

The Village of Bible Hill Commission in Committee Meeting was held on June 10, 2014 in the Village Office, 67 Pictou Road. The Clerk and Treasurer called the meeting to order at 7:00 pm; the meeting adjourned at 7:50 pm.

**Call to Order**

Commissioner Burke  
Commissioner MacCormick  
Commissioner McLean  
Commissioner McLeod  
Commissioner Van Kroonenburg

Staff: Clerk and Treasurer Christianson  
Recording Secretary Curry

In Attendance: N. Loomer, Village Resident

The Clerk congratulated Commissioner MacCormick and Commissioner McLeod on their re-election by acclamation to the Commission. He stated that the two commissioners had been duly sworn in by County CAO (Municipal Clerk) Ramish Uumat earlier that day. The Clerk asked if there were any comments regarding the upcoming election for Chair and Deputy Chair.

**Election of Officers and Appointment to Committees**

**Election of Chair and Deputy Chair**

The Clerk and Treasurer led a brief discussion on the voting procedures for the election of Chair and Deputy Chair. Each Commissioner is eligible to vote for the Commissioner of their choice by ballot. The scrutineers were Recording Secretary Curry and Village Resident Loomer. The ballots will be destroyed after the appointments.

Commissioner Burke was elected Chair and Commissioner Van Kroonenburg was elected Deputy Chair.

The ballots were shredded.

Deputy Chair Van Kroonenburg assumed the Chair.

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

## **Approval of Committee Appointments**

*Moved by McLeod  
Seconded by McLean*

*That the Commission in Committee recommends that the Village of Bible Hill approve the committee appointments.*

*Motion carried.*

## **Review and Approval of the Minutes of May 13, 2014**

*Moved by Burke  
Seconded by McLeod*

*That the minutes of May 13, 2014 be approved as presented.*

*Motion carried.*

## **Approval of the Agenda**

*Moved by Burke  
Seconded by MacCormick*

*That the agenda be approved with two additions - a remembrance of fallen RCMP and a bank transfer.*

*Motion carried.*

## **New Business**

- **Record Retention Policy**

*Moved by MacCormick  
Seconded by McLeod*

*That the Commission in Committee recommends that the Village of Bible Hill approve the Records Retention Policy as presented.*

*Motion carried.*

- **Staffing Maintenance Worker Position**

The Clerk updated the Commissioners on the progress being made on staffing the position of Maintenance Worker for the Village. The position has been advertised in numerous locations and to date the Village has received approximately 60 resumes. The deadline for application is June 27<sup>th</sup> with interviews expected mid to late July.

- **Financial Statement to May 31, 2014**

The Clerk presented the Financial Statement to May 31, 2014 to the Commission.

- **Volunteer Agreement**

As there is currently not a Volunteer Agreement in place for the Village, a policy has been developed by staff to outline policies, procedures, and coverage for Bible Hill Volunteers. The agreement has been reviewed by the Village Solicitor and a final version was presented to the Commission. This policy is primarily targeted at youth volunteers and is to be signed by their parents as well. It may be considered for future use for all Village volunteer positions and committees.

*Moved by MacCormick  
Seconded by McLeod*

*That the Commission in Committee recommends that the Village of Bible Hill accept the Volunteer Agreement as presented.*

*Motion carried.*

- **Parks and Recreation Committee Motion**

*Moved by McLeod  
Seconded by McLean*

*That the Commission in Committee recommends that the Village of Bible Hill accept 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.*

- **College Road Sidewalk Construction**

The Clerk reported on the construction meeting that was held earlier in the day. Consideration is being made to extend the sidewalk work being done down to the Dalhousie Day Care. This would include tree removal by the Dalhousie soccer field but TIR will allow the Village to use the existing asphalt curb in the continuation of the concrete sidewalk. This will be an overall savings to the Village. Initial cost over-run estimates are approximately \$80,000.

*Moved by MacCormick  
Seconded by McLean*

*That the Commission in Committee recommends 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.*

Chair Burke would to see signs erected at the worksite for pedestrians to "Use Other Side" of the road during construction. The Clerk will contact the construction foreman to request this.

- **New Building Canada Fund**

The Clerk reported that the criteria for the new Building Canada Fund has been released. Three priority projects with estimates should be submitted by June 27<sup>th</sup>. After discussion, the Commission decided that they would submit only one project. The project would entail the completion of the pipe replacement at the Bible Hill Recreation Park as well as the replacement of the sanitary storm lines on Wright Avenue. This project would be expected to possibly begin in 2017. The Clerk will work on the proposal and bring additional information to the meeting next week.

- **Remembrance of Fallen RCMP**

Commissioner MacCormick would like to see the Village of Bible Hill recognize the RCMP in the Village. Several suggestions were brought forward. The Clerk will contact RCMP for their comments and bring this information to the meeting next week.

- **Bank Transfer**

*Moved by McLean  
Seconded by Burke*

*That the Commission in Committee recommends that the Village of Bible Hill transfer \$170,000 from the Operating Reserve to the Operating Fund.*

*Motion carried.*

### **Adjournment**

*Moved by MacCormick  
Seconded by McLeod*

*“That the June 10, 2014 Commission in Committee Meeting of the Village of Bible Hill be adjourned.”*

*Motion carried.*

The meeting adjourned at 7:50 pm.

Deputy Chair Van Kroonenburg \_\_\_\_\_

Recording Secretary Curry \_\_\_\_\_

Clerk and Treasurer Christianson \_\_\_\_\_