

# Rural Municipality of Belfast

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

## COUNCIL MEETING - MINUTES

Wednesday, January 20, 2021 at 7:00 PM

***Upstairs Hall, Wood Islands Village***

In Attendance: Mayor Garth Gillis (Chair) Deputy Mayor Virginia Cooke  
Councillor Lynn Docherty Councillor Billy Gamble  
Councillor Joanne Vessey CAO Bob Brooks (Administration)  
Regrets: Councillor Andy Henry

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### **Item      Order of Business**

1. **Call to Order** – Council was called to order at 7:05 PM
2. **Covid-19 Considerations** –
  - As per WIADC Meeting Room limitations (per Health PEI suggestions); the number of attendees allowed for this Council Meeting is limited to 15 people maximum.
  - Additional measures taken for this meeting included:
    - 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 was maintained (held by WIADC).
3. **Declarations of Conflict of Interest** – There were no conflicts of interest declared with any items on today's Agenda.
4. **Approval of Agenda** – There were no additional items suggested for this Agenda.

**Moved** by Councillor Docherty and **Seconded** by Councillor Gamble to approve the Agenda as presented.  
Votes for:   4      Votes against:   0      Result: **Carried Unanimously**
5. **Adoption of November 18, 2020 Council Meeting Minutes** (*previously distributed*)

**Moved** by Councillor Vessey and **Seconded** by Councillor Cooke to adopt the Minutes of the November 18, 2020 Council Meeting as presented.  
Votes for:   4      Votes against:   0      Result: **Carried Unanimously**
6. **Business arising from the November 18, 2020 Council Meeting** –
  - i. **Required By-Election**: Notices of a By-Election have now been and will continue to be posted for a March 15, 2021 By-Election to fill one (1) Councillor vacancy; the term to start on **April 1, 2021** and will be complete at the same time as all Council's term of office for this term – on **December 6, 2022**. Additional By-Election Items in **Item # 9**.
  - ii. **Events Budget - Line Item**: Is now being incorporated into the 2021/2022 Draft Budget (amount to be confirmed in budget process).
  - iii. **Safe Restart Agreement**: Safe Restart Funds have now been paid out to the Fire Protection and Recreation Programming categories to the tune of **\$7,906.62**. The remaining funds of **\$26,452.38**, is slated for the final remaining category (Municipal Office) for the COVID-19 related expenditures in the 2020/2021 and 2021/2022 fiscal years (3 categories total were approved). The Rural Municipality of Belfast would like to thank the Government of Canada, the Government of PEI, and Municipal Affairs for the foresight in providing these much-needed funds to our Municipality.

- iv. **Regular Council Meeting Calendar for 2021** – has now been posted on the Rural Municipality of Belfast Website, included within the Belfast Lions Club 2021 Calendar, the Belfast Newsletter, and the Municipality Bulletin Board.

7. **CAO Report**

a. **Financial/Variance Report:**

- i. Provincial Credit Union Account Balances at January 8, 2021:

a. Share 00001	\$5.29
b. Chequing 00010	\$49,297.29 ***
c. Savings (Reserve) (for interest)	\$37,506.23 *
d. Gas Tax Acct 00011	\$62,210.40
e. Gas Tax GIC (for interest)	\$50,099.45 **

\* **Reserve Savings Account** - requires one more transfer of **\$7,500** to reach the target of **\$45,000** by March 31, 2021. This fund will generate interest for the Municipality and be used for the expenses related to setting up the *Municipal Government Act* required, publicly accessible office space. Office Space Expenditures will now start as early as February 1, 2021 (*see Resolution-02*).

\*\* **Opened a Gas Tax GIC, Sept. 1, 2020** – with a transfer of **\$50,000**. Funds and Interest will remain in that account until required for the budgeted Gas Tax Project Expenditures through 2019-2024.

\*\*\* **Larger Balance** - Higher than anticipated, due to the unexpected funds from participation in the Safe Restart Agreement, of which **\$26,452.38** is still remaining. Per the Safe Restart Agreement, the remaining funds are earmarked for the Municipal Office expenditures, required due to Covid-19 safety requirements. Expenditures to start in February, 2021 (*see Resolution-01*).

- ii. **Expenditures to-date** – are currently on track and on budget for 2020/2021; however, due to the earlier than anticipated expenditures for the Municipal Electoral Office; Office set-up expenditures will happen two months earlier.
- iii. **Revenues to-date** were on track/on budget for 2020/2021; however, are now much higher due to the Safe Restart Agreement (as discussed earlier).

- 8. **Municipal Office – Resolution # R2021-02** – Due to the requirements of a publicly accessible Municipal Office for the upcoming By-Election, it is recommended that we move up our original plan by two months, and designate our new Municipal Office for February 1, 2021 instead on April 1, 2021. Resolution as follows: (*full resolution attached*)

**Therefore, be it Resolved THAT:**

- 1. The current Resolution #RES2019-01 of February 20, 2019 designating 3410 Trans Canada Highway, South Pinette as the Municipal Office be **Rescinded**; and
- 2. The address for the Municipal Office of the Rural Municipality of Belfast now be assigned as: **13056 Shore Road, Wood Islands**; and
- 3. That this Resolution take effect on **February 1, 2021**.

