

# *Rural Municipality of Belfast*

## **COUNCIL MEETING - AGENDA**

Wednesday, February 19, 2020 at 7:00 PM – Belfast Firehall

Council: 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

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### **Item      Order of Business**

1. **Call to Order** – Council will be called to order at 7:00 PM
2. **Declarations of Conflict of Interest** – Do any Council members in attendance have a conflict of interest with any items on today's Agenda?
3. **Approval of Agenda** – Are there any other suggested Agenda Items? I need a mover and a seconder for approval of the Agenda?

**Moved** by \_\_\_\_\_ and **Seconded** by \_\_\_\_\_ to approve the Agenda as presented.

Votes for: \_\_\_\_\_ Votes against: \_\_\_\_\_

Result: \_\_\_\_\_

4. **Adoption of January 15, 2020 Council Meeting Minutes** (previously distributed)  
*(comments/changes received to-date by Council, incorporated into attached Minutes)*

**Moved** by \_\_\_\_\_ and **Seconded** by \_\_\_\_\_ to adopt the Minutes of the January 15, 2020 Council Meeting Minutes as presented.

Votes for: \_\_\_\_\_ Votes against: \_\_\_\_\_

Result: \_\_\_\_\_

5. **Business arising from the January 15, 2020 Council Meeting Minutes** –
  - a. **2<sup>nd</sup> Reading required - Records Retention and Disposal Bylaw # 2020-02** – On today's Agenda (#10)
  - b. **2<sup>nd</sup> Reading required - Access to Information and Protection of Privacy (ATIPP) Bylaw # 2020-03** – On today's Agenda (#11)
  - c. **Setting date of Grants Committee Meeting** – Meeting was set and convened on February 5, 2020 with all Committee Members in attendance.

6. **CAO Report**

a. **Financial/Variance Report:**

- i. Provincial Credit Union Account Balances at February 07, 2020:
  - a. Share 00001 \$5.29
  - b. Chequing 00010 \$32,672.92
  - c. Gas Tax Acct 00011 \$72,169.09
- *Resolutions on today's Agenda (items 11 and 12) for approved 2019-2024 Gas Tax Program contributions*
- ii. Projected Revenues and Expenditures to March 31, 2020: *On Budget (Currently within \$600).*

7. **Public Presentations for the Agenda:** – There were no requests for this meeting.

8. **Correspondence:** – Sgt. Chris GUNN, the Operational NCO for Kings District, is looking to gain input from the rural community they serve in developing their upcoming Annual Performance Plan. The RCMP uses this plan to focus on areas where attention is needed to improve public safety and reduce crime. Below is a rough outline for priorities for next year. If your Community Council can discuss, and let me know if there are any suggestions, it would be much appreciated. The plan will cover policing operations from April 2020 through March 2021.

***The Proposed 2020/2021 Kings District Annual Performance Plan:***

- i. Build and Maintain relationships with our partners
  - a. Attend Town Hall Meeting
  - b. Pro-active Media Releases
  - c. Attend Community Events (Parades, Community Walks, Etc.)
- ii. Enhanced Road Safety
  - a. Impaired Driving Investigations Conducted
  - b. Checkpoints Conducted
- iii. Crime Reduction – Reduce Substance Abuse
  - a. Education – Drug/Alcohol talks with the Schools
  - b. *Controlled Drugs and Substances Act (CDSA) Investigations Undertaken*

*Council Suggestions for Sgt. Christopher Gunn:*

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9. **New Business for the Agenda (as per Item 3 above)? –**

10. **New Records Retention and Disposal Bylaw # 2020-02 presented for 2<sup>nd</sup> Reading** (previously distributed) – As required by the *Municipal Government Act*, a Records Retention and Disposal Bylaw is required for all Municipalities. The Government of Prince Edward Island provided the template for this Bylaw that was adapted for this specific Municipality. This Draft Bylaw was previously distributed to Council and also placed on the Municipal Website for public viewing. This Draft Bylaw received 1<sup>st</sup> Reading during the January 15, 2020 Council Meeting.

**Moved** by \_\_\_\_\_ and **Seconded** by \_\_\_\_\_ to approve the Records Retention and Disposal Bylaw # 2020-02 for second reading as presented.

