

Village of Bible Hill
Regular Monthly Meeting
June 15, 2021



The Village of Bible Hill regular monthly meeting was held on June 15, 2021 via videoconferencing, per the direction of the Minister of Municipal Affairs issued July 29, 2020 (enclosed). Clerk and Treasurer Bell called the meeting to order at 7:00pm; the meeting adjourned at 9:30pm.

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

Election of Officers and appointment to committees.

Election of Chair

Clerk and Treasurer Bell invited Commissioners to vote electronically, as previously agreed at the last Commission in Committee meeting, for Commission Chair. Bell presented the results of Commissioner votes for electing a Chair on screen and announced that Commissioner Kevin Kennedy was elected as Commission Chair.

Commissioner Kennedy assumed the role of Chair.

Election of Deputy Chair

Clerk and Treasurer Bell invited Commissioners to vote for Commission Deputy Chair in the same fashion. Bell presented the results of Commissioner votes for electing a Deputy Chair on screen and announced that Commissioner Donna Van Kroonenburg was elected as Commission Deputy Chair.

Committee appointments

Clerk and Treasurer Bell explained the process of appointing Commissioners to Committees. The Committee discussed.

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

Moved by Van Kroonenburg and seconded by Pitcher, that the Village of Bible Hill appoint Commissioner Shea to the Regional Accessibility Advisory Committee. Motion carried.

Review and approval of the minutes of May 18, and June 8, 2021

Moved by Pitcher and seconded by Van Kroonenburg, that the meeting minutes of May 18 and June 8, 2021 be approved. Motion carried.

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

Chair Kennedy called for new or other business. Clerk and Treasurer Bell requested to add Inter-account fund transfer to new business, and Commissioner Burke requested to add Residential Complaint, and a Closed Session - contract negotiation item to the agenda.

Moved by Pitcher and seconded by Shea, that the agenda be approved with additions. Motion carried.

Call for declaration of conflict of interests

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

Miscellaneous business including delegations

Modified banner designs

Clerk and Treasurer Bell presented colouring revisions to draft designs for Canada Day, summer, fall, Remembrance Day, and winter banner designs from JAS3D. It was noted that the Remembrance Day design is a concept that would require further consideration on development of a program for residents, and would require residents to submit photographs of veterans. The Commission discussed.

It was agreed by consensus to approve the Canada Day, fall, Remembrance Day and winter designs, and to request the development of a new summer design that better represents the Village.

Business arising out of the minutes

Commission in Committee Report

Moved by Van Kroonenburg and seconded by Pitcher that 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.

Clerk and Treasurer Bell noted that Town of Truro's public works department has indicated their willingness to contribute half of the cost, up to \$7,500.

Motion carried.

Moved by Van Kroonenburg and seconded by Pitcher that 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.

Clerk and Treasurer Bell informed the Commission that he received a letter prior to the meeting from Nova Scotia Transportation and Active Transit (NSTAT) District Director, Troy Webb, which states that TAT will not permit the Village to hire a firm to paint crosswalk or other lines on TAT roads. Bell explained that the letter ultimately indicates that the Village has no ability to address resident concerns by painting crosswalk lines sooner than TAT can manage each year.

Motion withdrawn.

Moved by Van Kroonenburg and seconded by Pitcher that 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) accessible picnic tables for multiple playgrounds/parks/greenspaces, at the cost estimated between \$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.

Commissioner Shea requested a pause on the musical instruments playground equipment and requested the Village explore other options for the funding. Shea requested a non-verbal communication sign be investigated as an option for the funding, and noted that PlayPower does offer other accessible playground equipment facilities.

Bell noted that he and Chair Kennedy had visited the Fundy Discovery Site playground to review the musical instrument playground installed there. Bell further added that staff has reached out to PlayPower regarding options for the funding as an alternate to the musical instrument equipment, and that PlayPower had provided two additional options a small sensory tunnel, within budget, and a larger maze which would require additional funding.

Commissioner Pitcher suggested investigating the cost of a tandem (accessible) bike for residents to borrow from the Village. The Commission discussed.

Motion defeated.

