

# *Rural Municipality of Belfast*

## **SPECIAL COUNCIL MEETING MINUTES**

Monday, August 12, 2019 at 7:00 PM – 65 Bells Lane, Belle River

Attendance: Mayor Garth Gillis (Chair)  
Deputy Mayor Virginia Cooke  
Councillor Lynn Docherty (7:10 PM arrival)  
Councillor Andy Henry  
Councillor Audrey Shillabeer  
Councillor Joanne Vessey  
CAO Bob Brooks

Regrets: Councillor Billy Gamble

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### **Item      Order of Business**

1.    **Call to Order** – the meeting was called to order by Mayor Gillis @ 7:00 PM.
  
2.    **Declarations of Conflict of Interest** - there were no declarations of conflict of interest for this meeting.
  
3.    **Approval of Agenda**  
  
        **Moved by Councillor Henry and **Seconded by Councillor Cooke to approve the Agenda as presented.**  
        Votes for:   4        Votes against:   0    
        Result: **Carried Unanimously****
  
4.    **Adoption of July 10, 2019 Special Council Meeting Minutes** (previously distributed) – There was one slight amendment.  
  
        **Moved by Councillor Shillabeer and **Seconded by Councillor Cooke to adopt the July 10, 2019 Special Council Meeting Minutes as amended.**  
        Votes for:   4        Votes against:   0    
        Result: **Carried Unanimously****
  
5.    **Business arising from the Minutes:**
  - a) Adoption of the Strategic Plan (2019).

Councillor Docherty joined the meeting at 7:10 PM.

On July 10, 2019 the Rural Municipality of Belfast completed a Strategic Plan exercise that saw the Municipality arrive at a Vision, Mission and Road Map, as facilitated by Wendy Drake of the MRSB Group. MRSB provided the final report for the formal adoption by Council (attached).

**Moved** by **Councillor Shillabeer** and **Seconded** by **Councillor Vessey** to adopt the Strategic Plan (2019) as presented.

Votes for:   5   Votes against:   0  

Result: **Carried Unanimously**

6. **CAO Report**

- a) **Variance Report** – CAO Bob Brooks noted that the accounts were on track for budget and cash flow, and that we have already started to receive Gas Tax Funding from the Canada-PEI Infrastructure Secretariat. Balance in accounts at August 8, 2019 were: Chequing: \$21,419.28 and Gas Tax Account: \$103,749.99.

7. **Gas Tax Committee Recommendations** (presented by Chair – Councillor Andy Henry)

On July 29, 2019 the inaugural meeting of the Gas Tax Committee took place to prepare for the Call for Proposals for Gas Tax Funding, as provided by the Canada-PEI Infrastructure Secretariat. (A copy of the DRAFT Minutes of that meeting was provided to Council for context of discussions only) Should these recommendations be approved tonight; the public Call for Proposals will go out this week with a submission deadline of September 13, 2019.

As a result of those discussions, the Gas Tax Committee has made the following recommendations for Council consideration as follows:

- a) To adopt the Gas Tax Grants Policy as presented (attached) - ***agreed***.
- b) To adopt the Gas Tax Acknowledgement Form as presented (attached) - ***agreed***.
- c) To adopt a Gas Tax Public Call for Proposals Process, consistent with the Rural Municipality of Belfast Public Notice Practices of:
- i. Website,
  - ii. Bulletin Board,
  - iii. Belfast Newsletter (as available),
  - iv. CAO Inquiry Follow-up, and
  - v. Personal Contact by Council and CAO - ***agreed***.
- d) To adopt the Gas Tax Evaluation Sheet as presented (attached) - slight amendments - ***agreed***.
- e) To adopt the Gas Tax Funding Proposal Application as presented (attached) - slight amendments - ***agreed***.
- 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 Municipal Strategic Component (MSC) Gas Tax Funding estimated at \$75,000 to \$100,000. The application will utilise a combination of the MSC (50%), Notional Component (40%), and 10% Municipal Funds, toward an Official Community Plan as required by the *Municipal Government Act* - ***agreed***.

**Moved** by **Councillor Vessey** and **Seconded** by **Councillor Docherty** to adopt the Gas Tax Committee Recommendations (a – f) as amended.

Votes for: 5 Votes against: 0

Result: **Carried Unanimously**

8. **Next Scheduled Meeting Dates:**

- a) **Gas Tax Committee** – Monday, September 16, 2019 @ 7:00 PM. Meeting will be hosted by Councillor Lynn Docherty at 4108 Trans Canada Highway, Pinette (thank you Lynn), and
- b) **Regular Council Meeting** – Wednesday, September 18, 2019 @ 7:00 PM. Meeting to be held at the Council Office at 3410 Trans Canada Highway – Belfast Firehall.

9. **Adjournment** - As there were no further items for the Agenda...

**Moved** by **Councillor Henry** to adjourn the meeting at: **8:35 PM**  
**Meeting Adjourned**

Minutes Approved on: September 18, 2019

**Original Signed and Sealed on File**

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Chair – Mayor Garth Gillis

**Original Signed and Sealed on File**

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CAO – Bob Brooks