

The Village of Bible Hill Commission in Committee meeting was held on May 14, 2019 in the Village Office, 67 Pictou Road. Deputy Chair Van Kroonenburg called the meeting to order at 7:00pm; the meeting adjourned at 8:55pm.

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

Staff: Clerk and Treasurer Bell
Recording Secretary Chaplin

Delegations: Amanda Bent, GIS Planning Technician, Town of Truro
Allison Grant, Manager of Economic Dev., Town of Truro

Call for New or Other Business

- Parade Marshall

Review and Approval of Agenda

*Moved by Kennedy
Seconded by Burke*

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

- Rebranding: Alison Grant, Manager of Economic Dev., and Amanda Bent, GIS Planning Technician, Town of Truro

Amanda Bent and Allison Grant presented a rebranding presentation for Village of Bible Hill to the Commission. In their presentation they discussed brand assets, brand benefits and value, community feedback, the brand's purpose, message and target,

a tagline and two logo design options that they designed based on the aforementioned information.

*Moved by Commissioner Pitcher
Seconded by Chair MacCormick*

That the Commission in Committee recommend the Village of Bible Hill accept option number one as the new logo design and brand for the Village, as presented by Amanda Bent and Allison Grant, from the Town of Truro.

Motion carried.

- **Road repaving requests**

Clerk and Treasurer Bell spoke about a letter he sent to Colchester, asking them to consider discussing repaving Brite Ave, with Nova Scotia Department of Transportation and Infrastructure Renewal. They advised Clerk and Treasurer Bell to contact NSTIR directly. He then sent a letter to both Colchester and NSTIR directly, asking them to consider repaving Brite Ave, East Court Rd, Avon St and a portion of Fenwood Ave. NSTIR stated that they will only entertain repaving requests directly from Colchester, and that the mentioned roads are J-class roads that will be repaved based on a NSTIR listing of priority, or by 50/50 cost share agreement with themselves and a municipality, if it is desired to be repaved sooner. The Commission discussed briefly, and it was agreed by consensus that the Village does not wish to cost share and therefore would like the County of Colchester and Nova Scotia Department of Transportation and Infrastructure Renewal to cost share the project total of approximately \$232,000, as has been past practice.

New Business

- **Capital improvements: Crosswalk lighting**

Clerk and Treasurer Bell presented crosswalk upgrades that are budgeted for on College Rd at Cumming Dr and Pictou Rd at Jennifer Dr. He noted that the total estimated cost of both of those upgrades would be approximately \$24,200, and that there is room for four additional new crosswalk installations in the 2019-2020 budget. The Clerk and Treasurer presented all existing crosswalk options and options for new crossings that had been discussed at previous meetings. The Commission discussed and came to a consensus as to which crosswalks they would like to see upgraded.

*Moved by Chair MacCormick
Seconded by Commissioner Kennedy*

That the Commission in Committee recommend that the Village of Bible Hill upgrades the crosswalks at College Rd at Cumming Dr, Pictou Rd at Jennifer Dr, College Rd at

MacRae Library, College Rd at Maple Blvd, Main St at Riverside Ave, and Pictou Rd at East Court Rd to new crosswalk lighting standards established by NSTIR.”

Motion Carried

- **Policy Introduction**
 - **Property Usage Policy**

Clerk and Treasurer Bell presented a draft Property Usage Policy. He noted that the policy establishes acceptable usage of the Village Hall, parks, playgrounds, trails, and includes use of the commercial kitchen, rentals involving food, and eligibility for subsidized rates or no-charge use of rented facilities. Clerk and Treasurer Bell noted that the policy also outlines prioritization of bookings, restricted use of alcohol and combustibles, the booking process and includes the former Brigade Special Rates Policy. The Commission discussed the policy and came to a consensus.

*Moved by Commissioner Pitcher
Seconded by Commissioner Kennedy*

That the Commission in Committee recommend that the Village of Bible Hill adopt the Property Usage Policy as presented.

Motion carried.

- **Playground Equipment Inspection Policy**

Clerk and Treasurer Bell presented a draft Playground Equipment Inspection Policy. He noted that the policy establishes procedures for inspection to ensure that playgrounds owned by Village of Bible Hill are in safe operating condition for the public. He stated that setting a policy that outlines inspection standards and provides the public with information necessary to understand the level of care to be expected from the Village on playground equipment. The policy outlines inspector credentials, frequency of inspections, and actions that will be taken upon discovery of deficiencies and the acceptable timelines for correction. The Commission discussed and came to a consensus.

*Moved by Commissioner Kennedy
Seconded by Commissioner Pitcher*

That the Commission in Committee recommend that the Village of Bible Hill adopt the Playground Equipment Inspection Policy as presented.

