

The Village of Bible Hill Commission in Committee Meeting was held on May 8, 2018 in the Village Office, 67 Pictou Road. Deputy Chair Van Kroonenburg called the meeting to order at 7:00 pm; the meeting adjourned at 7:35 pm.

Call to Order: Deputy Chair Van Kroonenburg
Chair MacCormick
Commissioner Bell

Commissioner Kennedy

Commissioner Mellish

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 Bell

That the agenda be approved as presented.

Motion carried.

- **Call for Declaration of Conflict of Interest**

No declarations of Conflict of Interest were made.

- **Audit Meeting – Scheduled for 6:00pm on May 15th**

The Commission will meet with the auditors at 6pm prior to the regular monthly meeting to review the financial statements for the 2017-2018 year.

- **Appointment of Auditor for fiscal year 2018 – 2019**

Moved by Bell

Seconded by MacCormick

That the Commission in Committee recommends that the Village of Bible Hill appoints Grant Thornton as Auditor for the upcoming fiscal year 2018-2019.

Motion carried.

- **Appointment of Legal Firm for fiscal year 2018 – 2019**

Moved by Bell

Seconded by Mellish

That the Commission in Committee recommends that the Village of Bible Hill appoints Burchell MacDougall as their Legal Firm for the upcoming fiscal year 2018-2019.

Motion carried.

- **Update Fire Vehicle RFP**

The Clerk has posted the Fire Vehicle RFP on the Government Procurement Website today. The Closing date is set for June 21st, 3 weeks prior to the Village Commission meeting. This will allow the Fire Brigade ample time to review the submissions and make a recommendation to the Commission on award.

- **Update Overhead Crosswalk Signs at Bible Hill Elementary**

The Clerk reported that the final approval was received from TIR today. Tender documents are finalized by PDI and will be posted on the Government Procurement Website with a scheduled closing date of May 31st.

- **Dept. of Transportation Policy # 1005 – Marked Crosswalk Installation**

The Clerk outlined that TIR has a current policy #1005 relating to Marked Crosswalk Installation. TIR will no longer allow the Village to tender, install and hire an engineer to install overhead crosswalks around the Village. We are required to hire TIR to provide the engineering, installation and the purchase of the overhead crosswalk materials.

The Village is also required under this policy to submit a yearly a school crosswalk request and supervision declaration. This is to be completed to request to keep existing school crosswalks, submit the request for a new location or the deletion of one. The Clerk will submit this in the upcoming week for next the 2018-2019 school year.

- **Draft Records Retention Policy**

The Clerk reviewed the Draft Records Retention Policy. The disposal schedule outlined which documents to retain and the others that are to be disposed after 15 years. The Clerk would like to start gather the required documents and will bring forth a list of the documents for approval at a meeting to dispose them.

Moved by Bell
Seconded by Kennedy

That the Commission in Committee recommends that the Village of Bible Hill adopt the Records Retention Policy.

Motion carried.

- **Update Employee Pension Plan**

The Clerk reviewed the progress with the new Pension Plan, outlining the first remittance is scheduled for June 22nd payroll for the two week period of June 9th to June 22nd. We will remain with Manual Life up to the switch. After this the Wind-up process will start and the staff will be provided with a deadline for the transfer of funds and also be provided with the option of purchasing years of service.

- **Quote – Will Kare Paving**

The quote is to change ramps at the Village Hall/Fire Hall to upgrade the ramps to make them more wheelchair accessible and improve safety. This work will be completed in the summer months.

Moved by Bell
Seconded by Kennedy

That the Commission in Committee recommends that the Village of Bible Hill award the ramp paving project to Will Kare for \$5,000 plus HST.

Motion carried.

The Clerk will review the budget and bring to the next meeting if any extra work can take place for paving around the Village Hall/Fire Hall parking lot.

- **Curb Damage**

The Clerk will speak to the maintenance staff regarding tracking curb damage around the Village.

- **Adjournment**

Moved by Bell

That the May 8, 2018 Commission in Committee Meeting of the Village of Bible Hill be adjourned.

Motion carried.

The meeting adjourned at 7:35pm.

Deputy Chair Van Kroonenburg _____

Clerk and Treasurer Christianson _____

Recording Secretary Ogden. _____