Votes for: \_\_\_\_\_ Votes against: \_\_\_\_\_

Result: \_\_\_\_\_

Does Council agree that Records Retention and Disposal Bylaw # 2020-02 has received and approved two readings and that a majority of Council now adopts Records Retention and Disposal Bylaw # 2020-02?

**Moved** by \_\_\_\_\_ and **Seconded** by \_\_\_\_\_ that Council agrees that Records Retention and Disposal Bylaw # 2020-02 has received and approved two readings and that a majority of Council now adopts Records Retention and Disposal Bylaw # 2020-02.

Votes for: \_\_\_\_\_ Votes against: \_\_\_\_\_

Result: \_\_\_\_\_

11. **New Access to Information and Protection of Privacy Bylaw # 2020-03 presented for 2<sup>nd</sup> Reading** (previously distributed) – As required by the *Municipal Government Act*, an Access to Information and Protection of Privacy Bylaw is required for all Municipalities. The Government of Prince Edward Island provided the template for this Bylaw and adapted for this specific Municipality. This Draft Bylaw was previously distributed to Council and also placed on the Municipal Website for public viewing. This Draft Bylaw received 1<sup>st</sup> Reading during the January 15, 2020 Council Meeting.

**Moved** by \_\_\_\_\_ and **Seconded** by \_\_\_\_\_ to approve the Access to Information and Protection of Privacy Bylaw # 2020-02 for second reading as presented.

Votes for: \_\_\_\_\_ Votes against: \_\_\_\_\_

Result: \_\_\_\_\_

Does Council agree that Access to Information and Protection of Privacy Bylaw # 2020-02 has received and approved two readings and that a majority of Council now adopts Access to Information and Protection of Privacy Bylaw # 2020-02?

**Moved** by \_\_\_\_\_ and **Seconded** by \_\_\_\_\_ that Council agrees that Access to Information and Protection of Privacy Bylaw # 2020-02 has received and approved two readings and that a majority of Council now adopts Access to Information and Protection of Privacy Bylaw # 2020-02.

Votes for: \_\_\_\_\_ Votes against: \_\_\_\_\_

Result: \_\_\_\_\_

12. **Resolution # R2020-01:**

- a. **2019–2024 - Transfer of NA-GTF to Not-For-Profit Groups** – The Rural Municipality of Belfast has a number of approved Capital Investment Plans for their 2019-2024 Gas Tax Funding (GTF) Notional Allocation (NA) spearheaded by not-for-profit groups. Five of the six applications that were submitted for not-for-profits groups have now been approved by the PEI/Canada Infrastructure Secretariat; they include the following projects:

- a. Belfast Recreation Center Upgrades (\$84,705.50),
- b. Selkirk Park Historical Building Re-purpose (\$20,916.58),
- c. Iona Park Revitalization (\$21,000),
- d. Pinette Raceway Refurbishment (\$44,000),
- e. Point Prim Lighthouse (\$11,000), and
- f. Roseberry Pond Fishway Installation (\$50,000).

The one project that was not approved by the PEI/Canada Infrastructure Secretariat was the Infrastructure Improvements at Wood Islands Lighthouse and Village. That project already had approved government funding, and consequently did not qualify for Gas Tax funding. Resolution # R2020-01 is **attached** for Council approval.

**Moved** by \_\_\_\_\_ and **Seconded** by \_\_\_\_\_ to approve **Resolution # R2020-01: 2019–2024 - Transfer of NA-GTF to Not-For-Profit Groups** as presented.

Votes for: \_\_\_\_\_ Votes against: \_\_\_\_\_

Result: \_\_\_\_\_

13. **Resolution # R2020-02:**

**2019–2024 - Gas Tax Funding to Rural Municipality of Belfast** – The Rural Municipality of Belfast (RMB) submitted an application for Gas Tax Funding in both the Notional Allocation (NA) stream and the Municipal Strategic Component (MSC) stream. Total amount of the project is \$100,000 (\$50,000 NA; \$40,000 MSC; and \$10,000 RMB). That application has now been approved by the PEI/Canada Infrastructure Secretariat. Resolution # R2020-02 is **attached** for Council approval.

