

The Village of Bible Hill regular monthly meeting was held on May 21, 2019 in the Village Office, 67 Pictou Road. Clerk and Treasurer Bell called the meeting to order at 7:00 pm; the meeting adjourned at 9:17pm.

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

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

Delegations: Parks and Recreation Director Brown
Councilor Boutilier
Mr. Charles Boyce

Election of Chair, Deputy-Chair and Committee Appointments

Clerk and Treasurer Bell explained that, per the Municipal Government Act and Village of Bible Hill by-laws, the election of a Chair and Deputy Chair must take place.

He then introduced Mr. Boyce and Councilor Boutilier as scrutineers. Clerk and Treasurer Bell distributed blank ballots and instructed Commissioners to vote for the Commissioner they wish to elect to the position of Chair. Councilor Boutilier collected the ballots, he and Mr. Boyce counted the ballots, and Councilor Boutilier announced that Commissioner MacCormick was duly elected Chair.

Next, Clerk and Treasurer Bell distributed blank ballots and instructed Commissioners to vote for the Commissioner they wish to elect to the position of Deputy Chair. Mr. Boyce collected the ballots, he and Councilor Boutilier counted the ballots, and Mr. Boyce announced that Commissioner Van Kroonenburg was duly elected Deputy Chair.

Clerk and Treasurer Bell vacated the seat of the Chair and Chair MacCormick then took over responsibilities of chairing the meeting.

Chair MacCormick indicated that Committee assignments would then be considered.

Clerk and Treasurer Bell asked the Commissioners if they had any preferences on which committees they would like to Chair or Deputy Chair. After a brief discussion, the Committee Appointments were decided.

(Committee appointments document enclosed for reference)

Review and Approval of the Minutes of April 16, 2019 and May 14, 2019

*Moved by VanKroonenburg
Seconded by Kennedy*

That the meeting minutes of April 16, 2019 and May 14, 2019 be approved.

Motion carried

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

- Cleaning supplies
- Pictou Road Sidewalk

*Moved by Kennedy
Seconded by Burke*

That the agenda be approved with additions.

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

- **Employee retirement – Maureen Halliday**

Chair MacCormick presented Maureen Halliday with a certificate of achievement and congratulated her on her retirement on behalf of the Village of Bible Hill and thanked her for her many years of service in the Village.

- **Surplus asset disposal – setting of minimum bid threshold**

Clerk and Treasurer Bell explained Resolution 1, a resolution authorizing the disposal of one surplus 1997 Volvo Fire Apparatus. The resolution outlines, among other things, the desired timing of disposal, as well as the appraised value of the asset, and the setting of the lowest acceptable bid. Clerk and Treasurer Bell noted that the resolution was reviewed by Solicitor Roper and deemed acceptable for purposes of the disposal. The Commission discussed.

*Moved by VanKroonenburg
Seconded by Kennedy*

"That the Village of Bible Hill approve Resolution 1, a resolution authorizing the disposal of one (1) surplus 1997 Volvo Fire Apparatus"

Motion carried.

- **Councilor Eric Boutilier**

Chair MacCormick thanked Mr. Boutilier for attending the meeting. He then spoke about a few things happening with the Municipality of the County of Colchester. He noted that the county's annual budget has been passed, the dog kennel bylaw is in the works after a few bumps in the road, as well as the success of the Solar Colchester Program having over 50 applicants. Councilor Boutilier spoke to the Commission about the Alert Truro-Colchester Citizen Alert program and advised everyone to sign up with their phone number, to receive important alerts targeted to residents of Colchester County. Councilor Boutilier also noted that Fundy Gateway phase 1A is complete, phase 1B is underway with plans of building a bike bridge in the area. He mentioned that the Commission should take a look at the beautifully constructed, natural playground, at the Fundy Discovery Site beside the tourist interpretative center in Lower Truro.

Business Arising out of the Minutes

- **Audit and Finance Committee Report**

Moved by VanKroonenburg

Seconded by Burke

"That the Village of Bible Hill adopt the 2018-2019 audited financial statements as presented by Grant Thornton."

Motion carried

Moved by VanKroonenburg

Seconded by Kennedy

"That the Village of Bible Hill appoint Grant Thornton as municipal auditor for the 2019-2020 fiscal year."

Clerk and Treasurer Bell noted that he has requested pricing information from Grant Thornton which has not yet been received and will present the information to the Commission when received.

Motion defeated.

- *Commission in Committee Report*

*Moved by VanKroonenburg
Seconded by Kennedy*

That 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, Town of Truro.

