

**Village of Bible Hill**  
**Regular Monthly Meeting**  
**March 15, 2022**



The Village of Bible Hill regular monthly meeting was held on March 15, 2022 in Commission Chambers, at the Village Office, 67 Pictou Road. Chair Kennedy called the meeting to order at 7:00pm; the meeting adjourned at 9:03pm.

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

**Guests:** Josh Kennedy, Parks and Recreation Director

**Review and approval of the minutes of February 15, and March 8, 2022**

*Moved by Pitcher and seconded by Van Kroonenburg, that the meeting minutes of February 15, and March 8, 2022 be approved. Motion carried.*

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

Chair Kennedy called for new or other business and none was called.

*Moved by Burke and seconded by Shea, that the agenda be approved. 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**

**Budget update at February 28 and projection to year-end**

Bell presented a budget update as of February 28, 2022, outlining operating and capital fund revenues and expenses, as well as bank account balances and a projection of revenue and expenses to year-end.

**Review of operating, capital, and reserve budgets**

Bell provided a copy of the draft budget to each Commissioner for their review until budget adoption in April.

**Budget items to consider/for decision**

Bell presented many different budget items. He spoke about the Meadowland Avenue drainage project and presented an estimated construction cost to the Commission. The Commission discussed and agreed by consensus to include the project in the budget for next fiscal year.

Bell then noted a request from the Parks and Recreation Advisory Committee for additional Canada Day budget and introduced Parks and Recreation Director, Josh Kennedy to discuss. Parks and Recreation Director Kennedy presented quotes and requested an additional \$6,053.53 in funding to provide additional Canada Day activities to village residents.

*Moved by Van Kroonenburg and seconded by Pitcher that Village of Bible Hill include the additional Canada Day event items in the budget for a total of \$6,053.53. Motion carried.*

Parks and Recreation Director Josh Kennedy left the meeting at 7:30 PM.

Bell then spoke about playground capital work, noting deadlines for grant funding, and the intent for donated funds. The Commission discussed.

Bell then presented a cost summary of a potential Remembrance Day Banner program. The Commission discussed and agreed by consensus to include the banner costs in the budget.

Bell discussed performing a sanitary sewer lateral assessment and the Commission agreed by consensus to defer the assessment to a later date to allow time to investigate method(s) and costs.

Bell then presented the current truck replacement policy, and noted that as per the policy, the Village's plow truck is due for replacement. The Commission agreed by consensus to defer the purchase of a new plow truck, as the current truck is in good condition and is expected to have several years of remaining useful life.

Bell then requested a decision from the Commission regarding a previously discussed adjustment in Commissioner honorarium. The Commission discussed and agreed by consensus that the Commissioner honorarium shall remain the same.

Bell then outlined rising costs that may need to be considered and monitored for the upcoming budget, such as fuel, insurance premiums, estimated capital costs, and wages.

### **Municipal insurance**

Bell brought additional information to the Commission, as requested, for municipal insurance coverage options. Bell presented quoted insurance pricing from Arthur J Gallagher at \$60,637.32 and Archway Insurance at \$84,045.00.

*Moved by Pitcher and seconded Van Kroonenburg that Village of Bible Hill accept Arthur J Gallagher Insurance quote at the cost of \$60,637.32 and instruct the Clerk and Treasurer to execute a change order for additional liability coverage at a cost of \$2,465. Motion carried.*

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

### **Commission in Committee Report**

*Moved by Burke and seconded by Van Kroonenburg that pursuant to Village by-law 7, Village of Bible Hill accept the sanitary sewer system of Covington Place - Phase 2 as a contributed asset. Motion carried.*

*Moved by Burke and seconded by Pitcher that Village of Bible Hill accept the proposed changes to the terms of agreement as presented and to authorize execution and signing of the commitment letter. Motion carried.*

*Moved by Burke and seconded by Pitcher that Village of Bible Hill execute the banking resolution as presented. Motion carried.*

*Moved by Burke and seconded by Pitcher that Village of Bible Hill execute the borrowing resolution as presented. Motion carried.*

*Moved by Burke and seconded by Van Kroonenburg that Village of Bible Hill award the contemplated change order #1 from Fowler Construction at the amount of \$20,350 plus hst. Motion carried.*

### **Review of Correspondence**

No correspondence to review.

