

**Village of Bible Hill
Commission in Committee Meeting
September 8, 2020**



The Village of Bible Hill Commission in Committee meeting was held on September 8, 2020 in the Village Hall, 69 Pictou Road. Deputy Chair Van Kroonenburg called the meeting to order at 7:03 pm; the meeting adjourned at 9:08pm.

Call to Order: Deputy Chair Van Kroonenburg
Chair MacCormick
Commissioner Burke
Commissioner Kennedy
Commissioner Pitcher
Clerk and Treasurer Bell
Recording Secretary Chandler

Guests: Justin Clark, Commissioner candidate
Carvell McNutt, Commissioner candidate

Regrets: Tim Shea, Commissioner candidate

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

Deputy Chair Van Kroonenburg called for new or other business.

Commissioner Burke requested to add road issues to the agenda. Clerk and Treasurer Bell requested to add a closed session contract negotiation to the agenda. Chair MacCormick requested to add a closed session personnel item to the agenda. Commissioner Pitcher requested to add sidewalk to the agenda.

Moved by Kennedy and seconded by MacCormick, that the agenda be approved with additions. Motion carried

Call for declaration of conflict of interests

Deputy Chair Van Kroonenburg called for any declarations of conflict of interest and no conflict was declared.

Miscellaneous business including delegations

ICIP: COVID-19 Resilience Stream

Clerk and Treasurer Bell reintroduced the deferred topic first presented at the August regular meeting of the Village Commission on a new funding stream announced by Federal government, covering up to 80% of eligible projects with a grant. He noted that the funding could potentially support Village projects, and explained that active transportation would be the most applicable to Village capital plans and recommended two projects for potential application to the program, as follows:

- Multi-use path along Main Street and College Road
- Multi-use trail between Bible Hill Recreation Park and Osprey Court

Clerk and Treasurer Bell noted details of the application process, and that projects approved to receive funding, would need to be started by September 2021. The Committee discussed.

Moved by Pitcher and seconded by MacCormick, that the Commission in Committee recommend Village of Bible Hill direct the Clerk and Treasurer make application to ICIP: COVID-19 resilience stream program for the multi-use path and multi-use trail projects. Motion carried.

New business

Community Garden

Commissioner Pitcher presented information for developing a community garden in the Village. She noted that the topic has been discussed at Parks and Recreation Advisory Committee meetings, and the Parks and Recreation Director has identified a potentially suitable parcel of land and has made contact with the owner, Dalhousie University Agriculture Campus, to discuss.

Commissioner Pitcher noted how a Community Garden would benefit the community, as a multi-generational activity, could be tied into our recreation programming, and would provide an opportunity to teach children about gardening, sustainable lifestyles, etc. It was noted that the existing Dalhousie University Agricultural Campus Community Garden has a multi-year wait list.

Commissioner Kennedy stepped out of the meeting at 7:19pm and returned at 7:22 pm.

The Commission discussed, and decided by consensus to direct the Clerk and Treasurer to request the Parks and Recreation Advisory Committee prepare a formal presentation on this topic, noting costs, timelines, requirements, plans, etc. for delivery during next fiscal year budget development.

Budget amendment

Clerk and Treasurer Bell presented a proposed amendment of the Environmental Health Services operating budget for the 2021 fiscal year.

Moved by MacCormick and seconded by Kennedy, that the Commission in Committee recommend Village of Bible Hill amend the Environmental Health Services operating budget by reducing the 'sanitary sewer repair and maintenance' line by \$12,700. Motion carried.

Policy review: Draft Personnel Policy

Clerk and Treasurer Bell presented draft revisions to the existing Personnel Policy. He noted that this policy was implemented in November 2010 and is being reviewed as requested by the Commission. The Committee discussed.

Chair MacCormick suggested that the draft policy be further reviewed by the Commission.

Clerk and Treasurer Bell discussed how many terms outlined in the existing Personnel Policy are now outlined in the Collective Agreement for full-time employees. Clerk and Treasurer Bell explained options for changes found in the draft policy.

Commissioner Burke recommended adding additional details to the policy surrounding circumstances that would result in disciplinary action. The Clerk and Treasurer noted that such additional circumstances might be situation specific, however he would seek the Solicitor's advice on this topic prior to potential adoption. The Committee discussed.