Motion carried.

- **Kilometrage rate adjustment**

Clerk and Treasurer Bell discussed that the Province of Nova Scotia has recently adjusted it's kilometrage rate to 45.85 cents/km and recommended the Village of Bible Hill continue to adopt the provincial rate that has been approved by the Province of Nova Scotia. The Commission briefly discussed.

*Moved by Commissioner Pitcher
Seconded by Commissioner Kennedy*

That the Commission in Committee recommend that the Village of Bible Hill adopt a new kilometrage rate of 45.85 cents per kilometre, in line with the Province of Nova Scotia.

Motion carried.

- **Appointment of Solicitor**

Clerk and Treasurer Bell recommended that the Commission appoints Burchell MacDougall to represent the Village of Bible Hill and attend regular monthly meetings, provide the Village with general legal advice and consultations with Clerk and Treasurer Bell and staff, for an annual retainer of \$12,000. The Commission briefly discussed.

*Moved by Commissioner Pitcher
Seconded by Chair MacCormick*

That the Commission in Committee recommend that the Village of Bible Hill appoint Burchell MacDougall as the municipal solicitor for the fiscal year 2019-2020 for a retainer fee of \$12,000."

Motion carried.

- **Sidewalk repair priorities – Commissioner requests**

Clerk and Treasurer Bell noted that the budget for sidewalk repairs is \$45,500. With this budget, the Village intended to repair 20-25 driveways entrances, contribute 50% to a sidewalk condition assessment and pay for crosswalk line painting. The Clerk and Treasurer noted that a portion of driveway at the Village Office is in need of repair, estimated to cost \$8,000 which leaves a remaining budget balance of \$22,000 for driveway aprons and sidewalk repairs. He asked the Commission if they had any suggestions of sidewalks that needed repaired. The Commission discussed, mentioned Johnson Ave, Teakwood Ct, and Meadowland Ave, and asked the Clerk and Treasurer to have maintenance staff do a patrol and prepare a list of where sidewalk work is in greatest need in the Village.

- **Commission Chambers - Accessibility**

Clerk and Treasurer Bell spoke about accessibility in the Commission Chambers. He noted that the ability to hear at meetings in the Chambers has been brought up a number of times, and with the Accessibility Act in mind, he would like to obtain and trial a low-cost set of wireless microphones and a portable speaker for the Commission Chambers, for an estimated cost of \$800.00. The Commission agreed by consensus.

- **On-site mid-construction review – Fort Garry Fire Trucks**

Clerk and Treasurer Bell noted that he had been approached by Bible Hill Fire Brigade on the matter of sending a representative or two to Fort Garry Fire Trucks for a mid-construction inspection of the new fire apparatus that is currently being built for the Village. Fort Garry did not recommend a mid-construction inspection but is highly recommending a final inspection by two persons, prior to delivery from the factory to Bible Hill. Clerk and Treasurer Bell explained that the final inspection provides an opportunity for identifying deficiencies, asking questions, requesting changes if needed and the last opportunity for the truck to be corrected if necessary, at the factory. Clerk and Treasurer Bell presented two draft statement of travel expenses. The first draft explains the estimated expenses that would occur if sending one fire brigade member to Fort Garry Fire Trucks for one night. The second draft explains the estimated expenses that would occur if sending two fire brigade members for one night. Clerk and Treasurer Bell discussed that he had an additional conversation with Fort Garry Fire Trucks on timing, and they recommended to have one full day for inspection, therefore costs will be more than presented.

*Moved by Commissioner Kennedy
Seconded by Commissioner Pitcher*

That the Commission in Committee recommend that the Village of Bible Hill send two Bible Hill Fire Brigade members to Fort Garry Fire Trucks in Winnipeg for a final inspection of the Village's new fire truck, with costs not to exceed \$2,000.

Motion carried.

Closed Session

*Moved by Commissioner Burke
Seconded by Commissioner Kennedy*

"That the Commission in Committee go into a closed session for labour relations and potential litigation."

Motion Carried

The Commission in Committee entered a closed session at 8:41pm.

The Commission in Committee ended the closed session at 8:53pm.

*Moved by Chair MacCormick
Seconded by Commissioner Kennedy*

"That the Commission in Committee recommend the Village of Bible Hill execute the negotiated CUPE agreement for a three-year term effective April 1, 2019 through March 31, 2022."

Motion carried

Adjournment

*Moved by Commissioner Burke
Seconded by Commissioner Pitcher*

That the May 14, 2019 Commission in Committee Meeting of the Village of Bible Hill be adjourned.

Motion carried.

The meeting adjourned at 8:55pm.

Deputy Chair Van Kroonenburg

Recording Secretary Chaplin

Clerk and Treasurer Bell
