

Rural Municipality of Belfast



VISION AND 2019-2022 ROADMAP

JULY 2019

Introduction

The following Roadmap has been developed and approved by the Mayor and Councillors of the Rural Municipality of Belfast in July of 2019.

The 2019-2022 Roadmap presents the Vision and Mission for the Rural Municipality of Belfast and outlines actions that will help to achieve this strategic direction and meet the requirements of the new *Municipal Government Act*.

The Roadmap includes the following acronyms:

CAO	- Chief Administrative Officer
MGA	- Municipal Government Act
FPEIM	- Federation of PEI Municipalities
AMAPEI	- Association of Municipal Administrators of PEI

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Vision

A vibrant, sustainable rural municipality for all residents and visitors that promotes community engagement, social and economic development, and environmental stewardship

Mission

Provide transparency, open communication and due diligence, supporting access to resources, information and services to the people of the municipality while preserving and enhancing the quality of life

2019-2022 Roadmap

Actions

1. Ensure **financial statements are publicly available** (July 15 annually; MGA requirement)
 - Publish financial statements that have been approved by Council (e.g., website)
 - Submit financial statements and Municipal Financial Information Return (MFIR) to Municipal Affairs
 - Develop and implement a policy on printing and photocopying (October 2019)
2. Access **Information and Protection of Privacy bylaw** (December 2019; MGA requirement)
 - Receive Municipal Affairs Template and implement bylaw development and approval process
3. Develop a **Records Retention and Disposal bylaw** (December 2019; MGA requirement)
 - Receive Municipal Affairs Template and implement bylaw development and approval process
4. Develop and implement an **annual community engagement plan** including to ensure open communication and public input (December annually)

2019-2022 Roadmap

Actions

5. Create and implement **a more transparent and accountable process for community grants and Gas Tax Funding** (December 2019)
 - Review committee structures
 - Revisit evaluation and transparency processes
 - Develop and implement a grants policy for Gas Tax Funding Committee
6. Continue to **support the efforts of organizations, businesses and individuals that contribute to the sustainability and growth of the Rural Municipality** (e.g., letters of support, sharing knowledge) (Ongoing, July 2019 – December 2022)
7. Establish **an emergency management program** (December 2020; MGA requirement)
 - Access support and examples through the Federation of PEI Municipalities (FPEIM) and Association of Municipal Administrators of PEI (AMAPEI)
 - Incorporate community needs (e.g., warming centre)

2019-2022 Roadmap

Actions

8. **Establish Municipal Land Use Planning Services (including Official Plan and Bylaws)** (December 6, 2022; MGA requirement)
 - Identify requirements and explore funding source (e.g., Gas Tax funds, an increase in taxes, other)
 - Approach the Minister of Finance to address concerns and share communications with FPEIM and AMAPEI
 - Stay abreast of potential opt out clause related to the responsibilities of land use planning and permits (Development permits based on the Official Plan would be a Rural Municipality staff responsibility)
 - Explore the establishment of a Development Committee

9. **Develop an inventory and management plan** (December 2020; Municipal Affairs requirement)
 - Continue to include capital assets as part of annual financial statements
 - Establish an inventory model that aligns with the Rural Municipality's direction, using best practices provided by Municipal Affairs and other communities (December 2022)

2019-2022 Roadmap

Actions

10. Effectively plan and implement **Municipal Office staffing and location** (December 6, 2022; MGA requirement to have a physical Municipal Office staffed and accessible)
 - Continue to build a reserve for eventual implementation requirements (\$80,000 - \$120,000) (in-progress; to be achieved by March 2022)
 - Advocate on behalf of rural municipality location and staffing requirements (July 2019 - June 2020)
 - Implement a consultative process with the Government of PEI
 - Communicate in writing to FPEIM (resolution) and AMAPEI (letter)
 - Develop a plan for staffing and office location including needs identification and feasibility analysis (November 2021 for the 2022/2023 budget cycle)

11. Support **Council and CAO in being able to best carry out their roles** including with MGA requirements (July 2019 – December 2022)
 - Develop and implement an equitable pay system for Council and staff based on findings of the October 2019 study of PEI municipalities (December 2019)
 - Leverage professional development opportunities (March annually)
 - Develop and review annually the travel and conference policy
 - Develop an orientation process and manual for new Council members (December 2022)

2019-2022 Roadmap

Actions

12. Support **social and economic development** (July 2019 – December 2022)
 - Advocate for the long-term viability of the school and Northumberland Ferries and No Pipe in the Strait
 - Support priorities of our rural municipality, such as business and tourism development, affordable housing, healthcare, and other
 - Support population growth
13. Advance **environmental stewardship** (July 2019 – December 2022)
14. Review/renew **the Roadmap** every new Council (December 2022)