

Rural Municipality of Belfast

Mayor: Garth Gillis; Chief Administrative Officer: Bob Brooks; *Incorporated 1972*

COUNCIL MEETING - MINUTES

Wednesday, November 18, 2020 at 7:00 PM
Upstairs Hall, Wood Islands Village

In Attendance: Mayor Garth Gillis (Chair) Deputy Mayor Virginia Cooke
Councillor Lynn Docherty Councillor Billy Gamble
Councillor Andy Henry Councillor Joanne Vessey
(1 *Councillor Vacancy*) CAO Bob Brooks (Administration)

Item Order of Business

1. **Call to Order** – Council was called to order at 7:04 PM by Mayor Gillis.
2. **Covid-19 Considerations** –
 - As per Health PEI measures for public meetings; the maximum number of attendees allowed for this Council Meeting is limited to 20 people total (*6 Council, 1 CAO, 13 General Public*) (*No public were in attendance for this meeting*).
 - Additional measures taken for this meeting included:
 - Tables and Chairs treated with a disinfectant;
 - Physical Distancing of approximately 6 feet between all participants;
 - Face Masks, Gloves and Bottled Water available, and
 - A Contact Tracing List kept (held by WIADC).
3. **Declarations of Conflict of Interest** – There were no declarations of conflict of interest with any items on today's Agenda for this meeting.
4. **Approval of Agenda** – There were no suggested Agenda Items for this meeting.

Moved by Councillor Docherty and **Seconded** by Deputy Mayor Cooke to approve the Agenda as presented.
Votes for: 5 Votes against: 0 Result: **Carried Unanimously**
5. **Adoption of October 21, 2020 Council Meeting Minutes** (*previously distributed*)

Moved by Councillor Vessey and **Seconded** by Councillor Henry to adopt the Minutes of the October 21, 2020 Council Meeting as presented.
Votes for: 5 Votes against: 0 Result: **Carried Unanimously**
6. **Business arising from the October 21, 2020 Council Meeting** –
 - i. **Required By-Election:** Per, the recent resignation of Councillor Shillabeer; the CAO spoke with Municipal Affairs to confirm the timing was six months from October 21/20 for a required By-Election to fill the vacancy. It was discussed that we post notices for the By-Election in the New Year; hold the By-Election in March 2021; with the new Councillor taking office on April 1, 2021. Concurrence? **Yes**;
 - ii. **Tree-Lighting Event/Events Budget Item:** After confirming the Covid-requirements for a public tree-lighting event, the sub-committee decided to forgo the event for this year, and provide better planning and a budget for next year. Council discussed the creation of an 'Events' line-item in the next Budget, that could include: Halloween, Remembrance Day, Christmas, and Other Events (to be determined. Concurrence? **Yes**;

- iii. **Wreath-Laying Ceremonies:** The Wreath-Laying Ceremonies took place by invitation, with Mayor Gillis (at Belfast) and Deputy Mayor Cooke (at Iona) laying the Wreaths on behalf of the Municipality at the two separate events.
- iv. **Safe Restart Agreement:** Following the Council Confirmation of participation in the Government of Canada/Government of PEI Safe Restart Agreement; the Rural Municipality of Belfast participation was approved by Municipal Affairs. \$34,359 is now in the Municipality Account for the three approved categories of: Fire Protection, Recreation Programming, and the Municipal Office for Covid-19 related expenses. It's estimated that \$2,000 - \$5,000 will be expended in the 2020/2021 fiscal year, with the remainder spent for the Municipal Office in the 2021/2022 fiscal year. The Rural Municipality of Belfast thanks the Government of Canada, the Government of PEI, and Municipal Affairs for the foresight in providing these much-needed funds – Thank-you.

7. **CAO Report**

a. **Financial/Variance Report:**

i. Provincial Credit Union Account Balances at November 11, 2020:

a. Share 00001	\$5.29
b. Chequing 00010	\$57,016.68 ***
c. Savings (Reserve) (for interest)	\$22,501.85 *
d. Gas Tax Acct 00011	\$70,311.25
e. Gas Tax GIC (for interest)	\$50,049.32 **

* **Opened a Reserve Savings Account, Sept. 1, 2020** - specifically to transfer **\$7,500** per month for six months (= **\$45,000**), to generate interest on monies we are setting aside, to open a publicly accessible office space, per the requirements of the *Municipal Government Act* - these transfers come from the Operations Chequing Account #00010.

