

# *Rural Municipality of Belfast*

## COUNCIL MINUTES

Wednesday, May 15, 2019 at 7:00 PM

Chair: Acting Mayor Virginia Cooke  
Councillor Andrew (Andy) Henry  
Councillor Audrey Shillabeer  
Councillor Joanne Vessey  
Administration: CAO Bob Brooks  
Regrets: Councillor William (Billy) Gamble  
Resignation: Acting Mayor Garth Gillis

---

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

1. **Call to Order** - Due to the Resignation of Acting Mayor Garth Gillis and no Deputy Mayor designated at present; the meeting was called to order at 7:00 PM by CAO Bob Brooks, with the Chair to be handed over following Item #3.
2. **Resignation of Acting Mayor Garth Gillis** - CAO Bob Brooks noted that Acting Mayor Garth Gillis tendered his resignation on May 9, 2019 by email, with a later confirmation received with his signature; to be able to run for the position of Mayor in the upcoming Municipal By-Election (as required by the *Municipal Government Act*). The resignation letter stated: "May 09, 2019 I, Garth J. Gillis am now putting forward my resignation as a councillor for the municipality of Belfast in order to be eligible for a nomination to the position of mayor."
3. **Selection of Interim Chair/Acting Mayor** - As a result of the resignation of Acting Mayor Garth Gillis; an Interim Chair is required to take on Interim Chair and Acting Mayor duties until the new Mayor position is filled and sworn in. Upon selection of the Interim Chair, the selected Councillor will take over the Chair duties -

**Moved** by Councillor **Henry** and **Seconded** by Councillor **Shillabeer** to appoint Councillor **Cooke** to the position of Interim Chair/Acting Mayor until such time as the New Mayor position is filled and sworn in.

Votes for:   4        Votes against:   0  

Result: **Carried Unanimously**

Acting Mayor Cooke, then took over the duties as Chair.

4. **Declarations of Conflict of Interest** - Councillor Vessey is in conflict with Item 12.

5. **Approval of Agenda** - Any new business for the Agenda? - Two items were added to the Agenda as 14 a. and 14 b.

**Moved** by Councillor **Shillabeer** and **Seconded** by Councillor **Henry** to approve the Agenda as amended.

Votes for: 3 Votes against: 0

Result: **Carried Unanimously**

6. **Adoption of May 1, 2019 Special Council Meeting Minutes** (attached) -

**Moved** by Councillor **Vessey** and **Seconded** by Councillor **Henry** to approve the May 1, 2019 Special Council Meeting Minutes as presented.

Votes for: 3 Votes against: 0

Result: **Carried Unanimously**

7. **Business arising from the Minutes** - CAO Bob Brooks spoke to the status of the following four (4) items from the previous meeting:
- Posting of By-Election Calendar and Notices on our website and at least seven (7) physical locations.
  - The Graphic and The Guardian Public Notices Policies. Neither organization offers free public notices for our By-Election notices.
  - The Post Office can do a full circulation of our area for approximately \$150 if the By-Election goes to a Voting Stage.
  - By-Election vacancy interest to-date is one (1) for Mayor and one (1) for Councillor; however, neither prospect has submitted the actual Nomination Paper to-date.

8. **Presentation: Gas Tax Program 2019 - 2024** - Mr. Jesse MacDougall, Project Officer, from the ***Infrastructure Secretariat*** with the Government of Prince Edward Island made a presentation to Council and at least three local interest groups, regarding the parameters of the next iteration of the Gas Tax Fund. (hand-outs provided)

- Mr. MacDougall's presentation covered the Permanent Gas Tax Program 2019-2024, including:
  - Notional Allocation** (for which Belfast is eligible),
  - Municipal Strategic Component** (for which Belfast is eligible),
  - Roads and Bridges** (for which Belfast is NOT eligible),
  - Belfast's Notional Allocation**
    - 2019/2020 = \$47,903 + \$47,903 (Top Up)
    - 2020/2021 = \$47,903
    - 2021/2022 = \$47,903
    - 2022/2023 = \$50,080
    - 2023/2024 = \$52,258

