

The Village of Bible Hill regular monthly meeting was held on August 20, 2019 in the Village Office, 67 Pictou Road. Chair MacCormick called the meeting to order at 7:00 pm; the meeting adjourned at 9:12pm.

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

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

Regrets: Deputy Chair Van Kroonenburg

Review and Approval of the Minutes of July 16, 2019

*Moved by Burke
Seconded by Kennedy*

That the meeting minutes of July 16, 2019 be approved.

Commissioner Pitcher moved to amend the minutes to state that Deputy Chair Van Kroonenburg was not present at the July 16, 2019 meeting. Commissioner Burke and Commissioner Kennedy were in agreement.

That the meeting minutes of July 16, 2019 be approved as amended.

Motion carried

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

- Review and Transportation
- Clerk and Treasurer Bell requested to defer Communication Tools Policy, under Miscellaneous business, until the September Commission in Committee Meeting.
- Correspondence from Mayor Blair
- Action on the Hill
- Closed session – Personnel matters

*Moved by Kennedy
Seconded by Pitcher*

That the agenda be approved with amendments.

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

- **Nova Scotia Department of Transportation and Infrastructure Renewal (NSTIR) response to crosswalk installation requests**

Clerk and Treasurer Bell noted to the Commission that NSTIR responded to a crosswalk installation request made by the Village that included 6 crosswalks. He explained that NSTIR rejected 4 crosswalk upgrade requests and approved the College Rd at Cumming Dr crosswalk and Pictou Rd at Jennifer Dr crosswalk request, to be constructed this year. He noted that the factors for NSTIR's rejection were a mix of the need for increased traffic volume, as well as the inconsistency in crosswalk types in the Village. NSTIR staff recommended that if Bible Hill was looking to bring crosswalks up to a common standard, that the request should be worded to reflect that, and NSTIR could reconsider our request. Clerk and Treasurer Bell noted that the Village could make no changes in crosswalks or commit to upgrading all sidewalks in the Village to a common standard to improve uniformity and consistency of crossings. He noted that the Village could propose that our existing RA5 standard crosswalks remain and have overhead and side mounted flashing beacons added, while all others be upgraded to the common standard. The estimated cost of that would be the existing \$68,000 budgeted this year for 4 crosswalks, and \$79,000 for 5 crosswalk upgrades in a future year, that has not yet been budgeted. The Commission discussed and requested that Clerk and Treasurer Bell contact NSTIR and ask what time frame for additional upgrades might be acceptable to NSTIR.

- **Asphalt curb replacement – path forward**

Clerk and Treasurer Bell presented to the Commission regarding an inquiry that was made with Nova Scotia Department of Transportation and Infrastructure Renewal on coming up with a plan to move forward on asphalt curb installations in Bible Hill. He noted that NSTIR was asked if the Village of Bible Hill is being held responsible for installing new concrete curbs when installing new sidewalks, would they contribute to concurrent replacement of the curb on the opposite side of the street. Their response was that they would contribute to concurrent replacement of the curb on the opposite side of the street, but would need a multi-year plan in place, for their budget. The Commission generally agreed for the Clerk and Treasurer to prepare a multi-year budget to be

reviewed in the fall/winter.

- **Action on the Hill**

Clerk and Treasurer Bell presented new prices of sending out the Action on the Hill newsletter, due to changes in the way Canada Post delivers mail. With Canada Post's new routes, the cost would be \$2,245.49+HST to mail out 4,360 newsletters that would reach all of Bible Hill and beyond. If they sent the newsletter out via Personalized Mail option, it would cost \$2,555.13+HST to send out 2,625 personalized copies to residents. He noted that mailing to only residents of Bible Hill is slightly more expensive. The Commission discussed and questioned whether the personalized mailing option would be guaranteed delivery to the residents, and Clerk and Treasurer Bell confirmed that newsletters would be individually addressed to residents and sent like regular mail.

Moved by Pitcher

Seconded by Kennedy

That the Village of Bible Hill accept the personalized mail option for Action on the Hill newsletter, to be sent out biannually for \$5,110.26+HST.

Motion carried.

Business Arising out of the Minutes

- **Policy Introduction: Communication Tools Policy**

Deferred until next meeting.

Review of Correspondence

- **Mayor Blair – Municipality of the County of Colchester**

Clerk and Treasurer Bell presented an email from Mayor Blair, in response to the Village's letters that were recently sent to her regarding the paving of J Class Roads and Federal Gas Tax Funding. In her response she noted that County Council did not meet during the month of July, therefore the Gas Tax Fund and J Class Road correspondence is being placed on their August 29, 2019 Council meeting agenda as action correspondence. The action to be taken will be determined by Council after discussion on the requests. The Village will receive a response as soon as possible following the August 29th Council meeting.

