

**Village of Bible Hill
Regular Monthly Meeting
May 19, 2020**



The Village of Bible Hill regular monthly meeting was held on May 19, 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 8:35pm.

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

Review and approval of the minutes of April 21, 2020.

Moved by Van Kroonenburg and seconded by Kennedy, that the meeting minutes of April 21, 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 Burke and seconded by Van Kroonenburg, 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

Moved Van Kroonenburg and seconded by Burke, that Village of Bible Hill adopt the 2019-2020 audited financial statements, as presented by Grant Thornton. Motion carried.

Moved Van Kroonenburg and seconded by Kennedy that Village of Bible Hill appoint Grant Thornton as municipal auditor for the 2020-2021 fiscal year. Motion carried.

Business arising out of the minutes

There was no business arising out of the minutes.

Review of Correspondence

Minister of Justice re Accessibility Act

Clerk and Treasurer Bell presented a letter from the Minister of Justice regarding adjusting deadlines for the Nova Scotia Accessibility Act. The correspondence noted that an update will be communicated after the state of emergency has ended.

Reports of Commissioners and Clerk and Treasurer

Commissioner Burke, Transportation Services

Commissioner Burke requested an update from the Clerk and Treasurer regarding the Johnson Avenue sidewalk project. Clerk and Treasurer Bell noted that SW Weeks planned to complete the project by the end of May and that he would follow up and provide an update to Commissioners.

Commissioner Burke then requested an update from Clerk and Treasurer Bell regarding crosswalk upgrade requests send to Nova Scotia Department of Transportation and Infrastructure Renewal (TIR). Clerk and Treasurer Bell noted that TIR's acting area manager was reviewing our requests weeks ago and that there was TIR confusion regarding what type of signage should be installed. It was noted that we were still waiting to hear back from TIR.

Lastly, Commissioner Burke noted that road patching has taken place locally that the Village had previously requested.

Commissioner Kennedy, Protective Services

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

Commissioner Pitcher, Recreation and Cultural Services

Commissioner Pitcher presented the Parks and Recreation Director's Report – as attached.

Deputy Chair Van Kroonenburg, Environmental Health Services

Deputy Chair Van Kroonenburg had nothing to report.

Chair MacCormick

Chair MacCormick noted that she has remained in close contact with Clerk and Treasurer Bell over the last few weeks and has been able to make sure cheques are signed for the Village, while maintaining safe social distancing. She also noted she took part in delivering a care package on behalf of the Village to the MacLeod family residents who experienced tragedy in April.

Clerk and Treasurer Bell

Clerk and Treasurer Bell spoke about the Nomination Period that had five candidates nominated. He then noted that he has reached out to the Department of Municipal Affairs and Housing, including up to the Minister and Premier's Office and the Municipal Elections Officer to seek advice on whether elections should proceed given the current provincial health directions, with no response yet received. Both Mr. Dave Ritcey, MLA and Mr. Tim

Houston, MLA were told that letters had been sent out to the Villages and the matter has been resolved, however the Village has yet to receive any response.

Hearing nothing from Municipal Affairs, the Village is required to comply with the Municipal Government Act and our by-laws and follow through with the Election. It will be held in the Village Hall and will comply with social distancing. Notices of the election have been placed with SaltWire, as well as on social media, the Village website and LED sign as well as via election advertising mail out cards that will soon be delivered to residents.

Clerk and Treasurer Bell then spoke about the Village's upcoming annual meeting which will be held virtually this year, and noted that as required by our by-laws, notices have been posted in at least five places around the Village as well as with SaltWire, on social media, the Village website and LED sign.

He then spoke about the potential need to review and update the Village's by-laws, surrounding advertising for the nomination and election process as well as annual meeting of electors, due to the fact that newspapers have changed to weekly circulation, and advertising pricing has increased greatly, as well as it is often more effective reaching the community via other sources of advertisement.

Clerk and Treasurer Bell noted that the most recent quarterly meeting with TIR at Colchester's office was cancelled. He has followed up with TIR acting area manager on our previous letter requesting uniform crosswalks, as suggested by TIR, and on the install of a previously approved crosswalk upgrade at College Road and Cumming Drive.

Clerk and Treasurer Bell reminded the Commission of the annual meeting of electors on June 1st at 8pm, advance polling day on June 2nd from 11 to 7am, election day and Chair MacCormick's retirement day on June 6th, and the regular monthly meeting on June 16th. He mentioned that the Commissioners will elect a Chair and Deputy Chair as well as make committee appointments at that meeting.

Lastly, he noted that on June 17th, the Accessibility Advisory Committee will hold its first meeting, with one Commissioner having been appointed to the Committee at the regular monthly meeting, the day prior.

Accounts

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

New Business

Member nominations – Accessibility Advisory Committee

Clerk and Treasurer Bell noted that advertising for committee member nominations began April 1, 2020. He reminded the Commission of the Accessibility Advisory Committee membership requirements and presented four nominations. The Commission discussed.

Moved by Pitcher and seconded by Van Kroonenburg, that Village of Bible Hill appoint Wanda MacDonald, Joe Andrew and Sarah Flemming as members of the Accessibility Advisory Committee. Motion carried.

