

Rural Municipality of Belfast

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

COUNCIL MEETING - AGENDA

Wednesday, November 18, 2020 at 7:00 PM

Upstairs Hall, Wood Islands Village - Maximum 20 Attendees at the Meeting

Council:	Mayor Garth Gillis (Chair)	Deputy Mayor Virginia Cooke
	Councillor Lynn Docherty	Councillor Billy Gamble
	Councillor Andy Henry	Councillor Joanne Vessey
	(1 Councillor Vacancy)	CAO Bob Brooks (Administration)

Item Order of Business

- Call to Order** – Council will be called to order at 7:00 PM
- Covid-19 Considerations** –
 - As per Health PEI suggestions for public meetings; the maximum number of attendees allowed for this Council Meeting is limited to 20 people total (**6 Council, 1 CAO, 13 General Public**).
 - 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, Gloves and Bottled Water available, and
 - A Contact Tracing List is required (held by WIADC).
- Declarations of Conflict of Interest** – Do any Council members have a conflict of interest with any items on today's Agenda?
- Approval of Agenda** – Are there any other suggested Agenda Items for this 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: _____
- Adoption of October 21, 2020 Council Meeting Minutes** (*previously distributed*) (**no changes received to-date by Council, all feedback was that the Minutes were OK**)

Moved by _____ and **Seconded** by _____ to adopt the Minutes of the October 21, 2020 Council Meeting as presented.
Votes for: _____ Votes against: _____ Result: _____
- Business arising from the October 21, 2020 Council Meeting** –
 - Required By-Election:** Per, the recent resignation of Councillor Shillabeer; the CAO spoke with Municipal Affairs to confirm the timing for a required By-Election to fill the Councillor vacancy. It was confirmed that we had six months from October 21/20 (= April 21/21). It is recommended that we post notices for the By-Election early in the New Year; hold the By-Election in March 2021; with the new Councillor taking office on April 1, 2021 (the new fiscal year). Concurrence? _____;

- ii. **Tree-Lighting Event/Events Budget Item:** After confirming the Covid-requirements for a public tree-lighting event, the sub-committee decided to forgo the event for this year, and provide better planning and a budget for next year. As a result of those discussions it is recommended that the CAO incorporate an “Events” Budget Item, that would incorporate: a Halloween Event, a Remembrance Day Event, a Christmas Event, and an Other Events (to be determined by Council). Concurrence? _____;
- iii. **Wreath-Laying Ceremonies:** the Wreath-Laying Ceremonies went off, with restrictions as planned with Mayor Gillis (at Belfast) and Deputy Mayor Cooke (at Iona) laying the Wreaths on behalf of the Municipality at the two separate events.
- iv. **Safe Restart Agreement:** Following the Council Confirmation of participation in the Government of Canada/Government of PEI Safe Restart Agreement; the Rural Municipality of Belfast participation was approved by Municipal Affairs. \$34,359 is now in the Municipality Account being used to cover Covid-19 related expenses from phase 1 and 2 and preparations for phase 3. The funds are being used under the categories of: Fire Protection, Recreation Programming, and Municipal Office. The Rural Municipality of Belfast thanks the Government of Canada, the Government of PEI, and Municipal Affairs for the foresight in providing these much-needed funds to the Municipalities, all across PEI and Canada – Thank-you.

7. **CAO Report**

a. **Financial/Variance Report:**

i. Provincial Credit Union Account Balances at November 11, 2020:

a. Share 00001	\$5.29
b. Chequing 00010	\$57,016.68 ***
c. Savings (Reserve) (for interest)	\$22,501.85 *
d. Gas Tax Acct 00011	\$70,311.25
e. Gas Tax GIC (for interest)	\$50,049.32 **

* **Opened a Reserve Savings Account, Sept. 1, 2020** - specifically to transfer **\$7,500** per month for six months (= **\$45,000**), to generate interest on monies we are setting aside, to open a publicly accessible office space, per the requirements of the *Municipal Government Act* - these transfers come from the Operations Chequing Account #00010.

** **Opened a Gas Tax GIC, Sept. 1, 2020** - specifically to transfer **\$50,000**, to generate interest on monies we receive in Gas Tax Funding through 2019-2024. Funds generated go back into the fund for further distribution. This transfer came from the Gas Tax Account #00011.

*** **Larger Balance** - Higher than anticipated, due to the unexpected funds from participation in the Safe Restart Agreement (**\$34,359**).

- ii. **Expenditures to-date** are on track/on budget, with the exception of the expected higher **Travel Costs** for 2020, as discussed, are projected to come in about \$300 over original budget – similar to last year, is there Council Concurrence on the additional expenditure for 2020? _____ ; and
- iii. **Revenues to-date** were on track/on budget, but are now much higher due to the Safe Restart Agreement (as discussed earlier).

- 8. **2021 Regular Council Meeting Calendar** – For planning purposes, for public information purposes, and as per *Municipal Government Act* (section 110 [3]) requirements, a schedule of Regular Council Dates for the 2021 calendar year is presented. The meeting dates will be posted on the Rural Municipality of Belfast Website, included within the Belfast Lions Club 2021 Calendar, the Belfast Newsletter, and the Municipality Bulletin Board. Regular Council meeting dates can be changed or cancelled if required with the

proper notice, and Council Committee dates and Special Council meetings can be called as required. Proposed Regular Council meeting dates will continue to take place on the 3rd Wednesday of each month (with the exception of July and December) (10 Regular Council Meetings in all), and will continue to start at 7:00 PM at the Wood Island Village.

Proposed Regular Council Meeting Dates for the 2021 Calendar Year:

- | | |
|---------------------|-----------------------|
| 1) January 20, 2021 | 2) February 17, 2021 |
| 3) March 17, 2021 | 4) April 21, 2021 |
| 5) May 19, 2021 | 6) June 16, 2021 |
| 7) August 18, 2021 | 8) September 15, 2021 |
| 9) October 20, 2021 | 10) November 17, 2021 |

Moved by _____ and **Seconded** by _____ to adopt the **2021 Regular Meeting Calendar** as presented.

Votes for: _____ Votes against: _____ Result: _____

9. **Bylaw # 2021-01 Municipal Emergency Management Program** (*previously distributed to Council and placed on the Municipal Website for public viewing*) – per previous concurrence by Council, and as required by the *Municipal Government Act*, the CAO is working with the PEI Emergency Measures Organization (EMO) to create/enact a Municipal Emergency Management Program for the Rural Municipality of Belfast. The Government of Prince Edward Island and the EMO have provided a bylaw template that all Municipalities can use as their model and adapt as required. This Draft Bylaw has been adapted specifically for the Rural Municipality of Belfast and is now presented for first reading. Second reading/adoption and any suggested amendments is scheduled for the next meeting of Council, to be held on January 20, 2021. This Bylaw is planned to come into force in the new Fiscal Year, on April 1, 2021.

Discussion? _____ ...

Moved by _____ and **Seconded** by _____ to approve the Municipal Emergency Measures Program Bylaw # 2021-01 for First reading as presented.

Votes for: _____ Votes against: _____ Result: _____

10. **New Business for the Agenda** (*as per Item 4 above*)? –
i. ??? _____
11. **Next Meeting:** – the next regular meeting of Council is scheduled for Wednesday, January 20, 2021 at 7:00 PM in the Upstairs Hall at Wood Islands Village.
12. **Adjournment** – As there was no further business...

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