Motion carried.

*Moved by Van Kroonenburg
Seconded by Kennedy*

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.

*Moved by VanKroonenburg
Seconded by Pitcher*

That the Village of Bible Hill adopt the Property Usage Policy as presented.

Motion carried.

*Moved by VanKroonenburg
Seconded by Pitcher*

That the Village of Bible adopt the Playground Equipment Inspection Policy as presented.

Motion carried.

*Moved by VanKroonenburg
Seconded by Pitcher*

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.

*Moved by VanKroonenburg
Seconded by Kennedy*

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.

*Moved by Van Kroonenburg
Seconded by Kennedy*

That the Village of Bible Hill approve of sending 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.

*Moved by Van Kroonenburg
Seconded by Pitcher*

That 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.

Review of Correspondence

There was no correspondence to be reviewed.

Reports of Commissioners and Clerk and Treasurer

- **Commissioner Burke, Transportation Services**

Commissioner Burke spoke about potholes at the railroad crossing on Park Street and noted that he hopes the hot mix asphalt will be available soon, so patching can begin. He also noted that he completed a tour of the Village and there are a number of man holes that are weakened without cement, and 10 – 12 that are serious enough to need fixing.

- **Commissioner Kennedy, Protective Services**

Commissioner Kennedy presented the Fire Chief Report. He noted that the brigade responded to 5 calls, has had zero fire loss, and 32 calls to date thus far in 2019. He spoke about the Chase the Ace draw being won, the success of the Auction, and thanked the Commission on behalf of the brigade for their attendance at their annual banquet.

- **Commissioner Pitcher, Environmental Services**

Commissioner Pitcher spoke about her attendance at the Annual Fire Brigade Banquet and noted how beautifully the event was done. She also mentioned how interesting and informative the Mayor's and Chief's Breakfast event at the Chamber of Commerce was. Lastly, Commissioner Pitcher noted that she had reported potential beaver damning and fallen trees that she had noticed while out on Village trails.

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

Deputy Chair Van Kroonenburg spoke about her attendance at the Fire Brigade Auction, and Annual Banquet, as well as the Parks and Recreation Meeting. She noted that the Parks and Recreation Committee has elected Foster Stewart as Chair. Deputy Chair Van Kroonenburg then read the Park and Recreation Director's report.

The report mentioned that the Ball fields have been booking up nicely, and maintenance staff have been busy getting the parks and fields ready for summer use. The Village's relationship with the local schools remains strong with our staff continuing to lead intramurals two days per week at Bible Hill Consolidated and have been assisting with trips to Scotia Pool. The school will be given 8 free seats in our day camp program to disperse to students in need, a partnership that has worked well over the past several years. Our Summer Camp Supervisor has started and had a busy first week helping with the local senior games which had well over 200 participants from the area, a larger turnout than they have had since 2003. She has also been working hard on Day Camp planning. Registration will kick off on Thursday, May 23rd from 4-6 and will be ongoing afterwards. Lastly, Canada Day is fast approaching, and parade forms are now available for interested community groups and businesses and should be a wonderful day for all involved.

- **Chair MacCormick**

Chair MacCormick spoke about her attendance at the Nova Scotia Federation of Municipalities Spring Conference. She noted that the sessions were very informative and interesting, and highlighted a few things for the Commission. She noted that many municipalities are focusing on physician recruitment and physician retention, to make sure the rural physicians know they are appreciated. Chair MacCormick spoke about meeting Rick Hansen and hearing him speak about accessibility, and what she learned in regard to closed sessions in meetings and confirmed some information with Solicitor Roper. She also mentioned her attendance at the Canada Day Meeting, and the Mayor's and Chiefs Breakfast.

- **Clerk and Treasurer Bell**

Clerk and Treasurer Bell spoke about his attendance at a transportation meeting with NSTIR and of a possibility of cost sharing to remove aging trees on College Road. He also provided updates on the recent unsightly property complaints that the Village submitted to Municipality of the County of Colchester. Clerk and Treasurer Bell noted

that he met with the Village's new municipal advisor, Jason Haughn, and also reached out to PDI to discuss sidewalk plans but has not heard back yet.

