

The Village of Bible Hill Commission in Committee Meeting was held on December 13, 2016 in the Village Office, 67 Pictou Road. Deputy Chair Van Kroonenburg called the meeting to order at 7:00 pm; the meeting adjourned at 8:46pm.

Call to Order Chair MacCormick
 Deputy Chair Van Kroonenburg
 Commissioner Bell
 Commissioner Kennedy
 Commissioner McLeod

Staff: Clerk and Treasurer Christianson
 Recording Secretary Ogden

Review and Approval of the Agenda, call for new or other business

Moved by McLeod

Seconded by Bell

That the agenda be approved as presented.

Motion carried.

Bible Hill Fire Brigade – Chief Mellish

- **Extension of use of Brigade wellness equipment to immediate family members**

Chief Mellish reported that the extension of use of the Brigade wellness equipment located at the Fire Hall to immediate family members was discussed at the recent Officer and Brigade regular monthly meeting in December. The Fire Brigade membership supports this request. The equipment was both purchased and donated and is used by both active and honorary members. The Fire Brigade believes this would be an asset to their organization as this could lead to more volunteers and aid with the financial challenging cost for gym memberships for immediate family members. The brigade members would supervise their family members at all times and the Chief indicated that they would be willing to sign a liability waiver.

He asked if the Village's regular liability insurance would cover this aspect. The Clerk will look into the liability aspect for the Village and will discuss further with our insurance agent and solicitor.

- **Repurposing of surplus Scott 2.2 BA and bottles**

Chief Mellish reported on the process we have used in the past relating to the surplus of Scott Air equipment. In previous years the Village agreed to give the surplus equipment for a minimal fee to a neighboring brigade with the restriction of a signed waiver drafted by our solicitor. He also outlined that HRM has done the same process with their recent surplus equipment. This process has also been rejected in the past. He is requesting the Village consider that the surplus equipment to be given for a minimal fee to a neighboring brigade within Colchester, he has

already had a letter requesting the equipment. Currently the brigade has 4-5 packs and 16-18 bottles.

The Clerk was instructed to look into this and the Fire Chief will provide the Clerk with the serial numbers of both the packs and equipment.

- **Councillor Parker**

Councillor Parker reported that the County is looking into potential grant opportunities through the Province for Teakwood. Councillor Parker is on the Economic Development committee for Colchester County. He outlined the structure of Regional Economic Network and that they are seeking volunteer board members. This initiative is in cooperation with Truro, Millbrook and Stewiacke.

- **Dangerous and Unsightly Properties (Ryland, Windsor Avenue and Scenic Drive)**

Commissioner Bell reported on the various areas in the Village for dangerous and unsightly properties. The Clerk outlined the process the Village follows: first approval is done by motion of the commission, followed by the completion of forms and submission by the Clerk on behalf of the Village. The Building Inspector proceeds by investigating the complaint.

*Moved by MacCormick
Seconded by Bell*

That the commission in committee recommends that the Village of Bible Hill proceed with submitting Dangerous and Unsightly Properties complaint forms for properties at Ryland Ave, Windsor Ave and Scenic Drive.

Motion carried.

- **Review of Policies**

1. Water System Expansion Policy

The Clerk reviewed that the objective of the policy is to regulate future expansion of the Truro Water Utility within the Village and who is responsible for payment of the future expansion.

*Moved by Kennedy
Seconded by Bell*

That the commission in committee recommends that the Village of Bible Hill approve the Water System Expansion Policy as presented.

Motion carried.

2. Summer Staff Hiring Policy

The Clerk reviewed the amended policy. He will clarify with our solicitor about the section relating to eligible participants outlining age restrictions with the SCP funding.

*Moved by Kennedy
Seconded by Bell*

That the commission in committee recommends that the Village of Bible Hill approve the Summer Staff Hiring Policy as presented.

Motion carried.

3. Bible Hill Recreation Park Dog Control Policy

The Clerk outlined the Bible Hill Recreation Park Dog Control Policy. The policies objective was to address the concern of loose running dogs in the playground area.

*Moved by Bell
Seconded by MacCormick*

That the commission in committee recommends that the Village of Bible Hill approve the Bible Hill Recreation Park Dog Control Policy with the removal of the section pertaining to dogs being allowed to run lose in ball fields but ensure the piece remains for cleaning up after you dog.

Motion carried.

4. Corporate Credit Card Policy

The Clerk outlined that this policy addresses who has authorization of corporate credit cards: Fire Chief, Administrative Assistant, Maintenance Forman and the Recreation Director. The Fire Chief has a card that is to be used strictly for emergency purchases only with fuel. Purchasing is also under \$1,500 unless an exception is made.

*Moved by Kennedy
Seconded by Bell*

That the commission in committee recommends that the Village of Bible Hill approve the Corporate Credit Card Policy as presented.

Motion carried.

5. Purchasing Policy

The Clerk recommended that the policy be adopted as presented as this was drafted by Burchell MacDougall to coincide with Municipal government purchase policies and procedures set out by the Province of Nova Scotia in 2012.

Moved by Kennedy

Seconded by MacCormick

That the commission in committee recommends that the Village of Bible Hill approve the Purchasing Policy as presented.

Motion carried.

- **Additions to the access control system, 67 Pictou Road**

The Clerk outlined the purpose of the control system at the office is to increase security for staff and to ensure both entry doors are locked at all times. This system is wireless and records who uses the fob in the building. A discussion took place on options available.

*Moved by MacCormick
Seconded by McLeod*

That the commission in committee recommends that the Village of Bible Hill hire Pop-A-Lock Maritimes to install the access control system at the Village Office for \$3,439.37 including HST.

Motion carried.

- **Quotations – Canada Day Tents**

The Village reviewed the two quotes received. The Village has used both vendors in the past for our Canada Day Festivities. The Clerk recommended going with low bidder, the low bidder is Commercial Tenting with the removal of the damage waiver fees. The Clerk was not concerned about the damage waiver as it is put up the morning of Canada Day by the vendor and then later taking down by them the same day.

*Moved by McLeod
Seconded by MacCormick*

That the commission in committee recommends that the Village of Bible Hill engage MacFarland Tent Rental to provide and install Canada Day tents at a cost of \$3,450 HST included.

Motion carried.

- **November Financial Statement**

The Clerk reported that both the Revenue and Expenditures were on track, he currently had no concerns to report.

- **Budget Review – General Government Services**

The Clerk made an extensive review of the General Government Services draft budget document. He reviewed each general ledger line in detail, explaining how each budget amount was formulated.

Adjournment

*Moved by McLeod
Seconded by Bell*

That the December 13, 2016 Commission in Committee Meeting of the Village of Bible Hill be adjourned.

Motion carried.

The meeting adjourned at 8:46pm.

Deputy Chair Van Kroonenburg _____

Clerk and Treasurer Christianson _____

Recording Secretary Ogden _____