

**Village of Bible Hill  
Regular Monthly Meeting  
November 17, 2020**



The Village of Bible Hill regular monthly meeting was held on November 17, 2020 in Village Office, Commission Chambers 67 Pictou Road. Clerk and Treasurer Bell called the meeting to order at 7:00 pm; the meeting adjourned at 8:47pm.

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

Guests:                 Eric Boutilier, Councillor, District 1, Justice of the Peace  
                              Wade Parker, Councillor, District 11  
                              Lois MacCormick, Scrutinizer  
                              Kathleen Curry, Scrutinizer

**Swearing in of new Commissioners**

Clerk and Treasurer Bell invited Justice of the Peace Boutilier to swear-in newly elected Commissioner Shea with an oath of allegiance and of office. Commissioner Shea swore the oath (enclosed) before Justice of the Peace Boutilier.

Clerk and Treasurer Bell invited Justice of the Peace Boutilier to swear-in re-elected Commissioner Burke with an oath of allegiance and of office. Commissioner Burke swore the oath (enclosed) before Justice of the Peace Boutilier.

**Election of Officers and appointment to committees.**

**Election of Chair**

In the presence of two scrutinizers, Clerk and Treasurer Bell invited Commissioners to vote for Commission Chair using blank paper ballots. Scrutinizer MacCormick collected the ballots from Commissioners for electing a Chair, tallied the votes, and announced that Commissioner Kennedy was elected as Commission Chair.

Clerk and Treasurer Bell left the Chair and Commissioner Kennedy assumed the role of Chair.

**Election of Deputy Chair**

In the presence of two scrutinizers, Clerk and Treasurer Bell invited Commissioners to vote for Commission Deputy Chair using blank paper ballots. Scrutinizer Curry collected the ballots from Commissioners for electing a Deputy Chair, tallied the votes, and announced that Commissioner Van Kroonenburg was elected as Commission Deputy Chair.

## **Committee appointments**

Clerk and Treasurer Bell explained the process of appointing Commissioners to Committees, suggested that previous appointments not be repeated so that an opportunity is provided for Commissioners to be involved with different lines of municipal service, and prompted Commissioners to volunteer to serve on Committees.

By consensus, the Commissioners agreed to the Committee appointments as outlined in the report enclosed.

## **Review and approval of the minutes of October 20, 2020, and November 10, 2020.**

*Moved by Van Kroonenburg and seconded by Pitcher, that the meeting minutes of October 20, 2020, and November 10, 2020 be approved. Motion carried.*

*Councillor Boutilier left the meeting at 7:13pm.*

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

*Moved by Van Kroonenburg and seconded by Burke, that the agenda be approved. Motion carried.*

## **Call for declaration of conflict of interests**

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

## **Miscellaneous business including delegations**

### **Words of welcome from Councillor Parker**

Councillor Parker congratulated Commissioners Shea and Burke on their successful elections. He then added that the County has recently started work on developing a Noise By-law

He also noted that, speaking with residents on his own re-election campaign, he has heard from residents the desire for installation of new crosswalk, sidewalk, and/or walkway within the Village at Covington Place.

He further discussed the situation of an ice cream store owner on College Road having noted that he is told he cannot sell ice cream as a storefront, and that Parker is looking with their solicitor to see if regulations could be modified to better support this business.

Councillor Parker noted how J-class streets will soon be discussed by Council with their upcoming budget meetings.

Chair Kennedy thanked Councillor Parker for his update.

### **Overview of Commissioner terms**

Clerk and Treasurer Bell provided an overview of the responsibilities of Commissioners and the Chair, as well as the Commissioner terms of office.

Chair Kennedy requested the information be circulated to Commissioners for reference.

### **Overview of technology/document/email access**

Clerk and Treasurer Bell presented orientation information to Commissioners, noting email accounts, technologies used, meeting packages, Sharepoint, etc. The Commission discussed.

### **Policy overview – Meeting and Procedures Policy**

Clerk and Treasurer Bell presented a summary of the Meeting and Procedures Policy.

### **Budget update**

Clerk and Treasurer Bell provided a budget update on the operating and capital funds at October 31, 2020.

