

Rural Municipality of Belfast

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

COUNCIL MEETING - AGENDA

Wednesday, August 19, 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** –
 - 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; and
 - Bottled Water available.
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? (**to be placed under Item 10**) 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 June 17, 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 June 17, 2020 Council Meeting as presented.

Votes for: _____ Votes against: _____

Result: _____

6. **Business arising from the June 17, 2020 Council Meeting Minutes (CAO) –**

- **Future Municipal Office Space** – During the June 17th Council Meeting, Council asked that the CAO go back to Wood Islands (Mr. John Rousseau) to discuss some suggested changes to a possible lease with the Wood Islands and Area Development Corporation (WIADC). That lease at the Wood Islands Village would start on April 1, 2021. Mr. Rousseau discussed the changes with the WIADC Board of Directors, and noted that they could accept all the suggested changes, with the exception of the built-in sink in the office space, due to significant plumbing expense. Mr. Rousseau also confirmed that the Municipality would be able to have FREE access to the upstairs hall for its meetings/gatherings as required. The itemized list that would be included in the lease, would contain the following:

- Negotiation for a long-term lease to start April 1, 2021 at a cost of \$725/mth + hst;
- Included within the monthly Lease payment:
 - Electricity,
 - Heat,
 - Air Conditioning,
 - Use of the Upstairs Hall and Kitchen Facility,
 - High Speed Internet,
 - 24/7 access to the Public Washroom Facility,
 - Snow Clearing (parking lot and sidewalk), and
 - A negotiated Exit Clause, should the Government of PEI no longer require a public office for the Municipality, or, either party wishes to dis-continue with the lease arrangement.

The CAO also looked at various separate coffee/clean-up stations in leu of a built-in sink. The CAO would recommend a set-up that would include:

- A Watercooler for filling coffee, tea and water,
- A Keurig Coffee Machine and an Electric Kettle, and
- A Cabinet/Counter/Storage Unit (with space for supplies, a garbage can, a recycling container, and cleaning supplies).
- Estimated cost is between \$1,000 and \$1,500.

If Council is agreeable; Council can direct the CAO to negotiate a long-term lease with WIADC under the criteria as noted above.

Moved by _____ and **Seconded** by _____ to direct the CAO to negotiate/finalise a long-term lease with the WIADC for a new Office Space location for the Municipality, using the criteria as noted above.

Votes for: _____ Votes against: _____

Result: _____

7. **CAO Report**

a. **Financial/Variance Report:**

i. Provincial Credit Union Account Balances at August 05, 2020:

a. Share 00001	\$5.29
b. Chequing 00010	\$22,768.77 *
c. Gas Tax Acct 00011	\$135,887.12 **

* **Starting September 1, 2020**; it is the intention to **Open a Reserve Savings Account**, specifically to start transferring **\$7,500** per month for six months (= **\$45,000**), so that we may start to receive (some) interest on what will serve as our initial **Reserve Account** – these transfers will come from the **Operations Chequing Account**.

** **Also starting September 1, 2020**; it is the intention to **Open a Gas Tax Savings Account**, specifically to transfer **\$50,000** to start, so that we may start to receive (some) interest on the Gas Tax Funds, that at the end of the 2019/2024 Gas Tax Program cycle; we will see the gained interest, available to the Municipality, for additional Gas Tax funding availability – this transfer will come from the **Gas Tax Chequing Account**. Additional Transfers may be considered at a later date until all program funds are utilised.

8. **Gas Tax Funding Update (CAO):** – On Wednesday, July 22nd, I received the revised agreements from the PEI/Canada Infrastructure Secretariat, that now includes the Wood Islands and Area Development Corporation (WIADC) approved funding. Additionally, the Secretariat allowed the uncommitted funds to be added to the WIADC project, which brought up their total amount to be almost exactly what the Municipality had approved for WIADC back in February 2020. As of August 3, 2020, all 2019/2024 Gas Tax Programs Funds have now been Committed.

9. **Resolution # R2020-03 - 2019–2024 - Transfer of NA-GTF to Not-For-Profit Groups:** As per Item 8. above, the PEI/Canada Infrastructure Secretariat now requires an additional Resolution for the Wood Islands and Area Development Corporation (WIADC). The Rural Municipality of Belfast now adds the WIADC Capital Investment Plan to their 2019-2024 Gas Tax Funding (GTF) Notional Allocation (NA) spearheaded by not-for-profit groups; specifically, **Project 31.2.9 Infrastructure Improvements at Wood Islands Village in the amount of \$24,983.94**. Resolution # R2020-03 is **attached** for Council approval.

Moved by _____ and Seconded by _____ to approve **Resolution # R2020-03: 2019–2024 - Transfer of NA-GTF to Not-For-Profit Groups** as presented.

Votes for: _____ Votes against: _____

Result: _____

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

11. **Community Grants Policy – Suggested change to remove Mosquito Abatement Programs from eligibility within the Community Grants Program Allocations:**

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.

On June 17, 2020, Council discussed the possibility of amending the Community Grants Policy, discussing:

- Limitations of specific area coverage across the municipality and effectiveness,
- Whether there was a positive or negative environmental impact,
- Other funding mechanisms, such as Lot Improvement Levies and resident buy-in, Plebiscites, Donations, Sponsorships, and costs.
- Noting the lack of public attendance at this meeting, Council decided to **DEFER** the discussion/decision to the August 19, 2020 Council Meeting. Residents would be notified by: Website, Belfast Newsletter, and Office Bulletin Board.

As a consequence of the notices, the CAO has received two expressions of support for Mosquito Programs of any kind, and no other comments. Per the March 18, 2020 Council Decision, and recent deferral, this item is back on the Agenda for further consideration and/or decision.

Discussion: _____

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: _____

12. **Next Meeting:** – the next regular meeting of Council is scheduled for Wednesday, September 16, 2020 at 7:00 PM at the Upstairs Hall at Wood Islands Village.

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

Moved by _____ **to adjourn the meeting at:** _____ *PM*