

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*

➤ *It was also noted that the Wood Islands Gas Tax Application was being adjusted and resubmitted back to PEI/Canada Infrastructure Secretariat. An additional Resolution will be required later.*

ii. Projected Revenues and Expenditures to March 31, 2020: *On Budget (Currently within \$600).*

7. **Public Presentations for the Agenda (5 minutes each):** – 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 to-date for RCMP priorities for next year for this municipal area. If your Council can discuss, and let me know if there are any suggestions, it would be much appreciated. The draft plan will cover policing operations from April 2020 through March 2021.

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

- 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:

- *Council expressed their appreciation for the work that has already been done;*
- *Road safety issues during the 70-Mile Yard Sale are a concern;*
- *Council believes that theft is a problem on vacant and/or seasonal properties, but it often goes un-reported; and*
- *Council would like to see more regular appearances at the Selkirk Park, especially at night; and more regular patrols in the municipal area.*

9. **New Business for the Agenda (per Item 3 above)?** – No new business for the Agenda.

10. **New Records Retention and Disposal Bylaw # 2020-02 presented for 2nd 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 1st Reading during the January 15, 2020 Council Meeting.

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

Votes for: 5 Votes against: 0

Result: Carried Unanimously

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 Councillor Henry and **Seconded** by Councillor Docherty 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: 5 Votes against: 0

Result: Carried Unanimously

11. **New Access to Information and Protection of Privacy Bylaw # 2020-03 presented for 2nd 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 1st Reading during the January 15, 2020 Council Meeting.

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

Votes for: 5 Votes against: 0

Result: Carried Unanimously

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 Councillor Gamble and **Seconded** by Councillor Docherty 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: 5 Votes against: 0

Result: Carried Unanimously

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. Six of the seven 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. That said, after conversations with the PEI/Canada Infrastructure Secretariat, Wood Islands will be allowed to resubmit the same application, with some adjustments. Resolution # R2020-01 is **attached** for Council approval.

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

Votes for: 5 Votes against: 0

Result: Carried Unanimously

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 Councillor Shillabeer and Seconded by Councillor Gamble to approve Resolution # R2020-02: 2019–2024 - Gas Tax Funding to Rural Municipality of Belfast as presented.

Votes for: 5 Votes against: 0

Result: Carried Unanimously

14. **Community Grants Committee Recommendation** – In preparation for the 2020/2021 Community Grants deliberations; 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)
 - iv. Community Grants Committee Meeting: Public Presentations (if any), Evaluations and Recommendation to Council – **March 11, 2020**, and
 - v. Council 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 award for the 2020/2021 Community Grants Program.

Moved by Councillor Gamble and **Seconded** by Councillor Vessey to adopt the Community Grants Committee Recommendation as presented.

Votes for: 5 Votes against: 0

Result: Carried Unanimously

15. **Public Input/Presentations regarding the Rural Municipality of Belfast 2020/2021 Financial Plan/Budget (five minutes each)** – No requests for today's meeting.
16. **Public Input/Presentations (Other) (five minutes each)** – No requests for today's meeting.
17. **Rural Municipality of Belfast 2020/2021 Financial Plan/Budget (attached) - Presented for 1st Reading** – The CAO presented the initial draft Financial Plan/Budget for the 2020/2021 Fiscal Year. Council discussed the document line-by-line, with comments and suggestions throughout the discussion, including:
- The amount of Surplus funds required leading into the *Municipal Government Act* requirement for a Permanent, Publicly Accessible Municipal Office (minimum of 20 hours per week), no later than December 2020 - **an estimated \$100,000 surplus in our accounts by December 2020 - seem to be on track at this rate.**
 - Wood Islands have expressed an interest to provide office space for the Municipal Office - **the CAO to look into space and costing and the possibility of a long-term commitment, and the possibility of acquiring the space by October 2022 (or sooner).**
 - Councillor Shillabeer noted that as the Belfast Lions Club provides the Rural Municipality of Belfast with free "Council Briefs" space in their monthly Newsletter, could we provide them with financial support for their Newsletter? Possibly \$200 in our annual budget? **The CAO will contact the organizers and look into a sponsorship or a monthly advertisement and report back to Council.**
 - Council is looking to find ways to promote public attendance at our Council Meetings. Council currently uses our Website, the Belfast Newsletter, the Lions Club Calendar, and the Bulletin Board at the Firehall to promote Council Meetings and Notices - **the CAO will look into other avenues as well.**

- The Rural Municipality will be contracting for an Official Community Plan and Development Bylaw this year; as approved by Council, and as approved by the PEI/Canada Infrastructure Secretariat - **as part of the process the public will be asked to provide input on the future direction of this municipality.**
- The Rural Municipality will also be working with the Emergency Measures Organization of PEI on an Emergency Management Plan this year - **as part of the process it's expected that the public will be also asked to provide input on the plan.**
- Council also discussed the possibility of a future reserve fund for future Municipality Projects; to set the funds aside ahead of time for any future projects - **Council is expecting to discuss current and future Municipality needs, during the Official Community Plan discussions, then budget accordingly.**
- Council discussed the amount of assessment funds that would be required to meet the 2020/2021 Budget Requirements - **Council decided that the \$0.03 increase on each of the Assessment Categories (Commercial and Non-Commercial) would be required.**
- Council discussed the amount of funds that would be appropriate for this year's (2020/2021) Community Grants - **it was suggested that we allocate \$52,000 for this year's fund, which does not include the Firehall or the GPEI Rec Grant that are different pots of money.**
- All items above were incorporated into the draft 2020/2021 Budget and Financial Plan and presented for first reading - **second reading, and finalization of the 2020/2021 Budget and Financial Plan will take place at the Wednesday, March 18, 2020 Council Meeting. Any desired amendments can also be made at that time.**

Moved by Councillor Shillabeer and Seconded by Councillor Henry to approve the Rural Municipality of Belfast 2020/2021 Financial Plan/Budget for first reading as discussed above.

Votes for: 5 Votes against: 0

Result: Carried Unanimously

18. Next Scheduled Meetings:

- 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
- 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 Councillor Henry to adjourn the meeting at: 8:50 PM

Minutes Approved on: _____, 2020

Mayor – Garth Gillis

CAO – Bob Brooks