Moved by Van Kroonenburg and seconded by Shea that Village of Bible Hill use the Enabling Accessibility Funding for hall stage and ramp renewal at H. Douglas Boyce Village Hall at the cost of \$7,575.00 plus HST from Hometown Flooring; an accessible sensory tunnel at the cost of \$17,500.00 plus HST from PlayPower LT Canada, Inc., and as many accessible picnic tables as remaining funding provides for, at the estimated cost of \$1,064.00 plus HST each from Lake City Works. Motion carried.

Moved by Van Kroonenburg and seconded by Pitcher that Village of Bible Hill re-adopt the Procurement Policy, with amendments as presented. Motion carried.

Moved by Van Kroonenburg and seconded by Pitcher that Village of Bible Hill award sidewalk repairs as presented to Will-Kare Paving and Contracting Ltd. at the cost of \$45,800.00 plus HST, and instruct the Clerk and Treasurer to prepare a change order to remove items 12 and 13 in favour of item 14, for an updated cost of \$43,500.00 plus HST. Motion carried.

Moved by Van Kroonenburg and seconded by Pitcher that Village of Bible Hill purchase thirty pairs of boots from Safety Source Fire Inc. at the price of \$14,368.50 plus HST for Bible Hill Fire Brigade use. Motion carried.

Moved by Van Kroonenburg and seconded by Pitcher that Village of Bible Hill adopt the Regional Accessibility Advisory Committee Terms of Reference. Motion carried.

Moved by Van Kroonenburg and seconded by Pitcher that Village of Bible Hill appoint the recommended Regional Accessibility Advisory Committee members as presented. Motion carried.

Moved by Van Kroonenburg and seconded by Pitcher that 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.

Moved by Pitcher and seconded by Burke that Village of Bible Hill amend the Bible Hill Recreation Park Dog Control Policy, amending term nine to read, "At all times dogs must be on leash at the park" and striking term 10 from the policy. Motion carried.

Review of Correspondence

Nigel Gerroir: East Court Road speeding concern

Clerk and Treasurer Bell presented correspondence received from resident Nigel Gerroir, regarding concerns of speeding on East Court Road and area. Bell discussed the resident's request to install speed bumps along East Court Road to better control the traffic speed in the residential, school, and business area, and concern on RCMP speeding on the street. Bell explained he indicated to the resident a speed bump installation request would need to be forwarded to NSTAT as the street owner. Bell continued by explaining how the concern was forwarded to the RCMP district office, who placed their speed radar sign there and had officers patrolling the area with their speed radar guns, and by the resident to NSTAT for their consideration. Bell closed by stating that the resident had responded and was not satisfied with the Village's efforts on this matter. Bell added that NSTAT District Director and Acting Area Manager did review the site. The Commission discussed.

Mass Casualty Commission

Clerk and Treasurer Bell presented correspondence from Maureen Wheller, the Community Liaison of the Mass Casualty Commission. Bell discussed the liaison's request to meet with the Commission to better comprehend the best methods of engaging the local community with their ongoing work of seeking community perspectives. The Commission discussed.

It was agreed by consensus that Village of Bible Hill direct Clerk and Treasurer Bell to invite the Mass Casualty Commission to the upcoming July Commission meeting to further discuss. Motion carried.

Reports of Commissioners and Clerk and Treasurer

Commissioner Burke

Commissioner Burke spoke about his recent Village activity. He discussed the status of the College Road sidewalk renewal, which is ongoing and on schedule. Burke noted potholes around the Village reported to NSTAT, and that the Village should also encourage residents calling in to call NSTAT to directly push those complaints.

Burke discussed a resident complaint he received regarding the condition of brick entrance features at Saywood Dr. Burke indicated that residents want these features repaired, to best represent the community. Burke recommended forwarding this concern to the property developer.

Burke noted that the NSTAT has swept/vacuumed some streets and have removed some bushes and shrubs along Farnham Road, which improves visibility in an area with a high deer population. The Commission discussed.

Commissioner Shea

Commissioner Shea presented the June 2021 Fire Chief's report – as attached.

Commissioner Pitcher

Commissioner Pitcher noted that she attended the virtual Mayors' and Chief's Breakfast, hosted by Truro and Colchester Chamber of Commerce on June 3, as well as the recent Parks and Recreation Park Advisory Committee meeting. Commissioner Pitcher then presented the June 2021 Recreation report – as attached. The Commission discussed.

