

# *Rural Municipality of Belfast*

Mayor: Garth Gillis; Chief Administrative Officer: Bob Brooks; *Incorporated 1972*

## **COUNCIL MEETING - AGENDA**

Wednesday, June 17, 2020 at 7:00 PM

***New Location – Upstairs Hall, Wood Islands Village***

**Maximum 15 Attendees at the Meeting**

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

---

### **Item      Order of Business**

1. **Call to Order** – Council will be called to order at 7:00 PM
2. **Covid-19 Considerations (CAO)** –
  - As per Health PEI suggestions for public meetings; the maximum number of attendees allowed for this Council Meeting is limited to 15 people total (**7 Council, 1 CAO, 7 General Public**) (it was suggested in the Public Notices that only one person per group attend this meeting to allow for more representation)
  - Additional measures taken for this meeting include:
    - Tables and Chairs treated with a disinfectant;
    - Physical Distancing of approximately 6 feet between all participants;
    - Face Masks available;
    - Gloves available;
    - Bottled Water available; and
    - Conference Call Attendance was made available for those Council Members requiring it.
3. **Declarations of Conflict of Interest** – Do any Council members have a conflict of interest with any items on today's Agenda?
4. **Approval of Agenda** – Are there any other suggested Agenda Items for today's meeting? 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: \_\_\_\_\_

5. **Adoption of March 18, 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 February 19, 2020 Council Meeting as presented.

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

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

6. **Adoption of March 11, 2020 Community Grants Committee Meeting Minutes** (*previously distributed*) (*for approval at this meeting, as there will be no Grants Committee meeting expected until 2021 – approval by Committee Members only*) –  
(Comments from Committee Chair – Councillor Billy Gamble)

Moved by \_\_\_\_\_ and **Seconded** by \_\_\_\_\_ to adopt the Minutes of the March 11, 2020 Community Grants Committee as presented.

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

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

7. **Business arising from the March 18, 2020 Council Meeting Minutes (CAO)** –
- a. **Community Grants** – the vast majority of the awarded Community Grants for this year have already been awarded – recipients expressed a deep appreciation for receiving these grants in this time of Covid-19.
  - b. **Future Municipal Office Space** – In conversation with Wood Islands, Mr. John Rousseau noted that he was very interested in having the Rural Municipality of Belfast as a full-time tenant sooner than later; especially now, as he will not have a tenant as of April 1, 2021. He realizes that we initially did not need the space until the next fiscal year, so as such he is willing to make an attractive offer that would enable us to guarantee the space sooner, so it is available when we actually need it.
    - i. **Lease starting April 1, 2021:**
      - Advantage – would guarantee the required space in a desirable location;
      - Advantage – would be provided a low lease rate for at least 2 years at \$725 + HST, which includes electricity, heat and air conditioning. Could also look to solidify a five-year long-term lease;
      - Advantage – although phone and internet are extra (as they are now), the Municipality would have access to a High-Speed Fibre Internet System, allowing for Skype and Zoom Meetings in the future, as required; and would look at a conferencing phone system as well;
      - Advantage – the Municipality could have a public office space with public access open sooner (under limited hours initially); and
      - Advantage – would allow for a graduated office space set-up, in line with new Community Plan implementation; however,
      - Disadvantage – would cost the Municipality an extra \$10,000 for the 21/22 Fiscal Year, and \$10,000 for the 22/23 Fiscal Year (as initially envisioned), but would save approximately \$3,800 over what it would have cost for 22/23 (= a net extra cost of \$6,400 for 22/23); and
      - Disadvantage – Space may not be available for lease if we wait until the 22/23 Fiscal Year.
  - c. **Belfast Newsletter** – Regular Council Updates and regular Municipality promotional advertising underway since April 2020.

8. **CAO Report**

a. **Financial/Variance Report:**

i. Provincial Credit Union Account Balances at June 07, 2020:

a. Share 00001	\$5.29
b. Chequing 00010	\$35,539.49
c. Gas Tax Acct 00011	\$96,108.59

ii. Year-End was completed throughout the month of May and provided to our Auditor (MRSB) for both the General Account and the Gas Tax Account. We basically came in on budget. The Audited Financial Statements are provided in today's Agenda under item 10.

