

The August Regular Monthly meeting was held on August 18, 2009, in the Village Office, 67 Pictou Road. The meeting was called to order at 7:00 pm; the meeting adjourned at 8:15 pm due to a power outage.

Call to Order

Chairwoman McLean
Deputy Chair Burke
Commissioner Dawson-Sharbell
Commissioner Mahar
Commissioner Van Kroonenburg

Staff:
Clerk and Treasurer Christianson

Delegations:
Councillor Christine Blair

Approval of the Minutes of July 7, 2009

*Moved by Van Kroonenburg
Seconded by Dawson-Sharbell*

"That the minutes of July 7, 2009 and the amended minutes of June 16, 2009 be approved as presented."

Motion carried.

Review and Approval of Agenda, Call for New or Other Business

*Moved by Burke
Seconded by Mahar*

"That the agenda be approved as presented."

Motion carried.

Business Arising out of the Minutes

Commission in Committee Report

*Moved by Burke
Seconded by Mahar*

"That the Village of Bible Hill approve the revised Meeting and Procedures Policy dated August 10, 2009."

Motion Carried.

*Moved by Burke
Seconded by Van Kroonenburg*

"That the Village of Bible Hill suggest agenda items be formalized with the Town of Truro before the joint meeting in September."

Motion Carried.

*Moved by Burke
Seconded by Mahar*

"That the Village of Bible Hill have the Clerk proceed to engage CBCL to provide a cost estimate for a sidewalk on the east side of Village Line Avenue from College Road to Pictou Road."

Motion Carried.

*Moved by Burke
Seconded by Van Kroonenburg*

"That the Village of Bible Hill engage Dillon Consulting to do Ground Water Testing at the Bible Hill Recreation Park at a cost of \$7,000 plus HST."

Motion Carried.

*Moved by Burke
Seconded by Dawson-Sharbell*

"That the Village of Bible Hill proceed with the request from Bible Hill Junior High School to erect a memorial park bench on the Warren Drive Trail."

Motion Carried.

*Moved by Burke
Seconded by Van Kroonenburg*

"That the Village of Bible Hill purchase an ad from the Rotary Club in the amount of \$359 plus HST."

Motion Carried.

*Moved by Burke
Seconded by Dawson-Sharbell*

"That the Village of Bible Hill purchase ZOLL AED Plus Defibrillator from Courtney's First Aid & Safety Training at a cost of \$2,000 plus HST."

Motion Carried.

*Moved by Burke
Seconded by Dawson-Sharbell*

"That the Village of Bible Hill purchase four Scott Carbon Fibre Cylinders 2216 psi from Micmac Fire & Safety at a cost of \$2,734.88 plus HST."

Motion Carried.

Sidewalk Priority Listing August 2009

Sidewalk Priority Listing Approved August 2009

- 1 Pictou Road Village Court to the Village Boundary
- 2 College Road Day Care to Vimy
- 3 Village Line Avenue Pictou to College **
- 4 Vimy Road Windale to Farnham
- 5 Main Street Subway to Bridge southside
- 6 Saywood Estates Regency and Saywood Drive
- 7 Old Court House Branch College to Regency **
- 8 College Road Guest Drive to Osprey Court
- 9 College Road Vimy to Guest Drive
- 10 College Road Maple to Saywood
- 11 College Road Osprey to Maple
- 12 College Road Saywood to Old Court House Branch

*Moved by Mahar
Seconded by Dawson-Sharbell*

"That the Village of Bible Hill approve the amendment to the Sidewalk Priority Listing August 2009."

Motion Carried.

Phase 3 Water Project

The Clerk reported that the majority of the pipe work for the water project has been completed and sidewalk and road re-instatement was taking place.

Crosswalk College at Osprey

Approval still has not been received from the Municipality of County of Colchester to construct

the sidewalk on the west side of Osprey Drive. The Municipality feels that the pedestrian crosswalk on College Road should be located on the east side of Osprey and not the west. This alignment would allow for better connection to the majority of the population in Osprey Estates.

Reports of Commissioners and Clerk and Treasurer

Environmental Services Report

Commissioner Burke discussed the Phase 3 Water Expansion Project.

Protective Services Report, SAC Minutes and Fire Brigade Report

Commissioner Dawson-Sharbell presented the August 2009 Fire Brigade Report. Total calls to date are 35 and total fire loss is \$2,300.00.

Transportation Services Report

Commissioner Mahar presented a list of asphalt sidewalk repairs and a discussion was held on concrete driveway repairs including a request from a resident on Main Street to have their existing concrete driveway widened.