**Total = \$296,127**

- v. **Program Categories** (category details will be on Infrastructure Secretariat website),
    - vi. **Not for Profits** (typically with whom Belfast would work - Belfast would use its Gas Tax Committee process), and
    - vii. **Annual Expenditure Report** (MRSB already in the process of doing the Belfast 2018/2019 Report - expected in June 2019).
  - b. Mr. MacDougall answered questions throughout the presentation.
  - c. Additional Handouts were made available for Belfast to handout to anyone else interested.
  - d. CAO Bob Brooks will post the presentation package on our Website as well.
9. **Public Presentations (other)** - No other presenter requests were made for this meeting.
10. **Report from CAO:**
- a. Additional Election items to-date - a general discussion took place as per item seven (7) above. Bob also noted that Sarah-Jane Bell had agreed to come on as the Returning Officer for the By-Election and if the By-Election does not result in an acclamation, four (4) additional people will be brought on to work the polls on June 10<sup>th</sup>.
  - b. A Facilitator will be arranged for Wednesday, June 19, 2019 for a Special Council Meeting, which will include a Council Vision Exercise. No facilitator has been chosen to-date.
11. **Financial:**
- a. Variance Report - Our bank account currently sits at approximately \$43,000; however, that will be reduced significantly very shortly, as many of the Grant Cheques have been distributed; the remainder are being released as cash-flow allows.
  - b. Draft Auditors Report - We were hoping to have the draft auditor's report ready for this meeting; however, that report is not yet available. It is now expected to be tabled at the June 19, Special Council Meeting.
12. **Community Signs – A Proposal brought forward by Councillor Andy Henry** - Councillor Vessey declared a Conflict of Interest with this item and left the area. Councillor Henry noted that some of our local signs (Belle River and Flat River) were down that were previously established by a local Women's Institute, that is no longer in operation. Councillor Vessey and her husband are willing to refurbish and refinish the damaged signs but would need funds for the materials that would be required. It was noted that this proposal would normally have been suggested in line with the Annual Community Grants; however, as the Grants Process is now over, it was proposed that the funds could come out of the approved Contingency fund.

Council took a five-minute recess at this time.

Upon Council's return; it was noted that the funds required would be \$100.

It was suggested that, over the course of the year, a not-for-profit group should be sought to bring a proposal to next year's Community Grant process for the ongoing care and maintenance of the local signs in question.

**Moved** by Councillor **Henry** and **Seconded** by Councillor **Shillabeer** that Council should approve expenditures in the amount of \$100 for this year, for the refurbishment and refinishing of the two local signs in question, and that Council should look to hand-off that ongoing future responsibility to an interested local not-for-profit group for next year.

Votes for:   2   Votes against:   0  

Result: **Carried Unanimously**

Councillor Vessey now returned to the meeting.

13. **Establishment of a Gas Tax Committee**

As per the Grants Bylaw #2018-02, Council is to establish a Gas Tax Committee, and select its members: three (3) Councillors, the Mayor or Acting Mayor as ex-officio, and the CAO. Three (3) Councillors were selected for the other Committee of Council, hence it is recommended that the remaining three (3) Councillors should make up this Gas Tax Committee.

It was confirmed that similar to the Community Grants Committee, any Gas Tax Committee member with a conflict of interest with any of the Gas Tax proposals brought to the Committee, would simply declare a conflict for that particular item only.

**Recommended:** Establish a Gas Tax Committee - selected members would select its Chair at its first meeting of the Committee.

- a. Committee Members to be Appointed:
  - i. Councillor Andy Henry - voting
  - ii. Councillor Joanne Vessey - voting
  - iii. Councillor (to be identified) - voting
  - iv. New Mayor (ex-officio) (to be identified) - voting
  - v. CAO Bob Brooks (administration) - non-voting
- b. Gas Tax Program Policy - to be established by Committee and recommended to Council for consideration/decision.
- c. Process and Timelines - to be determined by Committee.
- d. Recommendation(s) - to be provided to Council for consideration/decision.

**Moved** by Councillor **Shillabeer** and **Seconded** by Councillor **Henry** to approve the establishment of a Gas Tax Committee and associated tasks (a. b. c. and d.).

Votes for:   3   Votes against:   0  

Result: **Carried Unanimously**

14. **New Business** (as per item (5) above):
- a. **WIADC Letter of Support** (request attached) - As part of the Infrastructure Funding application process, the Wood Islands and Area Development Corporation (WIADC) requires a letter of support from the Municipality. Mr. John Russo was there to answer any questions. After some discussion/clarification, Council was in support.
  - b. **The Chuckwagon Farm Market, BBQ Pit Letter of Support** (request attached) - As part of the PEI Liquor Control Commission, Liquor Licence Application process, the business requires a letter of support from the Municipality. Councillor Vessey brought in the letter, on the business' behalf. After some discussion/clarification, Council was in support.

**Moved** by Councillor ***Henry*** and **Seconded** by Councillor ***Vessey*** to provide both organizations (a. and b.) with a Letter of Support from the Municipality.

Votes for:    3         Votes against:    0   

Result: ***Carried Unanimously***

15. **Next Scheduled Council Meeting Date:** Special Council Meeting - Wednesday, June 19, 2019 @ 7:00 pm at the Belfast Firehall.
16. **Adjournment** - As there was no further business for the Agenda; Councillor Vessey **Moved** adjournment of the meeting. The meeting adjourned at 8:15 PM.

Minutes Approved on: June 19, 2019

***Original Signed and Sealed on File***

\_\_\_\_\_  
Acting/Mayor – Virginia Cooke

***Original Signed and Sealed on File***

\_\_\_\_\_  
CAO – Bob Brooks