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

#### **Commissioner Burke**

Burke spoke about his attendance of ReachAbility's virtual presentation on the draft regional accessibility plan and noted that there were nice comments made about the work being done by Clerk and Treasurer Bell. He mentioned sidewalks and potholes around the Village need repair, and outlined conversations had with residents. The Commission discussed.

#### **Commissioner Shea**

Shea spoke about his attendance at the Brigade's Truck Committee meeting, a recent Flood Advisory Committee meeting, as well as ReachAbility's virtual presentation on the draft regional accessibility plan. Shea then presented the March 2022 Fire Chief's report – as attached.

#### **Commissioner Pitcher**

Pitcher noted that she attended ReachAbility's virtual presentation on the draft regional accessibility plan. Pitcher then presented the March 2022 Recreation report – as attached.

#### **Deputy Chair Van Kroonenburg**

Van Kroonenburg noted that she attended ReachAbility's virtual presentation on the draft regional accessibility plan and noted her thoughts on the presentation.

#### **Chair Kennedy**

Kennedy reported that he attended the virtual Recreation Park planning meeting hosted by TRACE Planning and Design, as well as ReachAbility's virtual presentation on the draft regional accessibility plan.

#### **Clerk and Treasurer Bell**

Bell spoke about his attendance at a few different meetings throughout the month, grants the Village has received, an accident damaging a crosswalk post, and the return of the Administrative Services Coordinator from parental leave. He then provided the Commission a general overview of work done in the Village over the past year. The Commission discussed.

#### **Accounts**

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

#### **New Business**

##### **Volunteer award nominations**

Bell presented the volunteer award nomination biographies that were submitted to the Parks and Recreation Director. The Commission discussed.

*Moved by Pitcher and seconded by Van Kroonenburg, that Village of Bible Hill accept the Bible Hill Volunteer Award nominations as presented. Motion carried.*

##### **Parks and Recreation Advisory Committee member nominations**

Bell presented two nominations for the Parks and Recreation Advisory Committee, noting that there are currently two seats opening in April, and the two nominations submitted are currently on the Committee and re-offering.

*Moved by Van Kroonenburg and seconded by Pitcher, that Village of Bible Hill accept the Parks and Recreation Advisory Committee member nominations as presented. Motion carried.*

##### **Retson Drive sidewalk**

Shea presented the need for a sidewalk on Retson Drive. It was noted that accessibility is very important on Retson Drive and a sidewalk could help with flooding issues in that area. The Commission discussed.

##### **Resolution for ICIP grant application**

Bell presented a resolution supporting an Investing in Canada Infrastructure Program (ICIP) grant application to help fund the sanitary sewer upgrades planned for the next fiscal year.

*Moved by Van Kroonenburg and seconded by Pitcher that Village of Bible Hill approve Resolution 4, a resolution confirming Commission's support of the Village's sanitary sewer capital improvements project for purposes of ICIP grant funding application. Motion carried.*

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

Bell requested the Commission authorize an inter-account fund transfer of \$400,000.00 from the operating fund account to the capital reserve account. The Commission discussed.

Moved by Pitcher and seconded by Shea that Village of Bible Hill transfer \$400,000.00 from the operating fund to the capital reserve account. Motion carried.

**Closed Session – Personnel (1)**

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

The Commission meeting entered closed session at 8:50 pm.

Recording Secretary Chaplin left the meeting.

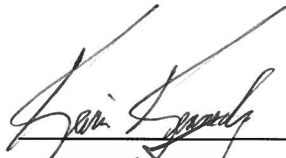
The Commission meeting returned to open session at 9:03 pm.

**Adjournment**

Moved by Van Kroonenburg that the March 15, 2022 regular monthly meeting of Village of Bible Hill be adjourned. Motion carried.

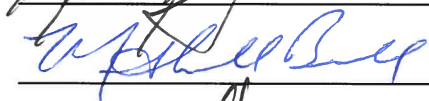
The meeting adjourned at 9:03 pm.

Chair Kennedy



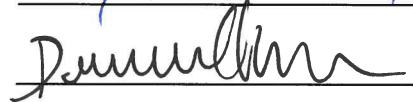
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Clerk and Treasurer Bell



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Recording Secretary Chaplin



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