*Moved by Burke
Seconded by Mahar*

"That the Village of Bible Hill refer the concrete sidewalk repairs plus the widening of existing driveway entrances along main street from 158 Main to the Subway Tunnel to the 2010-2011 budget process.

Motion Carried

Recreation and Culture Services

Commissioner Van Kroonenburg reported on the 2009 Canada Day Program, trail construction at the Bible Hill Recreation Park, the Girls Night Out Program, and the Hit, Run and Throw Program.

Clerk and Treasurer

The Clerk and Treasurer presented the July

financial statements and reviewed the upcoming Crossing Guard Training Program.

Draft correspondence to the Municipality of County of Colchester was presented. This correspondence requested permission from Colchester to construct a pedestrian trail along the Salmon River from the Stella Jones properties to Avon Street. It was agreed to send the correspondence to Colchester.

Chair's Report

Chairwoman McLean reviewed the various functions that she had attended in the past month representing the Village of Bible Hill.

Accounts

*Moved by Burke
Seconded by Dawson-Sharbell*

"That the accounts be approved for payment"

Motion Carried

New Business

Draft Purchasing Policy

*Moved by Mahar
Seconded by Van Kroonenburg*

"That the Village of Bible Hill approve the Revised Purchasing Policy."

Motion Carried

**The Village of Bible Hill
Purchasing Policy
Revised: August 10, 2009**

Policy

It is the policy of the Village of Bible Hill to acquire goods and services in a manner that is publicly accountable, transparent and provides the best value to the Village.

Purchasing Authority: subject to other provisions of this policy; including Schedule "A"

Authorized staff (see schedule "A") have the authority to purchase goods and services not exceeding \$1,500, provided the purchases are included in the approved budget allocations.

The Village Commission by motion has the authority to purchase goods and services that exceed a value of \$1,500.

Emergency Purchase

The Clerk and Treasurer may approve the emergency acquisition of goods and services not exceeding a value of \$25,000. An emergency acquisition occurs when a situation creates immediate and serious need which may not be reasonably met by the regular purchasing process and includes without limitation: a condition where a lack of supplies or services may adversely affect the functioning of civic government, threaten public or private property, or the environment or jeopardize the health or safety of the public.

Purchasing Procedure: to be determined by the Village Commission

Value	Procedure
Up to \$1,500	Verbal or written quotations from one or more vendors
\$1,501 to \$5,000	Written quotations from two or more vendors
\$5,001 to \$25,000	Publicly advertised tenders, invitational bids, requests for proposals or the Province of Nova Scotia's Procurement Office Standing Offers system.
Greater than \$25,001	Publicly advertised tenders, requests for proposals in accordance with the provisions of The Atlantic Procurement Agreement where applicable.

Schedule "A" Financial Authorities

	Purchases up to \$1,500	Visa Card up to \$1,500	Purchases greater than \$1,500	Cheque Signing	Opening Mail	Writing Receipts	Preparing Bank Deposits	Making Bank Deposits	Bank Rec	Pay-roll
Any 2 Commissioners				✓						
Commissioners by Motion			✓							
Clerk & Treasurer							✓		✓	
Finance Officer	✓					✓				✓
Recreation Director	✓	✓			✓	✓				
Administrative Assistant	✓	✓			✓		✓			✓
Public Works Forman	✓	✓						✓		
Maintenance Worker								✓		
Fire Chief (emergency fuel purchase only)		✓								
	General Ledger	Financial State-ments	Making Computer Backups	Storing Com-puter Back-	Pass-word Storage	Accounts Payable				

				ups in bank vault		
Clerk & Treasurer	✓	✓	✓		✓	
Finance Officer						✓
Recreation Director						
Public Works Forman				✓		
Maintenance Worker				✓		
Solicitor					✓	

Association of Nova Scotia Villages

It was agreed that Village of Bible Hill would review its membership with the Association of Nova Scotia Villages and that the Chairwoman would represent the Village of Bible Hill at the Annual General Meeting and be the voting delegate.

Reception with Premier Darrell Dexter, Government Cabinet Ministers and the Nova Scotia NDP Caucus. August 21, 2009 at the Best Western Glengarry starting at 1 p.m.

The invitation to the reception was reviewed and all Commissioners were encouraged to attend.

Tribute Dinner - Jamie Muir

It was agreed that all Commissioners would attend the Tribute Dinner for the Honourable Jamie Muir.

Adjournment

*Moved by Burke
 Seconded by Mahar*

“Due to a power outage, the August 18, 2009 Regular Monthly meeting of the Village of Bible Hill was adjourned.”

Motion Carried.

The meeting adjourned at 8:15 pm.

Robert Christianson
Clerk and Treasurer

Sharon McLean
Chairwoman