

Rural Municipality of Belfast

COUNCIL MEETING - MINUTES

Wednesday, September 18, 2019 at 7:00 PM – Belfast Firehall

In Attendance: Mayor Garth Gillis (Chair)
Deputy Mayor Virginia Cooke
Councillor Lynn Docherty
Councillor Billy Gamble
Councillor Andy Henry
Councillor Audrey Shillabeer
Councillor Joanne Vessey
Administration: CAO Bob Brooks

Item Order of Business

1. **Call to Order** – Mayor Garth Gillis called the meeting to order at 7:00 PM.
2. **Declarations of Conflict of Interest** – Councillor Henry declared a conflict with Proposal #7 (item 10); Councillor Shillabeer declared a conflict with Proposal #3 (item 10); and Councillor Vessey declared a conflict with Proposals #1 and #5 (item 10). Those Councillors will step out of the meeting, should item 10 be split to discuss the proposals separately; otherwise, those members may participate in all other discussions and decisions on the final recommendation by Council.

3. **Approval of Agenda**

Moved by Councillor Docherty and **Seconded** by Councillor Henry to approve the Agenda as presented.

Votes for: 6 Votes against: 0

Result: **Carried Unanimously**

4. **Adoption of March 9, 2019 Community Grants Committee Meeting Minutes** (previously distributed) (*due to length of time since this meeting, Community Grants Committee Members ONLY are being asked to approve these Minutes at this time*) – a slight change to the minutes was noted.

Moved by Councillor Cooke and **Seconded** by Councillor Gamble to adopt the Minutes of the March 9, 2019 Community Grants Committee Meeting as amended.

Votes for: 4 Votes against: 0

Result: **Carried Unanimously by Grants Committee Members**

5. **Adoption of July 29, 2019 Gas Tax Committee Meeting Minutes** (previously distributed) (*Not on Agenda for approval at the September 16th Gas Tax Committee meeting. Due to length of time until the next Gas Tax Committee meeting, Gas Tax Committee Members ONLY are being asked to approve these Minutes at this time*)

Moved by Councillor Henry and **Seconded** by Councillor Docherty to adopt the Minutes of the July 29, 2019 Gas Tax Committee Meeting as presented.

Votes for: ___ 4 ___ Votes against: ___ 0 ___

Result: **Carried Unanimously by Gas Tax Committee Members**

6. **Adoption of August 12, 2019 Special Council Meeting Minutes** (previously distributed) As the August 12, 2019 Special Council Meeting was called to set up and give direction to the Gas Tax Committee; business arising from the minutes is not required. Gas Tax Committee items will be dealt with at this meeting under Item #10.

Moved by Councillor Vessey and **Seconded** by Councillor Henry to adopt the Minutes of the August 12, 2019 Special Council Meeting as presented.

Votes for: ___ 6 ___ Votes against: ___ 0 ___

Result: **Carried Unanimously**

7. **Adoption of September 16, 2019 Gas Tax Committee Meeting Minutes** (previously distributed) (*Due to length of time until the next Gas Tax Committee meeting, Gas Tax Committee Members ONLY are being asked to approve these Minutes at this time*)

Moved by Councillor Docherty and **Seconded** by Councillor Vessey to adopt the Minutes of the September 16, 2019 Gas Tax Committee Meeting as presented.

Votes for: ___ 4 ___ Votes against: ___ 0 ___

Result: **Carried Unanimously by Gas Tax Committee Members**

8. **Public Presentations for the Agenda** – There were no public presentations requested.

9. **CAO Report**

a. **Remuneration Survey** – previously, Council was informed that the Association of Municipal Administrators had given CAO Bob Brooks authority to pursue a remuneration survey that would identify rates of pay for Councils and CAOs across PEI. Since that time the Government of PEI has taken on that task and supplied the CAO with the findings. A Report with recommendations for 2020 and 2020/21 will be presented to Council on October 16, 2019 for future remuneration considerations for Council and CAO.

b. **Municipal Strategic Component (MSC) Gas Tax Application** – as directed by Council on August 12th the application has now been submitted to the Canada-PEI Infrastructure Secretariat, for final approval of the 2019-2024 MSC Gas Tax Funding in the amount of \$100,000. The application will utilise a combination of the MSC (50%), Notional Gas Tax Component (40%), and **10% Municipal Funds**, toward an Official Community Plan as required by the *Municipal Government Act*.

