

Rural Municipality of Belfast, PEI  
COUNCIL MINUTES

Wednesday, January 16, 2019 at 7:00 PM (Belfast Firehall)

In Attendance: Mayor Jill Walsh (Chair)  
Councillor Virginia Cooke  
Councillor William (Billy) Gamble  
Councillor Garth Gillis  
Councillor Andrew (Andy) Henry  
Councillor Audrey Shillabeer  
Councillor Joanne Vessey  
Administration: CAO Bob Brooks

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**Item**                      **Order of Business**

1. **Call to Order** – Mayor Walsh called to order at: 7:00 PM and the Municipalities’ previous CAO Janice MacDonald was also welcomed to the meeting.
2. **Declarations of Conflict of Interest** – There were no declarations of Conflict of Interest
3. **Approval of Agenda**  
  
    **Moved** by Councillor Vessey, **Seconded** by Councillor Henry  
    **Approved Unanimously**
4. **Adoption of December 10, 2018 Council Meeting Minutes**  
  
    **Moved** by Councillor Gillis, **Seconded** by Councillor Henry  
    **Approved Unanimously**
5. **Business arising from the Minutes**  
    – Regarding interest in future possible grant funding proposals, Councillor Gillis noted that some activities had already started or are being promoted in the Belfast Newsletter and other sources. It was confirmed that public notifications will be made to inform groups and the public about the 2019/2020 Grant Funding program. There was no further business arising from the Minutes.
6. **Public Presentations** (five minutes each) – There were no public presentations

7. **Report from CAO** – The new CAO Bob Brooks, started his report by first acknowledging the excellent work, help and support provided by the past CAO Janice MacDonald and thanked her in this transition process. Janice received a round of applause by everyone present. The CAO then gave an update to Council on the following:
- a. Work to-date and creation of LOGS – it was noted that the following LOGS were created to garner some exact data on exactly what it takes to do the CAO job, so that Council will have the data for future reference and discussion.
    - i. Time/Activity
    - ii. Travel
    - iii. To-Do
    - iv. Correspondence – this LOG will track official correspondence (Rcd/Sent)
    - v. Bylaws and Resolutions – A registry is also being produced to record all bylaws and resolutions established by the Municipality
  - b. Meeting with Municipal Affairs – Bob had a very successful meeting with Municipal Affairs and was introduced to all the required key contacts; Bob also found all the contacts to be knowledgeable and helpful.
  - c. Creation of Required Bylaws – The two Bylaws presented today were both based on the Municipal Affairs Sample Bylaw Templates; Municipal Affairs are still in the process of creating the Sample Bylaws for municipalities for the following:
    - i. Records Retention and Disposal Schedule Bylaw, and
    - ii. Access to information and Protection of Personal Information Bylaw.Bob is also checking with Municipal Affairs on two of the bylaws required pre-election. Bob did remember seeing the information, but there was no official “bylaw” re: Council Size and Council Remuneration – Bob will follow-up.
  - d. Website improvements – Bob will be meeting with the Website Administrator (Roberta @ Techno Media) on Saturday, January 19<sup>th</sup> to enhance the number of categories on the website, and also to enable the CAO to make regular postings. Bob also asked that all Council provide a photo and a short bio for the Council Page. Some improvements were discussed and additional suggestions were also provided by Council. Bob will report to Council at a later date on progress/costs.
  - e. Meeting with Janice – Had a very productive meeting with Janice (previous CAO) to affect the transfer of documents, contacts, banking, etc. for the transition to the new CAO. A note of well-deserved recognition and thanks was expressed by all. Janice has agreed to continue with the assistance until transition is complete.
  - f. Meeting with the Federation of PEI Municipalities (FPEIM) – Bob met with the Municipal Association to discuss membership, benefits of membership, contacts, and costs. The Association also offered to make a presentation to Council at the February 20<sup>th</sup> meeting. Council agreed, and it was also noted that the FPEIM may be a very important resource during these first few years of the new *Municipal Government Act* required implementation.