Deputy Chair Van Kroonenburg

Deputy Chair Van Kroonenburg noted that on May 20, she attended a virtual Association of Nova Scotia Villages (ANSV) meeting, and a virtual meeting on May 21 reviewing draft Village banner designs. She then discussed an update from R. V. Anderson Associates, noting that they have stated they will provide an unsolicited proposal to undertake a sample sewer lateral inspection program, as recommended in their Sanitary Sewer System Study report.

Solicitor Roper was momentarily disconnected from the meeting at 8:24pm and reconnected at 8:25pm.

Chair Kennedy

Chair Kennedy reported that he recently attended the Association of Nova Scotia Villages (ANSV) meeting, the virtual Mayors' and Chief's Breakfast, hosted by Truro and Colchester Chamber of Commerce on June 3, as well as a virtual announcement with Lenore Zann, MP regarding local Enabling Accessibility Funding awards, and other Village activities. The Commission discussed.

Clerk and Treasurer Bell

Clerk and Treasurer Bell opened his report by encouraging Commissioners to provide updates of their biographies on the website.

Bell further discussed Village activities and noted that at least three Village boundary signage have been damaged by winds, two of which have been repaired, and one remaining to soon be replaced on the Salmon River truss bridge along with a sturdier mounting frame.

He noted that, as requested, a mailout has gone out to residents in the Village Line Avenue area, and that at the July Commission meeting the Village should have a better understanding of the residents' traffic concerns for that area relating to recent stop sign removals by NSTAT.

Bell added that the Village has signed a deed transferred from Municipality of the County of Colchester for a small parcel of land adjacent to the Bible Hill Recreation Park, provided to the Village for the purposes future expansion of the trail system.

Bell noted that the Village has placed recruitment advertisements for one member for the Finance and Audit Committee, and one youth and one regular member for the Parks and Recreation Advisory Committee.

The Commission discussed.

Accounts

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

New Business

ANSV meeting with Minister of Municipal Affairs – question development

Clerk and Treasurer Bell presented a letter from Brian Banks, President of Association of Nova Scotia Villages (ANSV) requesting Commissioner questions be developed for asking the Minister of Municipal Affairs during an upcoming meeting between the Honourable Brendan Maguire and the ANSV on July 7 at 1:00pm. Bell added that each Village will be granted time to ask one or two questions. The Commission discussed.

It was decided by consensus, that Village of Bible Hill instruct the Clerk and Treasurer to draft one or two questions on the subjects of how to best work together to ensure the equitable success of Villages and funding of significant infrastructure systems.

Deferral of summer CIC meetings – July and August

Clerk and Treasurer Bell proposed the deferral of Commission in Committee meetings for July and August. The Commission discussed.

Moved by Pitcher and seconded by Van Kroonenburg that Village of Bible Hill defer the Commission in Committee meetings of July and August, 2021. Motion carried.

Procurement: Speed radar sign

Clerk and Treasurer Bell provided information regarding purchase of a speed radar sign, including the details of the product, and quoted pricing. Bell noted the sign specifications, placement locations, and schedule have been accepted by NSTAT, and the proposed sign would cost \$4,135.00 plus HST from Stinson ITS. Bell noted that, per NSTAT, such a sign could only be used in a temporary fashion, up to 14 days. The Commission discussed.

Moved by Van Kroonenburg and seconded by Pitcher that Village of Bible Hill purchase the TC-400 Portable Radar Speed Sign from Stinson ITS at the cost of \$4,135.00 plus HST. Motion carried.

Clerk and Treasurer Bell requested the Commission provide clarity on the circumstances that would merit temporary installation of the sign. The Commission noted that this sign could be used to address resident complaints regarding speeding in areas listed as approved by NSTAT.

Procurement: Engineering services: window and door renewals at H. Douglas Boyce Village Hall

Clerk and Treasurer Bell presented information regarding engineering services for the renewal of windows and doors at H. Douglas Boyce Village Hall. Potential supportive sources of funding, including the Agri-Spirit funding and the Federal GICB grant program were noted. A proposal for the engineering services from Fishburn Sheridan Atlantic Inc. was presented at \$22,135.00 plus HST. A proposal from R.V. Anderson Associates Limited was presented at \$29,900 plus HST. The Commission discussed.

