

The Village of Bible Hill Commission in Committee Meeting was held on June 12, 2018 in the Village Office, 67 Pictou Road. Clerk and Treasurer Christianson called the meeting to order at 7:00 pm; the meeting adjourned at 7:51pm.

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

Staff: Clerk and Treasurer Christianson
Recording Secretary Ogden

In Attendance: Mrs. MacDonald, Scrutineer

After the meeting was called to order, the election of Chair and Deputy Chair took place. Mrs. MacDonald and Recording Secretary Ogden were the scrutineers. The ballots were shredded after the voting.

Election of Chair and Deputy Chair 2018/2019

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 and cheques require two signatures.

- **Protective Services**

The Protective Services Committee oversees the Village's responsibility for the fire brigade, the Bible Hill Emergency Planning Committee and the School Crossing Guard Program.

Chair	Kevin Kennedy
Deputy Chair	Donna Van Kroonenburg

- **Environmental Services**

The Environmental Services Committee is responsible for water systems, sewer systems, storm water drainage, urban forest and environmental protection/development in our community.

Chair	Mitchell Bell
Deputy Chair	Dwane Mellish

- **Transportation Services**

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

Chair	Dwane Mellish
Deputy Chair	Mitchell Bell

- **Recreation & Cultural Services**

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.

Chair	Donna Van Kroonenburg
Deputy Chair	Kevin Kennedy

Other Committees

- **Municipal Boundaries Committee**

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.

Chair	Lois MacCormick
Deputy Chair	Donna Van Kroonenburg

- **By-Law Committee**

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

Chair	Lois MacCormick
Deputy Chair	Donna Van Kroonenburg
Solicitor	Burchell MacDougall
Clerk and Treasurer	Acting Clerk and Treasurer Bob Christianson

- **Personnel Committee**

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

Chair	Lois MacCormick
Deputy Chair	Donna Van Kroonenburg
Clerk and Treasurer	Acting Clerk and Treasurer Bob Christianson

- **External Committees**

Chamber of Commerce	To be determined
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After the committee elections Deputy Chair Van Kroonenburg took the Chair.

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

Moved by Bell

Seconded by Kennedy

That the agenda be approved as presented.

Motion carried.

Declaration of Conflict of Interest

Commissioner Mellish declared a conflict of interest for the request from the Fire Chief that Commissioner Mellish attend the Maritime Fire Chiefs Association Annual Conference in July 2018.

- **Status Village Line Sidewalk**

Clerk and Treasurer Christianson reported that the sidewalk project is currently on hold. The County of Colchester requires a few permits approved from Transportation and Infrastructure Renewal prior to proceeding and allocation of tender. There may be a delay in this project, the

commission should consider that this project may fall into next year's fiscal year budget and that smaller projects considerations may replace the project.

- **Status Guest Drive Storm Sewer Upgrades - Deficiency Items**

The Clerk and Treasurer reported that he received an email from our engineering consultant Design Point, that we have 4 deficiency items still outstanding for this project. The Village has the holdback on the project and may release partial holdback as the items are not major, the hold back is currently \$90,000. The Clerk anticipates this will be cleared up within the next month.

- **Review of Crossing Guard Stations**

The Clerk reported that the Village is required to complete a yearly Renewals School Crosswalk Request and Supervision Declaration Form. The Village currently has 7 school crossing locations and allocated/set times. Should the Village wish to make any additions or deletions to the locations it would occur in this form. The Clerk reviewed the Child count from Guest Drive/College Road, this location continues to warrant a guard.

*Moved by Bell
Seconded by MacCormick*

That the Commission in Committee recommends that the Village of Bible Hill retain the current list of crossing guard stations and hours for the upcoming school calendar year and complete the Transportation and Infrastructure Renewal School Crossing Request and Supervision Declaration Form.

Motion carried.

- **Crosswalk Upgrades Pictou Road/BH Consolidated Elementary**

The Village received one bid for the Overhead Crosswalk at Pictou Road/Bible Hill Consolidated Elementary from Black & McDonald at a total of \$59,099 that included a \$7,500 contingency allowance which is a standard process in bid applications. The Clerk recommended we award the contact to Black & McDonald.

*Moved by Mellish
Seconded by MacCormick*

That the Commission in Committee recommends that the Village of Bible Hill award the supply and install tender for a new overhead pedestrian crosswalk signage on Pictou Road adjacent to Bible Hill Consolidated Elementary school to Black and McDonald Limited at a cost of \$59,099 plus HST.