### **Business arising out of the minutes**

#### **Commission in Committee Report**

*Moved by Van Kroonenburg and seconded by Pitcher that Village of Bible Hill purchase six bunker gear sets from Nova Fire Equipment \$14,100.00 plus HST. Motion carried.*

*Moved by Van Kroonenburg and seconded by Pitcher that Village of Bible Hill purchase lighting upgrades for Main St. subway from S. Sorensen Electric. Co Ltd. at the price of \$3,660.45 including HST. Motion carried.*

*Moved by Van Kroonenburg and seconded by Pitcher that Village of Bible Hill dispose of and sell the 2008 Dodge Ram and 1998 Dodge Ram trucks. Motion carried.*

### **Review of Correspondence**

*There was no formal correspondence to review.*

Clerk and Treasurer Bell added that MLA Dave Ritcey sent his regrets and offered his congratulations to Commissioner Burke and Commissioner Shea on their elections to the Village Commission.

### **Reports of Commissioners and Clerk and Treasurer**

#### **Commissioner Burke, Transportation Services**

Commissioner Burke noted that he attended the Annual Meeting of Electors on November 9<sup>th</sup>, and then spoke on project updates, noting roads and taxation. He noted that the Village's new crosswalk lights are now installed at College Road and Cumming Drive.

#### **Commissioner Shea, Protective Services**

Commissioner Shea presented the Fire Chief's report – as attached.

### **Commissioner Pitcher, Recreation and Cultural Services**

Commissioner Pitcher noted that in recent weeks she took part in the recent Annual Meeting of Electors. She added that she was unable to attend the most recent Recreation Committee meeting due to scheduling conflicts.

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

### **Deputy Chair Van Kroonenburg, Environmental Health Services**

Deputy Chair Van Kroonenburg noted that she attended the recent Annual Meeting of Electors, and that she will be attending the Accessibility Advisory Committee meeting happening on November 18, 2020.

### **Chair Kennedy**

Chair Kennedy deferred his report to the December meeting.

### **Clerk and Treasurer Bell**

Clerk and Treasurer Bell opened his report by providing a summary of the results of the November 14<sup>th</sup> Village Election. He stated that in total, 273 ballots were cast, 148 of which were cast during the Advanced Polls on November 10<sup>th</sup>. Commissioner Burke received 158 votes, and Commissioner Shea received 108 votes. He noted that there was approximately a 7% voter turnout, versus the 4-5% voter turnout during the last election.

Clerk and Treasurer Bell updated the Commission on current engineering projects. He noted that the College Road sidewalk project, from Vimy Road to Johnson Avenue, the engineering drawings are estimated to be completed within a few weeks.

He noted the status of engineering services for accessibility upgrades at H. Douglas Boyce Village Hall. He informed the Commission that the engineering drawings for an entrance ramp, accessible washroom, and power door are estimated to be completed in a couple of months, which will require the Village to push the renovation construction work to the next fiscal year.

He continued that an engineering firm is working on determining whether the Village can use a manlift mounting structure with a portable lift on a tractor so that the Village can perform its own street banner swaps, which would significantly reduce ongoing costs associated with the community beautification efforts. The engineering firm is in the last phase of design is currently seeking pricing on fabrication. Bell noted the results of these efforts will also help direct the Village with what type of tractor or mower the Village will purchase with current year budgeted funding.

Bell continued to note that budget development typically commences with the November Commission in Committee (CIC) meeting, but due to the pandemic and postponed elections, this will be postponed to the December CIC meeting, to allow the new Commissioners to be fully involved. He invited the Commissioners to send an email, call, or meet with him if they have ideas for the upcoming budget.

Bell noted that on November 12<sup>th</sup> he attended a virtual meeting of Association of Nova Scotia Villages' (ANSV) member Clerk and Treasurers. The meeting was an opportunity for Clerk and Treasurers to work together and share ideas to better support Villages around the province. He reminded the Commission of the upcoming ANSV Annual General Meeting virtually on November 21<sup>st</sup> at 10:30am.

Bell continued to note that Safesidewalks Canada will be on site next week, November 23<sup>rd</sup> – 26<sup>th</sup> to conduct multiple repairs to concrete panels.

Bell updated the Commission on the ongoing sanitary sewer study, noting that to date, the study has inspected approximately 250 manholes, and nine kilometers of sewer lines, and that this data is now being analyzed, with a technical memo expected this week regarding the data, a second technical memo in mid-December noting details on what, where, and when work should be done, and a final report to the Village Commission is expected in mid to late January, 2021.

Bell noted that the Village recently took delivery of a new maintenance pickup truck.

He informed the Commission that the Action on the Hill newsletter will be delivered to Canada Post on November 18<sup>th</sup>, with residents receiving it in the mail later that week.

Bell closed by congratulating both Commissioners on their successful candidacy, and by stating that he is looking forward to working with the Commissioners to ensure a prosperous, sustainable Village for all it's residents and businesses.

