

The Village of Bible Hill Commission in Committee Meeting was held on June 9, 2015 in the Village Office, 67 Pictou Road. Clerk and Treasurer Christianson called the meeting to order at 7:00 pm; the meeting adjourned at 8:26 pm.

Call to Order

Commissioner Burke
Commissioner Kennedy
Commissioner MacCormick
Commissioner McLeod
Commissioner Van Kroonenburg

Staff: Clerk and Treasurer Christianson
Recording Secretary Ogden

In Attendance: M. Chaisson, Truro Daily News
N. Loomer, Village Resident

The Clerk congratulated Mr. Kennedy on his election by acclamation to the position of Commissioner for a three-year term. Commissioner Kennedy has been duly sworn in.

Review of the Village of Bible Hill Elected Officials Orientation Binder

The Clerk reviewed the Orientation Binder. The following items were reviewed, organization chart, Clerk's job description, policies, meeting schedule, Municipal Government Act, village by-laws, meetings and procedures policy, Roberts Rules of Order, CUPE agreement, and the 2015-16 Budget including salary scales.

The following items require updating: personnel policy, and the establishment of an outline of commissioner's duties. The Commissioner Burke and Clerk will develop the outline of the commissioner's duties. The Village will request a copy of the County of Colchester's Personnel Policy for reference in updating the Village's Personnel Policy.

Election of Officers and Appointment to Committees

Election of Chair and Deputy Chair

The Clerk and Treasurer led a 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 scrutinizers were Recording Secretary Ogden and Village Resident Loomer. The ballots will be destroyed after the elections.

Commissioner Burke was elected Chair and Commissioner MacCormick was elected Deputy Chair. The Committees were assigned. The Chair of the Recreation Committee was decided by ballot.

The ballots were shredded.

Chair	Burke
Deputy Chair	MacCormick

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	Kennedy
Deputy Chair	Van Kroonenburg

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

Environmental Services

Chair	Van Kroonenburg
Deputy Chair	MacCormick

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	McLeod

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

Recreation & Cultural Services

Chair	McLeod
Deputy Chair	Kennedy

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	MacCormick

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	MacCormick
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	MaCormick
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	Burke
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Deputy Chair MacCormick assumed the Chair.

Review and Approval of the Minutes of the May 12, 2015

*Moved by Van Kroonenburg
Seconded by Kennedy*

That the minutes of May 12, 2015 be approved as presented.

Motion carried.

Review and Approval of the Agenda, call for new or other business

*Moved by Burke
Seconded by Van Kroonenburg*

That the agenda be approved as presented.

Motion carried.

New Business

- Clerk and Treasurer- Incident Command System Course

The Clerk is taking an Incident Command Systems Course on June 9, 10 & 11th. He explained that is was an excellent course that provided training in administration of incidents and this is his second course he has taken relating to Incident Command.

- Bible Hill Kinsmen Club- Past President's Plaque in Village Hall

*Moved by Burke
Seconded by McLeod*

That the commission in committee recommends that the Village of Bible Hill affix the Past-President's plaque in our Village Hall.

Motion defeated

- Wallace Living- Disaster Plan

*Moved by McLeod
Seconded by Kennedy*

That the commission in committee recommends that the Village of Bible Hill allow Wallace Retirement Living to use the Bible Hill Village Hall to house residents temporarily during a evacuation due to fire or other disaster.

Motion defeated

- 4-H - Donation Request

*Moved by Van Kroonenburg
Seconded by McLeod*

That the commission in committee recommends that the Village of Bible Hill provide a monitory donation to the Colchester County 4-H for the Nova Scotia Provincial Exhibition expenses.

Motion defeated

- Invitation AGM Maggie's Place- June 12, 2015

The Clerk was requested by the Commission to send regrets on behalf of the Village.

- Saywood Construction Project Meeting

The next meeting for the Saywood Construction Project is scheduled for June 10th at 11:00am. All Commissioners are welcome to attend.

- Philips HeartStart- On-site Defibrillator AED

*Moved by Van Kroonenburg
Seconded by McLeod*

That the commission in committee recommends that the Village of Bible Hill purchase a Philips HeartStart On-Site Defibrillator AED and additional accessories from Can-med Healthcare at a cost of \$2,649.42 plus HST.

Motion carried

- Sidewalk List

The commission reviewed the sidewalk priority list. The Clerk outlined that the Village should have a top 4-5-priority list. The Commission discussed the following list:

1. Hollywell Park to the Salmon River Bridge
2. Village Line Avenue Pictou to College ***
3. Old Court House Branch College to Regency ***
4. Hazel Drive

*** Conditional upon cost sharing with the Municipality of the County of Colchester.

Other areas around the Village were discussed. The commission agreed to develop a sub committee that consists of the Deputy Chair MacCormick, Commissioner McLeod and Clerk. This sub committee will report back to the July meeting to outline other areas that require replacement or improvement.

Adjournment

*Moved by McLeod
Seconded by Burke*

That the June 9, 2015 Commission in Committee Meeting of the Village of Bible Hill be adjourned.

Motion carried.

The meeting adjourned at 8:26 pm.

Deputy Chair MacCormick _____

Clerk and Treasurer _____

Recording Secretary Ogden _____