

**Village of Bible Hill  
Commission Meeting  
July 15, 2025**



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

**Call to Order:** Commissioner Kevin Kennedy  
Commissioner Knickolle Pitcher  
Commissioner Dwight Giddens  
Commissioner Tim Shea  
Commissioner Donna Van Kroonenburg

**Staff:** Clerk and Treasurer, Mitchell Bell  
Recording Secretary, Angie Ogden  
Solicitor Daniel Roper, Burchell MacDougall

**Attendance:** Al Kennedy, District 11 Councillor, Municipality of the County of Colchester  
Municipal Advisor, Jason Haughn, Department of Municipal Affairs

**Review and approval of the minutes of June 17, 2025**

- Moved by Pitcher and seconded by Shea to approve the June 17, 2025 meeting minutes. Motion carried.

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

Kennedy called for new or other business and Bell requested to add 'two miscellaneous items' before adjournment.

- Moved by Shea and seconded by Van Kroonenburg that the agenda be approved with the addition. Motion carried.

**Call for declaration of conflict of interest**

Kennedy called for declarations of conflict of interest. None were declared.

**Miscellaneous business including delegations**

Kennedy welcomed Councillor Al Kennedy and Jason Haughn.

**Canada Day review**

The Commission discussed their experiences and feedback on the recent Canada Day events.

**Crosswalk counts**

Bell presented, as requested at a prior meeting, crosswalk counts from all crossing stations.

**Honorarium rates**

Bell presented updated honorarium rates for the Commissioners and Fire Chief.

- Moved by Pitcher and seconded by Giddens that Village of Bible Hill adopt the honorarium structure as presented, effective April 1. Motion carried.

### **Banking**

Bell discussed the benefits of issuing a request for proposals to seek pricing on banking services, discussed the options of Schedule 1 - banks and credit union financial institutions and inquired with the Commission as to whether they had direction on acceptable option(s).

The commission agreed to explore both options and agreed by consensus for the Clerk and Treasurer to issue a banking services request for proposals.

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

#### **HVAC design selection**

Bell presented an updated Engineer recommendation letter, as requested in a prior meeting, from Southface Engineering, noting they recommend choosing their report's 'option 2a' for heating and cooling system design.

Bell was instructed to obtain additional information from the Engineer on heating efficiency.

#### **Junior member bursary award**

Shea reminded of the circumstances of a junior member bursary application and requested that the Commission consider making an exception to the Bible Hill Fire Brigade Honoraria Policy and award \$500 to match the contribution of Bible Hill Fire & Emergency.

The Commission discussed the award in detail. The Commission agreed by consensus that the Clerk and Treasurer bring back amended policy terms to consider for graduating junior members not immediately entering post-secondary education.

- Moved by Shea and seconded by Van Kroonenburg that Village of Bible Hill make an exception to the Bible Hill Fire Brigade Honoraria Policy and award \$500 for the Junior Member Bursary Award. Motion carried.

### **Review of Correspondence**

#### **Bible Hill Garden Club – Thank You**

Bell presented correspondence from Bible Hill Garden Club, thanking the Village for their contribution to their Flower Show.

#### **Enabling Accessibility Fund – 2024 application unsuccessful**

Bell presented correspondence from the Enabling Accessibility Fund, noting the Village's 2024 application was unsuccessful for a project to install 3-meter asphalt paths at Bible Hill Recreation Park.

#### **New to Dal – Sponsorship Request**

Bell presented a sponsorship request from the New to Dal Program. The commission reviewed the correspondence.

#### **Mayor Blair - Response re: tractor trailers in residential zones**

Bell presented a letter from Mayor Blair, in response to a prior year request from the Village Commission to review the guidelines on parking of tractor trailers in residential zones. The response noted that in the recent update of the Municipal Planning Strategy and Land Use Bylaw, amendments were included regarding the issue.

### **Municipality of Colchester – Application for Development Agreement – 307 College Road**

Bell presented correspondence from Municipality of Colchester, noting there has been an Application for Development Agreement for 307 College Road and advising of an upcoming Planning Advisory Committee Meeting.

