

The Village of Bible Hill Commission in Committee Meeting was held on October 11, 2016 in the Village Office, 67 Pictou Road. Clerk and Treasurer Christianson called the meeting to order at 7:00 pm; the meeting adjourned at 7:54 pm.

Call to Order Commissioner Bell
 Commissioner Kennedy
 Commissioner MacCormick
 Commissioner Van Kroonenburg

Staff: Clerk and Treasurer Christianson
 Recording Secretary Ogden

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

*Moved by MacCormick
Seconded by Van Kroonenburg*

That the agenda be approved with the additions of Remembrance Day Ceremony.

Motion carried.

The election of the Chair and Deputy Chair took place. Lois MacCormick was appointed Chair while Donna Van Kroonenburg was appointed Deputy Chair. After the elections Deputy Chair Van Kroonenburg took the gavel and the committee appointments were made.

*Moved by Kennedy
Seconded by MacCormick*

That Commissioner Bell be appointed as Chair of the Environmental Services Committee and Deputy Chair of the Recreation Committee; all other previously made Committee appointments shall stand.

Motion carried.

Election of Chair and Deputy Chair 2016/2017

Chair	Lois MacCormick
Deputy Chair	Donna Van Kroonenburg

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	Kevin Kennedy
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	Mitchell Bell
Deputy Chair	Kevin Kennedy

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	Donna Van Kroonenburg
Deputy Chair	Dale McLeod

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

Recreation & Cultural Services

Chair	Dale McLeod
Deputy Chair	Mitchell Bell

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	Lois MacCormick
Village Deputy Chair	Donna Van Kroonenburg

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	Lois MacCormick
Village Deputy Chair	Donna Van Kroonenburg
Solicitor	Roper
Clerk and Treasurer	Christianson

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

Personnel Committee

Village Chair	Lois MacCormick
Village Deputy Chair	Donna Van Kroonenburg
Clerk and Treasurer	Christianson

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

External Committees

Chamber of Commerce	Lois MacCormick
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Expense Claim Policy & Posting of Travel Claims on Web site

Clerk Christianson reported that the statement of travel expense has been changed to reflect the new Provincial set mileage rate to 42.31 cent per kilometer. He also required a motion from the commission to approve this statement of travel expense to apply to both commissioners and staff. A discussion took place regarding the intent of posting the commissioners travel claims on the web site and the Village's accountability of reporting expense claims of commissioners and senior staff members.

*Moved by MacCormick
Seconded by Kennedy*

That the commission in committee recommends that the Village of Bible Hill adopt the updated statement of travel expense form, which will apply to both the Commissioners and Staff. The mileage rate will be set at 42.31 cents per kilometer; meals and incidentals will remain as before. On a monthly basis Commission and Senior Staff travel expenses will be posted on the Bible Hill website.

Motion carried.

Washroom Renovations- Airport park

The Clerk reviewed the two quotes received for the washroom renovations to the Airport Park.

*Moved by MacCormick
Seconded by Kennedy*

That the commission in committee recommends that the Village of Bible Hill award the Airport Park Washroom Renovation RFQ to JC Mechanical at a cost of \$3,180 plus HST.

Motion carried.

Financial Statement- September 30, 2016

The Clerk reviewed and answered a few questions from the Village Commissioners concerning the September 30th financial statement. The Commission also discussed the option of placing the Street Pole Banners under the promotional material in the General Government Services this fiscal year. The Clerk is investigating pricing and how long other municipalities hang up the street pole banners during throughout the year.

Review Current Banking Agreement

The Clerk reviewed the current banking agreement in place between the Village and Scotia Bank. The Village currently pays a \$15 charge in the operating account to have online banking access to view the statement of account and void cheques. The Clerk has no signing authority or access online to transfer funds from accounts. We also pay a yearly audit fee of \$22. The Commission agreed to keep the current banking agreement with Scotia Bank and to make no changes.

Request for Crosswalk Village Court at Pictou

*Moved by Kennedy
Seconded by Bell*

That the commission in committee recommends that the Village of Bible Hill place a request with TIR for a crosswalk at the location of Village Court/Pictou.

Motion defeated

A discussion took place relating to the following; previous request for a crosswalk at this area, mid intersection requests, number of people crossing at the location and TIR guidelines relating to Village responsibilities for install payments.

BHVFB- Purchase of Portable Radios

The Clerk reviewed the RFQ from Nova Communications, as they are the only provider in Nova Scotia for Motorola products.

*Moved by Kennedy
Seconded by MacCormick*

That the commission in committee recommends that the Village of Bible Hill award the RFQ for Portable Radios to Nova Communication at a cost of \$4,221.90 plus HST.

Motion carried

Municipal Government Review- Proposed Changes

The Clerk distributed the 18-page document to the Commission. He requested the Commissioners review the document to be discussed at the October Regular Monthly meeting on the 18th. Each issue should be addressed individually with a motion of support or non-support to take forward to the Province.

Budget Development Schedule

The Clerk reviewed the budget schedule with the commission.

Administrative Services- December 13th
Recreation & Environment Services- January 10th
Protective & Transportation Services- February 14th
Budget Review- March 14th
Budget Adoption- March 20th

Remembrance Day Ceremony

The Village received correspondence today regarding ordering a wreath for the November 11th ceremony, Chair MacCormick will be there to represent the commission.

Adjournment

*Moved by Bell
Seconded by Kennedy*

That the October 11, 2016 Commission in Committee Meeting of the Village of Bible Hill be adjourned.

Motion carried.

The meeting adjourned at 7:54 pm.

Deputy Chair Van Kroonenburg _____

Clerk and Treasurer Christianson _____

Recording Secretary Ogden _____