

The Village of Bible Hill Commission in Committee meeting was held on September 10, 2019 in the Village Office, 67 Pictou Road. Deputy Chair Van Kroonenburg called the meeting to order at 7:00pm; the meeting adjourned at 8:44pm.

Call to Order: Deputy Chair Van Kroonenburg
Chair MacCormick
Commissioner Burke
Commissioner Pitcher

Staff: Clerk and Treasurer Bell
Recording Secretary Chaplin

Delegations: Mr. Oliver Browning, PDI Engineering

Regrets: Commissioner Kennedy

Call for New or Other Business

The Deputy Chair called for new or other business. Clerk and Treasurer Bell asked to have Closed Session – Personnel Matters added under new business.

Review and Approval of Agenda

*Moved by Burke
Seconded by MacCormick*

That the agenda be approved as amended.

Motion carried.

Call for Declaration of Conflict of Interest

The Deputy Chair called for any declaration of conflict of interest and no conflict was declared.

Miscellaneous Business including delegations

- **Project Review: Elevator lift - 69 Pictou Rd**

Clerk and Treasurer Bell stated that he had been instructed by the Commission to seek engineered drawings for an elevator lift to be installed from the first floor to the second floor of the 69 Pictou Rd. He explained to the Commission that plans drawn by PDI Engineering. Clerk and Treasurer Bell then presented the drawings and noted the engineer's estimated cost of the project to be \$102,000+hst. The Commission discussed grant funding and the budget. Mr. Browning noted that the only way to know the exact cost of the project would be to seek quotations. Clerk and Treasurer Bell asked the Commission if they would like him to move forward with seeking quotations for the project.

*Moved by Pitcher
Seconded by Burke*

That the Commission in Committee recommend the Village of Bible Hill instruct staff to issue a request for quotation for the proposed elevator lift to be added to the Village of Bible Hill's Village Hall.

Motion carried.

- **Project Review: Sidewalk capital – Johnson Ave**

Clerk and Treasurer Bell presented Johnson Avenue sidewalk plans that were drawn by PDI Engineering. The engineer's estimated cost for the sidewalk plans is \$331,108+hst. The Commission discussed. Clerk and Treasurer Bell asked the Commission if staff should move forward with seeking quotations for the project. Once quotations are received the Commission will decide on the final details of the project.

*Moved by Burke
Seconded by Pitcher*

That the Commission in Committee recommend that the Village of Bible Hill puts forward an RFQ for sidewalk replacement on Johnson Ave.

Motion carried. (Chair MacCormick opposed)

Deputy Chair VanKroonenburg noted that those opposed would be recorded in the minutes.

- **Policy Introduction: Communication Tools Policy**

Clerk and Treasurer Bell reintroduced a draft Communications Tools Policy that was presented at August's Regular Monthly Meeting and deferred until this meeting, so Deputy Chair VanKroonenburg could have the chance to review it. Deputy Chair VanKroonenburg asked Clerk and Treasurer Bell to assume the position of the Chair for this matter. The Commission discussed. A question was raised on if the information on their phone would be public access. Clerk and Treasurer Bell referred to the Access to Information & Protection of Privacy Councillor's Q&As

booklet issued by the Office of the Information and Privacy Commissioner for Nova Scotia. It states in relation to Part 20 of the Municipal Government Act:

The rules do not apply to constituency work. Individual councillors (commissioners) are elected representatives. They represent the constituents in the district in which they are elected. As politicians working for constituents, the access and privacy rules do not apply to councillors (commissioners). However, keep in mind that citizens do not necessarily understand the technical application of privacy laws and will expect councillors (commissioners) to respect and protect their personal information.

*Moved by Pitcher
Seconded by Burke*

That the Commission in Committee recommend the Village of Bible Hill adopt the Communication Tools Policy as presented.

Motion carried.

- **Policy Discussion: Banner Advertising**

Clerk and Treasurer Bell asked the Commission about what they would like to see in a Banner Advertising Policy, as he was instructed at the last meeting to draft one. He reviewed the wording of the current advertising sign policy.

Clerk and Treasurer Bell then noted that perhaps the Commission would be interested in amending the current advertising sign policy to include the Village's street banners. The Commission discussed.

*Moved by Pitcher
Seconded MacCormick*

That the Commission in Committee recommend the Village of Bible Hill accept the Advertising Sign Policy as amended to include banners and note that they are not for commercial use.

Motion carried.

- **NSTIR response to crosswalk installation requests**

Clerk and Treasurer Bell noted to the Commission that at the last meeting the Commission discussed NSTIR's response to a crosswalk installation request made by the Village that included 6 crosswalks. He reiterated 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.

Clerk and Treasurer Bell explained that if the Commission is interested in upgrading all crosswalks to a uniform standard, that NSTIR would reconsider and recommended the Village propose a plan of action and decide how many of the 9 crosswalks to be up upgraded will be budgeted to upgrade per year, to be reviewed by NSTIR's traffic division. Clerk and Treasurer Bell presented timeline options. The Commission discussed.

