

The Village of Bible Hill Regular Monthly meeting was held on June 17, 2014 in the Village Office, 67 Pictou Road. Chair Burke called the meeting to order at 7:00 pm; the meeting adjourned at 8:10 pm.

Call to Order: Chair Burke
Deputy Chair Van Kroonenburg
Commissioner MacCormick
Commissioner McLean
Commissioner McLeod

Staff: Clerk and Treasurer Christianson
Recording Secretary Curry
Solicitor MacDougall

In Attendance: County Councillor Blair
N. Loomer, Village Resident
D. Hazelton, Principal, Bible Hill Junior High School
T. Baird, Teacher, Bible Hill Junior High School

Approval of the Minutes of May 20, 2014

*Moved by Van Kroonenburg
Seconded by McLean*

That the Audit Committee and Regular Monthly Meeting minutes of May 20, 2014 be approved as circulated.

Motion carried.

The Chair welcomed those present to the meeting.

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

*Moved by McLeod
Seconded by MacCormick*

That the agenda be approved with the addition of correspondence from the Truro Rotary Club.

Motion carried.

Miscellaneous Business Including Delegations

- **D. Hazelton, Principal, Bible Hill Junior High School and T. Baird, Teacher, Bible Hill Junior High School**

Mr. Hazelton and Mr. Baird came to the Village Commission to express their gratitude for the opportunities Bible Hill Recreation, and in particular our Recreation Director Brendon Smithson, have given the school. He has created opportunities for the youth in the area by exposing them to new experiences (through teaching lacrosse and wheelchair basketball or through the after

school programs) and the school thought it was important to make the Commission aware of the huge impact that Mr. Smithson has had on the community.

- **Councillor Blair**

Councillor Blair reported that she has been away and is in the process of catching up. There is a Flood Advisory Committee meeting on June 24th.

Business Arising out of the Minutes

- **Commission in Committee Report**

Moved by Van Kroonenburg

Seconded by McLeod

That the Village of Bible Hill approve the Commission Committee appointments for the 2014-15 year.

Motion carried.

Moved by Van Kroonenburg

Seconded by MacCormick

That the Village of Bible Hill approve the Records Retention Policy as presented.

Motion carried.

Moved by Van Kroonenburg

Seconded by McLean

That the Village of Bible Hill approve the Volunteer Agreement as presented.

Motion carried.

Moved by Van Kroonenburg

Seconded by McLeod

That the Village of Bible Hill approve the Parks and Recreation Committee's request to increase the membership of their committee from five to six members with the sixth member being a youth member from within the Village of Bible Hill for a one year term.

Motion carried.

Moved by Van Kroonenburg

Seconded by McLean

That the Village of Bible Hill approve the extension of the sidewalk construction to the Dalhousie Daycare with the approval of both Dalhousie University and Transportation and Infrastructure Renewal.

Motion carried.

*Moved by Van Kroonenburg
Seconded by McLeod*

That the Village of Bible Hill transfer \$170,000 from the Operating Reserve to the Operating Fund.

Motion carried.

- **New Building Canada Fund**

The Clerk reviewed the projects that the Village will be submitting to the Building Canada Fund for future consideration. Storm sewer replacement on Wright Avenue with the finalization of the Recreation Park storm system was a major consideration. Another project would be the College Road Bikeway running from Main Street to Dixon Court. Three projects were requested for submission. The Commission will be submitting a request for a bikeway extension through Saywood to assist with the cost of the sidewalk construction.

*Moved by Van Kroonenburg
Seconded by McLeod*

That the Village of Bible Hill submit three projects to the New Building Canada Fund for future consideration.

1. *Pedestrian/Bike/Multi-use pathway construction through Saywood Drive and Regency Point Drive.*
2. *Storm sewer inlet structure: replacement of storm sewer system under Wright Avenue and the completion of the storm sewer system at the Bible Hill Recreation Park.*
3. *Pedestrian/Bike/Multi-use pathway through Main Street, continuing up College Road to Dixon Court.*

Motion carried.

Review of Correspondence

- **2014 Annual Business Appeal Letter - Colchester Historical Society Museum and Archives**

*Moved by Van Kroonenburg
Seconded by McLean*

That the Village of Bible Hill make a one-time donation to the Colchester Historical Society Museum and Archives of \$500.00.

Motion carried.

- **Northern AIDS Connection Society Annual Charity Auction**

No consensus was made for a donation.

Reports of Commissioners and Clerk and Treasurer

- **Protective Services Report**

Deputy Chair Van Kroonenburg read the Fire Brigade Report.