Moved by Van Kroonenburg and seconded by Pitcher that Village of Bible Hill award the engineering services for window and door renewal at H. Douglas Boyce Village Hall to Fishburn Sheridan Atlantic Inc. at the cost of \$22,135.00 plus HST. Motion carried.

Procurement: Village Line Avenue sod

Clerk and Treasurer Bell presented information regarding having landscaping work completed along Village Line Avenue sidewalk, following a complaint received from a resident. A quote from Justaart Landscaping Services Ltd. was presented at \$5,522.00 plus HST, and a quote from RR Property Care was presented at \$7,790.00 plus HST. The Commission discussed.

Moved by Van Kroonenburg and seconded by Pitcher that Village of Bible Hill award the Village Line Avenue sidewalk sod project to Justaart Landscaping Services Ltd. at the cost of \$5,522.00 plus HST. Motion carried.

Inter-account fund transfer

Clerk and Treasurer Bell presented a request to transfer \$250,000.00 from the capital reserve account to the operating fund account. The Commission discussed.

Moved by Pitcher and seconded by Van Kroonenburg that Village of Bible Hill transfer \$250,000.00 from the capital reserve account to the operating fund account. Motion carried.

Residential complaint

Commission Burke's residential complaint was discussed during his report.

Closed Session - Contract negotiation

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

The Commission meeting entered closed session at 9:24 pm. Recording Secretary Chandler left the meeting.

The Commission meeting returned to open session at 9:30pm.

Adjournment

Moved by Van Kroonenburg that the June 15, 2021 regular monthly meeting of Village of Bible Hill be adjourned. Motion carried.

The meeting adjourned at 9:30pm.

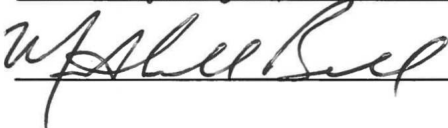
Chair Kennedy



Recording Secretary Chandler



Clerk and Treasurer Bell



Direction of the Minister
under a Declared State of Emergency
(Section 14 of the *Emergency Management Act*)
20-008

Under my authority in Section 14 of the *Emergency Management Act*, I order that this Direction (20-008) repeal and replace the Direction regarding municipal meetings issued on March 22, 2020.

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 not repealed or otherwise terminated, I direct that all municipalities and villages in the Province:

1. **Effective at 8am on July 29, 2020**, may hold meetings exclusively in person if all the following conditions are met:
 - i) the total number of persons present does not exceed a gathering limitation imposed in a *Health Protection Act* order;
 - ii) all physical distancing requirements or other requirements imposed in a *Health Protection Act* order are met.
2. If the conditions set out in (1) cannot be met, the municipality or village must not hold meetings exclusively in person and must instead hold the meeting partly or wholly as a virtual meeting by video or telephone, and ensure that all of the following conditions are met:
 - i) the total number of persons present for any in person portion of the meeting does not exceed a gathering limitation imposed in a *Health Protection Act* order; and
 - ii) for any in person portion of the meeting, all physical distancing requirements or other requirements imposed in a *Health Protection Act* order are met.

For clarity, this direction does not apply to statutorily required meetings of electors for a village commission which are covered under Direction 20-007 issued on May 20, 2020.

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 July 29, 2020.

Original signed by

Hon. Chuck Porter
Minister of Municipal Affairs and Housing

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.

Chair	Donna Van Kroonenburg
Deputy Chair	Tom Burke

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

- **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.

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

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

- **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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- **Regional Accessibility Advisory Committee**

The Regional Accessibility Advisory Committee provides advice to the Municipal Councils and Village Commissions on identifying, preventing, and eliminating barriers to persons with disabilities in local government programs, services, initiatives and facilities; and provides advice that helps the regional communities of Colchester to become accessible communities and meet the obligations under the Nova Scotia Accessibility Act. The Committee works with, and requires one elected official from each of the Town of Truro, Town of Stewiacke, Village of Bible Hill, Village of Tatamagouche, and the County of Colchester.

Commissioner representative	Tim Shea
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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

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

- **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

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."