm	Regular Monthly Meeting
November 14	7:00pm	Commission in Committee
November 21	7:00pm	Regular Monthly Meeting
December 12	7:00pm	Commission in Committee
December 19	7:00pm	Regular Monthly Meeting
2018		
January 9	7:00pm	Commission in Committee
January 16	7:00pm	Regular Monthly Meeting
February 13	7:00pm	Commission in Committee
February 20	7:00pm	Regular Monthly Meeting
March 13	7:00pm	Commission in Committee
March 20	7:00pm	Regular Monthly Meeting

- **Media Communications**

The Clerk reviewed with the Commission that the spokespeople for the Village of Bible Hill are the Chair and the Clerk. The exception to this would be the Parks and Recreation Director who speaks on behalf of recreation related events. The Village website is maintained for Village events and the Village Facebook page is maintained for recreation events. Commissioner Mellish requested additional updates for the website and working on ways to make the Village residents aware of what goes on in the Village and what their Commission does.

- **Transfer of \$280,000 from Operating Reserve to Operating Fund**

*Moved by Kennedy
Seconded by Bell*

That the Commission in Committee recommends that the Village of Bible Hill transfer \$280,000 from Operating Reserve to Operating Fund.

Motion carried.

- **Clean Water Project Upcoming Meeting - June 19, 2017**

There will be bi-weekly progress meetings in the Village Chambers at 11:00am with the construction firm, the engineering firm, commissioners, and staff in attendance. These meetings are not mandatory but Commissioners are encouraged to attend to keep up to date on construction progress.

- **Banking Services**

The Clerk suggested to the Commission that it might be time to put out an RFQ for banking services. The RFQ will also be used to investigate electronic transfers and payments.

Moved by Mellish

Seconded by Kennedy

That the Commission in Committee recommends that the Village of Bible Hill instruct the Clerk to go forward with the development a RFQ for banking services.

Motion carried.

- **Snow Removal Contract**

Commissioner Bell excused himself from the table due to a potential conflict of interest.

The Clerk received a written proposal from Justaart Landscaping regarding their Snow Removal Contract with the Village.

Moved by Kennedy

Seconded by MacCormick

That the Commission in Committee recommends that the Village of Bible Hill engage Justaart Landscaping for a three-year term with the addition of additional information on paying labour rates for additional work not covered by the contract.

I move that the Village of Bible Hill engage Justaart Landscaping for a three-year term with the addition of additional information on paying labour rates for additional work not covered by the contract.

Motion carried.

- **Grant Thornton - Financial Statement 101 - August 15th at 6:00pm**

The Clerk has arranged for Grant Thornton to put on an information session for Commissioners on financial statements. It will be immediately preceding the August Regular Monthly Meeting.

- **Signing of CUPE Contract**

Moved by Bell

Seconded by Kennedy

That the Commission in Committee recommends that the Village of Bible Hill proceed with signing the 2-year CUPE contract.

Motion carried.

- **Adjournment**

Moved by Kennedy

That the June 13, 2017 Commission in Committee Meeting of the Village of Bible Hill be adjourned.

Motion carried.

The meeting adjourned at 7:58 pm.

Deputy Chair Van Kroonenburg _____

Clerk and Treasurer Christianson _____

Recording Secretary Curry _____