Accounts

- **Receipts – May 2019**

622562	Lori Harris – Hall Rental	75.00
622563	Brian Burns	209.54
622564	Celeste Chesal- Zumba/Yoga	200.00
622565	St. David's Church	60.00
622566	Scott Atkinson- Field Rental	50.00
622567	Charlie Boyce- Hall Rental	50.00
622568	Celeste Chesal- Zumba/Yoga	200.00
622569	Karen Lynds- Hall Rental	50.00
622570	Association of Nova Scotia Geocachers	30.00
622571	Heidi Barbrick - Zumba	25.00
622572	Colchester Carma	50.00
622573	Donna Van Kroonenburg	200.00
622574	Jennifer Boyce	87.50
622575	Knickolle Pitcher	200.00

- **Trade Accounts- May 2019**

21864	Miller Waste Systems Inc. Truro Division	331.04
21865	Mun County of Colchester	53,412.34
21866	Helen Smith	50.00
21867	Imperial Oil	400.09
21868	Stokes International	188.31
21869	Fancy, Shawn	25.30
21870	Colchester Tree Service	1,236.25
21871	Manulife	1,138.50
21872	Saltwire Network	1,131.74
21873	Sandy's Fashion for Men	2,257.45
21874	PDI Engineering Group Inc.	5,674.68
21875	Sansom Equipment Limited	262.73
21876	Miller Waste Systems Inc. Truro Division	389.83
21877	Irving Energy	807.47
21878	Mun County of Colchester	28.00
21879	G&G Computers	2,111.15
21880	MicMac Fire & Safety Source	4,002.00
21881	Brunswick News Inc.	487.60
21882	Sid Sells Signs	90.85
21883	Rod Lynk's Auto Clinic	623.48
21884	Public Service Superannuation Fund	4,353.36

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21885	Colchester Transportation Ltd	115.00
21886	Imperial Oil	781.34
21887	J.C. Mechanical Contractors Lt	6,417.00
21888	Colchester Fire Fighters	280.00
21889	Fort Garry Fire Trucks	411,704.60
21890	Union of N.S. Municipalities	809.35
21891	Layton's Taxi Inc.	22.10
21892	Jean's Flowers & Gifts	57.49
21893	Cody Brown	101.12
21894	Denis Office Supplies	223.17
21895	Practica	1,540.24
21896	L&D Landscaping & Yard Maintenance	196.00
21897	Bell Mobility	332.43
21898	Ogden, Angela	78.14
21899	Harris Home Centre	387.33
21900	NS Women That Hunt	25.00
21901	Justaart Landscaping Services	7,806.77
21902	Arthur J Gallagher Canada Ltd	28,151.00
21903	S. Sorensen Electric Ltd.	384.67
21904	Total Fall Protection Inc.	549.70
21905	Spartan Systems Limited	736.00
21906	Hub Excavation & Diesel Ltd.	184.00
21907	Xerox Canada Ltd.	246.80
21908	Holmes Security	34.33
21909	Bible Hill Bowlacade	92.00
21910	Bell Aliant	256.99
21911	Chamber of Commerce Group Ins	1,515.10
21912	Nova Scotia Power Inc	7,526.22
21913	Scotia Visa	1,309.03

- **April 26, 2019 Payroll**

Bell, Mitchell	3,197.94
Brown, Cody	1,803.10
Chaplin, Danielle	1,452.82
Fancy, Shawn	1,923.83
Langille, Heidi	1,651.19
Ogden, Angela	2,197.99
Burke, Tom	878.50
Kennedy, Kevin	908.43
MacCormick, Lois	1,031.53
Pitcher, Knickolle	908.43
Van Kroonenburg, Donna	969.99
Bisson, Joey	628.92
Amero, Robert	297.55

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Bates, Patricia	168.07
Halliday, Maureen	438.86
Hoglund, Robert	430.44
Hughes, George	468.60
Ives, Denise	438.86
Johnson, Robert	298.56
Joy, Judy	453.72
Lattie, Valerie	430.44
McNutt, Alex	84.61
Mingo, Joan	211.81
Miniotas, Vytautas	84.61
Reid, Myrna	408.58
Visser, Gerda	20.85

- **May 10, 2019 Payroll**

Bell, Mitchell	3,197.94
Brown, Cody	1,803.10
Chaplin, Danielle	1,452.82
Fancy, Shawn	1,923.83
Langille, Heidi	1,651.19
Ogden, Angela	2,197.99
Amero, Robert	297.55
Bates, Patricia	125.08
Fowler, Brayden	568.48
Fredeen, Trevor	640.39
Halliday, Maureen	394.29
Hoglund, Robert	430.44
Hughes, George	453.48
Ives, Denise	438.86
Johnson, Robert	254.93
Joy, Judy	438.86
Lattie, Valerie	430.44
McNutt, Alex	259.42
McNutt, Patrick	1,028.75
Mingo, Joan	168.07
Miniotas, Vytautas	348.17
Reid, Myrna	342.98
Sampson, December	223.27
Smith, Haley	464.25
Visser, Gerda	41.70

