

Rural Municipality of Belfast

COUNCIL MEETING - MINUTES

Thursday, December 5, 2019 at 7:00 PM – Belfast Firehall

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

Item Order of Business

1. **Call to Order** – Mayor Garth Gillis called the meeting to order at 7:10 PM. As there was 4 of 7 Council Members in attendance, the meeting met quorum requirements and proceeded as normal.

2. **Declarations of Conflict of Interest** – No Council members in attendance announced a conflict of interest with any items on today’s Agenda.

3. **Approval of Agenda**

 Moved by Councillor Cooke and **Seconded** by Councillor Docherty to approve the Agenda as presented.
 Votes for: 3 Votes against: 0
 Result: Carried Unanimously

4. **Adoption of October 16, 2019 Council Meeting Minutes** (previously distributed)
(comments/changes received to-date by Council, incorporated into attached Minutes)

 Moved by Councillor Vessey and **Seconded** by Councillor Cooke to adopt the Minutes of the October 16, 2019 Council Meeting Minutes as presented.
 Votes for: 3 Votes against: 0
 Result: Carried Unanimously

5. **Business arising from the October 16, 2019 Council Meeting Minutes** –
 - a. **Council Remuneration Proposal** – As a result of the adopted Council Remuneration Proposal for the 2020/21 fiscal year and ongoing, a new Remuneration Bylaw is required – included in today’s Agenda as Item # 9.
 - b. **Advancing Equity and Inclusion - A Guide for Municipalities** (Guide) – As a result of the Workshop attended by Councillor Shillabeer in October 2019, the above Guide was distributed to all Council, with a request to accept the Guide “For Information” as a Council tool for Equity and Inclusion matters of Council.

Following a brief discussion on the documents' merits, Council members agreed to accept the Guide for information and consider its contents in the drafting of future policies and bylaws of the Municipality.

Moved by Councillor Docherty and **Seconded** by Councillor Cooke for Council to accept the document "**Advancing Equity and Inclusion - A Guide for Municipalities**" for information, and a reference tool for Council for Equity and Inclusion matters of Council.

Votes for: 3 Votes against: 0

Result: Carried Unanimously

6. **CAO Report**

a. **Financial/Variance Report** – A complete Variance Report was presented, detailing:

- i. Provincial Credit Union Account Balances at December 3, 2019;
- ii. Budgeted and Projected Expenditures to March 31, 2020; and
- iii. Projected Revenues against Projected Expenditures to March 31, 2020.

In short: The Rural Municipality of Belfast is projected to finish the 2019/2020 fiscal year with an **unspent surplus of \$929.63** and a **projected annual surplus of \$15,741.80**. This will Net the Municipality with an overall projected **\$62,835.80 surplus** heading into the 2020/2021 fiscal year. The surplus represents the progress towards the **\$100,000 surplus goal** by the end of this Council term (Dec 6, 2022) to meet the **Municipal Government Act** implementation requirements, and as per the Rural Municipality of Belfast Strategic Plan. By December 5, 2019 all awarded Community Grants and Firehall Grants will have been dispersed for the 2019/2020 fiscal year. It was also noted that the Gas Tax Applications, currently in front of the Infrastructure Secretariat has been delayed. It is expected to hear the results of the seven applications sometime before Christmas.

7. **Public Presentations for the Agenda:** - There were no requests for this meeting; that said, one party thought they might attend regarding the Letter of Support (item 11.a), but decided against after receiving more detail of the request. Mayor Gillis provided some historical content about a previous Cemetery access issue on Pioneer Cemetery Road handled by the previous Council, and confirmed that there would be no further action on that issue unless a supplementary request from residents is received.

8. **New Business for the Agenda** – there was no new business for the Agenda.

9. **New Remuneration Bylaw #2020-01 presented for 1st Reading** (previously distributed) – Per the adoption of a new Council Remuneration Proposal at the October 16, 2019 Council Meeting, a new Remuneration Bylaw is required for the 2020/2021 fiscal year and ongoing. The current Remuneration Bylaw #1985-01 will be rescinded with the adoption of Bylaw #2020-01.

The CAO described the content of the New Bylaw; how the template was supplied by Municipal Affairs, and that this New Bylaw met the requirements of the *Municipal Government Act*. The CAO also noted that page 5 of 5 of the Bylaw contained SCHEDULE A – Allowance for Council Expenses. The amounts used are the **current rates** as used by the Government of PEI, supplied to the CAO on December 2, 2019. It was noted that during the drafting of the Municipal Strategic Plan, and Allowance for Council Expenses would be developed for Council travel, conferences, etc. It is intended that this Allowance for Council Expenses, would also be used as a model when drafting that document.