*Moved by MacCormick
Seconded Pitcher*

That the Commission in Committee recommend the Village of Bible Hill respond to NSTIR and ask for approval to move forward with four budgeted crosswalk upgrades this year and a 3-year plan to upgrade the remaining 5 crosswalks.

Motion Carried

- **SPS10 Surface Preparator**

Clerk and Treasurer Bell noted that at the last Regular Monthly meeting the Commission requested that he gather additional information on a proposed SMITH SPS10 Multi-Use Surface Preparator. Clerk and Treasurer Bell presented his findings. He noted that there is no training offered for the machine from the seller, and that the CUPE representative has no issue with staff using the machine. Clerk and Treasurer Bell then presented an estimated price for 150 repairs using the machine, including the price of the machine and supplies, to be \$13,600+hst not including maintenance hours. The Commission discussed pricing of maintaining the machine, and number of staff hours needed to complete sidewalk work. Clerk and Treasurer Bell then presented the option of having a 3rd party company, located in Ontario, hired to complete sidewalk repairs for an estimated price of \$70 per cut or an estimated \$10,500+hst for 150 repairs. He noted that staff could not locate a local company that offers this service. The Commission agreed by consensus to not purchase the SPS10 Surface Preparator.

New Business

- **Policy Introduction: Wellness Program Policy**

Clerk and Treasurer Bell Presented a draft Wellness Program Policy to the Commission. He noted that the Village did have a Wellness Policy in effect in previous years, but all policies were revoked in November 2016 to provide an opportunity to review all policies, and this former policy has not yet been reviewed. He noted the Village continued to budget for wellness, therefore a policy should be implemented. He then spoke about the benefits of a Wellness Policy and mentioned that other local governments have adopted similar policies across the Province. The Commission discussed.

Moved by Pitcher

That the Commission in Committee recommend the Village of Bible Hill adopt the Wellness Program Policy Program as presented.

On account of not being seconded, the motion failed.

- **Trail Design RFP – BHRP to Osprey Ct to Maple Blvd (Terry Amirault)**

Clerk and Treasurer Bell presented results of a Request for Proposal for a trail design from Bible Hill Rec Park to Osprey Crt to Maple Blvd. He noted that the RFP was issued by invitation to three vendors and that Mr. Terry Amirault was the sole proponent. Mr. Amirault quoted \$3,940+hst to complete the project. Clerk and Treasurer Bell noted that the Parks and Recreation budget allotted for up to \$5,000 to complete this project.

Moved by MacCormick

Seconded by Burke

That the Commission in Committee recommend the Village of Bible Hill accept the quote from Mr. Terry Amirault for the Bible Hill Rec Park to Osprey Crt to Maple Blvd trail design for \$3,940+hst.

Motion carried.

- **Sidewalk Condition Assessment**

Clerk and Treasurer Bell presented information to the Commission from Safe Sidewalks Canada on sidewalk condition assessments. Clerk and Treasurer Bell stated that the quoted price is \$2,200+hst to assess all Village sidewalks estimated at 18.5KM. He also noted that the company combines evaluation, analysis, education and cost information to help quickly understand the current sidewalk conditions and recommends maintenance options. The assessment provides an objective, defensible basis for developing short and long-term sidewalk improvement strategies. The Commission discussed and agreed that this service would be useful. Clerk and Treasurer Bell noted that an assessment of sidewalk conditions by a firm with expertise in this field would be advisable compared to the Village preparing our own assessment of what constitutes a hazard and severity of hazards.

Moved by Pitcher

Seconded by MacCormick

That the Commission in Committee recommend the Village of Bible Hill employ Safe Sidewalks Canada to complete a sidewalk condition assessment for \$2,200 +hst.

Motion carried.

- **Closed Session – Personnel Matters**

*Moved by Burke
Second by MacCormick*

That the Village of Bible Hill go into closed session to discuss personnel matters.

Motion carried

The Commission in Committee went into closed session at 8:35pm.

The Commission in Committee came out of closed session at 8:44pm.

Adjournment

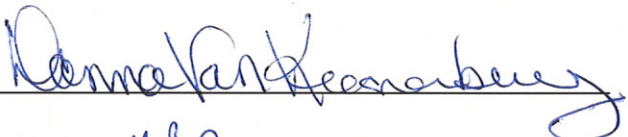
*Moved by Pitcher
Seconded by Burke*

That the September 10, 2019 Commission in Committee Meeting of the Village of Bible Hill be adjourned.

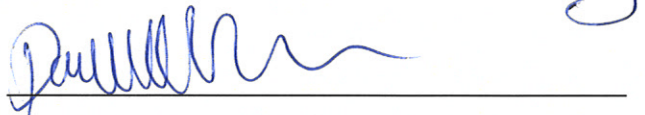
Motion carried.

The meeting adjourned at 8:44pm.

Deputy Chair Van Kroonenburg



Recording Secretary Chaplin



Clerk and Treasurer Bell