- **Saltscapes Expo**

Clerk and Treasurer Bell noted that Saltscapes Expo is moving to Bible Hill and has requested the use of our banner brackets, for their own personalized Saltscapes Expo banners. He noted that the annual Saltscapes Harvest Meets the Holidays Expo, is estimated to draw 12,000 persons this year, and has made the decision to relocate from Masstown to the NSPEC Complex. Saltscapes would be looking to install their banners from October 7, 2019 to November 11, 2019. The cost of the banners, installation, and take down would all be the responsibility of Saltscapes. Clerk and Treasurer Bell also noted that the beautification funding received towards the banners is intended to promote tourism. It was also noted that on the advertizing for the Saltscapes Expo, the location is noted as Truro, and perhaps that could be corrected. The Commission discussed and noted the previously discussed possibility of having Remembrance Day banners on display throughout the Village for the last week of the requested dates, and there is not yet a policy created for the use of the Village banners. The Commission instructed Clerk and Treasurer Bell to respond to Ms. Gourley, from Saltscapes, declining her request on the basis that the Village does not yet have a policy in place to let the public make use of our banner hardware, but encourage a future request. The Commission directed the Clerk and Treasurer to draft a policy for the Commission to review.

- **Air Force Association of Canada**

Clerk and Treasurer Bell reminded Chair MacCormick that Mr. Ralph Murray of the Colchester Wing of the Airforce Association of Canada invited her to attend and lay a wreath at the 79th Battle of Britain Anniversary Ceremony on September 15th at the Truro Cenotaph. Chair MacCormick noted that she will attend and instructed Clerk and Treasurer Bell to order a wreath.

- **Colchester Community Workshops**

Clerk and Treasurer Bell presented an invitation from Ms. Susan McCallum, Executive Director of the Colchester Community Workshops, for Commissioners to tour the Colchester Community Workshops, and learn more about what is planned with their future expansion. He presented the tour dates for the Commissioners consideration.

- **Town of Yarmouth**

Clerk and Treasurer Bell presented an invitation from Ms. Pam Moody, Mayor of Yarmouth, on behalf of Town Council, for Chair MacCormick or designate to attend the 25th Anniversary of the Communities in Bloom Symposium and Awards. The event takes place from September 25th to the 28th. Chair MacCormick cannot attend but would like to send a congratulations and a designate on her behalf. Commissioners will decide, and if they cannot attend, Clerk and Treasurer Bell will request that the Parks and Recreation Director attend on behalf of the Village.

Reports of Commissioners and Clerk and Treasurer

- **Commissioner Burke, Transportation Services**

Commissioner Burke has noted that there has been lots of road work and patching done around the Village in the recent weeks. He also noted that the previously mentioned hole on Saywood Drive has been filled with gravel. Commissioner Burke also noted that there is depression in the road at the corner of College Rd and Eastcourt Rd due to delay in fixing a drain in the road.

Next, he mentioned that a resident on Clover Dr has complained to him about the sodium level in his well. He believes it is road salt seeping through the ground. They have drilled a new well, and the issue is still occurring. The resident will be calling the Department of Environment to see if they have any advice. Clerk and Treasurer Bell will follow up with the resident.

Commissioner Burke spoke about broken curbing not being attended to but noted that road conditions are improving. He noted a serious hole at the corner of Dorset and Saxtonhurst Dr and then questioned whether Clerk and Treasurer Bell has heard from Canadian National Railway regarding the condition of the railway crossing on park street. Clerk and Treasurer Bell informed the Commission that he received a reply from CNR noting the railway crossing will be corrected before the end of September.

Lastly, Commissioner Burke noted the poor quality of East Court Rd and noted that TIR is aware it needs improvement.

- **Commissioner Kennedy, Protective Services**

Commissioner Kennedy noted his attendance at the Bible Hill Fire Brigade's August monthly meeting. He mentioned that the brigade's phone system was having issues that have been resolved, as well as that the brigade will be looking for a new Chaplin, because Ms. Donna Lawrence has resigned. He also noted that the Bible Hill Kinsman are looking to perhaps use a storage room in the Fire Hall, if they return to renting the Village Hall, as well as the crack filling and sealing of the parking lot being completed.

Clerk and Treasurer Bell spoke about the brigade's phone system issue. The brigade used to have their own phone line, but now it is all one system. If the brigade is calling out it is showing up as Village of Bible Hill. Clerk and Treasurer Bell will have the Brigade number ported over to the new phone system to resolve issue.

