

The Village of Bible Hill regular monthly meeting was held on July 16, 2019 in the Village Office, 67 Pictou Road. Chair MacCormick called the meeting to order at 7:00 pm; the meeting adjourned at 8:37 pm.

Call to Order: Chair MacCormick  
Commissioner Burke  
Commissioner Kennedy  
Commissioner Pitcher

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

Regrets: Deputy Chair Van Kroonenburg

### **Review and Approval of the Minutes of June 18, 2019**

*Moved by Burke  
Seconded by Kennedy*

*That the meeting minutes of June 18, 2019 be approved.*

*Motion carried*

### **Call for New or Other Business and Review and Approval of Agenda**

- Closed session – Contract negotiations

*Moved by Kennedy  
Seconded by Pitcher*

*That the agenda be approved with the closed session addition.*

*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**

Clerk and Treasurer presented a draft letter to the Commission addressed to the Municipality of the County of Colchester that follows up on the Commission's previous

request for Federal Gas Tax funding allocation to a Village of Bible Hill project. The Commission discussed the letter. He then presented a draft letter to the Commission addressed to the Municipality of the County of Colchester regarding the responsibility of NSTIR and the County for the repaving of J-class roads in the Village. Clerk and Treasurer Bell reminded the Commission that the Chair is scheduled to attend a quarterly NSTIR meeting at Colchester Council Chambers on July 23<sup>rd</sup>.

*Moved by Kennedy  
Seconded by Pitcher*

*That the letters for Federal Gas Tax Funding and J-class Road Repaving to the County be sent by the Chair.*

*Motion carried.*

### **Business Arising out of the Minutes**

- Vendor reference check request (parking lot crack filling and sealing)

As requested by the Commission at the June Commission meeting, references were obtained by staff on both PPM Inc. and Pulse Property Services, both of whom were bidding vendors on and RFQ for parking lot crack filling and sealing and came highly recommended by larger construction/commercial vendors. The Commission reviewed the references and discussed. Clerk and Treasurer Bell recommended to award work to PPM, and include repainting of parking lot lines, that is not offered by Pulse.

*Moved by Kennedy  
Seconded by Pitcher*

*That the Village of Bible Hill award the work to PPM Inc. for \$15,329.25 +HST and \$950 for line painting.*

*Motion carried.*

### **Review of Correspondence**

Clerk and Treasurer Bell presented a letter from Farm Equipment Museum Chairman Mr. Page Baird requesting that the Village exempt the museum from future property taxes, explaining that they are seeking to establish a long-term lease on the museum property.

The Clerk and Treasurer noted to the Commission that the Municipal Government Act allows for the Village to exempt property taxes via section 429 and noted that the County of Colchester has a property tax exemption by-law for charitable and non-profit organizations, among others.

Clerk and Treasurer Bell noted that currently, the Nova Scotia Provincial Exhibition Commission (NSPEC), who own(ed) the lands is exempt from property taxes due to 1980s legislation. The title holder Nova Scotia Farm Loan Board (NSFLB) is also exempt from property taxes. It was noted that Village of Bible Hill and NSPEC, its successors and assigns have an agreement in place whereby a grant in lieu of property taxes on properties used for the purposes of harness racing shall be paid to Village of Bible Hill, but this would not involve the museum. The Clerk and Treasurer noted that the letter did not specify how, if in any way, the ownership of the lands where the Farm Equipment Museum is located would change hands, and so more information was needed to understand the request being made to Village of Bible Hill.

Clerk and Treasurer Bell noted that, if it comes to be known that the Farm Equipment Museum is somehow to obtain the title to the lands on which the museum is housed, that Village of Bible Hill could establish a property tax exemption by-law, if desired, to exempt certain organizations, such as the museum from property taxes.

*Moved by Burke*

*Seconded by Kennedy*

*That the Village of Bible Hill accept Farm Equipment Museum's letter as information and instruct the Clerk and Treasurer to send a letter in response advising the Farm Equipment Museum that the Commission will consider the request at a later date.*

*Motion carried.*

### **Reports of Commissioners and Clerk and Treasurer**

- **Commissioner Burke, Transportation Services**

Commissioner Burke noted that he attended Canada Day events, as well as that there was paving being done around the Village today. He also noted that there is a sinkhole on Saywood Dr, as well as a manhole on East Court Rd previously in need of repair has been repaired by NSTIR. Lastly, he mentioned that College Rd has broken pavement that needs to be reported before snowfall.