- **Transportation Services Report**

Commissioner MacCormick addressed the Commission and said how happy she was to be representing the Village as a Commissioner for the next three years. Sidewalk construction on College Road is coming along nicely with the next construction meeting scheduled for June 24th at 11:00am. Commissioner MacCormick updated the Commission on the three Royal Red Maple trees that have been planted at 69 Pictou Road to honor the three fallen RCMP officers in Moncton. A small plaque for each tree will be made and a dedication ceremony with the RCMP will be planned.

- **Environmental Services Report**

Commissioner McLean reported that the items she had to report this evening were covered by the Clerk when discussing the New Building Canada Fund.

- **Recreation Services Report**

Commissioner McLeod also was pleased to be acclaimed as a Commissioner for the next three years. He was very pleased to see our Recreation Director personally recognized and thanked for his contributions to the community and, in particular, to Bible Hill Junior High School. He read the Recreation Report that included an update on day camp summer staff that will be starting next week, the success of wheelchair basketball exposure, the full operation and popularity of the splash pad and washroom facilities at the Bible Hill Rec Park, and Canada Day events coming up.

- **Clerk's Report**

The Clerk reported that Village summer staff are currently painting the Village Hall to freshen up. Display cases in the hall will be removed permanently and the Clerk will be contacting the groups affected. There will be an informal staff bar-b-que on Wednesday, June 25th. All Commissioners are invited to attend. The ANSV Annual General Meeting in Pugwash is September 18, 19, and 20, 2014. Commissioners Burke, MacCormick, McLeod, and McLean have committed to attending.

- **Chair's Report**

The Chair is attending construction meetings for the College Road sidewalk project. He also asked other Commissioners to look into the situation of New Minas seeking township.

Accounts

*Moved by Van Kroonenburg
Seconded by MacCormick*

"hat the Village of Bible Hill approves the accounts for payment.

Motion carried.

New Business

- **Village Hall Rental Agreement**

A new Village Hall Rental Agreement was brought forward with the intention of simplifying and clarifying the cost of hall rentals.

*Moved by Van Kroonenburg
Seconded by MacCormick*

That the Village of Bible Hill accept the changes in the Village Hall Rental Agreement Policy as presented.

Motion carried.

- **Rotary Yearbook**

*Moved by McLean
Seconded by McLeod*

That the Village of Bible Hill purchase a 1/6 ad at a cost of \$359 + HST for the upcoming Rotary Yearbook.

Motion carried.

Adjournment

*Moved by Van Kroonenburg
Seconded by MacCormick*

"That the June 17, 2014 Regular Monthly Meeting of the Village of Bible Hill be adjourned."

Motion carried.

The meeting adjourned at 8:10 pm.

Chair Burke _____

Recording Secretary Curry _____

Clerk and Treasurer Christianson _____

2014/15 Committee Appointments

Chair	Burke
Deputy Chair	Van Kroonenburg

Major Committees

Finance and Audit Committee

The Finance Committee and Audit Committee is a full committee of the commission. The role of the committee is to oversee budget development, review the audited reports, and supervise village expenditures. All commissioners have signing authority, cheques require two signatures.

Protective Services

Chair	Van Kroonenburg
Deputy Chair	MacCormick

The Protective Services Committee oversees the Village's responsibility for the fire brigade, the Bible Hill Safety Advisory Committee, the Bible Hill Emergency Planning Committee and the School Crossing Guard Program.

Environmental Services

Chair	McLean
Deputy Chair	McLeod

The Environmental Services Committee is responsible for water systems, sewer systems, storm water drainage, urban forest and environmental protection/development in our community.

Transportation Services

Chair	MacCormick
Deputy Chair	Van Kroonenburg

The major responsibilities of this committee are the maintenance and improvements to sidewalks and other transportation issues.

Recreation & Cultural Services

Chair	McLeod
Deputy Chair	McLean

Recreation & Cultural Services is responsible for the development and management of recreational and cultural activities in the community. The Chair sits on the Parks & Recreation Committee, which has been developed to assist the village with the development of recreation programs and facilities.

Other Committees

Municipal Boundaries Committee

Village Chair	Burke
Village Deputy Chair	Van Kroonenburg

The original function of the committee was to oversee the village's boundaries with the County of Colchester and review the sharing of services between local municipal units.

By-Law Committee

Village Chair	Burke
Village Deputy Chair	Van Kroonenburg
Solicitor	MacDougall
Clerk and Treasurer	Christianson

The By-Law Committee implements, reviews, and provides support services to the commission on village by-laws.

