

Village of Bible Hill
Regular Monthly Meeting
June 16, 2020



The Village of Bible Hill regular monthly meeting was held on June 16, 2020 via videoconferencing, per the direction of the Minister of Municipal Affairs and Housing issued March 22, 2020 (enclosed). Chair MacCormick called the meeting to order at 7:00 pm; the meeting adjourned at 8:23pm.

Call to Order: Chair MacCormick
Deputy Chair Van Kroonenburg
Commissioner Pitcher
Commissioner Burke
Commissioner Kennedy
Clerk and Treasurer Bell
Recording Secretary Chaplin
Solicitor Roper, Burchell MacDougall

Guests: Pamela Chandler
Tim Shea, election candidate for the Office of Village Commissioner
Justin Clark, election candidate for the Office of Village Commissioner
Carvell McNutt, election candidate for the Office of Village Commissioner
Brad Lowe, election candidate for the Office of Village Commissioner

Review and approval of the minutes of May 19, 2020.

Moved by Van Kroonenburg and seconded by Kennedy, that the meeting minutes of May 19, 2020 be approved. Motion carried.

Call for new or other business and review and approval of agenda

Chair MacCormick called for new or other business.

Moved by Kennedy and seconded by Burke, that the agenda be approved. Motion carried.

Call for declaration of conflict of interests

Chair MacCormick called for any declarations of conflict of interest and no conflict was declared.

Miscellaneous business including delegations

Chair MacCormick welcomed Pamela Chandler, Tim Shea, Brad Lowe, Carvell McNutt and Justin Clark.

Pictou Rd sidewalk proposals

Clerk and Treasurer Bell presented summary information regarding the Pictou Road Sidewalk project. He noted that the project will renew the sidewalk on the south side of Pictou Rd, between Subway restaurant and Blanchard Ave.

Clerk and Treasurer Bell noted that as desired by the Commission, the sidewalk and driveway ramps will be constructed of asphalt. He mentioned that in previous discussion with Nova Scotia Department of Infrastructure Renewal's (NSTIR) area manager, the curb must be replaced in order to renew this sidewalk, and it will be constructed of concrete. Further, he noted that storm drains along the route will be fitted into the new curb where possible.

Clerk and Treasurer Bell presented a recommendation of award letter from the Village's engineering firm, PDI Engineering, that outlined a summary of the bids received and recommended that the lowest compliant bidder, being Basin Contracting Limited, be awarded the project.

Moved by Kennedy and seconded by Pitcher, to award Basin Contracting Limited the Pictou Road sidewalk and related infrastructure project for a total of \$361,890.00 plus HST. Motion carried.

MFC borrowing – Property tax financing operating loan

Clerk and Treasurer Bell noted to the Commission that, as previously discussed, it is estimated that as a result of COVID-19, some residents/businesses will be unable to make timely property tax payments. As discussed at previous meetings, he noted that if the assumption of up to one-third of Bible Hill residents/businesses *could* be late on paying property taxes, it would be equal to a property tax shortfall of \$684,000.

He noted that the Village Commission had previously agreed to move forward with drafting an operating borrowing resolution from Municipal Finance Corporation (MFC) for up to \$684,000, but after recent discussions with staff at Municipality of the County of Colchester (Colchester), he was made aware that Colchester will be borrowing on behalf of the Village to fund property taxes as needed. As a result, it is thought that the Village will therefore receive its property tax payments from Colchester over the usual time period, and operating borrowing by the Village would not be required. The Commission discussed.

Business arising out of the minutes

There was no business arising out of the minutes.

Review of Correspondence

There was no correspondence to review.

Reports of Commissioners and Clerk and Treasurer

Commissioner Burke, Transportation Services

Commissioner Burke spoke about soil corrections to sidewalks completed on Saywood Drive and Farnham Road, as well as completed stump removal work performed on College Road, as well as the completion of landscaping on Johnson Avenue, completing that sidewalk renewal project.

He then spoke of a storm drain deficiency on Windale Drive, and potholes that need attention on Armstrong Avenue and East Court Road. Commissioner Burke spoke about a complaint he had received from a resident regarding boundary sign placement near Village Line Avenue at College Road. It was discussed by the Commission.