- **Auto Withdrawal Payments – May 2019**

Aliant	Office (902) 893-8083	168.93
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	Brigade (902) 895-8822	88.06
Nova Scotia Power	67 Pictou Road	225.12
	69 Pictou Road	1,418.86
	Street Lights (Roadway Lights)	5,882.24
Scotia Bank Visa	Dept of Natural Resources	89.25
	Foodland	188.30
	Eventbrite	37.74
	Facebook	15.00
	Staples	130.36
	Sobeys	143.59
	Gcds684 Bible Hill	81.65
	Facebook	3.68
	Facebook	194.77
	Truro & Colchester Chamber	57.50
	MacQuarries Drugs Ltd	207.00
	Victims of Family Violence Association	120.00
	Apple Online Store	40.19
Chamber of Commerce	Bell, Mitchell	284.65
Group Insurance Plan	Brown, Cody	290.92
	Burns, Brian	229.80
	Chaplin, Danielle	285.43
	Fancy, Shawn	63.55
	Langille, Heidi	284.65
	Ogden, Angela	76.10

*Moved by Kennedy
Seconded by Vankroonenburg*

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

Motion carried.

New Business

- **Fund transfer**

Clerk and Treasurer Bell spoke to the Commission about a recommended transfer of funds. He noted that that last fiscal year the timing of invoices for the newly ordered fire apparatus did not require the transfer of money from the fire reserve to the operating fund, but invoices are now becoming due and now would be a good time to transfer \$200,000 from the fire reserve to the operating fund towards payment for the truck.

*Moved by Kennedy
Seconded by Burke*

That the Village of Bible Hill transfer \$200,000 from the fire reserve fund to the operating fund.

Motion carried

- **Sidewalk capital priority setting**

Clerk and Treasurer Bell spoke about a sidewalk priority list that was approved by the Village in 2017. He recommended that the Commission focus priorities on replacement of existing sidewalks rather than sidewalk expansion, that they update their priority list, and decide on acceptable materials for future sidewalk projects in the village. The Commission discussed and came to a general consensus as to what their priority listing would look like and instructed Clerk and Treasurer Bell to draft a policy setting the guidelines for sidewalk and curb materials for future projects.

*Moved by VanKroonenburg
Seconded by Kennedy*

That the Village of Bible Hill construct sidewalks in the Village with asphalt and the curbs with concrete.

Motion carried.

- **Day camp facility rental – Colchester Christian Academy**

Clerk and Treasurer Bell explained to the Commission that the day camp facility rental fee contract with Colchester Christian Academy will be \$4,000 for 6 weeks of use.

*Moved by VanKroonenburg
Seconded by Kennedy*

That the Village of Bible Hill rent the Colchester Christian Academy facility to hold the Village of Bible Hill day camps for 6 weeks for a total price of \$4,000.

Motion carried.

Quotations

- **Office photocopier rental**

Clerk and Treasurer Bell explained to the Commission that the current Xerox photocopier contract will expire at the end of May. He has inquired on pricing for a

replacement unit, through the standing offers available to the Village negotiated by the Province of Nova Scotia. Clerk and Treasurer Bell outlined a draft contract and noted a new Xerox rental unit for the office, with upgraded features improving efficiency, will cost an estimated \$26.78 more per month. He noted that a new rental unit will perform a number of tasks and have a better overall performance rate. The Commission discussed.

*Moved by Pitcher
Seconded by Kennedy*

That the Village of Bible Hill enter into a rental contract for a new Xerox machine, accepting the new Xerox rental rate of \$137.66 per month, plus copy fees.

Motion carried

- **BHRP – Field #3 capital and repairs -Eastern Fence**

Clerk and Treasurer Bell explained the work that needs to be completed at the Rec Park and outlined what work Eastern Fence quoted to complete. He noted that they would install 2 dugouts, new chain link fence from backstop to dugouts, and install two new gates by the dug outs. He also noted a few repairs such as replacing some mesh, straightening posts, and regrading a portion of the field that is included in Eastern Fence's quote for \$22,000.

*Moved by VanKroonenburg
Seconded by Pitcher*

That the Village of Bible Hill accept quote from Eastern Fence for services as presented in quotation for \$22,000.

Motion carried.