- **Commissioner Kennedy, Protective Services**

Commissioner Kennedy noted that there was no fire chief's report due to their meetings being on hold for the Summer. He then spoke about his attendance at the Canada Day events, and the Canada Day Committee meetings. Lastly, he noted that the new 2019 Spartan Fire Truck arrived yesterday.

- **Commissioner Pitcher, Recreation Services**

Commissioner Pitcher spoke about her attendance at the June 26<sup>th</sup> Parks and Recreation meeting, where they prepared for Canada Day and welcomed the new Parks and Recreation Director, Josh Kennedy. She also mentioned her attendance at the 2019 Canada Day parade and festivities.

- **Deputy Chair Van Kroonenburg, Environmental Services**

Deputy Chair VanKroonenburg was not in attendance. No report submitted.

- **Chair MacCormick**

Chair MacCormick spoke about her attendance at the well-attended June 28<sup>th</sup> Staff Social and noted that it was also the last day for the crossing guards before summer break. She also mentioned that she attended the Canada day meeting, parade and festivities, as well as the arrival of the new 2019 Spartan Fire Truck.

- **Clerk and Treasurer Bell**

Clerk and Treasurer Bell spoke about the launch of our new brand and noted that although there was a delay in banner installation due to receiving some of the wrong brackets, the banners were a success and the Village has received many compliments on them. The only thoughts to note for next time was that the logo did not stand out enough on the white background of the banner, so we will make sure to change the design with the next banners. He also noted the branded seedlings that were handed out at our Canada Day Parade and the Village floats with the new banners and decorations.

Next, Clerk and Treasurer Bell spoke about the arrival of our new 2019 Spartan Metro-Star pumper tanker after it's 3,400km journey from Fort Garry Fire Trucks and it being featured at the Atlantic Fire Leadership Conference in Moncton.

Clerk and Treasurer Bell then updated the Commission on a storm water run-off issue on Meadowland Ave. He met with PDI Engineering, and they informed him that they recommend to excavate the area around the storm drain culvert that isn't draining properly, to allow run-off to more easily make it to the inlet, and place some rock around the culvert to reduce build-up of plant and other natural materials from clogging the inlet. He also noted that since the mentioned storm drain is property of Nova Scotia Department of Transportation and Infrastructure Renewal, he will provide them with the information and request that they perform the work required to fix this issue.

Next, Clerk and Treasurer Bell spoke about installation of a proposed elevator/lift in the fire hall. He noted that PDI and their subcontractor MCW have been on site to review details of the installation, and that PDI will be forwarding draft plans to Colchester's building inspection department for review, as well as applying for up to \$50,000 from the Provincial government to go with the \$10,000 funding we have already received from the Federal government.

Lastly, he reminded the Commissioners of an appointment to get their photos taken before the next Regular Monthly Meeting, and took the time to thank them for the opportunity to serve as Clerk and Treasurer for the Village of Bible Hill, and that every day he looks forward making the community a better place, and looks forward to building stronger relationships with staff, Commissioners, municipal partners and residents, as well as preparing long-term capital plans for the Village of Bible Hill.

### Accounts

*Moved by Burke*

*Seconded by Kennedy*

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

*Motion carried.*

### New Business

- **NSTIR Deposit for Pictou Rd water line and sidewalk construction project**

Clerk and Treasurer Bell presented to the Commission that engineered drawings of the Pictou Road infrastructure project have been submitted to NSTIR for their approval, and that NSTIR requires a \$2,000 deposit for processing the application.

*Moved by Pitcher*

*Seconded by Kennedy*

*That the Village of Bible Hill approve of a \$2,000 payment to NSTIR for application for approval of the Pictou Rd infrastructure project.*

*Motion carried*

- **Inter-account Fund Transfer**

Clerk and Treasurer Bell requested \$65,000 be transferred from the Operating Fund to the Fire Reserve bank account from the sale of the 1997 Volvo Fire Apparatus. He noted that NS Department of Municipal Affairs' Financial Reporting and Accounting Manual (FRAM) requires that proceeds on the disposal of surplus assets be transferred to a reserve fund. The Commission agreed by consensus.