- **Commissioner Pitcher, Recreation Services**

Commissioner Pitcher presented the Parks and Recreation Director's Report as follows:

With the summer quickly coming to a close, we are starting to look forward to Fall preparation and the school year. August has seen many things, including a very successful day camp program that finished August 16th with a 92.5% enrollment rate. We have also added 3 individual days of camps from August 20th-22nd. The four-day camp staff are finished on August 24th, and our maintenance students will be returning to school at the end of the month.

The past weeks have been unusually hot, and the Splashpad has been working overtime to keep up with the heavy use. We have had a lot of people taking advantage of the splash pad this summer, with minimal issues arising.

The infield on field 3 has been repaired and re-leveled and the mix is now free of debris, ready for heavy use in 2020.

The Fall will see several projects completed before winter in preparation for next year. Trail design for the connector between the Recreation Park and Osprey Ridge, and onward to Maple Blvd is anticipated to be coming forward to the Commission for approval soon, with the possibility of construction beginning in 2020.

Finally, our third annual Back to School Bash has been planned for the afternoon of Saturday, August 24th. As with last year, there will be a free BBQ, inflatables, games, and the splashpad. It will be a great way to wrap up the summer recreation season!

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

Deputy Chair Van Kroonenburg was not in attendance. No report submitted.

- **Chair MacCormick**

Chair MacCormick noted her attendance at the July 19th Association of Nova Scotia Villages teleconference and noted that their Treasurer passed away and they are waiting until the Annual General Meeting to fill his role. She also noted that their Secretary is unwell and would like the Village to send a card to let him know he is in the Commissioners thoughts. Lastly, Chair MacCormick extended an invitation to the Commissioners to the ANSV meeting taking place in the Commission Chambers on August 23rd and reminded everyone of the ANSV AGM taking place in Tatamagouche on September 20th and 21st.

Clerk and Treasurer Bell noted that he had received the forms needed to register for the ANSV Conference and Annual General Meeting.

- **Clerk and Treasurer Bell**

Clerk and Treasurer Bell mentioned to the Commission that the Village had new banners placed at the entrances to the Nova Scotia Provincial Exhibition, with the new logo and branding. He also spoke about his attendance at the August 13th, 2019 NSTIR Quarterly meeting and noted that NSTIR has no immediate plans to construct a roundabout in Bible Hill, as well as that NSTIR indicated a willingness to contribute to curb replacements, and that they would look into Meadowland storm-water drainage. Clerk and Treasurer Bell also noted that paving of J-Class roads and Federal Gas Tax Funding was mentioned and noted that we would receive a response to our inquiry after the next County Council meeting.

Next, Clerk and Treasurer Bell noted that he has asked the Maintenance Foreman to take photographs of the crosswalk lines in need of being painted, to submit to NSTIR. He also spoke about how the new Parks and Recreation Director is progressing, along with the success and high attendance rate of our day camps this year, and that summer staff members are beginning to wind down and head back to school, with Haley the day camp supervisor sticking around to help maintenance out for their last week of August.

He then mentioned that PDI Engineering has sent off plans to Colchester for the elevator project at 69 Pictou Road, and that PDI is also currently planning a design for Johnson Avenue sidewalk project.

Lastly, he spoke to the Commission regarding timely responses to issues in need of direction. He has requested that Commissioners check their e-mail and respond to questions or requests for authorizations, so he can move forward with issues as they arise. Clerk and Treasurer Bell also mentioned that perhaps the Commission would consider increasing the staff purchase authorization from \$1,500, as that limit has been in place for many years, and the cost of many things have increased since that limit was placed, limiting staff's liability to approve small purchases.

Chair MacCormick noted that Commissioners should be checking their e-mails each day, as per the meetings and procedures policy.

Account

Moved by Burke

Seconded by Kennedy

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

Motion carried.

New Business

- **Association of Nova Scotia Villages - Annual General Meeting attendance**

Clerk and Treasurer Bell presented the information regarding the ANSV Annual General Meeting to the Commission. He noted the event takes place on September 20th – 21st at the Tatamagouche Fire Hall, with registration on Friday the 20th at 8: 30am. He also noted that there are hotel rooms booked for Chair MacCormick, Commissioner Burke and Commissioner Pitcher at the Balmoral Motel for September 19th and 20th. The Commission discussed and agreed they would have Commissioner Burke as the voting delegate.