## 8. Financial:

- a. Variance Report – Current financial situation along with expected upcoming expenditures for setting up office was discussed. As the changeover for the bank is still in process, Janice provided the financial update with a bank balance heading into 2019 of \$23,624.58. It was noted that this would not be a typical 12-month year for the Municipality, as we were in transition to a March 31<sup>st</sup> year-end cycle. Bob also noted that he expected that the new office setup would cost approximately \$2,000, which would include: a printer, a lockable filing cabinet, a chair, an outdoor lockable bulletin board, phone set-up, and office supplies.
- b. Upcoming Budget Discussions/Calendar – information will be on the February 20<sup>th</sup> Council Meeting for discussion and 1<sup>st</sup> reading; followed up with 2<sup>nd</sup> reading and ratification at the March 20<sup>th</sup> Council Meeting. Bob will confirm revenues with Municipal Affairs for the 2019/2020 fiscal year, and the Grants Funding Programs will be done as approved fund totals (see Grants discussion below).
- c. Grants Funding – there was discussion and agreement on how to move forward regarding to three Grants Funding Programs:
  - i. **Belfast Fire Department** – similar to last year, the Fire Department will provide Council with a letter and/or a presentation for consideration that includes the “ask” for the 2019/2020 fiscal year;
  - ii. **Community Grants** – A total available for the 2019/2020 fiscal year will be determined. Council will establish a Community Grants Committee that will accept proposals from the public, then deliberate in camera, then provide a recommendation to Council for consideration. The CAO will research a model for a Committee Terms of Reference (criteria could also be considered).
  - iii. **Gas Tax Funding** – Council agreed that it wished to continue with the Federal Government’s Gas Tax Funding Program for the next five-year cycle. Council will establish a Gas Tax Funding Committee that will accept proposals from the public, then deliberate in camera, then provide a recommendation to Council for consideration. The CAO will contact the funders regarding requirements, models and processes. (See Gas Tax Program details below)

It was also agreed that special efforts would be undertaken to announce and promote public participation in programs. The CAO will look into models
- d. Gas Tax Funding for 2019 to 2024 – Council agreed that the Municipality would express their interest to Canada regarding continued participation in the program.

Some statistical information discussed included:

- i. % of Gas Tax Allocations available to Rural Municipalities: 17%
  - ii. The estimated funding allocation available to the Rural Municipality of Belfast:
    1. 2019/20 fiscal year estimate: \$48,810
    2. 2020/21 fiscal year estimate: \$48,810
    3. 2021/22 fiscal year estimate: \$51,029
    4. 2022/23 fiscal year estimate: \$51,029
    5. 2023/24 fiscal year estimate: \$53,247  
**\$252,925**
  - iii. Project Categories that appear to be available to the Rural Municipality of Belfast include (but not limited to):
    1. Community Energy Systems
    2. Recreational Infrastructure
    3. Cultural Infrastructure
    4. Tourism Infrastructure
    5. Capacity Building
    6. Sport Infrastructure
    7. Broadband Connectivity
  - iv. The new Capital investment Plan (CIP) templates will be available in January 2019; CIP(s) must be submitted by Oct 1/19.
  - v. Signatures required if the Rural Municipality of Belfast wishes to participate in this next round
9. **Discussion regarding a Vision for Council** – Mayor Walsh introduced the discussion, expressing a need for Council to have a vision about what they wish to accomplish, not only during the next four years, but a long-term vision as well. How do we see ourselves moving forward? What sort of improvements do we want for the Municipality? Should the Municipality consider future amalgamation? Are there some goals? It was discussed that not only are their required goals, as per the *Municipal Government Act*, but goals the Council wanted to set for the Municipality. Council agreed that the CAO should look into the various processes for having a facilitated visioning process, including checking with the FPEIM. The CAO will report back.
10. **Introduction and Reading of Bylaws:**
- a. **Bylaw #2019-01 (Procedural Bylaw) - A bylaw to Regulate the Proceedings of Council is presented for 1<sup>st</sup> Reading** – It was pointed out that sections 4.1, 4.2 and 7.2(a) had been added or changed from the original draft that was sent to Council members early, to be clearer. Council discussed the following sections for clarity; however, no amendments were put forward at this time: Sections 3.1.b, 5.2, 10.4, 11.1, 20.5, and 16.1.

Two items came out of the discussion: (1) make sure our new phone has a speaker so members and the audience can hear the caller, and (2) the CAO will contact Municipal Affairs to confirm the process for moving, seconding and approving a bylaw.

**Moved** by Councillor Shillabeer, and **Seconded** by Councillor Vessey  
**Carried**  
Motion carried **Unanimously**

- b. **Bylaw #2019-02 (Code of Conduct Bylaw) - A bylaw to Regulate the Code of Conduct of Council is presented for 1<sup>st</sup> Reading** – Council discussed the following sections for clarity; however, no amendments were put forward at this time: Sections 8.4, 10.1, 14.1 and 23.3. It was also noted that Council had already submitted their Council Member Disclosure Statements following the election. Director’s Liability Insurance was also discussed at that time, and it was agreed that the CAO would look into it for all of Council and the CAO.

**Moved** by Councillor Cooke, and **Seconded** by Councillor Gillis  
**Carried**  
Motion carried **Unanimously**

11. **Next Scheduled Council Meeting Date:** February 20, 2019 @ 7:00 PM at the Belfast Firehall.
12. **Adjournment** (9:38 PM) – As there was no further business, it was moved by Councillor Gillis that the meeting be adjourned. Motion carried.

Minutes Approved on February 20, 2019

Original Signature/Seal on file  
Acting/Mayor – Garth Gillis

Original Signature/Seal on file  
CAO – Bob Brooks