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

Shea, Pitcher, Giddens, Kennedy, and Bell provided oral reports. The reports of the Fire Chief and Director of Parks and Recreation were presented.

Bell was asked to notify the Department of Public Works regarding scrap asphalt located on the shoulder of Village Line Avenue for removal.

### **Accounts**

The accounts were presented for review.

### **New Business**

#### **Roof design selection – RJC Engineering Report**

Bell presented an Engineer recommendation letter from RJC Engineering outlining their findings and recommendations relating to roof replacement at 69 Pictou Road. Recommendations were to replace section A (maintenance shop) with an estimated cost of \$250,000 and miscellaneous maintenance items at an estimated cost of \$40,000. Commissioners agreed by consensus to move forward with designing those items.

#### **Covington Place crosswalk lights**

Bell reported that the Nova Scotia Department of Public Works (NSDPW) has approved the installation of crosswalk lights at Covington Place. The lights may be either RA-5 overhead style or, if upgrades at Guest Drive and Osprey Court are pursued to ensure uniformity, RRFB (Rectangular Rapid Flashing Beacon) style. Bell suggested that, should RRFBs be chosen, the Commission may also wish to consider updating the crosswalk at Saywood Drive to maintain consistent lighting along College Road.

It was estimated that each crosswalk installation could cost up to \$20,000, and that installing three or four units would exceed the current budget allocated for the Covington Place project. While Bell noted that funds from other budget areas could be used to cover the additional costs, the Commission expressed a preference to preserve those funds. The Commission discussed the available options.

- Moved by Van Kroonenburg and seconded by Pitcher that Village of Bible Hill authorize the install of four new RRFB crosswalk lights, removing the existing crosswalk lights at Guest, Osprey, and Saywood. Motion carried.

#### **Status of capital projects**

Bell presented an update on the status of capital project costs.

He discussed two major recreation projects and advised that, since the Village was unsuccessful in securing external funding for both the Recreation Park and Airport Field Park, he recommended deferring the improvements planned for Airport Field Park. Commissioners agreed by consensus.

#### **BHRP 'The Loop' – Authority for C&T to approve**

Bell advised that a request for quotations was issued to install 3 meter wide asphalt paths within Bible Hill Recreation Park and, in the interest of time, requested the Commission to grant him the authority to award the project, should it be within budget, to get the project awarded and scheduled faster for a September start.

Commissioners discussed the project. Bell was instructed to apply for a driveway permit from NSDPW.

#### **Osprey Court paving**

Bell noted that Colchester plans to repave Osprey Court in the fall and, in order to replace culverts, they need to remove a section of existing sidewalk on the east side of the street. Bell inquired as to whether the Commission would like the portion of sidewalk replaced, not replaced, or fully removed.

The Commission agreed by consensus that the sidewalk section could be removed entirely, as it was not connected to the remainder of the sidewalk network, however Bell was first instructed to inquire on reasoning for this sidewalk with initial design, prior to deciding.

#### **Closed session – Personnel (1); Legal advice (1)**

- Moved by Van Kroonenburg and seconded by Shea that the Commission enter closed session. Motion carried.

The Committee entered closed session at 8:40 PM and exited at 9:00 PM.

Kennedy declared a conflict of interest and left the table. Van Kroonenburg assumed the role of Chair.

- Moved by Shea, seconded by Pitcher, that Village of Bible Hill hire A.K. Property Management to address fallen trees on the Village's storm drainage lot at Retson Drive, at a cost of \$48,500, plus HST. Motion carried.


Kennedy resumed the role of Chair.

- Moved by Van Kroonenburg, seconded by Pitcher, that Village of Bible Hill authorize the Clerk and Treasurer to execute an employment agreement with Haley Smith for the role of Director of Parks and Recreation, reflecting the agreed upon terms. Motion carried.
- Moved by Van Kroonenburg, seconded by Pitcher, that Village of Bible Hill authorize the Clerk and Treasurer to hire for the role of Recreation Programming Leader. Motion carried.


#### **Adjournment**

- Moved by Shea to adjourn the meeting. The meeting adjourned at 9:04 PM.

**July 15, 2025 Commission Meeting Minute Approval:**

  
Chair

  
Clerk and Treasurer

  
Recording Secretary