*Moved by Kennedy*

*Seconded by Burke*

*That the Village of Bible Hill transfer the \$65,000 proceeds on the sale of the 1997 Volvo from the Operating Fund to the Fire Reserve Fund.*

*Motion carried.*

- **Policy Introduction: Communication Tools Policy**

As requested, Clerk and Treasurer Bell presented a draft Communication Tools Policy to the Commission. Under the policy, Commissioners would be eligible to obtain a cellular phone under Village contract, with all costs to be borne by the Commissioner.

*Moved by Pitcher  
Seconded by Burke*

*That the Village of Bible Hill review the policy further and discuss at the next Monthly Meeting.*

*Motion carried.*

- **Review of Crossing Guard stations**

Clerk and Treasurer Bell reviewed the Crossing Guard Captain's yearly crossing guard report. It was noted in the Captain's opinion, that all current crossing guard stations are warranted, except for the temporary station at Pictou Rd and Hazel Dr. The Commission discussed and accepted the Crossing Guard Captain's report as information.

- **Sidewalk capital – Alternative**

Clerk and Treasurer Bell noted that Pictou Rd waterline and sidewalk infrastructure project is budgeted to be completed in the current year, however, Provincial grant funding announcement timing is unknown, and the total project is dependent on receiving grant funding, which covers 73.33% of costs. If grant funding decision is delayed much longer, we will eventually run short on time for issuing tender documents, reviewing results, getting Commission approval for award and then actual construction time before we start running into unfavourable construction weather for reinstatement.

He mentioned that ideally, Pictou Rd project would have started earlier this year. The other consideration is, we may not receive funding, and we have not budgeted for denial, therefore I would suggest at that point we proceed with just sidewalk at Pictou Road, or select an alternative priority sidewalk to replace that fits our budget.

The Commission discussed and agreed by consensus to switch focus to replace Johnson Ave sidewalk, a different sidewalk identified on the Village's priority listing.

*Moved by Kennedy  
Seconded by Pitcher*

*That the Village of Bible Hill authorize the Clerk and Treasurer to award sidewalk and curb and gutter engineering for \$19,740 or less to PDI and balance transfer of capital budget funding to reserve.*

*Motion amended.*

*That the Village of Bible Hill authorize the Clerk and Treasurer to award sidewalk and curb and gutter engineering for \$19,740 or less to PDI.*

*Motion carried.*

- **Quotes**

- **Sidewalk repairs**

Clerk and Treasurer Bell presented quotes from both Webster Brothers and Will-Kare Paving for sidewalk repairs identified by the Village as Priority #1 and Priority #2 list. Webster Brothers quoted \$36,488.43 for Priority #1 and \$20,585.50 for Priority #2. Will-Kare Paving quoted \$45,080 for Priority #1 and \$14,375 for Priority #2. The Commission discussed.

Moved by Pitcher  
Seconded by Kennedy

That the Village of Bible Hill accept Webster Brothers Paving quote for Priority List #1 for \$36,488.43.

*Motion carried.*

- **BHFB Safety Footwear**

Clerk and Treasurer Bell presented quotes for 31 safety boots for the Bible Hill Fire Brigade from MicMac Fire & Safety Source Ltd. for \$6,595.25 and from Murphy Gear J&M Murphy Ltd. for \$6,487.94. The Commission discussed.

*Moved by Kennedy  
Seconded by Pitcher*

*That the Village of Bible Hill accept J&M Murphy Ltd.'s quote for 31 safety boots for a price of \$6,487.94, including HST.*

Commissioner Burke inquired whether both vendors offered size exchanges. Only MicMac Fire & Safety Source Ltd. Offers size exchanges.

*Motion defeated.*

*Moved by Kennedy*

*Seconded by Pitcher*

*That the Village of Bible Hill accept MicMac Fire & Safety Source Ltd.'s quote for 31 safety boots for a price of \$6,595.25, including HST.*

Motion carried.

- **BHFB Hurst Combination tool**

Clerk and Treasurer Bell presented one quote for a Hurst Combination Tool, from Code 4 Fire and Rescue for \$17,819.25. Code 4 Fire and Rescue is the only local dealer for this tool. The Commission discussed.