Personnel Committee

Village Chair	Burke
Village Deputy Chair	Van Kroonenburg
Clerk and Treasurer	Christianson

The Personnel Committee oversees the implementation and development of personnel policies and employment guidelines for village staff.

External Committees

Chamber of Commerce	MacCormick
Nova Scotia Villages Voting Delegate	Burke

THE VILLAGE OF BIBLE HILL

Records Retention

Policy No. 1 Effective Date: May 20, 2014
Page: 1 of 4 Last Revision/Review: May 20, 2014

Rationale:

This policy is to ensure that the records of The Village of Bible Hill are readily accessible, protected from premature destruction and disposed of once their value ceases as well as to ensure that the records of The Village of Bible Hill are kept in a fashion that allows compliance with **Part XX, Freedom of Information and Protection of Privacy** of the **Municipal Government Act** in an efficient and effective manner.

Policy Statement:

It is the policy of The Village of Bible Hill to arrange, retain, archive and/or dispose of its records in accordance with **Part XV111, Villages, S421 (1)-(4)** of the **Municipal Government Act**.

Approved by: _____
Village Commission Chair

Clerk Treasurer

Date: _____

THE VILLAGE OF BIBLE HILL

Procedure No:

Effective Date:

Definitions

1. **Record** – means book, document, map, drawing, photograph, letter, voucher, paper and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include computer program or any other mechanism that produces records.
2. **New Record** – means any book, document, map, drawing, photograph, letter, voucher, paper and any other thing on which information is recorded or stored by graphic, electronic, mechanical, or other means that is acquired, purchased, manufactured, produced, copied or reproduced on or after the approval and commencement date of this policy.
3. **Existing Record** – means any book, document, map, drawing, photograph, letter, voucher, paper and any other thing on which information is recorded or stored by graphic, electronic, mechanical, or other means that is acquired, purchased, manufactured, produced, copied or reproduced prior to the approval date and commencement date of this policy.
4. **Archival Record** – means a record no longer required for current administrative, legal or financial means, but which has been assessed by the Village Commission as having historic, facts, evidence or research value.

Procedure No: 1

Effective Date: May 20, 2014

Care and Custody

1. Records in the care and custody of The Village of Bible Hill (the “Village”) are the property of the Village.
2. Village employees are responsible for ensuring that all Records in their custody and care not accessed on a regular basis be transferred to the appropriate storage are where they will await their final disposition and for ensuring compliance with this policy and any other applicable policies, directives or guidelines that may be developed with regards to information resource management.
3. The Village Commission must:
 - a. Ensure the proper environment, facilities and resources for preserving the Archival Records acquired by the Village for as long as their continuing value to the Village stands;
 - b. Promote the responsible care and handling of the Archival Records acquired by the Village, and;
 - c. Carry out the function of preserving and maintaining the Archival Records acquired by the Village in accordance with other such policies, practices or guidelines as may from time to time be determined by the Commission

Procedure No: 2

Effective Date: May 20, 2014

Destruction of Records

1. Before a Record is destroyed, authorization must be received from the Village Commission.
2. Records, which have been authorized for disposal, shall be destroyed in a manner that preserves the confidentiality of any information they may contain.
3. All disposition notices and certificates must be preserved
4. A Record whose retention period has expired under the approved records retention and disposition schedule and has not been transferred to the Village Archives file must be destroyed unless:
 - a. A request pursuant to Part XX, Freedom of Information and Protection of Privacy, Municipal Government Act is pending on the Record;
 - b. The subject matter of the Record is pertinent to pending legislation pending audit, pending legal matters and/or
 - c. The Village Commission requests that the Record be retained for an additional period with such request clearly stating the reason for the continued retention;
 - d. It is less than seven (7) years old.

Procedure No: 3

Effective Date: May 20, 2014

Records Retention and Disposal Schedule

Type of Record Retain/Dispose of Specific Instructions

1. Commission Minutes X Retain Forever
2. Committee Minutes X Retain Forever
3. Plans and Survey Records X Retain Forever
4. Deeds/Easements/etc. X Retain Forever
5. Court Records X Retain Forever
6. Records Required by Statute X Retain Forever
7. Bylaws X Retain Forever
8. Payroll Records X After 7 Years
9. General Correspondence X After 7 Years
10. General Ledgers X After 7 Years
11. Studies X After 7 Years

Approved by: _____
Clerk and Treasurer

Date: _____



VOLUNTEER AGREEMENT

The Village of Bible Hill relies on the efforts of its volunteers in order to serve people in the Village and surrounding area and expects all volunteers to meet the highest standard of professional and ethical conduct.