## **Accounts**

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

## **New Business**

### **Inter-account fund transfer**

Clerk and Treasurer Bell presented a request for inter-account fund transfers from the operating fund bank as follows: \$83,200.00 to fire reserve; \$17,100.00 to maintenance reserve; and \$5,000.00 to operating reserve. The Commission discussed.

*Moved by Pitcher and seconded by Van Kroonenburg that Village of Bible Hill transfer \$83,200, \$17,100, and \$5,000 from the operating fund to the fire reserve, maintenance reserve, and operating reserve fund accounts, respectively. Motion carried.*

### **Accessibility Advisory Committee – Interest in regional approach**

Clerk and Treasurer Bell presented information pertaining to a potential opportunity of having a regional approach to accessibility, in collaboration with Town of Truro and County of Colchester. The Commission discussed.

Van Kroonenburg recommended continuing to work with our Committee, and once/if a regional Committee is formed, we could then have a subcommittee for the Village, keeping the Committee Members actively involved.

Chair Kennedy provided an opportunity for Councillor Parker to speak on the matter. Councillor Parker added that a regional approach would be likely to have subcommittees for different areas, which would work with the regional committee.

It was agreed by consensus that the Commission is generally in favour of partnering on a regional approach to accessibility with other area local governments.

**Closed Session – Litigation (2)**

*Moved by Van Kroonenburg and seconded by Burke to enter closed session. Motion carried.*

The Commission meeting entered closed session at 8:25.

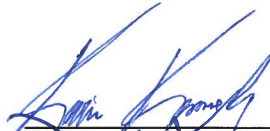
The Commission meeting returned to open session at 8:47pm.

**Adjournment**

*Moved by Pitcher that the November 17, 2020 regular monthly meeting of Village of Bible Hill be adjourned. Motion carried.*

The meeting was adjourned at 8:47pm.

Chair Kennedy



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Recording Secretary Chandler



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Clerk and Treasurer Bell



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## Election of Chair and Deputy Chair, and appointment of Committee Members

### Election of Chair and Deputy Chair

Chair	Kevin Kennedy
Deputy Chair	Donna Van Kroonenburg

### Appointment of Committee Members

#### Formal Committees (established by by-law or policy terms)

- **Finance and Audit Committee**

Membership of the committee consists of all Commissioners, the Clerk and Treasurer, and one third-party person. The role of the committee is to provide advice to the Village Commission on matters relating to finance and audit, including but not limited to budget development and monitoring, review of audited reports, and furthermore to fulfill requirements outlined in 5(3) of Nova Scotia Department of Municipal Affairs' Financial Reporting and Accounting Manual. For more information, see the [Finance and Audit Committee Policy](#).

- **Protective Services Committee**

The committee oversees the Village's responsibilities for fire protection and prevention, matters relating to the fire station and the school crossing guard program, and liaison with Bible Hill Fire Brigade and Royal Canadian Mounted Police.

Chair	Tim Shea
Deputy Chair	Donna Van Kroonenburg

- **Environmental Health Services Committee**

The committee oversees the Village's responsibility for development and maintenance of water and sewer systems, storm water drainage and flood control planning, community beautification, urban forest and environmental protection and development. The Committee

## Election of Chair and Deputy Chair, and appointment of Committee Members

Chair sits on the Accessibility Advisory Committee, which advises the Commission on matters of accessibility in compliance with the Nova Scotia Accessibility Act.

Chair	Donna Van Kroonenburg
Deputy Chair	Tom Burke

- **Transportation Services Committee**

The committee oversees the Village's responsibilities for development, maintenance and renewal of sidewalks, crosswalks, streetlights and other transportation issues.

Chair	Tom Burke
Deputy Chair	Knickolle Pitcher

## Recreation & Cultural Services Committee

The committee oversees the Village's responsibilities for the development and management of recreational and cultural activities in the community, volunteer awards and development and administration of tree sanitation and planting programs. The Committee Chair sits on the Parks & Recreation Advisory Committee, which advises the Commission on matters of recreation and cultural services, including the planning for recreation and cultural programs, services and facilities.

Chair	Knickolle Pitcher
Deputy Chair	Tim Shea

- **Personnel Committee**

The Personnel Committee oversees interpretation and implementation of personnel policy, and supervision of staff.

