

Rural Municipality of Belfast

COUNCIL MEETING - MINUTES

Wednesday, October 16, 2019 at 7:00 PM – Belfast Firehall

In Attendance: Mayor Garth Gillis (Chair)
Deputy Mayor Virginia Cooke
Councillor Lynn Docherty
Councillor Billy Gamble
Councillor Andy Henry
Councillor Audrey Shillabeer
CAO Bob Brooks

Regrets: Councillor Joanne Vessey

Item Order of Business

1. **Call to Order** – Mayor Gillis called the meeting to order at 7:00 PM.
2. **Declarations of Conflict of Interest** – There were no Members of Council with a declared conflict of interest with any items on today’s Agenda.
3. **Approval of Agenda**

Moved by Councillor Docherty and **Seconded** by Councillor Henry to approve the Agenda as presented.
Votes for: 5 Votes against: 0
Result: Unanimous

4. **Adoption of September 18, 2019 Council Meeting Minutes** (previously distributed) (comments/changes received to-date by Council already incorporated)

Moved by Councillor Cooke and **Seconded** by Councillor Gamble to adopt the Minutes of the September 18, 2019 Council Meeting Minutes as presented.
Votes for: 5 Votes against: 0
Result: Unanimous

5. **Business arising from the September 18, 2019 Council Meeting Minutes** –
 - a. **Gas Tax Applications** – All (7) seven Gas Tax Applications were completed, signed off, and sent to Canada-PEI Infrastructure Secretariat by September 27, 2019 (deadline was Oct 1st). The Secretariat confirmed that all submissions would be reviewed, then presented at their December 10, 2019 Committee Meeting for decision. Review and comments continue and are ongoing.
 - b. **No Pipe in the Straight** – Revised Letter sent to the Premier on September 27th.
 - c. **Support Letter re: Bessie Willow Lane** – Support Letter sent to Minister Thompson on September 27th. Mr. MacKenzie passed on his thanks.

- d. **Agreement providing for the administration and enforcement of the *Building Codes Act*** – Signed agreement sent to Minister Thompson on September 19th.
 - e. **Postal Code Change** – Revised Postal address is now included and highlighted on all correspondence and Municipal business.
6. **CAO Report**
- a. **Remuneration Survey** – Results of Remuneration Survey provided by Govt of PEI, Municipal Affairs are on today's Agenda in two Reports for Council consideration.
 - b. **Initial talks regarding permanent future Office Space for the Rural Municipality of Belfast** – As per current requirements of the ***Municipal Government Act*** (MGA) the Municipality will require the use of daily office space, suitable for a minimum of two employees, and physically accessible by the public, by March 2022. Some research for availability, suitability and costs is now required for future use. The Municipal office is currently located within the Firehall facility and only used once or twice per month. I have yet to have any discussions with the Firehall as to a full-time office space arrangement and/or suitability; however, I have been contacted by Mr. John Rousseau about the availability of office and public meeting space at Wood Islands. Council agreed that the CAO should continue looking into the matter to nail down costs, inclusion and availability.
 - c. **Emergency Management Program** – Also as per MGA requirements, Belfast will need an Emergency Management Program/Plan for the Municipality by Dec/2020. I have been in contact with Ms. Denise Bustard, Public Safety Officer with the PEI Emergency Measures Organization. Ms. Bustard is ready to provide the assistance to help build the required Program/Plan for the Municipality, whenever we are ready. Spring of 2020 is the target to start that project – Council agreed.
 - d. **Financial/Variance Report** – the Rural Municipality of Belfast budget and finances are currently on track as projected. As at October 5, 2019 the Gas Tax Account balance was: \$83,148.67, and the Chequing Account balance was \$25,953.76. There is a small amount left to be dispersed for Community Grants and the current Gas Tax Contract, and those payments are also on schedule – it was noted that should finances remain on track for this fiscal year, the Municipality should end up with a surplus of approximately \$52,000+; building toward the projected \$100,000 surplus that will be required for the MGA transition by March 2022.
7. **Public Presentations for the Agenda** – No presentation requests for this meeting.
8. **New Business for the Agenda** – There was no new business for the Agenda.
9. **Proposal for 2020/2021 Council Remuneration** (previously distributed) – Results of the Remuneration Survey provided by the Govt of PEI Municipal Affairs Division were consolidated into a Council Remuneration Report and Proposal (attached). This Proposal is targeted to start with the 2020/2021 fiscal year. The attached report bases its findings and recommendation on ten PEI municipalities that have a population range between 1,000 and 2,999 people. The Rural Municipality of Belfast had 1,670 at last Census. For Council consideration.

