

**Village of Bible Hill**  
**Commission in Committee Meeting**  
**April 9, 2024**



The meeting was held in Commission Chambers, at the Village Office, 67 Pictou Road. Deputy Chair Van Kroonenburg called the meeting to order at 7:00 PM.

**Call to Order:** Commissioner Kennedy  
Commissioner Van Kroonenburg  
Commissioner Giddens  
Commissioner Shea

**Staff:** Clerk and Treasurer Bell  
Recording Secretary Chaplin

**Regrets:** Commissioner Pitcher

**Delegations:** Matthew Lynds, resident  
Jason Haughn, Municipal Advisor – Department of Municipal Affairs

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

Van Kroonenburg called for new or other business. Bell requested to add Provincial Volunteer Awards Selection under new business, Kennedy request to add Scotia Pool Monetary Support under new business, Van Kroonenburg requested to add NSFM Spring Conference under new business, and Giddens requested to speak about Accessibility under Miscellaneous Business - Draft Budget.

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

**Call for declaration of conflict of interest**

Giddens declared a conflict of interest relating to the new business item - Scotia Pool Monetary Support, as he is Chair of the Scotia Pool Society.

**Miscellaneous business**

**Matthew Lynds – Transport Truck**

Kennedy invited Mr. Lynds to speak to the Committee.

Lynds spoke on his concern regarding safety of residents relating to transport truck traffic at Teakwood Court. The committee and Mr. Lynds discussed.

Bell will draft a letter to Councillor Parker suggesting amending the land use by-law to restrict both the tractor and the trailer together in residential areas and ask our solicitor for input on wording.

**Draft budget**

Bell circulated the 2024-2025 draft operating, capital, and reserve budgets prior to adoption at the next Commission meeting.

Van Kroonenburg questioned whether trail work could proceed in the year ahead given the estimated cost and inquired on the status of grant funding application. Bell noted that the results of a grant funding application made to the Department of Communities, Culture, and Heritage for up to \$150,000 won't be known until at least May.

Giddens noted it would be prudent to put money into reserve each year for funding accessibility projects prior to 2030 and questioned where money could come from. Bell noted that a reduction in current spending on items from the draft budget could be amended/reduced or additional draws from capital reserve to fund the budget could be made or that property tax rates could be increased to generate more revenue.

*Moved by Giddens and seconded by Kennedy that the Commission in Committee recommend Village of Bible Hill support transferring money to a reserve fund for future accessibility projects. Motion carried.*

Giddens suggested \$25,000 each year be reserved for accessibility. Bell will provide examples at the next meeting of how the existing budget could be amended to accommodate.

## **New Business**

### **Procurement: Photocopier**

Bell presented pricing options for a photocopier from both Xerox and Ricoh. Bell recommended a 66-month lease from Xerox at a cost of approximately \$21,408, including estimated impression charges.

*Moved by Shea and seconded by Giddens that the Commission in Committee recommend Village of Bible Hill award Xerox a 66-month lease for a multi-fold photocopier at a net lease cost of \$150.35 per month plus impressions charges. Motion carried.*

### **Procurement: Communication tower repairs**

Bell presented pricing for repairs to the Village's communications tower at 69 Pictou Road from WesTower Communications at an estimated cost of \$4,500, plus crane fees and HST.

*Moved by Kennedy and seconded by Giddens that the Commission in Committee recommend Village of Bible Hill engage WesTower Communications to complete communication tower repairs at a cost of approximately \$8,000, and to authorize Clerk and Treasurer Bell to contingently spend up to \$14,000 as may be required. Motion carried.*

### **Procurement: Bible Hill Recreation Park (BHRP) building flooring**

Bell presented pricing for flooring at the BHRP building from Hometown Flooring at a cost of \$6,528.70 plus HST.

*Moved by Kennedy and seconded by Shea that the Commission in Committee recommend Village of Bible Hill award BHRP flooring work to Harris Hometown Flooring at \$6,528.70 plus HST. Motion carried.*

### **Procurement: Ball infield groomer**

Bell presented pricing for a ball infield groomer from Heying Company at a cost of \$8,595 USD plus customs and brokerage fees.

The Committee deferred this subject until the April Commission Meeting, so they can be made aware of the approximate brokerage and customs fees prior to deciding on a purchase.

**Procurement: Mower**

Bell presented pricing for a 72" John Deere mower from Green Diamond at a cost of \$23,470 plus HST.

*Moved by Kennedy and seconded by Giddens that the Commission in Committee recommend Village of Bible Hill award purchase of a John Deere Z970R ZTrak mower to Green Diamond at a cost of \$26,990.50 including HST. Motion carried.*

**Maggie's Place Request - Subsidized Use Policy**

Bell presented a request from Maggie's Place to allow them to be eligible for subsidized use of H. Douglas Boyce Village Hall and eliminate their weekly rental fee.

*Moved by Shea and seconded by Kennedy that the criteria for subsidized use of the hall be reviewed by the Parks and Recreation Advisory Committee. Motion carried.*

**Bible Hill Fire & Emergency - Banquet Invitation**

Bell presented the Bible Hill Fire & Emergency - Banquet Invitation

Giddens exited the meeting at 8:18 PM and entered back in at 8:19 PM.

**Inter-account Fund Transfer**

Bell presented an inter-account fund transfer request of \$377,000 from the operating reserve to the operating fund.

*Moved by Kennedy and seconded by Shea that the Commission in Committee recommend Village of Bible Hill transfer \$377,000 from the operating reserve to the operating fund. Motion carried.*

**Generator replacement**

Bell presented a letter from EXP outlining pricing from 5 vendors for a generator replacement project at 69 Pictou Road and their recommendation to award the generator replacement project to Seacrest Electric at a cost of \$144,000 plus HST.

*Moved by Shea and seconded by Kennedy that the Commission in Committee recommend Village of Bible Hill award the generator replacement project to Seacrest Electric at a cost of \$144,000 plus HST.*

**Scotia Pool Monetary Support**

Giddens did not take part in the discussion due to his declared conflict of interest.

Kennedy raised the concept of the Village providing monetary support beyond the current in-kind services to support the operations of Scotia Pool.

The Deputy Chair invited Jason Haughn to pause the meeting and speak generally on the subject of conflict of interest at 8:35 PM. The meeting resumed at 8:38 PM.

Bell noted that, if there is a question of the value of in-kind support, the Village could begin keeping track of the value of the services we do for Scotia Pool such as bookkeeping, payroll, cheque processing, and financial reporting. He noted the County provides \$175,000 per year.

### **NSFM Spring Conference**

Van Kroonenburg noted that the NSFM Spring Conference is coming up from May 8 to 10 and the early-bird registration deadline is April 11.

### **Provincial Volunteer Awards**

Bell presented the list of Bible Hill Volunteer Award recipients and asked who the Commission would like to nominate for the Provincial Volunteer Award.


By consensus the Committee deferred the topic to the next meeting.

### **Adjournment**

*Moved by Shea that the meeting be adjourned.* The meeting adjourned at 8:48 PM.

**Signed approval page to follow.**

**April 9, 2024 Commission in Committee Meeting Minute Approval:**

  
Deputy Chair

  
Clerk and Treasurer

  
Recording Secretary

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Deputy Chair

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Clerk and Treasurer

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Recording Secretary