

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



The Village of Bible Hill Commission in Committee meeting was held on December 8, 2020 in the Commission Chambers, 67 Pictou Road. Deputy Chair Van Kroonenburg attended the meeting virtually, per the direction of the Minister of Municipal Affairs and Housing issued July 29, 2020 (enclosed). Chair Kennedy called the meeting to order at 7:04 pm; the meeting adjourned at 9:06pm.

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

Guests: Parks and Recreation Director Kennedy

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

Chair Kennedy called for new or other business and no other business was called.

Chair Kennedy requested to add Fire Chief to the agenda.

Moved by Burke and seconded by Pitcher, that the agenda be approved as amended. 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

Annual volunteer awards ceremony – timing & format

Clerk and Treasurer Bell provided an introduction regarding the 2021 Annual Volunteer Awards Ceremony. Chair Kennedy then asked the Committee for their thoughts on the subject. Parks and Recreation Director Josh Kennedy shared his thoughts and ideas with the Committee.

The Committee discussed the annual volunteer awards ceremony, including the date, format, and impacts of COVID-19 on planning.

The consensus of the Committee was to hold an in-person ceremony if possible, and if not, a form of virtual ceremony or presentation, with consideration given in either case on alternatives to providing a meal to award recipients

Clerk and Treasurer Bell noted that nomination forms will soon be prepared by the Parks and Recreation Director, and encouraged Commissioners to nominate and seek nominations from the public.

Potential radar sign locations

Clerk and Treasurer Bell presented a map and list indicating ten potential locations within the Village to install a temporary radar speed sign, which would be used to apply to Nova Scotia Department of Transportation and Infrastructure Renewal (NSTIR), as requested by NSTIR. The Committee discussed.

It was recommended to add the locations of Brookside Road near Thompson Dr and Shelby Village, as well as Ryland Avenue.

Clerk and Treasurer Bell noted that the additional locations may not meet NSTIR requirements, but would be added to the list and presented to NSTIR.

Jox boxes – updated quotation

Clerk and Treasurer Bell presented updated information regarding pricing of purchasing three jox boxes for Airport Field Park. It was noted that as requested by the Commission, staff sought an alternative shipping quote through R&L Carriers. The updated information from Beacon Athletics was presented at \$5,574.37 USD including tax, shipping, brokerage fees and duties. The Committee discussed.

Moved by Burke and seconded by Van Kroonenburg that the Commission in Committee recommend Village of Bible Hill purchase three jox boxes from Beacon Athletics at a cost of \$5,574.37 USD. Motion carried.

Banner swaps

Clerk and Treasurer Bell presented information regarding the current cost and method of changing street banners, compared to a possible in-house alternative. The Committee discussed.

Moved by Pitcher and seconded by Shea that the Commission in Committee recommend Village of Bible Hill direct the Clerk and Treasurer to proceed with an engineer-designed mount, and lift for banner changes to be performed by Village staff. Motion carried.

New business

Budget development: Timeline

Clerk and Treasurer Bell presented a schedule for next fiscal year's budget development. The Committee discussed.

Budget development: Pay detail

Clerk and Treasurer Bell presented pay information, noting total remuneration of Commissioners, staff, and Fire Chief honorarium, and how the information is then allocated through the operating budget. The Committee discussed.

Budget development: Reallocation detail

Clerk and Treasurer Bell presented details of maintenance reallocation account detail, and how the accounts are allocated through the operating budget. The Committee discussed.

Budget development: Reserve transfers and budget overview

Clerk and Treasurer Bell presented details of required annual transfers into reserve bank accounts, including operating reserve, maintenance reserve, and fire reserve.

Clerk and Treasurer further explained reserve transfers and provided an overview of the reserve budget to the Committee. The Committee discussed.

Procurement: Hall HVAC control modifications

Clerk and Treasurer Bell Clerk and Treasurer Bell shared experiences of staff and renters of an on-going issue of temperature control of the heat and air conditioning systems in H. Douglas Boyce Village Hall. Bell presented a quote for installing new temperature sensors and controls from Energy Solution Professionals, with work and materials provided by Energy Solution Professionals and Sorenson Electric Ltd at a cost of \$6,394.00 plus HST. The Committee discussed.

The Committee requested the Clerk and Treasurer seek a comparable quote from another firm and bring information forward on any grant funding relating to the potential energy efficiency upgrade.

Procurement: Canada Day rentals

Clerk and Treasurer Bell presented a quote for Canada Day inflatable rentals from Glow the Event at \$5,147.00 plus HST. The Committee discussed.

Motioned by Pitcher and seconded by Van Kroonenburg that the Commission in Committee recommend Village of Bible Hill award Canada Day inflatable rentals to Glow the Event Store, at a cost of \$5,147.00 plus HST. Motion carried.

Inter-account fund transfer

Clerk and Treasurer Bell presented a proposed inter-account fund transfer request for transferring \$40,000.00 from the operating account to the recreation reserve account, and a second transfer of \$1,100.00 from the operating account to the maintenance reserve account. The Committee discussed.

Moved by Pitcher and seconded by Burke that the Commission in Committee recommend Village of Bible Hill transfer \$40,000.00 from the operating account to recreation reserve, and \$1,100.00 from the operating account to maintenance reserve. Motion carried.

Scotiabank Financial Services Agreement

Clerk and Treasurer Bell noted that the Village’s bank is requesting an updated financial services agreement be signed. Bell noted that the agreement outlines standard terms of the bank and does not specifically refer to or change Village accounts or facilities. The Committee discussed.

Moved by Pitcher and seconded by Shea that the Commission in Committee recommend Village of Bible Hill approve execution of the Scotiabank Financial Services Agreement. Motion carried.

Review and re-adoption of policies: Finance and Audit Committee Policy

Clerk and Treasurer Bell noted that certain policies must be reviewed and readopted annually. Clerk and Treasurer Bell presented the current Finance and Audit Committee Policy, with two recommended changes, being the name change of ‘NS DMA’ to ‘NS DMAH’ and updating the policy to include reference to support of training of committee members, subject to available budget. The Committee discussed.

Moved by Van Kroonenburg and seconded by Pitcher that the Commission in Committee recommend Village of Bible Hill re-adopt the Finance and Audit Committee Policy, with amendments. Motion carried.

Fire Chief


Chair Kennedy presented information from the Bible Hill Fire Brigade Fire Chief regarding the honorarium rate provided to the Fire Chief. The Committee discussed.

Adjournment

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

The meeting adjourned at 9:06pm.

Chair Kennedy



Recording Secretary Chandler



Clerk and Treasurer Bell

