

The Village of Bible Hill Commission in Committee meeting was held on November 13, 2018 in the Village Office, 67 Pictou Road. Deputy Chair Van Kroonenburg called the meeting to order at 7:00pm; the meeting adjourned at 9:24pm.

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

Staff: Clerk and Treasurer Bell
Recording Secretary Curry

Delegations: Parks and Recreation Director Brown

Call for New or Other Business

Commissioner Burke called for the addition of Playground to the agenda. Commissioner MacCormick called for the addition of a closed session.

Review and Approval of Agenda

Moved by Kennedy

Seconded by MacCormick

That the agenda be approved.

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.

Delegations

- **Community Garden**

Parks and Recreation Director Brown spoke of his discussion with Dalhousie staff about the Dalhousie Community Garden in Bible Hill. It was difficult to find information online or by telephone about the garden, however it was discussed that there appears to be community need beyond the garden's capacity. Dal charges \$40 per year, with an additional \$20 deposit for cleaning. Students are responsible for ensuring compost and tools are available.

Suggestions for determining a suitable location for a village community garden were discussed, including source of water, compost, deer, fencing, sewer access, raised or ground level beds.

Proposed locations were discussed as Armstrong Ave., Jennifer Drive, Maple Blvd., and a College Road lot owned by the Village.

The Commission requested that the Parks and Recreation Advisory Committee look into the details of developing such a garden, and report back to the Commission as a future capital budget item.

- **Playground**

Commissioner Burke inquired with Parks and Recreation Director Brown on whether the two shade structures within Bible Hill Recreation Park were to be removed for winter. Director Brown indicated that he had spoken to third-parties that utilize the same structures and their practice is to leave them up. They had not encountered damage over the winter. Director Brown noted that, while leaving them up may shorten their life span, avoiding taking them down and putting them up each year will result in a net savings for the village.

2019-2020 Budget - General Government Services - Transportation

Clerk and Treasurer Bell presented the 2020 Operating and Capital Budgets for General Government Services and Transportation Services.

All lines of the budgets were discussed, including an increase in Commissioners' remuneration to offset Canada Revenue Agency tax changes for municipal officials effective January 2019, and sidewalk replacement suggestions.

The draft budget document will be carried forward to early 2019 for further review.

Bank Transfer

Clerk and Treasurer Bell asked the Commission to approve budgeted fund transfers between operating, capital and reserve accounts.

*Moved by Kennedy
Seconded by MacCormick*

That the Commission in Committee recommends that the Village of Bible Hill approve the following inter-account fund transfers: \$60,000 from operating fund to fire reserve; \$20,000 from operating fund to recreation reserve; \$12,250 from operating fund to maintenance reserve; and \$284,000 from capital reserve to capital fund.

Motion carried.

Draft Surplus Asset Disposal Policy

*Moved by MacCormick
Seconded by Kennedy*

That the Commission in Committee recommends that the Village of Bible Hill adopt the Surplus Asset Disposition Policy.

Motion carried.

Draft Employee Retirement Recognition Policy

*Moved by Pitcher
Seconded by Kennedy*

That the Commission in Committee recommends that the Village of Bible Hill adopt the Employee Retirement Recognition Policy.

Motion carried.

Quotes

- **Mini Barn - Maintenance**

*Moved by MacCormick
Seconded by Kennedy*

That the Commission in Committee recommends that the Village of Bible Hill purchase a mini-barn and ramps from Community Metal and Quality Built Mini Barns for a total cost of \$6,415 plus HST.

Motion carried.

- **Fire Hall Lift - Engineering Services**

*Moved by Kennedy
Seconded by MacCormick*

That the Commission in Committee recommends that the Village of Bible Hill contract PDI Engineering Group Inc. to provide engineering services for a new elevator at 69 Pictou Road, for an amount not to exceed \$12,000.

Motion carried.

- **Meadowland - Engineering Services**

*Moved by Kennedy
Seconded by Burke*

That the Commission in Committee recommends that the Village of Bible Hill contract PDI Engineering Group Inc. to provide engineering services for storm water runoff issues at Meadowland Avenue, for an amount not to exceed \$5,000.

Motion carried.

- **Corporate Branding**

The Commission in Committee asked the Clerk and Treasurer to seek work examples from the vendors who provided quotation for corporate branding and to inquire on who prepared the corporate branding for the Town of Truro. The Clerk and Treasurer will report at the November 20th meeting.

- **IT Consulting Services**

The Commission in Committee asked the Clerk and Treasurer to seek an alternative vendor.

Website Redesign Agreement - AMANS - 3 Year Commitment

The Clerk and Treasurer reported that Bible Hill's biblehill.ca website was first created five years ago. With rapid changes in technology, over time, the website has become somewhat outdated. Bell noted that the Municipal Website Venture will redesign the website for the village, however this requires a three-year commitment to the website. Bell noted that there was no annual price increase during the commitment compared to the current cost.

*Moved by MacCormick
Seconded by Kennedy*

That the Commission in Committee recommends that the Village of Bible Hill approve a three-year commitment with the Municipal Website Venture for website services at an annual cost of \$3,000 plus HST.

Motion carried.

Closed Session - Personnel

*Moved by Kennedy
Seconded by Burke*

That the meeting go into closed session at 9:05pm.

Motion carried.

The Commission in Committee meeting reconvened at 9:23pm.

Adjournment

*Moved by MacCormick
Seconded by Burke*

That the November 13, 2018 Commission in Committee Meeting of the Village of Bible Hill be adjourned.

Motion carried.

The meeting adjourned at 9:24pm.

Deputy Chair Van Kroonenburg

Recording Secretary Curry

Clerk and Treasurer Bell