*Moved by Kennedy  
Seconded by Pitcher*

*That the Village of Bible Hill accept Code 4 Fire and Rescue's quote for the Hurst Combination Tool for a price of \$17,819.25.*

*Motion carried.*

- **BHFB Portable Radios**

Clerk and Treasurer Bell presented the only available quote for 3 portable radios, from Nova Communications for \$5,189.66. The Commission discussed.

*Moved by Kennedy  
Seconded by Pitcher*

*That the Village of Bible Hill accept Nova Communications' quote for 3 portable radios for a price of \$5,189.66.*

*Motion carried.*

- **BHFB Pagers**

Clerk and Treasurer Bell presented the only available quote for 6 pagers, from Nova Communications for \$5,096.34. The Commission discussed.

*Moved by Kennedy  
Seconded by Pitcher*

*That the Village of Bible Hill accept Nova Communications' quote for the 6 pagers for a price of \$5,096.34.*

*Motion carried.*



- **Natural Playground RFP**

Clerk and Treasurer Bell explained to the Commission that staff put out a Request for Proposal to retrofit the natural playground at the Rec Park. He noted that it was asked that the companies quote on replacing the crusher dust trail and pea gravel surfacing in the natural playground and adjacent swing set area with Duraliner fabric, 4" of pea gravel and 8" of Wood Carpet engineered wood fibre, replace an existing swing with a 'parent-tot' swing, relocate the 'wishing-well' outside of the natural playground, install rope climbing and balancing features on the vertical post and tent structure of the natural playground, and install a log border edging. Clerk and Treasurer Bell noted that the work is requested to start after September 16<sup>th</sup> and be substantially completed by November 1<sup>st</sup>, and that Cobequid Outdoor Recreation Consultants and Contractors quoted \$62,134.50 while Hornbeam Contracting quoted \$40,462.75 and both proposals scored 95%. The Commission discussed.

Moved by Pitcher  
Seconded by Kennedy

That the Village of Bible Hill accept Hornbeam's RFP for retrofitting the natural playground for a total of \$40,462.75, including HST.

Motion carried.

- **Computer replacement**

Clerk and Treasurer Bell explained to the Commission that the Administrative computers are now over 6 years old and is advising replacement. He recommended that the office switch from Apple to Windows computers, specifically portable Microsoft Surface machines. He noted that a Request for Standing Offer (RSO) was issued for pricing on a list of desired hardware, with PCM Canada, offering the lowest overall and individual pricing on all, with discounts between 8.45% and 48.2% on hardware. Clerk and Treasurer Bell recommended to purchase 4 Microsoft Surface Pro 6 machines with accessories, and 2 Microsoft Surface Go machines with accessories, for a total of \$17,236.80 including HST. He noted that the iMacs that were purchased in 2013 were on average \$2,476.50 each, while 6 years later, these machines are \$2,498.09, with a difference of only \$21.59. It was noted that for public bidding the RSO was posted on the provincial procurement website. The Commission discussed

*Moved by Pitcher  
Seconded by Kennedy*

*That the Village of Bible Hill award the RSO to PCM Canada, and purchase the computers identified by the Clerk and Treasurer for a total of \$17,236.80 including HST*

*Motion carried.*

o **Back to School Bash Inflatables**

Clerk and Treasurer Bell presented the one quote for Back to School Bash inflatables, from Glow Party Event Store, for 6 different inflatables/games for a total price of \$3,509.85. The Commission discussed.

*Moved by Pitcher  
Seconded by Kennedy*

*That the Village of Bible Hill accept Glow Party Event Store's quote of \$3,509.85 for the Back to School Bash inflatables.*

*Motion carried.*

**Closed Session – Contract negotiations**

*Moved by Pitcher  
Seconded by Kennedy*

*That the Village of Bible Hill go into closed session.*

*Motion carried.*

End of closed session at 8:37pm.

**Adjournment**

*Moved by Kennedy  
Seconded by Pitcher*

*That the July 16, 2019 Regular Monthly Meeting of the Village of Bible Hill be adjourned.*

*Motion carried.*

The meeting adjourned at 8:37pm

Chair MacCormick

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Recording Secretary Ogden

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Clerk and Treasurer Bell

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