

**Village of Bible Hill
Commission in Committee Meeting
June 8, 2021**



The Village of Bible Hill Commission in Committee meeting was held on June 8, 2021 via videoconferencing, per the direction of the Minister of Municipal Affairs issued July 29, 2020 (enclosed). Commissioner Van Kroonenburg called the meeting to order at 7:00pm; the meeting adjourned at 9:16pm.

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

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

Clerk and Treasurer Bell reminded the Committee that the election of Chair and Deputy Chair would be held at the regular monthly meeting next week, and recommended the Committee permit Commissioner Van Kroonenburg to Chair this meeting.

It was agreed by consensus that Commissioner Kroonenburg would chair the meeting.

Van Kroonenburg called for new or other business, and Bell requested to add scrutinizers, and summer banner designs to miscellaneous business. Commissioner Shea requested to add periods of recognition to miscellaneous business.

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

Call for declaration of conflict of interests

Van Kroonenburg called for any declarations of conflict of interest, and none were declared.

Miscellaneous business including delegations

Sidewalk lighting – Salmon River truss bridge

Clerk and Treasurer provided an update regarding an opportunity to install sidewalk lighting on the Salmon River truss bridge during an upcoming project of Nova Scotia Transportation and Active Transit (NSTAT). Bell noted that the cost of the electrical design and roadway lighting will be covered by NSTAT. Bell noted that NSTAT estimated that the cost to the Village for sidewalk lights – four on each side – to be \$15,000, however the tender has not yet closed to confirm pricing. It was noted that this project was not budgeted for as the original estimated cost of such work was estimated near \$75,000 and it was determined to be unreasonable. Bell noted in that case the funds would need to be taken from savings in another budget area, such as costs saved on cancelled Canada Day celebrations, or alternatively from reserve funds. The Committee discussed. It was requested that Clerk and Treasurer Bell again contact Town of Truro to inquire about the possibility of cost sharing, and to keep the Commission updated on the pricing once tender is closed.

Moved by Kennedy and seconded by Shea that the Commission in Committee recommend Village of Bible Hill authorize the Clerk and Treasurer to move forward with the Salmon River truss bridge lighting project, up to a cost of \$15,000. Motion carried.

Correspondence (2): concerns regarding painted lines

Clerk and Treasurer Bell presented two pieces of correspondence received indicating displeasure with the condition of intersection markings and crosswalk markings. Bell explained that NSTAT owns the majority of streets in Bible Hill, is responsible for line painting, and bills the Village annually for line painting. Bell noted NSTAT's maintenance standard timing for line painting around the start of the school year. Bell noted complaints are received annually and regular attempts have been made to request earlier line painting. Clerk and Treasurer Bell presented two quotes for crosswalk line painting of marked crosswalks and those at crossing guard stations, noting the ability to undertake such work would be at the discretion of NSTAT, and whether or not NSTAT also undertakes line painting and bills the Village later in the year would also remain at their discretion. A quote from PPM Inc. was presented at \$2,520.00 plus HST, and a quote from Everline Coatings and Services was presented at \$7,009.00 plus HST. For Commissioners information, the pricing of NSTAT line painting was also presented at \$4,620.00 plus HST. Bell noted that in recent days ahead of the meeting he had contacted local NSTAT staff to understand what the Village might be permitted to do on this matter, but that he has not received a response. The Committee discussed.

Moved by Pitcher and seconded by Shea, that the Commission in Committee recommend Village of Bible Hill direct Clerk and Treasurer Bell to contact Nova Scotia Department of Transportation and Active Transit to determine whether the Village can have crosswalks painted by another firm, and if granted a right of way permit, award painting of the identified areas to PPM Inc. at the cost of \$2,520.00 plus HST. Motion carried.

