

The Village of Bible Hill Commission in Committee meeting was held on June 11, 2019 in the Village Office, 67 Pictou Road. Deputy Chair Van Kroonenburg called the meeting to order at 7:00pm; the meeting adjourned at 7:38pm.

Call to Order: Deputy Chair Van Kroonenburg
Chair MacCormick
Commissioner Burke
Commissioner Kennedy
Commissioner Pitcher

Staff: Clerk and Treasurer Bell
Recording Secretary Chaplin

Delegations: Mr. Charles Boyce

Call for New or Other Business

- Parade Marshall

Review and Approval of Agenda

*Moved by Kennedy
Seconded by Pitcher*

That the agenda be approved as amended.

Motion carried.

Call for Declaration of Conflict of Interests

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

Miscellaneous Business including delegations

- Charles Boyce – Photo presentation

Mr. Charles Boyce presented a framed photograph of the Bible Hill Protestant Orphanage to the Commission. He and his wife Della thought that this picture would be a great historical reminder to remain with the Village for years to come. The Commission Chair accepted the photograph and thanked Mr. Boyce for his presentation.

New Business

- **Review of Meeting Schedule**

Clerk and Treasurer Bell presented a meeting schedule to the Commission and inquired on its acceptability. He noted that the meeting schedule was in line with what the Commission has scheduled in previous years over the summer, noting that there would be no Commission in Committee meeting held in the months of July and August.

Moved by Pitcher

Seconded by MacCormick

That the Commission in Committee recommend the Village of Bible Hill defer the 2019 July and August Commission in Committee meetings and accept the meeting schedule as presented.

Motion carried.

- **Appointment of Municipal Auditor**

Clerk and Treasurer Bell informed the Commission of Grant Thornton's quoted price of \$16,611.75 for Municipal Auditor services for the fiscal year of 2019-2020. He noted that the price includes HST and a 7% administrative services fee. The Commission discussed.

Moved by Kennedy

Seconded by Pitcher

That the Commission in Committee recommend the Village of Bible Hill appoint Grant Thornton as Municipal Auditor.

Motion carried.

- **Electronic payments**

Clerk and Treasurer Bell explained that the Village is seeking to implement receiving of electronic payments via a debit/credit machine, to allow for easier payment processing and for the Village to move away from handling cash. He noted that the Province of Nova Scotia has legislation called 'Personal Information International Disclosure Protection Act', or PIIDPA, that prohibits international disclosure of personal information by a municipal body. However, if the head of a public body, or the responsible officer of a municipality determines that it "meets the necessary requirements" of the organization's operation, they can permit storage and access outside the country. If they do so, they must report this to the Minister of Justice and explain the reasons why they have determined that it is necessary. Clerk and Treasurer Bell requested the advice of our solicitor, and Mr. Roper provided him with disclosure examples and noted that both bodies such as Halifax Regional Municipality

and Service Nova Scotia follow the same guidelines when it comes to electronic payment disclosures and have chosen to do so.

Clerk and Treasurer Bell then noted that the same type of disclosure must be reported if a Commissioner or staff takes personal information out of the country via electronics that have access to their e-mails or filing storage. The Commission discussed and reached a general consensus.

Moved by Kennedy
Seconded by MacCormick

That the Commission in Committee recommend the Village of Bible Hill allow the Clerk and Treasurer to move forward with investigating and seeking proposals for future electronic payment terminals, accepting that possible international disclosures may occur, which would require annual public disclosure by the Clerk and Treasurer to the Nova Scotia Department of Justice.

Motion carried.

- **Inter-account fund transfer**

Clerk and Treasurer Bell requested that the Commission approve an inter-account fund transfer of \$250,000 from the operating reserve to the operating fund, to ensure an adequate cash balance is maintained until tax revenue comes in beginning July or August. The funds will be requested to be transferred back to the operating reserve fund once the tax revenue comes in.

Moved by Kennedy
Seconded by MacCormick

That the Commission in Committee recommend the Village of Bible Hill approve an inter-account fund transfer of \$250,000 from operating reserve to operating fund.

Motion carried.

- **Farnham Park repair quote**

Clerk and Treasurer Bell spoke to the Commission regarding settling of top soil that has occurred at Farnham Brook Park following environmental bank stabilization work that was done last year. He noted that the settling that has occurred is preventing maintenance from working in that area, and further correction needs to be performed. He then presented quotes from Justaart Landscaping and MacIntosh Landscaping Limited and proposed that the cost of the work comes out of the environmental services budget due to the necessity of the work arising from the recent environmental project. The Commission discussed.

Moved by Burke

Seconded by Pitcher

That the Commission in Committee recommend the Village of Bible Hill accepts Justaart Landscaping's quote for repairs to be done at Farnham Brook Park for a total of \$3,789.00 +HST.

Motion carried.

- **College Road sidewalk correction quotes**

Clerk and Treasurer Bell explained that there is a drop of a few inches on the edges of sidewalk from Vimy Road to DAL soccer field, and that a invitations were issued to propose correction of the issue to select contractors. He then noted that there were two proposals submitted, with one bring withdrawn. The Commission reviewed the quote from MacIntosh Landscaping and noted the significant cost difference compared to the withdrawn quote from Justaart Landscaping. After a brief discussion the Commission instructed Clerk and Treasurer Bell to seek additional proposals since only one was returned post the RFP on the Province of NS Procurement Website.

- **67 & 69 Pictou Road re-paving quote**

Clerk and Treasurer Bell spoke to the Commission regarding potholes and significant cracking that have developed in areas of the 67 and 69 Pictou Road parking lot. He noted that no funding for paving capital work was provided for in the budget, but the Commission could decide to hold back on spending on operating fund asphalt repairs or expend above budget. He discussed the three main areas needing repair and their quoted costs:

1. Pictou Road entrance (Will-Kare - \$12,000 & Webster Bros - \$12,895.20)
2. Ryland Avenue entrance (Will-Kare - \$21,000 & Webster Bros - \$24,108)
3. Lot on south side of Fire Hall (Will-Kare - \$4,000 & Webster Bros - \$9,504)

Clerk and Treasurer Bell noted that re-paving is desired prior to the budgeted sealing and crack filling work takes place and gave his recommendation of option 1 and 3 being in the most need of repaving. The Commission discussed.

Moved by Kennedy

Seconded by MacCormick

That the Commission in Committee recommend the Village of Bible Hill accept the quote from Will-Kare to complete re-paving Pictou Road entrance and parking lot on south side of Fire Hall, for a combined total of \$16,000.00 +HST.

Motion carried.

- **Parade Marshall**

Clerk and Treasurer Bell notified the Commission that their choice for the Parade Marshall, Dana Smith, kindly denied the invitation due to wanting to help with the fire brigade doing traffic control. He then noted that the Parks and Recreation Director's next recommendation as the Parade Marshall would be Anna McNutt. The Commission agreed.

Adjournment

*Moved by MacCormick
Seconded by Kennedy*

That the June 11, 2019 Commission in Committee Meeting of the Village of Bible Hill be adjourned.

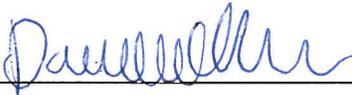
Motion carried.

The meeting adjourned at 7:38pm.

Deputy Chair Van Kroonenburg



Recording Secretary Chaplin



Clerk and Treasurer Bell