- c. **Financial/Variance Report** – the Rural Municipality of Belfast budget and finances are currently on track as projected. As at September 11, 2019 the Gas Tax Account balance was: \$103,746.99, and the Chequing Account balance was \$22,408.72. There is a small amount left to be dispersed for Community Grants, and those payments are also on schedule.
- d. **Postal Code Change** – As per the Notification received from Canada Post from July 2019, the Rural Municipality of Belfast new mailing address is:
3410 Trans Canada Hwy, South Pinette, PE COA 1R0

10. **Gas Tax Committee Recommendation** (presented by Gas Tax Committee Chair – Councillor Andy Henry) – The Gas Tax Committee met on September 16, 2019 to discuss the various submissions received for the 2019-2024 Gas Tax Funding cycle of the Canada-PEI Infrastructure Secretariat (*proposal summaries were provided*). Out of those discussions, the Committee made the following recommendation for distribution of funds for **Approval-In-Principle** by Council:

Committee Recommendation for Distribution*:

	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Initial Available	\$95,806.00	\$7,903.00	\$50,080.00	\$50,198.58	\$52,258.00
Proposal #1	\$24,624.00				
Proposal #2	\$15,207.00			\$18,480.00	\$51,018.00
Proposal #3	\$3,300.00	\$14,578.00			\$3,038.58
Proposal #4				\$21,000.00	
Proposal #5		\$25,000.00	\$19,000.00		
Proposal #6	\$11,000				
Proposal #7	\$10,000		\$30,000.00	\$10,000.00	
Total Awarded*	\$64,131.00	\$39,578.00	\$49,000.00	\$49,480.00	\$54,056.58
Total Recommended for Approval-In-Principle by Council: \$256,245.58					
Total Available for Approval-In-Principle by Council: \$256,245.58					

* Proposals receiving **Approval-In-Principle** from Council, will be forwarded to the Canada-PEI Infrastructure Secretariat for **Final Approval** (about two months for approval). Final deadline for submissions to the Secretariat is October 1, 2019.

Moved by Councillor Cooke and **Seconded** by Councillor Docherty for Council to approve the Committee Recommendation to Council as presented above.

Votes for: 6 Votes against: 0

Result: **Carried Unanimously**

11. **Correspondence** – Correspondence that requires Council consideration:

CORRESPONDENCE OUT:

- i. **No Pipe in The Straight** (letter attached) – This letter was suggested during our Strategic Planning Session. Initial draft created, with much thanks, by Councillor Audrey Shillabeer. A slight amendment was suggested.

Agreement to send the amended letter under the Mayor’s signature:

Yes 6 No 0

CORRESPONDENCE IN:

- i. **Seeking letter of support from Community Council - regarding Bessie Willow Lane** (copy of email attached) – This email was received on September 9, 2019 asking Council for a Letter of Support.

Does Council wish the CAO to prepare a Letter of Support from Council and send with the Mayor’s approval and signature?

Yes ___6___ No ___0___

- ii. **Enter into an Agreement providing for the administration and enforcement of the *Building Codes Act*** (copy of letter/agreement attached) – Per previous stakeholder consultations with Municipalities and an earlier heads up to this Council that this option would come available.

Does Council authorise the Mayor and CAO to sign and enter into the attached agreement on behalf of the Rural Municipality of Belfast?

Yes ___6___ No ___0___

12. **New Business for the Agenda** – there was no new business for the Agenda.
13. **Next Meetings:**
- a. **Regular Council Meeting** – Wednesday, October 16, 2019 @ 7:00 PM at the Belfast Firehall.
14. **Adjournment** – As there was no further business...

Moved by Councillor Henry to adjourn the meeting at: 7:57 PM
Meeting Adjourned

Minutes Approved on: October 16, 2019

Original Signed and Sealed on File

Mayor – Garth Gillis

Original Signed and Sealed on File

CAO – Bob Brooks