## Election of Chair and Deputy Chair, and appointment of Committee Members

Chair	Kevin Kennedy
Deputy Chair	Donna Van Kroonenburg
Clerk and Treasurer	Mitchell Bell

- **Joint Occupational Health & Safety Committee**

The Joint OH&S Committee oversees Village and staff responsibilities under the Nova Scotia Occupational Health and Safety Act. The Committee's membership includes a Village Commissioner, the Clerk and Treasurer, Maintenance Foreman, two (2) office staff, two (2) union representatives, and the Crossing Guard Captain. Meetings take place bi-monthly.

Commissioner representative	Kevin Kennedy
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### Other Informal Committees

- **Municipal Boundaries Committee**

The committee oversees the Village's boundaries and sharing of services between local municipal units.

Chair	Kevin Kennedy
Deputy Chair	Donna Van Kroonenburg

- **By-Law Committee**

The committee develops, reviews, and provides support services to the Commission on Village by-laws.

Chair	Kevin Kennedy
Deputy Chair	Donna Van Kroonenburg
Solicitor	Daniel Roper
Clerk and Treasurer	Mitchell Bell

## **Election of Chair and Deputy Chair, and appointment of Committee Members**

### **Non-active Committees**

- Bible Hill Tree Committee
- Bible Hill Safety Advisory Committee

**Note:** By-law 5.02 states "The chairperson shall be ex officio member of all committees."

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 – November 2020

The brigade responded to 4 emergency calls during the period of October 14<sup>th</sup> to November 11<sup>th</sup>, 2020, they are as follows:

1. October 16th, 1:15 am Kennedy Road, Mutual Aid to Hilden. RIT was requested to the scene of a structure fire, stood down on route. Returned to the station at 1:40 am with 10 members responding.
2. November 2nd, 1:53 am, 20 Cumming Drive. Alarm ringing, nothing was found and returned to the station at 2:30 am with 9 members responding.
3. November 6th, 11:15 am, 46 Allison Ave. Alarm sounding, Maintenance working on system. Returned to the station at 12:00 pm with 7 members responding.
4. November 7th, 10:40 pm, Mutual Aid to Truro, standby at their station. Returned to the station at 11:30 pm with 14 members responding.

Total Calls: 80

Main St Fire – estimated at \$50,000.00

Total fire loss: estimated at \$102,300.00

Albert Ave Fire – estimated at \$52,300.00

### Notes:

- Due to the ongoing Covid–19 Pandemic, all fire brigade activities have been cancelled to date, except for brigade training which continues every Tuesday night.
- The Brigade would like to welcome Francis Ijenyo as a new member.
- The Village AGM meeting was held Monday the 9th, I want to thank Chris Hurley and Dave Pearston for attending the meeting in my absence, as I was unable to avoid work.
- The Brigade would like to thank everyone that supports us in the fireman's 50/50 draw every month, we really appreciate it.
- The Brigade would like to wish everyone running in all the elections the best of luck.
- The Fire Brigade would like to extend a sincere thanks to Lois MacCormick for her time on the commission and wish her all the best in retirement.

Respectfully submitted,

Joey Bisson

Fire Chief

## November Recreation Report

Safe Halloween was a success this year during Covid-19. A high level of community support was received, with many donations of Halloween treats, which were handed out at the end of our haunted Village Hall. The local Pathfinders and Rangers as well as the Cobequid Educational Centre IB students were on hand as a wonderful group of volunteers. The volunteers made the treat bags, decorated the kitchen, took the names and numbers of those attending, provided hand sanitizer, and handed out the treat bags. The volunteers certainly made this night a success.

The haunted maze inside the Village Hall where kids and families could find their way to the end of the maze through different haunted sections to receive a bag of treats was a huge hit with those in attendance. Glow Parties was brought in to decorate the H. Douglas Boyce Village Hall, providing wonderful decorations and props which was a fantastic addition to the previous year's décor.

This year Safe Halloween looked a little different than other years due to Covid-19. There were precautions in place to keep everyone safe including social distancing inside and outside. There were limited numbers allowed inside at one time and the treats were in bags to be given out at the end of the maze instead of trick or treating at different tables to reduce the amount of people touching the treats.

Christmas programming has been planned as well. Programs such as the annual Christmas tree lighting, Tour of Lights, Light Up Bible Hill competition, teen baking, cookie decorating, and a Christmas ornament painting have all been planned and booked. The cookie decorating and ornament painting events have already been booking up quickly. There is the possibility of adding an additional ornament painting event on another night if needed.

The Village is in the process of hiring two Casual Recreation Assistants to help with various events throughout the year, including the Christmas events, senior socials, and any special events.

Respectfully submitted,

Josh Kennedy  
*Parks and Recreation Director*