

# *Rural Municipality of Belfast*

## **SPECIAL COUNCIL MEETING MINUTES**

Wednesday, July 10, 2019 at 6:00 PM

In Attendance: Mayor Garth Gillis (Chair)  
Deputy Mayor Virginia Cooke  
Councillor Lynn Docherty  
Councillor Billy Gamble  
Councillor Audrey Shillabeer  
Councillor Joanne Vessey (arrived at 6:45 PM)  
CAO Bob Brooks  
Regrets: Councillor Andy Henry

---

### **Item      Order of Business**

1. **Call to Order** – The meeting was called to order by Mayor Gillis @ 6:00 PM
2. **Declarations of Conflict of Interest** – There were no declarations of conflict of interest.
3. **Approval of Agenda**

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

Votes for:   4        Votes against:   0  

Result: **Carried Unanimously**

4. **Resumption of Vision/Roadmap Exercise (6:00 – 9:00 PM)**
  - a. Mayor Garth Gillis reintroduced Wendy Drake with the MRSB Group, who then took the floor and resumed the Vision and Roadmap Planning Session for the Rural Municipality of Belfast.
  - b. Councillor Vessey joined the meeting at 6:45 PM
  - c. Following the Wrap-up of the Session, Ms. Drake noted that she will:
    - i. Provide a draft report to the Mayor and CAO for comment, then
    - ii. Provide a final draft for Council consideration.
  - d. If MRSB Report is accepted (as part of the Roadmap), three major initiatives will also need to be included/created:
    - i. A **Photocopy Policy** (for those not able to access the Municipality information by Website or email)
    - ii. A **Travel/Conference Policy** (which gives authority, responsibilities, and cost recovery to Travel and Conference attendance by Council and Administration)
    - iii. An **Inventory and Management Plan** (dependant on *Municipal Government Act* present and future requirements)
    - iv. An **Emergency Management Plan** (for the Municipality)
    - v. A **Municipal Land Use Plan** (which includes an Official Plan and Bylaws)
    - vi. A **Community Engagement Plan** (for immediate and ongoing community engagement in municipal matters)
  - e. Mayor Garth Gillis provided closing remarks and congratulated Ms. Drake on a job well done.

5. **Adoption of June 19, 2019 Council Meeting Minutes** (previously distributed)

**Moved** by Councillor Shillabeer and **Seconded** by Councillor Vessey to adopt the Minutes of the June 19, 2019 Special Council Meeting as presented.

Votes for:   5   Votes against:   0  

Result: **Carried Unanimously**

6. **Business arising from the Minutes:**

- a. There were no items arising from the June 19<sup>th</sup> Minutes.

7. **CAO Report**

- a. **Association of Municipal Administrators of PEI** Annual General Meeting
- i. The **Remuneration Survey** that CAO Bob Brooks is undertaking in cooperation with the Association of Municipal Administrators was discussed during the Visioning exercise. It is intended to have a Report presented to Council some time in October for consideration.
- b. **Variance Report** – At June 30, 2019 the Municipality was on-track and on-budget as per the approved 2019/2020 Budget.
- c. **Gas Tax Committee** (made up of Councillors Docherty, Henry, Vessey, Mayor Gillis, CAO Brooks) – Possible Agenda items were discussed for the upcoming Gas Tax Committee meetings, including:
- i. Suggested date - *Monday, July 22, 2019 @ 7:00 PM* (confirmed)
  - ii. Selection of a Committee Chair
  - iii. Creation of a Gas Tax Grants Policy with Terms of Reference
  - iv. Creation of a Gas Tax Grant Acknowledgement Form
  - v. Development of a process for the Call for Proposals
  - vi. Development of an Evaluation Process for Proposals

It was discussed that the initial Gas Tax Committee meetings will be used to set the parameters and processes of how the Committee operates. A similar organizational process will be discussed prior to the next round of Community Grants. It was noted that the Committee can only provide Recommendations for Council consideration. It was also discussed that the Committee will have a discussion and provide a recommendation (prior to the call for proposals) as to whether or not the Municipality should apply for Gas Tax Funding as well. Council will discuss the recommendation and provide direction prior to the call for proposals. Additional Council meetings may or may not be required due to Gas Tax Funding timelines.

8. **Selection of Deputy Mayor** (Mayor and Council to appoint a Deputy Mayor) – Mayor Gillis requested a nomination from the floor. Councillor Cooke's name was nominated. Councillor Cooke was asked if she would accept the nomination, and after some '*interesting*' discussion, Councillor Cooke accepted the nomination. As this vote was about Councillor Cooke, Councillor Cooke was allowed to abstain from the vote.

**Moved** by Councillor Vessey and **Seconded** by Councillor Shillabeer to appoint **Councillor Cooke** as the **Deputy Mayor** for the Rural Municipality of Belfast for a one-year term, or as directed by Council, to commence immediately.

Votes for:   4   Votes against:   0  

Result: **Carried Unanimously**

9. **Next Regularly Scheduled Council Meeting Date:** Not until September 18, 2019; however, there will be a Gas Tax Committee Meeting on July 22<sup>nd</sup> and some time August (to be announced). It was also noted that the September and October Council dates could be changed/amended, dependent on the requirements of the Gas Tax Funding Timelines.
10. **Adjournment** - As there were no further items for the Agenda...

**Moved** by Councillor Docherty to adjourn the meeting at: 9:30 PM  
**Meeting Adjourned**

Minutes Approved on: \_\_\_\_\_

\_\_\_\_\_  
Mayor – Garth Gillis

\_\_\_\_\_  
CAO – Bob Brooks