Moved by MacCormick and seconded by Kennedy, that the Commission in Committee defer this policy to the October Commission in Committee meeting for further review. Motion carried.

Policy review: Draft Purchasing Policy

Clerk and Treasurer Bell presented a draft Procurement Policy. He explained how this draft policy is intended to replace two current policies, the Purchasing Policy and Corporate Credit Card Use Policy, with better structure and clarifications. He explained how the two current policies were adopted in December 2016, and that the policies should be updated to outline the Village's procedures for the procurement of goods, services, and/or construction by the Village that establishes and maintains public accountability, consistency, competitiveness, and a high degree of confidence in the purchasing process, while providing best value to the Village.

Clerk and Treasurer noted that the policy provides additional detail, but is largely the same in terms of current procedures, with three notable exceptions to allow for more effective administrative operations, while maintaining the same operational procedures: increased staff purchasing authority from \$1,500 to \$5,000; increased petty cash fund from \$100 to \$500; and issuance of a credit card to the Clerk and Treasurer, with the monthly statement, if any, to be submitted to the Chair or other individual in a supervisory role for consistent transparency.

The Committee discussed.

Moved by Pitcher and seconded by Burke, that the Commission in Committee recommend Village of Bible Hill revoke the Purchasing Policy and the Corporate Credit Card Policy, and adopt the Procurement Policy, with an amendment that petty cash fund be increased to \$300, otherwise as presented by Clerk and Treasurer Bell. Motion carried.

Future trail development – Bible Hill Recreation Park to Osprey Court

Clerk and Treasurer Bell presented information regarding a future trail development, connecting Bible Hill Recreation Park to Covington Place and Osprey Court. He noted that the Village has budgeted in the current year to purchase two land parcels that would be required to construct the trail in a future year. Clerk and Treasurer requested the consensus of the Committee to begin negotiations with the property owners.

The Committee discussed and agreed by consensus for Clerk and Treasurer Bell to begin outreach to the property owners for purposes of discussing a potential purchase.

Dedication

As requested by the Village Commission, Clerk and Treasurer Bell presented a number of options for naming dedications. The Committee discussed. The Committee agreed by consensus to instruct the Clerk and Treasurer to obtain additional information.

Procurement: Deer signs

Clerk and Treasurer Bell presented information for the procurement of signage discouraging feeding of deer within the Village. Total cost for the larger signs was estimated at \$2,574 plus HST. The Committee discussed.

Moved by MacCormick and seconded by Kennedy, that the Commission in Committee recommend Village of Bible Hill purchase 17 signs at the estimated cost of \$2,574 plus HST. Motion carried.

Road Issues: Commissioner Burke

Commissioner Burke explained that many residents are upset as J-class roads are not being maintained as they should be, and that many roads in the Village haven't been upgraded in 25 years, with some being passable while others are awful. Commissioner Burke noted that our local MLA, NSTIR staff, and the Mayor of Municipality of the County of Colchester be involved in a discussion on the topic.

The Committee discussed.

Deputy Chair Van Kroonenburg noted that a portion of the cost of the street Village Line Avenue was passed onto area residents on their tax bills until that project was paid for.

Clerk and Treasurer Bell noted the funding mechanisms for renewal of J-class roads.

Sidewalk

Commissioner Pitcher noted how recent sidewalk work at Saywood Drive has handprints placed in a sidewalk panel. Clerk and Treasurer noted he will review the panel in question and seek the advise of the Village's engineering firm on remedy, if any is required.

Closed Session (2)

Moved by Kennedy and seconded by Burke that the Commission in Committee meeting go into closed session.

The Village of Bible Hill Commission in Committee meeting went into closed session at 8:32 PM.

The Village of Bible Hill Commission in Committee meeting returned to open session at 9:06pm.

Moved by Kennedy and seconded by Pitcher, that the Commission in Committee recommend Village of Bible Hill accept three-year snow removal pricing from Justaart Landscaping Services Ltd., excluding the extra tractor, otherwise as presented. Motion carried.

Adjournment

Moved by Kennedy, that the September 8, 2020 Commission in Committee meeting of Village of Bible Hill be adjourned. Motion carried.

The meeting adjourned at 9:08pm.

Deputy Chair Van Kroonenburg

Donna Van Kroonenburg

Recording Secretary Chandler

Pamela Chandler

Clerk and Treasurer Bell

Michael Bell, CPA, CA