**Moved** by \_\_\_\_\_ and **Seconded** by \_\_\_\_\_ to approve **Resolution # R2020-02: 2019–2024 - Gas Tax Funding to Rural Municipality of Belfast** as presented.

Votes for: \_\_\_\_\_ Votes against: \_\_\_\_\_

Result: \_\_\_\_\_

14. **Community Grants Committee Recommendation** – 2020/2021 Community Grant season is now upon us. In preparation for Community Grants deliberations, the Committee met to design a new process for the notification, evaluation and awarding of Community Grants. This new process will be more transparent than previous years and would utilize the Municipality’s Grants Bylaw (# 2018-02) and reference sections of the new *Municipal Government Act*. The Community Grants Committee has designed the process/documents to be used for the 2020/2021 Community Grants Program for Council consideration and approval as follows:

**a) Process/Timelines:**

- i. Ratification of Draft Community Grants Documents by Council – **February 19, 2020**,
- ii. Public ‘Call for Proposals’ – **February 20, 2020**,
  - Previous recipients would be notified through email/phone, and
  - A Public Call will be done through: Municipal Website, Bulletin Board, and Belfast Newsletter.
- iii. Deadline for Public Proposals – **March 7, 2020**, (17 days) (as per Grants Bylaw # 2018-02)
- iv. Community Grants Committee Meeting: Public Presentations (if any), Evaluations and Recommendation to Council – **March 11, 2020**, and
- v. Council deliberations and decision on 2020/2021 Community Grants – **March 18, 2020**.

**b) Application Form (attached)**, includes:

- The Principles of which the Program is based,
- The Eligibility Criteria to be able to participate in the Program,
- The Deadline for Submissions, The Grant Funding Available,
- The Approval Process for awarding 2020/2021 Community Grants,
- The Public Presentations Guidelines, and
- The Evaluation Rating Criteria.

**c) Committee Evaluation Tool** (used as a ‘Committee deliberation tool’ only) (attached), and

**d) Tally Sheet (attached)**, includes:

- Application #, Organization/Individual applying,
- Grant received last year (if any), This year’s request, and
- Recommended amount to be award for the 2020/2021 Community Grants Program.

Moved by \_\_\_\_\_ and **Seconded** by \_\_\_\_\_ to adopt the Community Grants Committee Recommendation as presented.

Votes for: \_\_\_\_\_ Votes against: \_\_\_\_\_

Result: \_\_\_\_\_

15. **Public Input/Presentations regarding the Rural Municipality of Belfast 2020/2021 Financial Plan/Budget (five minutes each)** – No requests for presentations at time of posted Agenda. Last minute additions would require unanimous Council Approval.

16. **Public Input/Presentations (Other)** (*five minutes each*) – No requests for presentations at time of posted Agenda. Additions to this list would require unanimous Council Approval.
17. **Rural Municipality of Belfast 2020/2021 Financial Plan/Budget** (*attached*) - **Presented for 1<sup>st</sup> Reading** – The CAO will present the Draft Financial Plan/Budget for the 2020/2021 Fiscal Year. Council can make any amendments at this 1<sup>st</sup> Reading, and will also have an opportunity to amend the 2020/2021 Financial Plan/Budget at the March 18, 2020 - 2<sup>nd</sup> Reading as well.

**Moved** by \_\_\_\_\_ and **Seconded** by \_\_\_\_\_ to approve the Rural Municipality of Belfast 2020/2021 Financial Plan/Budget for first reading as presented.

Votes for: \_\_\_\_\_ Votes against: \_\_\_\_\_

Result: \_\_\_\_\_

18. **Next Scheduled Meetings:**
- a. **Community Grants Committee Meeting** – the next meeting of the Community Grants Committee is scheduled for Wednesday, March 11, 2020 at 7:00 PM at the Belfast Firehall, and
  - b. **Regular Council Meeting** – the next regular meeting of Council is scheduled for Wednesday, March 18, 2020 at 7:00 PM at the Belfast Firehall.
19. **Adjournment** – As there was no further business...

**Moved** by \_\_\_\_\_ to adjourn the meeting at: \_\_\_\_\_ *PM*