

The June 10, 2008 Commission in Committee meeting was held in the Village Office at 67 Pictou Road. The meeting was called to order by the Clerk and Treasurer at 7:00 pm; the meeting adjourned at 8:10 pm.

Call to order

Commissioner Blair
Commissioner Burke
Commissioner Mahar
Commissioner McLean
Commissioner Van Kroonenburg

Staff: Robert Christianson, Clerk and Treasurer

**Election of Chair, Deputy Chair
and Committee Selection**

Election of Chair and Deputy Chair

The Clerk and Treasurer outlined the election procedures for the election of Chair and Deputy Chair. Each Commissioner is eligible to vote for the Commissioner of their choice by ballot. The Clerk and Treasurer will draw from the ballot box if a tie vote occurs for either office. Mr. Charles Boyce and Mr. H.D. Boyce, electors, Village of Bible Hill acted as scrutineers for the election.

Vote results for the Office of Chair: Commissioner Blair was elected as Chair.

Vote results for the office of Deputy Chair: Commissioner Burke was elected as Deputy Chair.

Chair	Christine Blair
Deputy Chair	Tom Burke

Major Committees

Finance and Audit Committee

The Finance Committee and Audit Committee is a full committee of the commission. The role of the committee is to oversee budget development, review the audited reports, and supervise village expenditures. All commissioners have signing authority, cheques require two signatures.

Protective Services

Chair	Robert Mahar
Deputy Chair	Donna Van Kroonenburg

The Protective Services Committee oversees the Village's responsibility for the fire brigade, the Bible Hill Safety Advisory Committee, the Bible Hill Emergency Planning Committee and the School Crossing Guard Program.

Environmental Services

Chair	Tom Burke
Deputy Chair	Sharon McLean

The Environmental Services Committee is responsible for water systems, sewer systems, storm water drainage, urban forest and environmental protection/development in our community.

Transportation Services

Chair	Sharon McLean
Deputy Chair	Tom Burke

The major responsibilities of this committee are the maintenance and improvements to sidewalks and other transportation issues.

Recreation & Cultural Services

Chair	Donna Van Kroonenburg
Deputy Chair	Robert Mahar

Recreation & Cultural Services is responsible for the development and management of recreational and cultural activities in the community. The Chair sits on the Parks & Recreation Committee, which has been developed to assist the village with the development of recreation programs and facilities.

Other Committees

Municipal Boundaries Committee

Village Chair	Christine Blair
Village Deputy Chair	Tom Burke

The original function of the committee was to oversee the village's boundaries with the County of Colchester and review the sharing of services between local municipal units.

By-Law Committee

Village Chair	Christine Blair
Village Deputy Chair	Tom Burke
Solicitor	Jill Nette
Clerk and Treasurer	Robert Christianson

The By-Law Committee implements, reviews, and provides support services to the commission on village by-laws.

Personnel Committee

Village Chair	Christine Blair
Village Deputy Chair	Tom Burke
Clerk and Treasurer	Robert Christianson

The Personnel Committee oversees the implementation and development of personnel policies and employment guidelines for village staff.

External Committees

Chamber of Commerce	Christine Blair
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Communities in Bloom	Christine Blair Sharon Mclean
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After the selection of committees, Deputy Chair Tom Burke took the chair.

**Approval of the Minutes of
May 13, 2008**

*Moved by McLean
Seconded by Van Kroonenburg*

"That Commission in Committee Meeting minutes of May 13, 2008 be approved."

Motion carried

Review and approval of agenda, call for new or other business

*Moved by Blair
Seconded by McLean*

"That the agenda be approved with additions of discussion regarding Meeting Procedures Policy, 2008/2009 Budget, Department of Health Promotion and Protection announcement, NSCC Convocation, and Relay for Life."

Motion carried

Business arising out of the minutes

Fire Hall Expansion Project

The Clerk reported that to date there had been two cost overruns for the project. The first being the replacement of the fuel oil tank at a cost of approximately \$10,000 and the second the installation of a waterline for future municipal service at a cost of approximately \$600. The first of the bi-weekly construction meetings will be held on Thursday at 10:00 am.

Water Expansion Project

To date no documentation on grant approval has been received from Service Nova Scotia. The URB approval process is still on-going. The final construction plans have been received. Commissioners are welcome to take a set home for review.

Consulting Engineering Services Sidewalk Construction College Road

The Clerk was instructed to proceed with a proposal call for engineering services based on the format used in the last number of projects. He will report to the Commission at the July meeting.

New Business

Appointment of Auditor for Fiscal Year 2008 / 2009

*Moved by Blair
Seconded by McLean*

"That the firm of Grant Thornton be appointed as auditor for the fiscal year of 2008/2009."

Motion carried.

Appointment of Solicitors for Fiscal Year 2008 / 2009

*Moved by McLean
Seconded by Van Kroonenburg*

"That the firm of Burchell MacDougall be appointed as solicitors for 2008/2009."

Motion carried.

August Regular Monthly Meeting Date and November Commission in Committee Meeting Date (November 11)

*Moved by McLean
Seconded by Blair*

"Due to the date of the Nova Scotia Provincial Exhibition, the August 19th meeting be rescheduled to August 18th and due to Remembrance Day falling on the date of the Commission in Committee meeting, that the Commission in Committee meeting be rescheduled to November 10th."

Motion carried

Meeting Procedure Policy

A review was made of the Meeting Procedures Policy. The Commission has found that over the years this has been a very valuable document that has assisted in the good conduct of commission meetings.

2008/2009 Budget

A review was made of the 2008/2009 Budget and a discussion was held on the monthly financial statements.

Announcement by Minister of Health Promotion and Protection

Chairwoman Blair will represent the Village of Bible Hill at the upcoming announcement for a grant to area municipalities for expansion of the Cobequid Trail System.

NSCC Convocation

Chairwoman Blair will represent the Village of Bible Hill at the convocation.

Relay for Life

Chairwoman Blair will represent the Village of Bible Hill at the Relay for Life kick off.

CGI Insurance Business Services, draft report , "Fire Services Study of Village of Bible Hill"

The Clerk circulated the second draft of the CGI Report on the Bible Hill Fire Brigade. It was agreed that the Fire Chief would be invited to attend the next week's meeting to review the draft report with the Commission.

Chairwoman Blair informed the Commission that one of the firefighters, Deputy Chief Scott MacDonald, on Monday had assisted a person to get out of a burning building. The Commission expressed their gratitude to Mr. MacDonald.

Adjournment

*Moved by Blair
Seconded by Mahar*

"That the meeting be adjourned."

Motion carried

The meeting adjourned at 8:10pm.

Robert Christianson
Clerk and Treasurer

Tom Burke
Deputy Chairman