Clerk and Treasurer Bell indicated that the installation locations of all boundary signs were pre-approved by Nova Scotia Department of Transportation (NSTIR) staff. The Commission instructed Clerk and Treasurer Bell to request another review by NSTIR to ensure the location is suitable.

Lastly, Commissioner Burke discussed the status of overhead crosswalk lighting around the Village. Clerk and Treasurer Bell noted that he has communicated with NSTIR staff numerous times on three outstanding requests of TIR related to crosswalk lighting, and to date the Village has not received direct replies to any, with one inquiry being outstanding for more than one year. Clerk and Treasurer Bell indicated that over the last year there have been a number of Acting Area Managers installed in the position of Area Manager, and with recent restrictions resulting from COVID-19, timely two-way communication with NSTIR has been a challenge.

Commissioner Kennedy, Protective Services

Commissioner Kennedy presented the Fire Chief's report - as attached.

Commissioner Kennedy then noted that he would like to see planning of a tree planting on the Village property in memory of the late Cst Heidi Stevenson. The Clerk and Treasurer noted that office staff will arrange for this once COVID-19 restrictions permit.

Commissioner Pitcher, Recreation and Cultural Services

Commissioner Pitcher noted the gravel parking lot at the Bible Hill Recreation Park has been resurfaced and that the site's bathrooms will be opened on July 2nd with new paper towel dispensers to be installed. Lastly, Commissioner Pitcher spoke about factors for not holding summer day camps this year due to COVID-19. The Commission discussed.

Deputy Chair Van Kroonenburg, Environmental Health Services

Deputy Chair Van Kroonenburg noted that the Village owned property on Saywood Drive has been cleaned up of dead wood and brush, and that the prior year College Court drainage project has concluded following soil and seed reinstatement this month. She then noted that NSTIR had been contacted regarding a request to fix a problematic street storm drainage pipe at a Bigney Avenue property following a resident complaint. She indicated that NSTIR responded that they will not fix the drainage pipe, and that if the pipe becomes blocked it will be the resident's responsibility to fix it since the pipe is on private property. The Commission discussed. It was suggested that the resident contact the MLA to assist in them in reaching out to NSTIR to reconsider.

Chair MacCormick

Chair MacCormick noted the sad loss of Mr. Doug Boyce. She suggested the Village consider establishing a memorial for Mr. Boyce, for his significant contributions to the Village. She then noted that she has been keeping in touch with Clerk and Treasurer Bell throughout the state of emergency. Chair MacCormick then acknowledged the MLA, Mr. Dave Ritcey, for keeping the Village in the loop on Provincial COVID-19 announcements on a daily basis during the state of emergency. She also noted that after the state of emergency is lifted, the Village will hold our annual meeting of electors and election. Lastly, the Chair offered her regrets for the regular Commission meeting in August.

Clerk and Treasurer Bell

Clerk and Treasurer Bell agreed with Chair's comment regarding MLA Ritcey and that he too appreciates receiving Provincial updates that are being sent to the Village.

Clerk and Treasurer Bell then shared his thoughts, information, history and a brief memorial for the passing of Mr. Doug Boyce.

He then noted painting of walls in the Village Hall and the second floor of the fire station have been completed and that flooring is being installed this week. He noted that the Village is prepared with procedures for safe limited re-opening beginning July 2. He acknowledged the assistance of Mr. Tim Houston, MLA, in regards to seeking answers on behalf of Villages from the Province on Village elections.

Clerk and Treasurer Bell spoke about the hiring process for the Administrative Services Coordinator to cover maternity and parental leave and that the Village has hired Ms. Pamela Chandler to fill that temporary position.

He noted that three boundary sign installs remain outstanding, and a few installed boundary and park signs require some correction. The sign firm has been made aware of all issues and is reviewing and will submit a timeline plan to the Village soon. COVID-19 had delayed this process, which was expected to be completed earlier this year.

Clerk and Treasurer Bell noted that it has been requested by a Commissioner that Village policies and by-laws be reviewed for possible improvements based on limitations noted during the pandemic situation. He urged Commissioners to forward their suggestions for areas of improvement and that he will begin a review process over the summer months.

He then spoke about a recently announced Federal grant program, 'Enabling Accessibility Fund', which this year is offering 100% coverage of accessibility improvements in the form of grants. He noted that he believes this funding will be allocated very quickly, and noted that the Village has made its application to the program for installing a ramp, a power door, and an accessible washroom at 69 Pictou Road. If approved, the Village could receive funding for up to \$75,000.