** **Opened a Gas Tax GIC, Sept. 1, 2020** - specifically to transfer **\$50,000**, to generate interest on monies we receive in Gas Tax Funding through 2019-2024. Funds generated go back into the fund for further distribution. This transfer came from the Gas Tax Account #00011.

*** **Larger Balance** - Higher than anticipated, due to the unexpected funds from participation in the Safe Restart Agreement (**\$34,359**).

- ii. **Expenditures to-date** are on track. The Travel Costs for 2020 will come in as expected at approximately \$300 more than the budget line item (same as last year), and similar to last year, would be covered by the Contingency Account. Concurrence? **Yes**. It's planned that \$1,000 will be budgeted for travel in the new fiscal year, to match the previous two year's expenditures; and
- iii. **Revenues to-date** were on track and on budget; however, are now much higher, due to the unexpected Safe Restart Agreement Funds (as discussed).

- 8. **2021 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 2021 calendar year is presented. The meeting dates will be posted on the Rural Municipality of Belfast Website, included within the Belfast Lions Club 2021 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 3rd Wednesday of each month (with the exception of July and December) (10 Regular Council Meetings), and will continue to start at 7:00 PM at the Wood Islands Village, Upstairs Meeting Hall.

Regular Council Meeting Dates for the 2021 Calendar Year:

- | | |
|---------------------|-----------------------|
| 1) January 20, 2021 | 2) February 17, 2021 |
| 3) March 17, 2021 | 4) April 21, 2021 |
| 5) May 19, 2021 | 6) June 16, 2021 |
| 7) August 18, 2021 | 8) September 15, 2021 |
| 9) October 20, 2021 | 10) November 17, 2021 |

Moved by Councillor Henry and **Seconded** by Councillor Gamble to adopt the **2021 Regular Council Meeting Calendar** as presented.

Votes for: 5 Votes against: 0 Result: **Carried Unanimously**

9. **Bylaw # 2021-01 Municipal Emergency Management Program** (*previously distributed to Council and placed on the Municipal Website for public viewing*) – per previous concurrence by Council, and as required by the *Municipal Government Act*, the CAO is working with the PEI Emergency Measures Organization (EMO) to create/enact a Municipal Emergency Management Program for the Rural Municipality of Belfast. The Government of Prince Edward Island and the EMO provided a bylaw template that was adapted specifically for the Rural Municipality of Belfast and is now presented for first reading. Second reading/amendments/adoption is scheduled for the next meeting of Council, to be held on January 20, 2021. This Bylaw is planned to come into force in the new Fiscal Year, on April 1, 2021. The CAO noted one duplication on page 3 of 6 in the Draft Bylaw and suggested a friendly amendment, changing 9.1.(b) 4) to now read: **Emergency Agency Liaison**. Following further general discussion, it was...

Moved by Deputy Mayor Cooke and **Seconded** by Councillor Vessey to amend the 9.1.(b) 4) section of the Draft Bylaw # 2021-01 to now read: “Emergency Agency Liaison” as discussed.

Votes for: 5 Votes against: 0 Result: **Carried Unanimously**

Moved by Councillor Docherty and **Seconded** by Councillor Henry to approve the Municipal Emergency Measures Program Bylaw # 2021-01 for First reading as amended.

Votes for: 5 Votes against: 0 Result: **Carried Unanimously**

10. **New Business for the Agenda** – There was no new business for the Agenda.
11. **Next Meeting:** – the next regular meeting of Council is scheduled for Wednesday, January 20, 2021 at 7:00 PM in the Upstairs Hall at Wood Islands Village.
12. **Adjournment** – As there was no further business...

Moved by Councillor Henry to adjourn the meeting at: 7:52 PM.

Minutes approved on: **January 20, 2021**

Signature and Seal On File
Mayor Garth Gillis

Signature and Seal On File
CAO Bob Brooks

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