

The Village of Bible Hill Commission in Committee Meeting was held on November 8, 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 7:53 pm.

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 Kennedy
Seconded by MacCormick

That the agenda be approved with the additions of appreciation certificate for former Chair Tom Burke.

Motion carried.

Councilor Boutlier

Councilor Boutlier thanked the Village Commission for inviting him to the meeting. He is looking forward to working closely with the Village and building upon the current relationship with the County. The Village has contributed to the positive feedback he received while speaking to the community on their role, work and service delivery to its area residents. He wants to ensure that the lines of communication with the Village and County remain open and wants to ensure that a positive working relationship is built. He asked the commission to call upon him anytime, our Clerk also expressed to Councilor Boutlier to call upon him for resources, information or history.

Deduction of EI from Commissioners Honorariums

Clerk Christianson reported that after consultation with our auditor that the Village will no longer be deducting EI from commissioner's honorariums, this will be applied to the November honorarium pay.

Policies

The Clerk reviewed the draft motion and explained the purpose to revoke all Village policies except the Village Personnel Policy. Some policies are 20-25 years old and the Village needs to ensure that these policies reflect the goals of the Village of Bible Hill. These policies will be discussed and decided upon by the Village Commission then posted on our website.

Moved by Kennedy
Seconded by Bell

That the commission in committee recommends that the Village of Bible Hill revoke all previously approved policies with the exception of the Personnel Policy. Previously approved policies that are still pertinent, should be reviewed and approved as required.

Motion carried.

Review of Policies

1. Operating Reserve Policy

The Clerk reviewed the Operating Reserve Policy and explained the purpose of this policy is to have a systematic reserve. This reserve has approximately \$285,000 that is used for the beginning of the fiscal year; it's a working capital and a buffer for cash flow between fiscal years and tax revenues. Motions are made at our regular monthly meetings to do the transfer of funds as required.

Moved by MacCormick

Seconded by Bell

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

Motion carried.

2. Maintenance Vehicle & Equipment Restricted Reserve Fund Policy

The Clerk reviewed the Maintenance Vehicle & Equipment Restricted Reserve Fund Policy. As outlined in the MGA the Village is able to implement Restricted Reserve Funds but this reserve may only be able to be used for what it was restricted to, in order for this account to be used for alternate purposes it must first receive ministerial approval. The Clerk has changed the number of years from 15 to 10 that the equipment and vehicles are to be replaced; making the current yearly contributions to this restricted reserve \$12,250 a year.

Moved by Bell

Seconded by Kennedy

That the commission in committee recommends that the Village of Bible Hill approve the Maintenance Vehicle & Equipment Restricted Reserve Fund Policy as attached.

Motion carried.

3. Fire Vehicle and Equipment Restricted Reserve Policy

The Clerk reviewed the Fire Vehicle and Equipment Restricted Reserve Policy and outlined that this is a similar fund to the Maintenance reserve fund. He has not changed the standard 20 year vehicle replacement period. This restricted reserve fund will have a yearly contribution of \$57,500. He also outlined that the Pumper Tanker is up for renewal next year and the Village once approached by the Fire Brigade should look into obtaining standard truck specifications from both the Cumberland County and HRM.

*Moved by Kennedy
Seconded by MacCormick*

That the commission in committee recommends that the Village of Bible Hill approve the Fire Vehicle and Equipment Restricted Reserve Policy as attached.

Motion carried.

4. Bar Service Policy

The Clerk reviewed the purpose of the Bar Service Policy with the commission. We have events at our Village Hall that require a Special Occasion liquor license application. The Bar Service Policy is a three-way agreement, between the Village, the Fire Brigade and the renter of the Village Hall. This agreement was drafted by one of our former solicitors and both the Village and Fire Brigade have provided input. The Clerk outlined that our current solicitor has not reviewed this policy and recommended that we provide our solicitor with an opportunity to view the document prior to final approval.

*Moved by Kennedy
Seconded by Bell*

That the commission in committee recommends that the Village of Bible Hill approve the Bar Service Policy as attached.

Chair MacCormick requested that this policy be forwarded to the Brigade for review with the opportunity to provide input prior to final approval. The Clerk will forward the policy to the Fire Chief tomorrow.

Motion carried.

5. Parks and Recreation Advisory Committee Policy

The Clerk outlined that he has not made any change to this policy as it has been re-adopted recently by the commission in consultation with our Parks and Recreation Committee.

*Moved by MacCormick
Seconded by Kennedy*

That the commission in committee recommends that the Village of Bible Hill approve the Parks and Recreation Advisory Committee Policy as attached.

Motion carried.

6. Private Functions in Public Parks Policy

The Clerk outlined that he has not made any changes to this policy as it has recently been adopted this year by the commission in consultation with our Parks and Recreation Committee.

*Moved by Bell
Seconded by Kennedy*

That the commission in committee recommends that the Village of Bible Hill approve the Private Functions in Public Parks Policy as presented.

Motion carried.

7. Volunteer Agreement Policy

The Clerk reviewed the purpose of the policy was to set up guidelines for the recruitment of volunteers for the Village. Both our solicitor and Parks and Recreation Committee have reviewed the policy document. The Clerk recommended the commission review this policy prior to adoption as it deals with obtaining essential criteria to volunteer but could possible restrict volunteers and the recruitment process.

*Moved by Kennedy
Seconded by Bell*

That the commission in committee recommends that the Village of Bible Hill approve the Volunteer Agreement Policy as attached.

Motion carried.

8. Advertising Sign Policy

The Clerk reviewed the Advertising Sign Policy. He only changed that if the sign usage falls outside the guidelines it is directed to the Clerk and Treasurer for approval not the Parks and Recreation Committee.

*Moved by Bell
Seconded by MacCormick*

That the commission in committee recommends that the Village of Bible Hill approve the Advertising Sign Policy as attached.

Motion carried.

9. Meeting and Procedures Policy

The Clerk reported that the purpose of implementing the meeting and procedures policy is to govern how we operate our meetings. Only two changes were made to the policy, in section 13, #10 in camera meetings were added as allowed under the MGA. Section 54 (election of Chair) has been changed is to the first meeting after an election instead of after the annual meeting.

*Moved by Kennedy
Seconded by Bell*

That the commission in committee recommends that the Village of Bible Hill approve the Meeting and Procedures Policy as attached.

Motion carried.

Appreciation Certificate

Chair MacCormick reported that former Chair Tom Burke has served on the Village Commission for over 20 years and is the longest serving commissioner. In appreciation of his contributions to our community she suggested we present him with a certificate on behalf of the Village.

The Commission agreed to proceed with this initiative and instructed Village staff to order the certificate. Chair MacCormick will contact Mr. Burke to see if he would prefer the presentation at our Christmas Party or at our regular monthly meeting in December.

Flooding Teakwood

Chair MacCormick will contact Councillor Parker to invite him to the December Commission in Committee Meeting to discuss the flooding and drainage issues at Teakwood.

Chair MacCormick will be away next week and Commissioner Bell agreed to Chair the upcoming Regular Monthly meeting for the Village.

Adjournment

Moved by Bell

Seconded by Kennedy

That the November 8, 2016 Commission in Committee Meeting of the Village of Bible Hill be adjourned.

Motion carried.

The meeting adjourned at 7:53 pm.

Deputy Chair Van Kroonenburg _____

Clerk and Treasurer Christianson _____

Recording Secretary Ogden _____