The Allowance for Council Expenses (not previously provided), would be as follows:

Mileage Reimbursement

__\$0.438__ cents per kilometer travelled

Meal Reimbursement Rates (*no receipts required*)

Breakfast at the rate of: __\$10__

Lunch at the rate of: __\$15__

Dinner at the rate of: __\$25__

Reimbursement Rates (*no receipts required*)

Incidentals at a rate of: __\$5__ per day

Other Reimbursement Rates (*as required - receipts required*)

Taxis: _____

Registration: _____

Other: _____

10. **2020 Regular Council Meeting Calendar** – For planning purposes, for public information purposes, and as per *Municipal Government Act* (section 110 [3]) requirements, a schedule of Regular Council Dates for the 2020 calendar year is presented. The meeting dates will be posted on the Rural Municipality of Belfast Website, included within the Belfast Lions Club 2020 Calendar, the Belfast Newsletter, and the Municipality Bulletin Board. Regular Council meeting dates can be changed or cancelled if required with the proper notice, and Council Committee dates and Special Council meetings can be called as required. Regular Council meeting dates will continue to take place on the 3rd Wednesday of each month (with the exception of July and December) (10 Regular Council Meetings in all), and will continue to start at 7:00 PM at the Firehall; the dates include:

- | | |
|---------------------|-----------------------|
| 1] January 15, 2020 | 2] February 19, 2020 |
| 3] March 18, 2020 | 4] April 15, 2020 |
| 5] May 20, 2020 | 6] June 17, 2020 |
| 7] August 19, 2020 | 8] September 16, 2020 |
| 9] October 21, 2020 | 10] November 18, 2020 |

Moved by Councillor Docherty and **Seconded** by Councillor Cooke for Council to adopt the ten meeting dates, as presented above, for Council's regularly scheduled meeting dates for the 2020 calendar year.

Votes for: 3 Votes against: 0

Result: Carried Unanimously

11. **Letters of Support:**

- a. **Northumberland Strait shore via Pioneer Cemetery Road in Wood Islands** – Drafts have been circulating; however, no final draft has emerged to-date. The current situation regarding the public access to the shore via Pioneer Cemetery Road in Wood Islands; the request from John Keuper of Island Pride Garden Co.; and the lack of public consultation prior to the rocks being placed that blocks public access. Mayor Garth Gillis also gave Council a history of the public access as well as his description of what he saw when he visited the site. Council was in support of the request and agreed that the Mayor and CAO would continue to work to finalize the draft letter that Councillors Shillabeer and Henry had started, then forward under the Mayor's signature.
- b. **Expansion of Belfast Area Watershed Group (BAWG)** – an initial draft was circulated; however, no final draft has emerged to-date. The CAO noted that a draft letter of support was supplied by Councillor Henry describing the desire for BAWG to include the Newtown River watershed into the current boundary/area of influence. Council was in support of the initiative and agreed to have the Mayor and CAO finalize the letter of support, then forward under the Mayor's signature.
- c. **Social Affordable Residence Atlantic Housing (S.A.R.A.H.)** (*Request letter previously distributed*) – On October 30, 2019, Mayor Garth Gillis and CAO Bob Brooks attended a local meeting involving two groups interested in seniors and affordable housing for the area: the Belfast Community Development Corporation (BCDC), and the Social Affordable Residence Atlantic Housing (S.A.R.A.H.). A very successful and cooperative meeting that MAY result in the creation of two separate housing projects in the Belfast area over the next one-three years. On November 7, 2019, the S.A.R.A.H group sent an email letter requesting a Letter of Support from the Rural Municipality of Belfast – for Council consideration. Council agreed and a letter of support will be prepared by the CAO, and finalized/signed by the Mayor, and sent to the S.A.R.A.H. group for their use.

Moved by Councillor Cooke and **Seconded** by Councillor Docherty for the Mayor and CAO to finalize three (3) letters of support (as per above), under the Mayor's signature as soon as possible, and send to the appropriate recipients.

Votes for: 3 Votes against: 0

Result: Carried Unanimously

12. **Human Resource Matter** (previously distributed) – As a Human Resource matter, it is required that this item be dealt with In-Camera. Should there be a recommendation or decision required as a result of the discussions, Council will move out of In-Camera, for an official public motion/decision. (*no Minutes will be taken In-Camera*)

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

Votes for: 3 Votes against: 0

Result: Carried Unanimously

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

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

Votes for: 3 Votes against: 0

Result: Carried Unanimously

Council Motion as a result of the In-Camera Human Resource Matter:

Moved by Councillor Vessey and **Seconded** by Councillor Docherty for Council to approve the payment of travel invoice: TR-001-2019.

Votes for: 3 Votes against: 0

Result: Carried Unanimously

13. **Next Meeting:**
- Regular Council Meeting** – the next regular meeting of Council is scheduled for Wednesday, January 15, 2020 at 7:00 PM at the Belfast Firehall.
14. **Adjournment** – As there was no further business...

Moved by Councillor Vessey to adjourn the meeting at: 8:20 PM
Meeting Adjourned

Minutes Approved on: January 15, 2020

Original Signed and Sealed on File

Mayor – Garth Gillis

Original Signed and Sealed on File

CAO – Bob Brooks