Clerk and Treasurer Bell spoke about the Village Hall and Office being closed until June 30th and gave the Commission a brief overview of the procedures for re-opening the facilities.

Lastly, he noted the Department of Municipal Affairs and Housing is asking municipal governments to 'save the date' next week for a webinar discussion and consultation on four topics such as conflict of interest, accessibility, housing, and code of conduct, on June 25th. He noted that he will be attending and encourages any Commissioner interested to attend.

Accounts

Moved by Burke and seconded by Van Kroonenburg, that Village of Bible Hill approve the accounts for payment. Motion carried.

New Business

Resolution 2 - Nomination Period Results

Clerk and Treasurer Bell read aloud Resolution 2, a resolution for the establishment of procedure for duly nominated candidates for Office of Village Commissioner to postponed election date.

Moved by Van Kroonenburg and seconded by Pitcher that Village of Bible Hill approve Resolution 2, a resolution for the establishment of procedure for duly nominated candidates for office of Village Commissioner to postponed election date. Motion carried.

Resolution 3 - Annual Meeting and Election Day Dates

Clerk and Treasurer Bell read aloud Resolution 3, a resolution for the establishment of dates for postponed annual meeting of electors and election for office of Village Commissioner.

Moved by Kennedy and seconded by Pitcher that Village of Bible Hill approve Resolution 3, a resolution for the establishment of dates for postponed annual meeting of electors and election for office of Village Commissioner. Motion carried.

Inter-account fund transfer – temporary cash flow

Clerk and Treasurer Bell recommended the Commission authorize the transfer of funds to provide temporary cash flow until property tax revenue payments flow in, in the amount of \$250,000 from the operating reserve fund to the operating fund.

Moved by Pitcher and seconded by Van Kroonenburg that Village of Bible Hill transfer \$250,000 from the operating reserve fund to the operating fund for temporary cash flow. Motion carried.

Bible Hill Sanitary Sewer Study proposals

Clerk and Treasurer Bell spoke about the Village's Bible Hill Sanitary Sewer system. He noted that, in order to effectively prioritize capital renewals of the system, and efficiently use property tax revenues, along with plan for revenue requirements for future renewals, the Village needs to acquire asset management data on the system. The Clerk and Treasurer explained that a public request for proposals was issued for undertaking a sanitary sewer study of the Bible Hill system. Clerk and Treasurer summarized the purpose of the study and the proposals received. He noted the Village's budget, available grant funding, and gave his recommendation to the Commission. The Commission discussed.

Moved by Van Kroonenburg and seconded by Kennedy that Village of Bible Hill award the Bible Hill Sanitary Sewer System Study project to RV Anderson Associates Ltd. for a total of \$128,000.00 plus HST.

Accessibility Advisory Committee – Nomination for Commissioner membership (1)

Clerk and Treasurer Bell noted that the Accessibility Advisory Committee membership calls for a Commissioner to attend tomorrow's Accessibility Advisory Committee meeting. He noted that appointment of a Commissioner to the committee is called for at the meeting after an election, however with an election not having been held, and a Committee meeting upcoming, a Commissioner appointment is needed. Deputy Chair

Van Kroonenburg noted that she is working at the Committee meeting time, however she will attempt to take time off to attend.

Airport Field Road quote (S&E Mini Excavating Service and TR Petroleum Ltd)

Clerk and Treasurer Bell presented two quotes for driveway work on Airport Field Park green-space property. A quote from S&E Mini Excavating was presented at \$4,397.50 plus HST, and a quote from TR Petroleum Ltd was presented at \$1,925.00 plus HST. The Commission discussed.

Moved by Kennedy and seconded by Van Kroonenburg, that Village of Bible Hill award the Airport Field Park work to TR Petroleum for a total of \$1,925.00 plus HST. Motion carried.

Security check quote - Bible Hill Recreation Park (Palaton Security)

Clerk and Treasurer Bell presented a quote for security checks over the summer at Bible Hill Recreation Park. The sole quote was from Palaton Security for a total of \$2,835.00 plus HST. The Clerk and Treasurer estimated that the security firm would be required for approximately 103 days through Thanksgiving weekend.