Wheelchair swing update

Clerk and Treasurer Bell presented an update regarding the Enabling Accessibility Funding (EAF) funding, highlighting that the Village was granted \$75,927, with an estimated \$31,479 to \$41,479 remaining after the accessibility improvements at H. Douglas Boyce Village Hall are completed. Bell informed the Committee that as requested by the Commission, cost information was sought on anti-slip flooring for the hall stage and ramp and for installation of a wheelchair swing, however the cost of the swing was well outside the available budget at approximately \$66,000. Bell noted staff therefore also obtained quotes for alternate uses of the accessibility funding. He proposed three projects for consideration for leftover funding, all of which were approved by EAF. He presented proposed project one as hall stage and ramp floor renewal, quoted at \$7,575.00 plus HST from Hometown Flooring. He presented proposed project two as musical instruments playground equipment at Bible Hill Recreation Park, quoted at \$20,705.00 plus HST from PlayPower LT Canada. Inc. He presented proposed project three as accessible picnic tables (1 – 15) for multiple playgrounds/parks/greenspaces, quoted at \$1,064.00 to \$13,594.00 plus HST, from LakeCity Works, pending the quantity purchased. The Committee discussed.

Moved by Pitcher and seconded by Kennedy, that the Commission in Committee recommend Village of Bible Hill use the Enabling Accessibility Funding for all three proposed projects: hall stage and ramp renewal at H. Douglas Boyce Village Hall at the cost of \$7,575.00 plus HST from Hometown Flooring; one to fifteen (1 – 15) accessibly picnic tables for multiple playgrounds/parks/greenspaces, at the cost of \$1,064.00 to \$13,594.00 plus HST from Lake City Works, and musical instruments playground equipment at the cost of \$20,705.00 plus HST from PlayPower LT Canada, Inc., pending information regarding the noise level for the neighborhood. Motion carried.

Scrutinizers

Clerk and Treasurer Bell discussed with the Committee that the Meetings and Procedures Policy indicates the Commission will appoint two scrutinizers for the upcoming election of a Chair and Deputy Chair at the June 15th meeting. Bell discussed how traditionally, these elections are done via physical paper ballots, which are counted by two scrutinizers. Bell further discussed how with the upcoming meeting being held virtually due to the pandemic, he has developed two electronic forms using Microsoft 365 Forms which can be used to anonymously vote for these two positions. Bell suggested the process could be shared on screen for Commissioners to see the results live as voting takes place, removing the need for two scrutinizers for the virtual meeting. The Committee discussed.

It was agreed by consensus that the Commission approve the use of Microsoft 365 Forms to elect the Commission Chair and Deputy Chair at the June 15, 2021 Commission meeting.

Summer Banner Designs

Clerk and Treasurer Bell presented a draft summer banner design to the Committee. The Committee discussed. The Committee discussed.

It was agreed by consensus that staff seek to modify original banner designs with background colours that are more contrasting to the seasons.

Cultural periods of recognition

Van Kroonenburg welcomed Commissioner Shea to speak on this topic. Commissioner Shea recommended the Village recognize, via social media and the electronic sign, the following periods of recognition:

- African Heritage month (February);
- National Accessibility Week (end of May into June);
- LGBTQ month (June);
- and Mi'kmaq Heritage Month (October).

The Committee discussed.

It was agreed by consensus that the Village of Bible Hill recognize the four periods of recognition, via social media promotion and/or the electronic sign.

New business

Consent to hold day camps in Village Hall

Clerk and Treasurer Bell spoke of upcoming day camps planned by the Parks and Recreation Director and staff, and requested use of H. Douglas Boyce Village Hall to run summer day camps. The Committee discussed.

It was agreed by consensus that the Commission in Committee permit day camps to operate out of H. Douglas Boyce Village Hall.

Procurement: Co-operative procurement trade program – NSFMM

Clerk and Treasurer Bell spoke of a co-operative procurement trade program of Nova Scotia Federation of Municipalities (NSFM). Bell recommended participation in the program and amendments to the Procurement Policy to facilitate participation. He discussed that such procurements may provide an opportunity to obtain better pricing and reduce administrative tasks involved in procurement processes. Bell noted that participation in the program does not require purchases be made. The Committee discussed.

It was agreed by consensus for the Village to opt-in to the Nova Scotia Federation of Municipalities Co-operative Trade Program.