- **Fertilizing and rolling fields - L&D Landscaping and Yard Maintenance, Justaart Landscaping, J&K Yardmaster,**

Clerk and Treasurer Bell presented quotations from L&D Landscaping and Yard Maintenance, Justaart Landscaping, and J&K Yardmaster for spreading fertilizer and rolling all fields at both Airport Field Park and the Bible Hill Recreation Park. He noted that the fertilizer has been purchased and that the quotes are just for the labour. The Commission discussed.

*Moved by Pitcher
Seconded by Kennedy*

That the Village of Bible Hill accept the quotation offered by Justaart Landscaping for a price of \$1,635 +hst.

Motion carried.

- **Banner hardware and installation - Flags Unlimited, Sid Sells Signs, Vi-Tech Signs**

Clerk and Treasurer Bell explained the quotations for banners, the necessary hardware and installation. The quotes, not including HST, reflect the pricing of the largest banners available and are as followed:

- ◇ Flags Unlimited (flags, brackets, with artwork and installation external) \$12,194.40
- ◇ Sid Sells Signs (flags, brackets, artwork and installation) \$22,200
- ◇ ASE Print (brackets only – can only make one sided banners) \$2,689.90
- ◇ Vi-tech Signs (install only – could not respond to remainder of RFQ in time) \$131.50/hr
- ◇ Traffic control services additional (estimated at \$1,225 - \$1,505)

The Commission discussed.

Commissioner Pitcher asked whether Provincial Beautification Program grant funding has been secured for the project and whether the project could be started before grant funding is secured.

Clerk and Treasurer Bell explained that \$25,000 of grant funding has been applied for, but the funding decision has not yet been announced, and further that the Commission has budgeted Village funding to undertake this project regardless of the outcome of grant funding. Clerk and Treasurer Bell indicated that he would provide Commissioners with the information on whether project costs could be incurred before the grant funding decision was made as soon as possible following the meeting. Clerk and Treasurer Bell noted that if no project work could take place before the grant funding decision has been made, the Village could wait to undertake the project, however he understood that generally the Commission would like to see banners installed in time for Canada Day.

Commissioner Pitcher explained that she felt as though the Commission was not ready to decide on the matter at this time.

*Moved by Van Kroonenburg
Seconded by Kennedy*

That the Village of Bible Hill authorize the Clerk and Treasurer to decide upon the preferable banner size, then acquire 120 banners and 30 banner hardware sets from Flags Unlimited, to obtain traffic control and hire Vi-Tech Signs to install banners and hardware.

Motion carried.

- **Cleaning Supplies Quote**

Clerk and Treasurer Bell presented quotes from both Home Hardware and Denis for cleaning supplies. The Commission discussed.

*Moved by VanKroonenburg
Seconded by Pitcher*

That the Village of Bible Hill obtain cleaning supplies from Home Hardware for a total of \$1629.05 +hst.

Motion carried.

- **Pictou Road Sidewalk**

Clerk and Treasurer Bell spoke about the planned Pictou Road sidewalk construction project planned to be undertaken in the fiscal year to the Commission. Clerk and Treasurer Bell brought the matter forward on how the Commission would like to construct the sidewalk at two Pictou Road businesses in the project area. The areas in question have been identified by the engineering firm PDI to have no construction work undertaken due to potential interference with parking lots if traditional sidewalk and curb is installed. The Commission discussed and agreed by consensus that they would like to see concrete aprons constructed at the entrances of Don Smith Furnishings and Creative Auto as part of the project construction.

Adjournment

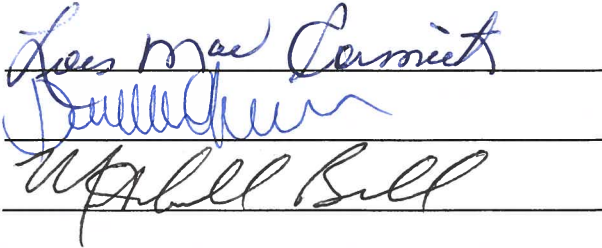
*Moved by VanKroonenburg
Seconded by Kennedy*

That the May 21, 2019 Regular Monthly Meeting of the Village of Bible Hill be adjourned.

Motion carried.

The meeting adjourned at 9:17pm

Chair MacCormick
Recording Secretary Chaplin
Clerk and Treasurer Bell



Three handwritten signatures in blue ink are written over three horizontal lines. The top signature is 'Les Mac Cormick', the middle one is 'Chaplin', and the bottom one is 'Bell'.