Council discussed the contents of the proposal, the types of communities within the 1,000-2,999-population range, the limitations of the statistics, the general averaging (as provided by the statistics), responsibilities as per the MGA, and the general philosophy of Council Remuneration, as well as inclusion. After much debate, Council agreed with the Council Remuneration Proposal* as follows:

Mayor	Deputy-Mayor	Chairperson	Councillor	X 5 Council	Annual Budget
\$2,200	\$1,360	+ \$100	\$1,160	\$5,800	\$9,560

*** Rates are Annual – Paid Quarterly – Taxable – Starting 2020/2021 Fiscal Year**

Moved by Councillor Docherty and **Seconded** by Councillor Henry to accept the Council Remuneration Proposal as presented, to start on April 1, 2020, for the 2020/2021 fiscal year.

Votes for: 5 Votes against: 0

Result: Unanimous

A Revised Council Remuneration Bylaw will be required, prior to April 1, 2020 and the revised remuneration line item will be included in the 2020/2021 budget.

10. **Human Resource Matter** (previously distributed) – As a Human Resource matter, it is required that this item be dealt with In-Camera. Should a recommendation/decision be required, Council will move out of In-Camera. (*no Minutes will be taken In-Camera*)

Moved by Councillor Shillabeer and **Seconded** by Councillor Cooke for Council to move In-Camera for a Human Resource matter.

Votes for: 5 Votes against: 0

Result: Unanimous

Council moved In-Camera at this time (no public in this portion of the meeting)

Moved by Councillor Shillabeer and **Seconded** by Councillor Gamble for Council to move out of In-Camera on the Human Resource matter.

Votes for: 5 Votes against: 0

Result: Unanimous

Council Motion as a result of In-Camera discussion ...

Moved by Councillor Henry and **Seconded** by Councillor Docherty for Council to accept the Chief Administrative Officer Contract Proposal for the 2020 Calendar Year as presented.

Votes for: 5 Votes against: 0

Result: Unanimous

11. **Workshop Update** – Councillor Shillabeer updated Council regarding the recent **Workshop for Municipalities** she attended, held in Three Rivers. Councillor Shillabeer noted that the workshop focused on equity and inclusion and the critical paths that face each municipality. “This was an excellent workshop and I was particularly pleased that the Town of Stratford, PEI was one of the five municipalities from across Canada involved to help in the creation of a guide to advance gender equality, equity, and inclusion.” Councillor Shillabeer provided copies of the guide **Advancing Equity and Inclusion – A Guide for Municipalities** and asked that Council members read the guide over the next month. It was discussed that the guide could then be placed on the December Council Agenda for consideration as to whether Council would accept the guide for information and consideration. Council agreed to bring the item forward in December.
12. **Next Meeting:**
- a. **Regular Council Meeting** – the next regular meeting of Council is scheduled for Wednesday, December 18th, however, the CAO is scheduled to be out of province at that time – it is recommended that Council change the scheduled meeting date from December 18th to 11th. Council agreed; however, there was a concern that December 11th may not be suitable either. The CAO will work with Council to finalize the next Council meeting date.
13. **Adjournment** – As there was no further business...

Moved by Councillor Henry to adjourn the meeting at: 9:34 PM.
Meeting Adjourned

Minutes Approved on: December 5, 2019

Original Signed and Sealed on File

Mayor – Garth Gillis

Original Signed and Sealed on File

CAO – Bob Brooks