

The Village of Bible Hill Commission in Committee meeting was held on January 8, 2019 in the Village Office, 67 Pictou Road. Deputy Chair Van Kroonenburg called the meeting to order at 7:00pm; the meeting adjourned at 9:12 pm.

Call to Order: Deputy Chair Van Kroonenburg  
Chair MacCormick  
Commissioner Burke  
Commissioner Kennedy  
Commissioner Pitcher

Staff: Clerk and Treasurer Bell  
Recording Secretary Chaplin

Delegations: Parks and Recreation Director Brown

### **Call for New or Other Business**

- Clerk and Treasurer Bell asked that Capital Fund Expenditures be added to the agenda.

### **Review and Approval of Agenda**

*Moved by Burke  
Seconded by Kennedy*

*That the agenda be approved with the addition.*

*Motion carried.*

### **Call for Declaration of Conflict of Interests**

The Deputy Chair called for any declarations of conflict of interest and no conflict was declared.

### **Village Hall Use**

Discussion was had regarding a possible former Village Hall Use Policy. The Clerk and Treasurer notified the Commission that records were searched, and no such policy was found. The Commission tasked the Clerk and Treasurer with drafting a new Village Hall Use Policy.

### **Draft Letter to the Department of Environment**

The Clerk and Treasurer presented a draft letter, as requested, to send to Department of Environment regarding the recreation monitoring program, asking to eliminate or reduce the frequency in which the monitoring occurs. Discussion was had and it was decided that the letter should ask for a frequency reduction to every five years from bi-annually.

*Moved by Pitcher  
Seconded by Burke*

*That the Commission in Committee recommend the Village of Bible Hill forward the letter to the Department of Environment following amendment of the letter requesting the monitoring program be reduced to every five years.*

*Motion Carried*

#### **Quotation**

- **Revolve**

*Moved by MacCormick  
Seconded by Burke*

*That the Commission in Committee recommend the Village of Bible Hill engage Revolve for re-branding services for a price of \$6,500 plus HST.*

*Motion Carried*

#### **Budget Development**

- **Recreation Services**

The Parks and Recreation Director Brown was welcomed to the table to present the Recreation and Cultural Services 2020 Budget. He reviewed the proposed operating fund budget, including increased day camp expenses, the cost of Canada Day celebrations, maintenance staff salary breakdown, as well as the possible grants we will receive to help offset those costs. There is a planned increase of 2.6% in the operating fund budget from fiscal 2019 to 2020.

Director Brown then presented the Recreation and Cultural Services capital fund budget, including funds for rebuilding the Holy Well monument, installing new baseball field dugouts and upgrading playground equipment at Bible Hill Recreation Park.

A discussion period occurred during and after the budget presentation, and Parks and Recreation Director Brown answered the questions asked by The Commission. The Commission requested that in the years to come they would like to see the potential revenue streams presented alongside the expenditure budget.

- **Environmental Services**

Clerk and Treasurer Bell presented the Environmental Health Services 2020 Budget. He noted that 2020 is the year the Bible Hill Recreation Park bi-annual monitoring program occurs, and how reduced spending on local flood control measures evens out the budget. The operating fund budget is projected to be approximately equal to the prior year budget.

Clerk and Treasurer Bell then presented the Environmental Health Services capital fund budget, which included a proposed project to install new water main, service laterals, fire hydrants and storm sewer catch basin upgrades along Pictou Road.

### 2020 Capital Project

- **ICIP Project application update**

Clerk and Treasurer Bell updated the Commission on the ICIP Project application. He explained that the Village has applied for Federal/Provincial funding under the Investing in Canada Infrastructure Program for a 2020 budget project and if the Village application funding is successful, we could potentially receive \$516,216 in conditional grant funding towards the water project. The Clerk and Treasurer continued to explain that the remaining cost to the Village for the water project and a concurrent sidewalk project is estimated to be \$781,000, of which the Village has asked for consideration to have half of that cost contributed to from the Municipal Gas Tax Funds of the Municipality of the County of Colchester.