- **Nova Scotia Federation of Municipalities - Fall Conference attendance**

Clerk and Treasurer Bell informed the Commission of the Nova Scotia Federation of Municipalities Fall conference that is taking place from November 5th – 8th at the Westin Nova Scotian Hotel. He noted that NSFM Conference is a great event for Commissioners to attend for learning and networking, even though the Village is not a member of NSFM.

Chair MacCormick, Commissioner Pitcher and Clerk and Treasurer Bell all expressed their interest in attending the event.

- **Kinsmen Club of Bible Hill – Village Hall additional storage**

Clerk and Treasurer Bell noted he met with the Kinsman regarding the possibility of the group returning their meetings to the Village Hall. He noted that they are looking for a venue with storage that can be accessed at any time. Clerk and Treasurer Bell suggested that there could be a doorway installed to the right of hall entrance to an existing storage room, if the Commission is interested. The fire brigade indicated they would be ok with giving up this storage space. It was discussed that if the Kinsman return to using the Village Hall, it would have to be further discussed as to what sort of memorabilia could be displayed in the Hall.

- **Website redesign – draft review**

Clerk and Treasurer Bell presented the website redesign draft to the Commission. He compared the current website to the proposed design. The Commission generally approved of the website design.

- **Quotes**

- **Bible Hill Signage Design and evaluation summary**

Clerk and Treasurer Bell noted that previously the Village issued a Request for Proposal for signage design, signage and installation, but it was cancelled because the request was too broad. Recently, there was a new RFP issued for signage design. The Village received three proposals. The proposals were from Sperry Design, Ben Brush Design and Upland. He reviewed the evaluation scoring and cost of the three proposals.

Proponent	Cost + HST (\$)
Ben Brush Design	12,500.00
Sperry Design	53,000.00
Upland	17,360.00

It was noted that there is \$74,153.50 of funding available for signage, and if the Commission could reach a final decision, the new signage could potentially be in the ground before it freezes. The Commission discussed.

*Moved by Burke
Seconded Pitcher*

That the Village of Bible Hill accept Ben Brush Design's proposal for the quoted design price of 12,500+HST for Bible Hill's signage design.

Motion carried

- **Proposed signage location**

Clerk and Treasurer Bell requested the Commissioner's thoughts on approximate boundary signage locations for the new Bible Hill signs, to be able to move forward with an application to NSTIR. He presented a list of 8 proposed signage locations.

1. Park St
2. Onslow Rd at Farnham Brook
3. Pictou Rd at Village Line Ave
4. Main St at Bridge
5. Vimy Rd at Brookside Rd
6. Brookside Rd at Brookside Branch Rd
7. College Rd at Village Line Ave
8. Old Courthouse Branch Rd at Regency Point Dr

Clerk and Treasurer Bell then noted that Burchell MacDougall is drafting an easement for the Village's College Court project and proposes that they do the same for the signage project if needed. The Commission discussed and agreed by consensus that the presented proposed signage locations are well chosen and would like Clerk and Treasurer Bell to move forward with requesting NSTIR's approval of location installation.

- **SPS10 Surface Preparator**

Clerk and Treasurer Bell noted that the maintenance department has a capital budget of \$10,000 and staff are requesting to purchase the SPS10 Surface Preparator with those funds. The quote received from Saunders Equipment Ltd is for \$10,324.31 and the quote from Smith Manufacturing is for \$10,363.25. Clerk and Treasurer Bell explained that this machine came recommended by the Town of Truro and would replace the need for searching for a contractor to repair a raised sidewalk or other trip hazard. He noted that last year the Village temporarily replaced 2 sections of sidewalk with asphalt for \$800 and was quoted \$3,000 to replace section with concrete, and that having this machine on hand would allow us to repair concrete and would diminish those types of costs. Solicitor Roper noted that the Union should be notified if this machine requires extensive training

to run, and that regular system inspection of sidewalks would need to be recorded. The Commission discussed training and liability as well as warranty of the machine and requested Clerk and Treasurer Bell to bring more information on the machine to September's Commission in Committee Meeting.

- **Review of Transportation**

Commissioner Burke noted that the new business "Review of Transportation" was covered in his report and there is no need to discuss further.

- **Closed Session – Personnel matters**

*Moved Kennedy
Seconded Burke*

That the Village of Bible Hill go into closed session.

Motion carried.

The meeting went into closed session at 9:01pm

The meeting came out of closed session at 9:12pm

Adjournment

*Moved by Kennedy
Seconded by Burke*

That the August 20, 2019 Regular Monthly Meeting of the Village of Bible Hill be adjourned.

Motion carried.

The meeting adjourned at 9:12pm

Chair MacCormick

Recording Secretary Chaplin

Clerk and Treasurer Bell