Sidewalk capital priority list

Clerk and Treasurer Bell presented a summary of seven sidewalk locations on the Village's sidewalk capital priority list and suggested one location be added due to sidewalk work on Johnson Avenue being completed. He noted that Pictou Road sidewalk work is planned for the current fiscal year, while the next sidewalk project is tentatively budgeted for 2024.

Moved by Burke and seconded by Kennedy to include Old Courthouse Branch from Regency Point to College Road on sidewalk priority list, in addition to Clerk and Treasurer Bell's suggestion to add Main Street from Century Honda to Windsor Ave. Motion carried.

Curb issue – review of TIR policy

Clerk and Treasurer Bell presented information to the Commission regarding TIR's Sidewalk Construction and Maintenance Policy, that outlines the responsibilities of TIR and municipal governments. TIR's area manager has stated that sidewalk renewals in Bible Hill shall also include renewal of asphalt curbs to new concrete curbs, which has slowed down the Village's ability to deliver sidewalk renewals. Clerk and Treasurer Bell recommended the Village seek clarification at a higher TIR level as to whose responsibility it is to maintain curbs and storm drain systems, as TIR's policy indicates the responsibility lies with TIR.

It was agreed by consensus that Clerk and Treasurer Bell will follow up with TIR to see if their Sidewalk Construction and Maintenance Policy still exists. If it does, the Commission instructed him to draft a letter from the Chair to TIR and Mr. Dave Ritcey to inquire further on the issue surrounding the lack of maintenance and financial burden of curbs.

Bible Hill Recreation Park parking lot gravel and grading (Will-Kare)

Clerk and Treasurer Bell presented a quote for Bible Hill Recreation Park parking lot gravel and grading. The quote from Will-Kare was for a total of \$3,500 plus HST. The Commission discussed.

Moved by Van Kroonenburg and seconded by Pitcher, that Village of Bible Hill award Will-Kare for Bible Hill Recreation Park parking lot gravel supply and grading for \$3,500 plus HST. Motion carried.

Tree stump grinding – College Rd (Colchester Tree and Justaart Landscaping)

Clerk and Treasurer Bell presented two quotes for tree stump grinding of eight tree stumps near sidewalk on College Road. A quote from Colchester Tree was presented for a total of \$3,628.50 plus HST, and a quote from Justaart Landscaping was presented for a total of \$3,295 plus HST. The Commission discussed.

Moved by Burke and seconded by Kennedy, that Village of Bible Hill use Justaart Landscaping for tree stump grinding on College Road for \$3,295 plus HST. Motion carried.

Sidewalk corrections (SafeSidewalks Canada)

Clerk and Treasurer Bell presented a quote for sidewalk repairs from SafeSidewalks Canada. The quote was for a total of \$18,864 plus HST. The Commission discussed.

Moved by Van Kroonenburg and seconded by Pitcher, that Village of Bible Hill engage SafeSidewalks Canada to perform sidewalk corrections for \$18,864 plus HST. Motion carried.

Community beautification – banner program expansion (Flags Unlimited and Bannerbuzz)

Clerk and Treasurer Bell presented quotes for community beautification banners to expand the Village's current program to include Pictou Road from Blanchard Avenue through to Village Line Avenue. It was noted that annual cost to hire for five swaps of 60 banners is approximately \$12,000 but that staff are working on a plan for tractor mounted equipment to enable staff to perform swaps, greatly reducing the annual operating costs associated with the program.

The quote from Flags Unlimited was for a total of \$11,860.72 plus HST and the quote from Bannerbuzz was for a total of \$12,399.90 plus HST. The Commission discussed.

Moved by Kennedy and seconded by Van Kroonenburg, that Village of Bible Hill award Flags Unlimited for community beautification banners to expand the Village's current program by 30 brackets and 190 banners for a total of 11,870.72 plus HST. Motion carried.

ASC Desk replacement (BJ Kitchens, Chandler Office Environments, and Home Hardware)

Clerk and Treasurer Bell presented to the Commission regarding desk replacement in the Administrative Services Coordinator office. He noted the lack of storage and the uneven desk surfaces that should have an upgrade. He also noted that the glass partition will be reinstalled, and therefore a new surface for those to be able to write on and be wheelchair accessible will be needed.

Clerk and Treasurer Bell presented three quotes for ACS desk replacement. A quote from BJ Kitchens was for a total of \$4,450 plus HST, a quote from Chandler Office Environments was for a total of \$2,445.61 plus HST, and a quote from Home Hardware was for a total of 2,748.83 plus HST. The Commission discussed.

Moved by Pitcher and seconded by Kennedy, that Village of Bible Hill accept the quote from Home Hardware for the replacement of the ASC desk for a total of \$2,748.83 plus HST. Motion carried.

Building interior painting (Elite, Seaboard)

Clerk and Treasurer Bell presented two quotes for building interior painting for both the Village Hall and Fire Station. A quote from Elite Trade Painting was for a total of \$7,600 plus HST, and a quote from Seaboard Painting & Contracting Ltd was for a total of \$7,670 plus HST. He noted the extra option of painting the upper white portion of the Village Hall walls for a total of \$1,200 plus HST from Elite Trade Painting and \$1,520 plus HST from Seaboard Painting & Contracting Ltd. The Commission discussed.

