

**Village of Bible Hill
Commission Meeting
June 16, 2026**



The meeting was held in Commission Chambers, at the Village Office, 67 Pictou Road. Bell called the meeting to order at 7:00 PM.

Call to Order: Commissioner Kevin Kennedy
Commissioner Knickolle Pitcher
Commissioner Tim Shea
Commissioner Donna Van Kroonenburg (virtually)

Staff: Mitchell Bell, Clerk and Treasurer
Danielle Chaplin, Recording Secretary
Daniel Roper, Solicitor, Burchell MacDougall

Regrets: Commissioner Dwight Giddens

Oath of Allegiance and Office

Commissioner Shea affirmed an Oath of Allegiance and of Office.

- Moved by Kennedy and seconded by Shea that the Commission allow Oath of Allegiance and Office for Commissioner Dwight Giddens to be completed at the next meeting. Motion carried.

Election and appointments

Commissioners voted for Commission Chair. Scrutinizers Danielle Chaplin and Mitchell Bell counted and announced the voting results. Kennedy was elected as Chair.

Commissioners then voted for Commission Deputy Chair. Scrutinizers Danielle Chaplin and Mitchell Bell counted and announced the voting results. Van Kroonenburg was elected as Deputy Chair.

Committee appointments

Kennedy noted committee appointments need to be completed. Commissioners volunteered for various roles and agreed by consensus to the following appointments:

Protective Services – Chair, Shea; Deputy Chair, Van Kroonenburg;
Environmental Health Services – Chair, Van Kroonenburg; Deputy Chair, Pitcher;
Transportation Services – Chair, Giddens; Deputy Chair, Shea;
Recreation Services – Chair, Pitcher; Deputy Chair, Giddens;
Personnel Committee – Chair, Kennedy; Deputy Chair, Van Kroonenburg;
OH&S Committee – Commissioner representative, Kennedy
Regional Accessibility Advisory Committee – Commissioner representative, Pitcher

Review and approval of the minutes of May 19 and June 9, 2026

- Moved by Shea and seconded by Pitcher to approve the May 19 and June 9, 2026, minutes. Motion carried.

Call for new or other business and review and approval of agenda

Kennedy called for new or other business.

- Moved by Shea and seconded by Van Kroonenburg that the agenda be approved. Motion carried.

Call for declaration of conflict of interest

Kennedy called for declaration of conflict of interest.

Miscellaneous business including delegations

There was no miscellaneous business.

Business arising out of the minutes

Commission in Committee Report

- Moved by Van Kroonenburg and seconded by Pitcher that Village of Bible Hill transfer \$430,000 from the operating reserve account to the general operating account. Motion carried.
- Moved by Van Kroonenburg and seconded by Pitcher that Village of Bible Hill award the contract for Sanitary Improvements Pre-design Study to DesignPoint Engineering & Surveying Ltd. in the amount of \$43,310 plus HST. Motion carried.

Review of Correspondence

Safe Grad Donation Request – Truro Police Service

Bell presented a letter from Truro Police Service requesting a donation for their Safe Grad event.

- Moved by Pitcher and seconded by Shea that Village of Bible Hill donate \$500 to Safe Grad 2026. Motion carried.

Water Line Extension Request – Harpreet Singh

Bell presented a letter from Harpreet Singh in regard to proposed residential development at 339 Pictou Road, requesting an extension of the municipal water line. He reviewed the Bible Hill section of the Truro Water System Capacity Assessment, and the Commission discussed potential long-term water infrastructure improvements.

Reports of Commissioners and Clerk and Treasurer

Shea submitted the Fire Chief's Report, Pitcher submitted the Recreation Report and provided an oral report, and Bell provided an oral report.

Accounts

The accounts were submitted for review.

New Business

Procurement – Accessible Curb Ramps - Construction

Bell reviewed WSP's recommendation letter for the Bible Hill Accessible Curb Ramps Tender, noting they recommended the one tender received from Dexter Construction Company Ltd., at a cost of \$826,650 plus HST.

Procurement – Accessible Curb Ramps – Materials testing

Bell provided information and pricing from WSP for completing materials engineering and testing services at a cost of approximately \$18,567.50 plus HST.

Bell noted that the project was a per unit construction project, with total costs to be calculated based on actual construction, and at time of award the project was approximately \$47,000 under budget.

- Moved by Van Kroonenburg and seconded by Pitcher that Village of Bible Hill award tender no. 2027-TS-01 (Bible Hill Curb Ramps) to Dexter Construction Company Ltd. based on their submitted unity price tender, based on quantities estimated by WSP, for a total tendered price of \$826,650 plus HST, with final payment to be based on actual quantities constructed, and that the Chair and Clerk and Treasurer be authorized to execute the contract documents. Motion carried.
- Moved by Van Kroonenburg and seconded by Pitcher that Village of Bible Hill award materials testing to WSP based on their submitted proposal at a price of 18,568 plus HST. Motion carried.

Procurement – Ball field fencing repairs

Bell provided proposals and quotes for ball field fencing repairs from Eastern Fence Erectors Limited at a cost of \$12,200 plus HST and from Citadel Fence at a cost of \$13,706.70 plus HST. He recommended Citadel Fence as Eastern Fence was not willing to provide black O piping for the fencing.

- Moved by Pitcher and seconded by Shea that Village of Bible Hill award the procurement of ball field fencing repairs to Citadel Fencing at a cost of \$ 13,706.70 plus HST. Motion carried.

Adjournment

- Moved by Pitcher to adjourn the meeting. The meeting adjourned at 7:56 PM.

Signature page to follow.

June 16, 2026 Commission Meeting Minute Approval:



Chair



Clerk and Treasurer



Recording Secretary