

The Village of Bible Hill Commission in Committee Meeting was held on April 10, 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 8:11 pm.

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

Staff: Clerk and Treasurer Christianson
Recording Secretary Curry

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

Moved by Bell

Seconded by Kennedy

That the agenda be approved with the addition of a flag request and review of the travel expense claim form.

Motion carried.

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

No declarations of Conflict of Interest were made.

- **Review of Meeting and Procedures Policy**

The Clerk reviewed the proposed changes to the existing Meeting and Procedures Policy. The term "In Camera Session" has been replaced with "Closed Session" and the Declaration of Conflict of Interest has been added. The Clerk also reviewed the proper procedures to follow when dealing with motions made during a Commission Meeting. In discussion, the chair emphasized that once a motion has been made, addressed, and adopted, no further discussion or requests for changes shall be made.

- **Canada Post - Identification of Bible Hill on postal address**

Chair MacCormick has spoken with the facilitator for Canada Post. The process has begun to give Bible Hill its own postal code and identity. The initial review will begin in the fall of 2018 with a completion date expected to be in the spring of 2019.

- **Motion to Transfer \$200,000 from Operating Reserve to Operating Fund**

Moved by Bell

Seconded by Kennedy

That the Commission in Committee recommends that the Village of Bible Hill transfer \$200,000 from Operating Reserve to Operating Fund.

Motion carried.

- **2018 2019 Budget and Tax Rates**

The Clerk reviewed the updates that were made in the proposed 2018 2019 budget. Tax rates will remain the same - 0.700 Residential, 0.525 Residential without Sewer Rates and 0.870 Commercial.

*Moved by Bell
Seconded by Kennedy*

That the Village of Bible Hill approve the 2018-2019 budget for Bible Hill with tax rates remaining the same 0.700 Residential, 0.525 Residential without Sewer and 0.870 Commercial.

Motion carried.

- **Update Staffing Clerk and Treasurer Position**

The Clerk reported on the meeting that the he, the Personnel Committee (the Chair, the Deputy Chair, and the Village lawyer) and the consultant (Gerald Walsh of Gerald Walsh and Associates) had regarding the staffing of the Clerk and Treasurer position. There will be one print ad in the Truro Daily News but the majority of the advertising will be done on websites such as Career Beacon and the AMA website. Interviews for this position will be during the summer with a recommendation being brought to the July Regular Monthly Meeting. Chair MacCormick and Deputy Chair MacCormick commented on the professionalism and preparedness that Mr. Walsh displayed.

- **2018 - Volunteer Awards Program - April 18, 6:00 pm**

The Commissioners were reminded of the upcoming Volunteer Awards and confirmations were given to the Administrative Assistant. The biographies were divided up and passed out to the appropriate Commissioners for review.

- **Amendment - Municipal Government Act**

The Clerk reviewed the changes being made regarding parental leave in the Municipal Government Act. Commissioners will be eligible for up to one year parental leave from their duties.

- **Quote - Bunker Gear for Fire Brigade**

*Moved by Kennedy
Seconded by Bell*

That the Commission in Committee recommends that the Village of Bible Hill purchase Morning Pride Turnout Gear from Nova Fire Equipment for \$14,280 + HST.

Motion carried.

- **Quote - Summer Rec Park Security**

*Moved by MacCormick
Seconded by Bell*

That the Commission in Committee recommends that the Village of Bible Hill hires Palaton Security for Security at the Bible Hill Recreation Park for the summer of 2018 at an hourly rate of \$25 + HST.

Motion carried.

The Clerk will be bringing additional details on the hours to be worked by Palaton to the next meeting.

- **Canadian Flag**

The Commissioners agreed that the Village lower will lower the flag to half mast for the remainder of the week, in recognition of the tragedy suffered by the community of Humbolt Saskatchewan. Notification will be given to Bible Hill residents using the LED sign for the reason the flag has been lowered.

Hombolt support will also be put on the sign.

- **Travel Expense Claim Form**

The Travel Expense Claim form has been updated to reflect the new provincial mileage rates.

*Moved by Mellish
Seconded by Kennedy*

That the Commission in Committee recommends that the Village of Bible Hill approve the change in the mileage rate from 42.89 ¢/km to 44.15¢/km.

Motion carried.

- **Fire Brigade Spring Banquet**

Invitations to the Fire Brigade Annual Spring Banquet were passed out to the Commissioners at the meeting. The Administrative Assistant will reply to the Steward on behalf of all of the Commissioners.

Closed Session - Personnel Issue

*Moved by Mellish
Seconded by Bell*

That the Regular Monthly Meeting be adjourned to a Closed Session.

Motion Carried.

At 7:40pm the Commission went into a Closed Session.

The Closed Session adjourned back to the Commission Meeting at 8:08pm.

*Moved by Kennedy
Seconded by MacCormick*

That the Commission in Committee recommends that the Village of Bible Hill approve for signing the Voluntary Recognition Agreement between Bible Hill and CUPE Local 734-01:

The Village recognizes the Canadian Union of Public Employees and its Local 734-01 as the sole and exclusive collective bargaining agent consisting of all the employees of the Respondent, employed in the following positions: Maintenance Foreman, Maintenance Worker, Administrative Assistant, Finance Officer and Parks & Recreation Director but excluding those excluded by Paragraphs (a) and (b) of Subsection (2) of Section 1 of the Trade Union Act, and anyone already represented by a bargaining agent hereby consents and agrees to negotiate with the Union, or any of its authorized committees concerning all matters affecting the relationship between the Parties to this Agreement, looking towards a peaceful and amicable settlement of any differences that may arise between them.

Motion carried

*Moved by Kennedy
Seconded by Bell*

I move that Commission in Committee recommend that the Village of Bible Hill adopt effective April 16, 2018 the following Salary Scale for the Clerk and Treasurer Position:

<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>
<i>75,000</i>	<i>82,500</i>	<i>90,000</i>	<i>97,500</i>	<i>105,000</i>

Motion carried.

- **Adjournment**

Moved by MacCormick

That the April 10, 2018 Commission in Committee Meeting of the Village of Bible Hill be adjourned.

Motion carried.

The meeting adjourned at 8:11 pm.

Deputy Chair Van Kroonenburg _____

Clerk and Treasurer Christianson _____

Recording Secretary Curry _____