Two signed copies of this agreement are required; one to be kept in the volunteer's general file and one to be given to the volunteer.

Code of Conduct

1. Volunteers are expected to take direction from supervisors and adhere to Village of Bible Hill policies and procedures.
2. Volunteers will, at all times, conduct themselves in a professional manner with co-workers and public. In this regard, the Village of Bible Hill will not tolerate violence and/or any kind of abusive behavior, including harassment, sexual and otherwise, from an employee or volunteer toward any other individual. Violent or abusive behavior, on or off duty, may result in dismissal and/or other sanctions.
3. Speaking on behalf of the organization is limited to those for whom such duties are specifically indicated in their position description; or, upon invitation; or, with authorization from the Village of Bible Hill.

Confidential Information

All Village volunteers are exposed to various amounts of confidential information. It is imperative that the information be treated with due consideration.

Personal Conduct

What volunteers do is observed by the public and helps form the public's attitude towards the Village. Confidence in the Village, its services, and its charges is strongly influenced by the way people see us use – or misuse – Village time, supplies, and equipment.

At all times, volunteers are expected to refrain from illegal or improper acts which could affect the volunteer's relationship to their job, fellow volunteers/employees or the Village's services, property or reputation in the community.

You as a Village volunteer are responsible for protecting the collective reputation of our Village and for safe guarding revenues and property against fraud, theft, loss, or

The Village of Bible Hill

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 Phone: (902) 893-8083

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RENTAL AGREEMENT WITH FOOD SERVICE

FOOD SERVICE IS PERMITTED IN THE VILLAGE HALL WHEN PROVIDED BY A FOOD SERVICE OPERATOR THAT IS IN ADHERENCE WITH THE PROVINCE OF NOVA SCOTIA'S FOOD SAFETY REGULATIONS AND IS APPROVED BY THE VILLAGE OF BIBLE HILL TO PROVIDE THE SERVICE.

APPROVED FOOD SERVICE OPERATORS

Bible Hill Fire Brigade Ladies Auxiliary No Catering in June, July & August	Edith Cochrane	897- 0327
Valley-Kemptown Fire Brigade Ladies Auxiliary No Catering in Jan, Feb & March	Fay Smith	895 - 8104
Sheila Clarke Catering Services - All year	Sheila Clarke	897-6160
Lynn Stead Catering Services - All year	Lynn Stead	895-3031
Fusion Catering	Lisa Wood	986-3178
Riverhill Girl Guides - All year	Debbie Mellish	897-6633
Lavona MacDonald Catering Services	Lavona MacDonald	843-9243

Name of Renter				
Address of Renter				
Phone				
Email				
Date of Event				
Time of Event				
Open Hall				
Bar - Attach copy of License with agreement				
Caterer				
Fees	Amount	Date	Receipt Number	
Deposit (\$50 non refundable)				
Hall Rental				
Bar Paid (\$11.21 &/or \$22.43)			No Receipt issued	

HALL RENTAL	
Hourly Rate	\$25.00
Maximum daily rate	\$250.00

HALL RENTAL - REGISTERED CHARITY/NON-PROFIT SOCIETY	
Hourly Rate	\$10.00
Maximum daily rate	\$100.00

Hall capacity is 200 for events without alcohol, 166 when alcohol is served. 33 Tables, 180 chairs, and a public address system are provided. Table length is 60 inches and the table width is 30 inches. The measurement of the hall is 38' x 60'.

Bar service requires the renter to complete a Nova Scotia Liquor License application (at least one month prior to the event) and The Bar Service Policy including payment of applicable fees by the renter. Forms are available at the office. The Bible Hill Volunteer Fire Brigade manages all bars. No liquor permitted otherwise.

Village residents (individuals, not businesses) shall receive a discount of a maximum of 15% for the first two rental sections listed above.

Decorations shall not be placed at a height exceeding 10 feet, no confetti. It is the responsibility of the renter to make sure nothing is left in the hall overnight. It is not the responsibility of the caterers to move tables at the hall.

Political signage of any description is not to be erected on Village property.

Any person engaging the hall is responsible for any damage to the premises and must also see that parking does not occur on the East end of the property which would impede the fire vehicles in case of emergencies.

I/We agree to follow the Rental Regulations in conjunction with the rental of the Village Hall at 69 Pictou Road, Bible Hill, NS.

 Signed (Renter)

 Signed (Village of Bible Hill)

 Date

 Date