

Rural Municipality of Belfast

GAS TAX COMMITTEE MEETING - MINUTES

Monday, July 29, 2019 at 6:30 PM – Belfast Firehall

Chair: Councillor Andy Henry (Voting)
Councillor Lynn Docherty (Voting)
Councillor Joanne Vessey (Voting)
Mayor Garth Gillis (Ex-officio – Voting)

Administration: CAO Bob Brooks (Non-Voting)

Item Order of Business

1. **Call to Order** – This inaugural Gas Tax Committee meeting was called to order by Mayor Garth Gillis @ 6:30 PM who Chaired the meeting until the Chair was selected.
2. **Declarations of Conflict of Interest Regarding Gas Tax Funding** – As there have been no calls for Gas Tax Funding Proposals for this round of funding, there were no conflicts at this time. Committee members will not be restricted from participating in any Gas Tax Funding proposals in the future; however, will be required to declare a conflict if a conflict item shows up on any future agendas. If a conflict of interest with a particular Gas Tax Funding Proposal is declared, the Committee Member will step out during the discussion/decision for that particular Proposal ONLY. Those members may participate in all other discussions and final recommendation to Council.

3. **Approval of Agenda**

Moved by Councillor Henry and **Seconded** by Councillor Vessey to approve the Agenda as presented.

Votes for: 3 Votes against: 0

Result: **Carried Unanimously**

4. **Selection of a Committee Chair** – (Chair cannot be Mayor Gillis or CAO Brooks)

Moved by Councillor Vessey and **Seconded** by Councillor Docherty to appoint Councillor Henry as the Chair of the Gas Tax Committee.

Votes for: 3 Votes against: 0

Result: **Carried Unanimously**

New Committee Chair then took over Chair duties for the remainder of the meeting.

5. **Orientation of Committee Proceedings by CAO** – CAO Bob Brooks discussed the process this new committee was about to undertake; how it aligned with the Rural Municipality of Belfast Vision and Mission; the documents that were in the Agenda Package; and the results of the various meetings he had with representatives from Canada-PEI Infrastructure Secretariat about the new round of Gas Tax Funding.
6. **Creation of a Gas Tax Grants Policy** – Based on the requirements of our Grants Bylaw #2018-02 and Canada-PEI Infrastructure Secretariat guidelines. The draft Gas Tax Grants Policy document was discussed at length and amendments made as per Gas Tax Committee recommendations. While similar to the Community Grants Policy (already established by the Municipality), this Policy differs in some language and stipulations as required by Canada-PEI Infrastructure Secretariat and per the five-year Gas Tax Funding Program for 2019-2024.

Moved by Councillor Vessey and **Seconded** by Councillor Docherty to adopt the Gas Tax Grants Policy as created, for ratification by Council.

Votes for: 3 Votes against: 0

Result: **Carried Unanimously**

7. **Creation of a Gas Tax Funding Acknowledgement Form** – similar to the Community Grants Acknowledgement Form, the Gas Tax Funding Acknowledgement Form is more for our own Audit Trail, rather than a requirement.

Moved by Mayor Gillis and **Seconded** by Councillor Docherty to adopt the Gas Tax Funding Acknowledgement Form as presented, for ratification by Council.

Votes for: 3 Votes against: 0

Result: **Carried Unanimously**

8. **Development of a process for the Call for Proposals** – Committee discussed how they wanted to communicate with the public about a Call for Proposals for Gas Tax Funding Proposals. Committee agreed that the process that should be followed be consistent with current Public Notice practises of the Rural Municipality of Belfast, whereby the public would be informed through: our Municipality Website; our Bulletin Board located at the Belfast Firehall; through the use of the Belfast Newsletter (if timing works out); by CAO response to inquiries; and by personal contact by Committee Members, Council Members, and the CAO as opportunities arise. It was also agreed by Committee that the Website section for the Gas Tax Funding Proposals include:
 - a. Gas Tax Funding Proposal Application, with
 - i. Instructions, and
 - ii. Descriptive Eligible Categories.
 - b. Gas Tax Grants Policy,
 - c. Gas Tax Funding Proposal – Evaluation Sheet (so proponents will see how their Proposals will be evaluated),
 - d. Rural Municipality Vision, Mission and Road-Map document, and
 - e. Procurement Thresholds – document provided by the Canada-PEI Infrastructure Secretariat showing thresholds for required quotes/tendering.

9. **Development of a process for evaluating Gas Tax Funding Proposals** – Committee agreed that they would like a consistent and measured process in which to evaluate each of the proposals that they receive. It was agreed that Committee would like to create/use an Evaluation Sheet that describes the different criteria that the evaluation would be based upon, and the weighting for each of those criteria.
10. **Development of a Rural Municipality of Belfast Gas Tax Funding Proposal** – CAO Brooks introduced a Rural Municipality of Belfast-Specific Application that was recommended by, and based upon, the Canada-PEI Infrastructure Secretariat Application that will be used for the successful submissions (as decided by the Council of the Rural Municipality of Belfast).
11. **Recommendation to Council:**

The Gas Tax Committee recommends to the Council of the Rural Municipality of Belfast, that Council approve the following:

- a) To adopt the Gas Tax Grants Policy as presented.
- b) To adopt the Gas Tax Acknowledgement Form as presented.
- c) To adopt a Gas Tax Call for Proposals, Process consistent with the Rural Municipality of Belfast Public Notice Practices of:
 - a. Website,
 - b. Bulletin Board,
 - c. Belfast Newsletter (as available),
 - d. CAO Inquiry Follow-up, and
 - e. Personal Contact.
- d) To adopt the Gas Tax Evaluation Sheet as presented.
- e) To adopt the Gas Tax Funding Proposal Application as presented.
- f) To agree that the Rural Municipality of Belfast should also develop a Gas Tax Proposal of its own; directly submitted to the Canada-PEI Infrastructure Secretariat, for the 2019-2024 Gas Tax Funding. The application will utilise a combination of the Municipal Strategic Component (50%) and the Notional Component (40%) of the Gas Tax Funding, and 10% Municipal Funds, toward an Official Community Plan as required by the *Municipal Government Act*.

Moved by Councillor Docherty and **Seconded** by Councillor Vessey to present recommendations a) through f) above to Council for adoption.

Votes for: 3 Votes against: 0

Result: **Carried Unanimously**

12. **Next Meetings:**
- a. **Special Council Meeting** – Monday, August 12, 2019 @ 7:00 PM,
 - b. **Gas Tax Committee** – Monday, September 16, 2019 @ 7:00 PM, and
 - c. **Regular Council Meeting** – Wednesday, September 18 @ 7:00 PM.
13. **Adjournment** – As there was no further business...

Moved by Councillor Vessey to adjourn the meeting at: 9:00 PM
Meeting Adjourned

Minutes Approved on: _____

Chair – Councillor Henry

CAO – Bob Brooks