Motion carried.

- **Crosswalk Upgrades College at Cummings Drive**

The previous commission meeting the Clerk was instructed to obtain additional information on upgrading the overhead crosswalk at College/Cummings Drive at the Dalhousie University. TIR staff viewed the site, a complete install is required relating to concrete, removal of poles and supplying all new signage. The cost is estimated at \$50,000-\$60,000. The Clerk suggested this was a good project but there has been no allocation of funds in this fiscal year's budget to perform the work. If the Village Line sidewalk is delayed, the Village should consider this project as a replacement.

- **Motion to Destroy Paper and Electronic Records Prior to April 1, 2003**

*Moved by Kennedy
Seconded by Mellish*

That the Commission in Committee recommends that the Village of Bible Hill destroy paper and electric records prior to April 1, 2003 in accordance with the Village Records Retention Policy.

Motion carried.

- **Request from the Fire Chief that Lieutenant Secretary Mellish attend the Maritime Fire Chiefs Association Annual Conference - July 2018**

Commissioner Mellish excused himself from the table, as he declared a conflict of interest on the issue.

*Moved by Kennedy
Seconded by Bell*

That the Commission in Committee recommends that the Village of Bible Hill approve Lieutenant Secretary Mellish to attend the Maritime Fire Chiefs Association Annual Conference in July under the brigade convention budget.

Motion defeated.

Commissioner Mellish returned to the table, he removed himself from the meeting and left the chambers at 7:35 pm.

- **Quote - Ball Field Fence Repairs**

The Clerk and Treasurer said that the quote was sent to two companies and only Eastern Fence met with our staff and returned a quote for fence repairs.

*Moved by Kennedy
Seconded by Bell*

That the Commission in Committee recommends that the Village of Bible Hill award the Ball Field Fence Repairs for Field #1 and #2 to Eastern Fence at a cost of \$5,666 plus HST.

Motion defeated.

- **Quotes - Outdoor Water Fountain**

The Clerk and Treasurer reviewed the two quotes submitted to the Village for the supply and install of the outdoor water fountain at the Bible Hill Recreation Park.

Moved by Bell

Seconded by Kennedy

That the Commission in Committee recommends that the Village of Bible Hill award the RFQ for the Outdoor Water Fountain to Kelsy's Plumbing, Heating and Ventilation at a cost of \$2,574 plus HST.

Motion carried.

- **Quote - Ballfield Repairs Field #3**

Clerk and Treasurer Christianson outlined that this quotation was similar to the recent work we did on Field #1 & #2 at our Bible Hill Recreation Park. The field is being used by Bible Hill Minor Ball Association for 17 & under, after the storm sewer upgrades last year work is required on this field to have it playable and will be allocated to the Environmental budget. The sodding work in this quote will not take place until the fall.

He also outlined that the Parks and Recreation Director will be bringing the concept to remove the lights and derelict dugouts to the P&R Meeting at field #3. The lights have not been used in over two years and is deteriorating.

Moved by Bell

Seconded by Kennedy

That the Commission in Committee recommends that the Village of Bible Hill award the RFQ for Field #3 excavation and field repairs to Randy Crowe at a cost of \$7,050 plus HST.

Motion carried.

- **Bill C-44**

Bill C-44 addresses the elimination of tax exemptions on elected official's gross income. In 2019 the 1/3 non-taxable income will be eliminated making all the Commission Honorariums fully taxable for the 2019 tax year. The Clerk recommends when the 2019-2020 budget process starts to review this.

- **Sidewalk Repairs**

A list was distributed with Priority 1 and Priority 2 sidewalk repairs to the Commission. This list was originated from the Clerk, Maintenance Foreman and Village Commissioners. Currently the

Commission has approximately \$72,000 remaining in the budget for sidewalk repairs, the list totaled and estimation of \$231,600. The Clerk requested that the commission review the list prior to next Tuesdays then it can be discussed, finalized and proceed to a RFR.

- **Adjournment**

Moved by Bell

Seconded by MacCormick

That the June 12, 2018 Commission in Committee Meeting of the Village of Bible Hill be adjourned.

Motion carried.

The meeting adjourned at 7:51 pm.

Deputy Chair Van Kroonenburg _____

Clerk and Treasurer Christianson _____

Recording Secretary Ogden _____