Moved by Kennedy and seconded by Pitcher, that the Commission in Committee recommend Village of Bible Hill re-adopt the Procurement Policy, with amendments as presented. Motion carried.

Procurement: Sidewalk repairs

Clerk and Treasurer Bell presented pricing for repairs to sidewalks and other paving in the Village. A quote from Will-Kare Paving and Contracting Ltd. was presented at \$43,500.00 plus HST, with an estimated completion date of September 1. A quote from Webster Bros Paving and Concrete Limited was presented at \$45,388.25 plus HST, with an estimated completion date of August 31. A quote from Costin Paving and Contracting was presented at \$94,735.00 plus HST, with an estimated completion date of August 16. A quote from Basin Contracting Ltd. was presented at \$106,408.00 plus HST, with an estimated completion date of August 13. An alternative quote for interlocking concrete stones for one particular area was presented at \$9,983.48 plus HST from Justaart Landscaping. Bell further explained the available budget for this work. The Committee discussed.

Moved by Kennedy and seconded by Shea, that the Commission in Committee recommend Village of Bible Hill award sidewalk repairs as presented to Will-Kare Paving and Contracting Ltd. at the cost of \$43,500.00 plus HST. Motion carried.

It was agreed by consensus that the Village would absorb cost overages of the College Road sidewalk capital project from the sidewalk repairs operating budget.

Procurement: Brigade gear

Clerk and Treasurer Bell spoke of a brigade's request for new NFPA structural boots. A quote from Safety Source Fire Inc. for the requested boots was presented at \$14,368.50 plus HST for thirty (30) pairs of boots. A quote from Cummings Fire & Safety Equipment Ltd. for similar boots was also presented for cost information purposes at \$13,200.00 plus HST. Bell noted that this potential purchase was identified in the Brigade's recommended budget. The Committee discussed.

Moved by Shea and seconded by Kennedy, that the Commission in Committee recommend Village of Bible Hill purchase thirty pairs of boots from Safety Source Fire Inc. at the price of \$14,368.50 plus HST. Motion carried.

Regional accessibility advisory committee terms and members

Clerk and Treasurer Bell presented an update regarding steps to form a regional accessibility advisory committee with other local municipal bodies. Bell presented terms of reference for a regional committee and a listing of persons recommended for membership. Bell advised the Committee that there are four steps that should be taken: adoption of the Regional Accessibility Advisory Committee Terms of Reference; appointment of recommended members; appointment of a Commission representative; and a decision on whether to dissolve the Village's Accessibility Advisory Committee and the related Accessibility Advisory Committee Policy. The Committee discussed.

Moved by Kennedy and seconded by Shea, that the Commission in Committee recommend Village of Bible Hill adopt the Regional Accessibility Advisory Committee Terms of Reference. Motion carried.

Moved by Kennedy and seconded by Pitcher, that the Commission in Committee recommend Village of Bible Hill, appoint the recommended members as presented. Motion carried.

Moved by Kennedy and seconded by Pitcher, that the Commission in Committee recommend Village of Bible Hill dissolve the Village of Bible Hill Accessibility Advisory Committee and revoke the Accessibility Advisory Committee Policy, effective June 15, 2021. Motion carried.

Closed Session - Contract negotiation

Moved by Pitcher and seconded by Kennedy to enter closed session. Motion carried.

The Commission meeting entered closed session at 9:00pm and Recording Secretary Chandler left the meeting.

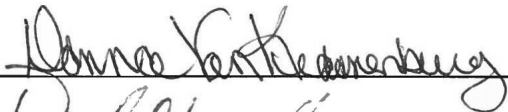
The Commission meeting returned to open session at 9:15pm.

Adjournment


Moved by Pitcher that the June 8, 2021 Commission in Committee meeting of Village of Bible Hill be adjourned. Motion carried.

The meeting adjourned at 9:16pm.

Deputy Chair Van Kroonenburg



Recording Secretary Chandler



Clerk and Treasurer Bell