9. **Gas Tax Funding Update (CAO):** – (1) the Prime Minister recently announced that 2020/2021 Gas Tax Monies would be available in 2020 in one lump sum payment instead of two extended payments, to help communities work on their infrastructure projects sooner. This change initiative however, does not affect the Rural Municipality of Belfast, as our projects are already approved, and our cash-flow, as such, had the monies available to handle the 2020 projects already. (2) on Wednesday, June 3<sup>rd</sup>, I heard back from the PEI/Canada Infrastructure Secretariat, that the Wood Islands application (resubmission) has now been approved. I'm still waiting to see the official letter for the exact amount and any restrictions, but once received I can do up the contract. This effectively means that ALL Rural Municipality of Belfast Gas Tax Applications have been approved for the 2019-2024 Gas Tax Funding Cycle.

10. **Audited Financial Statements for 2019/2020** (attached) (*Audited Financial Statements made available to Council and the Public, seven days prior to this meeting*) (CAO):

- Revenues: **\$236,467** (slightly more from Province than expected)
- Expenditures: **-\$220,557** (slightly less expenditures than budgeted)
- Balance: **\$15,910** (about \$5,500 more surplus than expected)
- Starting Surplus\* Balance: **\$47,094**
- Ending Surplus\* Balance: **\$63,004**
- \*Surplus required for transition to permanent public office space, as per the *Municipal Government Act*. Estimated surplus required for transition at \$100,000.

**Moved** by \_\_\_\_\_ and **Seconded** by \_\_\_\_\_ to adopt the Audited Financial Statements for 2019/2020 as presented.

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

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

11. **Derelict Building Issue** (*Update from CAO and Councillor Vessey*): – Following a number of inquiries from the Municipality, the Mayor, and members of the public, the CAO heard back from both Municipal Affairs and the owner himself, Mr. Daniel Martens.

- CAO – The Province completed a site inspection on May 27<sup>th</sup>. They then spoke to Daniel Martens by phone and he is aware of the issue. “Mr. Martens will attempt to make arrangements to remove the structure and will contact our office on method. Letter dropped off to his residence and left with his wife explaining the concern and requirements for clean up.” Mr. Martens then contacted the Municipality asking to forward a burn request to the Firehall; this burn request was subsequently passed on to our Firehall contact, Councillor Joanne Vessey. Councillor Vessey said it was unlikely that the Firehall would grant such a permit,

considering the proximity to numerous trees around the house. This message was passed on to Mr. Martens for consideration of other options.

- Councillor Vessey – ???

12. **Correspondence Follow-up (Councillor Henry):** – At the March 18, 2020 Council Meeting, Council was made aware of a long-standing issue with one of the residents (on Garfield Road) regarding culverts. Councillor Henry agreed to follow-up and report back to Council. On May 26<sup>th</sup>, Councillor Henry reported that: “A bunch of watershed people, including a rep from the province, toured the property owned by the elderly New Jersey couple. We investigated the old culverts that are blocking the creek and it looks like we can resolve the issue. The province will remove the old infrastructure and BAWG will restore the site. Our Coordinator, Sherry Pelkey will communicate our intentions to the landowners and seek their permission for the remediation work.” Further from Councillor Henry ???

13. **New Business for the Agenda (as per Item 4 above)?** –

14. **Community Grants Policy – Suggested change to remove Mosquito Abatement Programs from eligibility within the Community Grants Program Allocations:** (introduced by Committee Chair – Councillor Billy Gamble) On March 11, 2020 the Community Grants Committee met to deliberate the allocations for the 2020/21 Community Grants and make a recommendation to Council. Within that recommendation was the following: *“That Council review the Community Grants Program Policy, prior to the 2021/2022 Community Grants Season; specifically, to consider whether it is appropriate to continue to include: Mosquito Abatement Programs, within the Community Grant Program Mandate.”* That recommendation to review the Policy was subsequently approved by Council on March 18, 2020. Other comments from the Councillor Gamble ???  
Comments from Members of the Public ??? (limited to five minutes each)

---

Comments from Members of Council ???

---

**Moved by** \_\_\_\_\_ **and Seconded by** \_\_\_\_\_ **to:** amend the Community Grants Policy to remove Mosquito Abatement Programs from eligibility within the Community Grants Program Allocations or Not change the Community Grants Policy.

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

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

15. **Next Scheduled Meetings:**

- a. **Regular Council Meeting** – the next regular meeting of Council is scheduled for Wednesday, August 19, 2020 at 7:00 PM at the Upstairs Hall at Wood Islands.

16. **Adjournment** – As there was no further business...

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