Moved by Pitcher and seconded by Van Kroonenburg, that Village of Bible Hill use Seaboard Painting and Contracting Ltd for building interior painting for both the Village Hall and Fire Station for a total of \$9,190 plus HST. Motion carried.

Appointment of solicitor

Clerk and Treasurer Bell recommended the Village appoint Mr. Daniel Roper, Partner of Burchell MacDougall LLP as Village Solicitor. He noted the retainer fee is \$12,000 and outlined Mr. Roper's associated duties for the Village.

Moved Van Kroonenburg and seconded by Pitcher, that Village of Bible Hill appoint Mr. Daniel Roper, Partner of Burchell MacDougall LLP as Village Solicitor. Motion carried.

Borrowing resolution: Property tax financing operating loan

Clerk and Treasurer Bell discussed a borrowing resolution regarding property tax financing operating loan. He noted that there are options to fund a shortfall, if some property taxes are not paid due to COVID-19, such as to self-fund, borrowing from Municipal Finance Corporation or borrowing from an existing Scotiabank line of credit.

If property taxes do come in short, Clerk and Treasurer Bell suggests borrowing from Municipal Finance Corporation. The Commission discussed.

Moved by Van Kroonenburg and seconded by Kennedy that Village of Bible Hill approve the Clerk and Treasurer to proceed with the preliminary work associated with a resolution to support low interest operating borrowing from Municipal Finance Corporation for up to \$684,000. Motion carried.

Adjournment

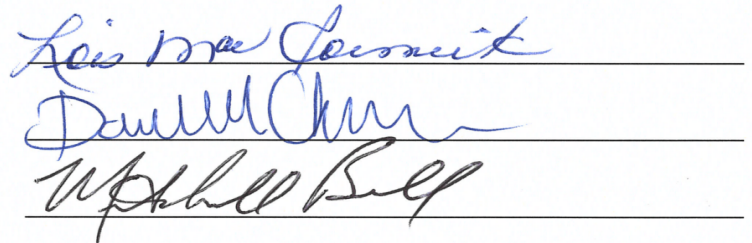
Moved by Pitcher that the May 19, 2020 regular monthly meeting of Village of Bible Hill be adjourned. Motion carried.

The meeting was adjourned at 8:35pm.

Chair MacCormick

Recording Secretary Chaplin

Clerk and Treasurer Bell



The image shows three handwritten signatures in blue ink, each written over a horizontal line. The top signature is 'Leis MacCormick', the middle one is 'Daniel Chaplin', and the bottom one is 'W. 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 -- May

1. The brigade responded to 6 emergency calls during the period of April 15th - May 13th, 2020, they are as follows:
2. April 16th, 8:45 pm Mutual aid to Valley Kemptown to standby at our station, released from call at 8:55pm with 12 members responding.
3. April 17th, 6:37 pm, 325 Main Street Bible Hill, MVA no entrapment. Returned to the station at 7:18 pm with 18 members responding.
4. April 19th, 4:27 pm Mutual aid to Truro to standby at our station, released from call at 6:42 pm with 15 members responding.
5. April 25th, 2:40 pm 36 Butler Drive, Garbage fire, extinguished by resident, returned to the station at 3:01pm with 14 members responding.
6. May 5th, 2:50 pm 6 Farnham Rd, 2 vehicle MVA, returned to the station at 3:10 pm with 10 members responding.
7. May 7th, 3:30 pm 271 Harmony Ridge Road mutual aid for Salmon River, stood down at the hall, released at 3:40 pm with 9 members responded.

Total Calls: 36

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

Total fire loss: estimated at \$100,000.00

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 hall is under lock down to the public and only open for calls and general maintenance currently, with all members checking in with fire chief or deputy chief prior to entering the building. Strict guidelines have been put into effect for call response and due to date working very well.

The Brigade has purchased 30 handmade masks to be worn on scene in order to protect all individuals working together.

3 Brigade members participated in the search for 3 year old Dylan Ehler in Truro.

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

May Recreation Report

Due to the Covid-19 Global Pandemic, Recreational Services have been temporarily shut down throughout the Village of Bible Hill. Any programs that were planned for March-August have been cancelled or postponed due to the Provincial State of Emergency.

All school programs have been cancelled and will be offered once again in the new year when schools open. This includes the After-School Program, and the elementary intramurals program, as well as the Redcliffe explanatories and the Bible Hill Consolidated fun day.

Our Volunteer Awards Banquet would have seen 14 awards this year. We had received at least one nomination for every category of awards which is great. The Banquet that would have been held Wednesday, April 22nd starting at 6pm, has been postponed to a later date.

Canada Day Celebrations, Back to School Bash, Summer Day Camps and any other programs that would have taken place during the summer months have been cancelled.

Recreation programming is set to start up again after September 1st 2020.

Respectfully submitted,

Josh Kennedy

Parks and Recreation Director