Moved by Kennedy and seconded by Van Kroonenburg, that Village of Bible Hill obtain Palaton Security to complete security checks at the Bible Hill Recreation Park for an estimated total of \$2,835 plus HST. Motion carried.

Faulty compressor replacement – Hall roof top AC (Conroy Refrigeration)

Clerk and Treasurer Bell presented a quote for faulty compressor in the Village Hall's rooftop A/C unit. The sole quote was from Conroy Refrigeration for a total of \$2,203 plus HST. The Clerk and Treasurer noted that multiple other local vendors were consulted, but it was indicated that they could not work on the brand and type of unit involved.

Moved by Van Kroonenburg and seconded by Kennedy, that Village of Bible Hill obtain Conroy Refrigeration to obtain a new compressor for the Village Hall's rooftop A/C unit for a total of \$2,203 plus HST. Motion carried.

Adjournment

Moved by Burke that the June 16, 2020 regular monthly meeting of Village of Bible Hill be adjourned. Motion carried.

The meeting was adjourned at 8:23pm.

Chair MacCormick

Leis MacCormick

Recording Secretary Chaplin

David M. Chaplin

Clerk and Treasurer Bell

W. Phillip Bell

**Direction of the Minister
under a Declared State of Emergency**

(Section 14 of the *Emergency Management Act*, the *Municipal Government Act*, and *Halifax Regional Municipality Charter*)

During the Provincial State of Emergency declared on March 22, 2020, and under the authority provided to me in Section 14 of *the Emergency Management Act*, in addition to any other directives I have issued, and as Minister of all municipalities, I direct all municipalities and villages in the Province, including the Halifax Regional Municipality, to:

1. **Effective at 2 pm on March 22, 2020**, discontinue holding their meetings in person, instead only virtual meetings may be held by video or telephone. Those virtual meetings must be recorded, and the minutes posted on a public website within 24 hours of the meeting.

Despite this direction, municipalities and villages are still authorized to continue making other operational decisions especially those required for service delivery.

Please note that these directions are in addition to any requirements established in a Medical Officer's order under the *Health Protection Act*.

A failure to comply with this direction could result in a summary conviction with fines between \$500 to \$10,000 for individuals and up to \$100,000 for a corporation per incident.

This direction will remain in place for the duration of the Provincial State of Emergency unless it is terminated in writing by me earlier.

Dated March 22, 2020.



Hon. Chuck Porter
Minister of Municipal Affairs and Housing

Member of

N.F.P.A.
C.F.F.A.
M.F.C.A.
M.F.F.A.

BIBLE HILL



FIRE BRIGADE



69 Pictou Rd., Bible Hill, NS B2N 2R9 ❖ TEL: 902-895-8822 ❖ FAX: 902-895-1498 ❖ bhfire@biblehill.ca

Fire Chief Report -- June

The brigade responded to 3 emergency calls during the period of May 13th – June 10th, 2020. They are as follows:

1. May 27th, 2:00 pm Mutual Aid to North River, 2 tractor trailers on fire at Nova Enterprise. Returned to hall at 2:20 pm with 7 members responded.
2. June 2nd, 9:32 am, 30 Blanchard Ave Alarm ringing. Stood down on arrival, returned to hall at 10:00 am with 5 members responded.
3. June 2nd, 6:05 pm, 16 Scenic Drive power pole on fire, fire extinguished itself. Returned to the hall at 6:48 pm, 11 members responded.

Total Calls: 45

Total fire loss: estimated at \$100,000.00

Main St Fire – estimated at \$50,000.00 loss

Albert Ave Fire – estimated at \$50,000.00 loss

Notes:

Due to the ongoing Covid–19 Pandemic, all fire brigade activities have been cancelled to date. All training and meetings have been cancelled until the isolation period has passed.

The Brigade is now opening the hall with restrictions of maximum 10 members at a time, only for Brigade functions.

The Brigade is looking to start training back up throughout the summer, maximum of 10 members per training drill.

All Covid–19 protocols will remain in place during brigade activities. All members are always expected to maintain 6 ft apart and masks to be worn for circumstances where 6 ft spacing cannot be maintained.

The officers of the brigade would like to thank the clerk and commissioners for all their support during this trying time and we will continue to take all necessary precautions to protect our members and the public.

Respectfully submitted,

Joey Bisson
Fire Chief