Clerk and Treasurer Bell explained that a Village must apply to a Municipality in order to request that a Village project be considered alongside a Municipality's own projects for Federal Gas Tax Funding and that a \$390,551 request for such funding was forwarded to Colchester for their consideration. Should Colchester approve the request for funding, the Village contribution to the overall project is estimated at \$390,551.

Discussion was had as to whether Dalhousie University would be interested in hooking up to the proposed new water line.

- **Policy Diversion**

Clerk and Treasurer Bell explained to the Commission that the Village of Bible Hill has a Water System Expansion Policy outlining how future water expansions shall be permitted. He explained that in order for the Village to proceed with the 2020 water system expansion project, terms of the Water System Expansion Policy will need to be set aside.

*Moved by Pitcher  
Seconded by Burke*

*That the Commission in Committee recommend the Village of Bible Hill set aside its Water System Expansion Policy term restricting system expansion to zero cost projects, for the purposes of funding a fiscal 2020 water system expansion involving the installation of new water main, service laterals and fire hydrants on Pictou Road, between Main Street and Vimy Road.*

*Motion Carried*

- **Application Criteria and budget approval timing**

Clerk and Treasurer Bell explained to the Commission that a question on the ICIP application asks whether the Village's sources of funding for its portion of the project are secured. The Clerk and

Treasurer explained that since this is a 2020 budget project, and the 2020 budget is not formally approved until April 2019, that the answer to this application question is no. If the Commission would like to strengthen its application for ICIP funding, the Clerk and Treasurer recommends committing to the water system expansion project should the ICIP grant funding be approved.

*Moved by Burke  
Seconded by MacCormick*

*That the Commission in Committee recommend the Village of Bible Hill commit to funding its contribution of the ICIP project costs in fiscal 2020 should the requested federal and provincial grant contributions under the program be approved.*

*Motion Carried*

### **Policy Introduction**

- **Finance and Audit Committee Policy**

Clerk and Treasurer Bell explained the Finance and Audit Committee Policy. The Department of Municipal Affairs requires municipal governments in the Province to adopt an Audit Committee Policy with specific requirements. This policy follows the Department's requirements as outlined in its Financial Reporting and Accounting Manual. The Commission discussed and agreed on wording amendments. Clerk and Treasurer Bell will make amendments and forward on to the lawyer prior to approval.

*Moved by Burke  
Seconded by Pitcher*

*That the Commission in Committee recommend the Village of Bible Hill accept the Finance and Audit Committee Policy as presented with amendments.*

*Motion Carried*

- **Expenditure Reimbursement Policy**

Clerk and Treasurer Bell explained the Expenditure Reimbursement Policy. The Department of Municipal Affairs requires municipal governments in the Province to adopt an Expenditure Reimbursement Policy with specific requirements. This policy closely follows the Association of Municipal Administrators of Nova Scotia's model expense reimbursement policy. The Commission discussed, asked questions and agreed on wording amendments. Clerk and Treasurer Bell will make amendments to draft.

*Moved by Burke  
Seconded by MacCormick*

*That the Commission in Committee recommend the Village of Bible Hill accept the Expenditure Reimbursement Policy as presented with amendments.*

*Motion Carried*

**Capital Fund Expenditure**

Clerk and Treasurer Bell presented an overview of the current status of the Village capital fund budget. He informed the Commission that, after speaking to Colchester, he is estimating the Village Line Avenue sidewalk costs to Bible Hill will be well under the \$450,000 budgeted amount. Overall, that means the capital fund budget will have some excess funding. The Clerk and Treasurer recommended that the Village proceed with additional capital projects previously placed on hold.

*Moved by Pitcher  
Seconded by Burke*

*That the Commission in Committee recommend the Village of Bible Hill authorize the Clerk and Treasurer to prepare and submit an RFP to provide audio-visual equipment for both 67 and 69 Pictou Road facilities.*

*Motion Carried*

**Adjournment**

*Moved by Burke  
Seconded by Pitcher*

*That the January 8 Commission in Committee Meeting of the Village of Bible Hill be adjourned.*

*Motion carried.*

The meeting adjourned at 9:12pm.

Deputy Chair Van Kroonenburg

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Recording Secretary Chaplin

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Clerk and Treasurer Bell

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