**Moved** by Councillor Docherty and **Seconded** by Councillor Gamble to adopt **Resolution # R2021-02** as presented.

Votes for:   4   Votes against:   0   Result: **Carried Unanimously**

9. **By-Election – Resolution # R2021-01:**

- a. **Update** – Notices of a By-Election have now been and will continue to be posted for a March 15, 2021 By-Election to fill one (1) Councillor vacancy; the term to start on **April 1, 2021** and will be complete at the same time as all Council's term of office for this term – on **December 6, 2022**. The most recent update (Jan. 6<sup>th</sup>) that was provided to Council, complete with **KEY DATES**, is (*attached*); and

- b. **Resolution # R2021-01** – One of the *Municipal Government Act* requirements for a By-Election, is a Resolution to confirm By-Election Dates, a Municipal Electoral Office, as well as the appointment of a Municipal Electoral Officer (MEO). Similar to the last By-Election, it is recommended to appoint the CAO (Bob Brooks) to that position. Resolution as follows: *(full resolution attached)*

**Therefore, be it Resolved THAT:** The Council of the Rural Municipality of Belfast:

1. Designate a By-Election date to fill the vacant position of Councillor as **March 15, 2021**; and
2. Designate the Municipal Office at Wood Islands Village as the **Municipal Electoral Office** for the proceedings of the March 2021 By-Election; and
3. Appoint the Chief Administrative Officer, Bob Brooks, as the **Municipal Electoral Officer** for the proceedings of the March 2021 By-Election.

**Moved** by Councillor Vessey and **Seconded** by Councillor Cooke to adopt **Resolution # R2021-01** as presented.

Votes for:   4   Votes against:   0   Result: **Carried Unanimously**

10. **2021/2022 Community Grants Program** (*presented by Committee Chair, Councillor Billy Gamble*) – Per previous discussions with Committee and Council; it was noted that the 2021/2022 Community Grants Program should follow the same process as the 2020/2021 Community Grants Program. With that, there was then no requirement for the Committee to convene an advance meeting for the current process. For Council's consideration, included is the Process and Forms planned to be used for the 2021/2022 Program (*forms and Policy attached*), specifically:

**a) Process/Timelines:**

- i. Council ratification of Community Grants Documents – **January 20, 2021**,
- ii. Public 'Call for Proposals' – **February 1, 2021**,
  - 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, 2021\***, (*35 days*) (\*as per Community Grants Program Policy)
- iv. Community Grants Committee Meeting: Public Presentations (if any), Evaluations and Recommendation to Council – **March 10, 2021**, and
- v. Council deliberations and decision on 2021/2022 Community Grants – **March 17, 2021**.

**b) Application Form**, 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 Estimated Grant Funding Available,
- The Approval Process for awarding 2021/2022 Community Grants,
- The Public Presentations Guidelines, and
- The Evaluation Rating Criteria.

**c) Committee Evaluation Tool** (*discussion/deliberation tool only*), and

**d) Tally Sheet**, includes:

- Application #, Organization/Individual applying,
- Grant received in last two years (if any), this year's request, and
- Recommended amount to be award for 2021/2022.

**Moved** by Councillor Cooke and **Seconded** by Councillor Docherty to adopt the Community Grants Program for 2021/2022 as presented.

Votes for:   4   Votes against:   0   Result: **Carried Unanimously**

11. **Bylaw # 2021-01 Municipal Emergency Management Program - for Second Reading and Adoption** (*previously distributed to Council and placed on the Municipal Website for public viewing*) – On November 18, 2020, the Council of the Rural Municipality of Belfast gave first reading to Bylaw # 2021-01, with one friendly amendment. The CAO contacted the PEI Emergency Measures Organization (EMO) to confirm their concurrence with the Draft Bylaw. The EMO confirmed that the Draft Bylaw meets their criteria, with no changes and confirms the Bylaw is ready for Second Reading. Going forward, the CAO will continue to work with the EMO to help create the actual Municipal Emergency Management Program for the municipality. This Bylaw is planned to come into force in the new Fiscal Year, on April 1, 2021. As there were no further amendments...

**Moved** by Councillor Cooke and **Seconded** by Councillor Docherty to approve the Municipal Emergency Measures Program Bylaw # 2021-01 for Second Reading as amended in the first reading.

Votes for: 4 Votes against: 0 Result: **Carried Unanimously**

**Moved** by Councillor Vessey and **Seconded** by Councillor Gamble that this Municipal Emergency Measures Program Bylaw # 2021-01 has now received both First and Second Reading and adopted by a majority of Council members present at this Council Meeting held on **January 20, 2021**.

Votes for: 4 Votes against: 0 Result: **Carried Unanimously**

12. **Notice of 2021/2022 Budget and Financial Plan** – Notice is hereby given, that the Municipality will be holding public meetings on February 17, 2021 and March 17, 2021 to discuss and ratify the Municipality's 2021/2022 Budget and Financial Plan. Public input is welcome and encouraged. Notices will now be placed on the Municipal Website, the Belfast Newsletter, and the Municipal Bulletin Board.
13. **New Business for the Agenda** (*as per Item 4 above*)? – There were no additional items requested.
14. **Next Meeting:** – the next regular meeting of Council is scheduled for Wednesday, February 17, 2021 at 7:00 PM in the Upstairs Hall at Wood Islands Village.
15. **Adjournment** – As there was no further business...

**Moved** by Councillor Docherty to adjourn the meeting at: 7:48 PM.

Minutes Approved on **February 17, 2021**

**Signature and Seal on File**

Mayor – Garth Gillis

**Signature and Seal on File**

CAO – Bob Brooks