

# *Rural Municipality of Belfast*

## **SPECIAL COUNCIL MEETING MINUTES**

Wednesday, May 1, 2019 at 7:00 PM

In Attendance: Deputy Mayor Garth Gillis - Chair  
Councillor Virginia Cooke  
Councillor William (Billy) Gamble  
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** - Deputy Mayor Garth Gillis called the meeting to order at 7:00 pm.
2.    **Declarations of Conflict of Interest** - There were no declarations of Conflict of Interest.
3.    **Approval of Agenda** - Pursuant to subsection 121(4) of the *Municipal Government Act*, no business other than the business that Council has stated in the meeting notice will be transacted at a special meeting unless all members are present and unanimously agree to deal with other matters.

**Moved** by Councillor Shillabeer and **Seconded** by Councillor Cooke to approve the Agenda as presented.

Votes for: \_\_\_\_5\_\_\_\_    Votes against: \_\_\_\_0\_\_\_\_

Result: **Carried Unanimously**

4.    **Adoption of March 20, 2019 Council Meeting Minutes** -

**Moved** by Councillor Henry and **Seconded** by Councillor Vessey to approve the Minutes of the March 20, 2019 Council Meeting as presented.

Votes for: \_\_\_\_5\_\_\_\_    Votes against: \_\_\_\_0\_\_\_\_

Result: **Carried Unanimously**

5.    **Business arising from the Minutes:**
  - a. Requirement for a By-Election by mid-August 2019. Proposed for June 10, 2019.
  - b. Set up a meeting/session for Council to discuss a Council Vision for the duration of this Council term, after a By-Election is held. It was proposed to set up a Special Council Meeting for Wednesday, June 19, 2019 to swear in the new Mayor/Councillor (as required) and to discuss a Council Vision (with a facilitator). Council agreed.

- c. Now have the new Gas Tax Program information. The item will be on the May 15, 2019 Council Agenda.
- d. 2019/2020 Budget and Financial Plan have been filed with Municipal Affairs.
- e. Year-end documents have been filed with the Auditors, expect a draft in mid-May 2019 (if possible). It was noted that our records seem to be missing copies of two Gas Tax Invoices (our two payment cheques are on record of clearing the bank). The CAO is working with the Belfast Area Development Corporation to get copies from their files.
- f. Community Grant Cheques are currently being disbursed as quick as possible and in consideration of our cashflow (two thirds have already been distributed).

6. **By-Election Calendar:**

- a. Election Day:
  - i. Recommendation – **June 10, 2019** with voting between the hours of **9:00 am and 7:00 pm.**
- b. Key Election Dates:
  - i. Notice of Nominations – May 10, 2019 (Friday)
  - ii. Day in which current Councillors must resign if intending to run for Mayor in By-Election – May 10, 2019 (Friday)
  - iii. 1<sup>st</sup> Day Office can be open – May 14, 2019 (Tuesday) 7:30 am to 4:00 pm
  - iv. Nominations Open – May 15, 2019 (Wednesday)
  - v. Nominations Close – May 24, 2019 (Friday) 2:00 pm
    - 1. Immediate electronic public notice of extension if required
    - 2. Immediate electronic notice of Acclamation if required
  - vi. Advance Poll – June 8, 2019 (Saturday) 10:00 am to 1:00 pm
  - vii. Election Day – June 10, 2019 (Monday) 9:00 am to 7:00 pm

Council discussed the dates proposed as well as the plan for notifying the residents about the By-Election Calendar. Suggestions for notification in addition to our Website and Bulletin Board included: Notices at Cooper’s, Wood Islands, Belfast Rec Centre, The Store, and possibly a mail-out. The CAO was also asked to look into public notices through The Graphic and The Guardian.

**Moved** by Councillor Henry and **Seconded** by Councillor Vessey to approve the By-Election Calendar as presented.

Votes for:   5   Votes against:   0  

Result: **Carried Unanimously**

- c. **Council Appointment of a Municipal Electoral Officer (MEO)** - The recommendation of appointing the CAO as the MEO was discussed; along with the hours required to have staff in the office (at least 2 separate days per week for at least 3 hours per day); and the hiring of staff (as required). The MEO will look at appointing a Returning Officer if the filling of the vacancy is not filled through this process by ‘Acclamation’, and a By-Election goes ahead on June 10, 2019.

**Moved** by Councillor Shillabeer and **Seconded** by Councillor Vessey to appoint **Mr. Bob Brooks** as Municipal Electoral Officer (MEO) for the purposes of the June 10, 2019 By-Election for the Rural Municipality of Belfast.

Votes for: 5 Votes against: 0

Result: **Carried Unanimously**

- d. **Ensure Bylaw is up to date** - The CAO has reviewed the Elections Bylaw # 2018-04 and determined it is up to date and only recently adopted on August 28, 2018.
- e. **Confirm process for developing list of electors** – Per Elections Bylaw # 2018-04 and pursuant to section 41(2) of the *Municipal Elections Act*, the Council of the Rural Municipality of Belfast shall enter into an agreement with the Chief Electoral Officer of Prince Edward Island to obtain data to be used in preparation of a list of electors. Should be up to date since the last provincial election was only weeks ago on April 23, 2019.
- f. **Determine location of By-Election office and established voting hours** -

**Moved** by Councillor Cooke and **Seconded** by Councillor Gamble to establish the **Belfast Firehall** as the Election Office, with voting between the hours of **9:00 am and 7:00 pm**.

Votes for: 5 Votes against: 0

Result: **Carried Unanimously**

- 7. **Next Scheduled Regular Council Meeting Date** - May 15, 2019 @ 7:00 pm at the Belfast Firehall.
- 8. **Adjournment** - It was **Moved** by Councillor Shillabeer to adjourn the meeting. The meeting adjourned at 7:40 pm.

Minutes Approved on: May 15, 2019

Original Signature/Seal on file  
Acting/Mayor – Virginia Cooke

Original Signature/Seal on file  
CAO – Bob Brooks