

Rural Municipality of Belfast

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

COUNCIL MEETING - MINUTES

Wednesday, September 16, 2020 at 7:00 PM

Upstairs Hall, Wood Islands Village

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

Item **Order of Business**

1. **Call to Order** – Mayor Gillis called the meeting to order at 7:04 PM
2. **Covid-19 Considerations** –
 - As per Health PEI suggestions for public meetings; the maximum number of attendees allowed for this Council Meeting is limited to 15 people total (**7 Council, 1 CAO, 7 General Public**) (it was suggested in the Public Notices that only one person per group attend this meeting to allow for more representation)
 - 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 required Contact Tracing List for the meeting was used (held by WIADC).
3. **Declarations of Conflict of Interest** – Do any Council members have a conflict of interest with any items on today’s Agenda? – None.
4. **Approval of Agenda** – Are there any other suggested Agenda Items for this meeting? (**None Suggested**) I need a mover and a seconder for approval of the Agenda?

Moved by Councillor Docherty **and Seconded by** Councillor Henry to approve the Agenda as presented.
Votes for: 4 Votes against: 0
Result: Carried Unanimously
5. **Adoption of August 19, 2020 Council Meeting Minutes** (*previously distributed*) (*comments/changes received to-date by Council, incorporated into attached Minutes*)

Moved by Councillor Vessey **and Seconded by** Councillor Gamble to adopt the Minutes of the August 19, 2020 Council Meeting as presented.
Votes for: 4 Votes against: 0
Result: Carried Unanimously
6. **Business arising from the August 19, 2020 Council Meeting (CAO)** –
 - **Future Municipal Office Space** – A letter and phone call was sent to the Wood Islands and Area Development Corporation (WIADC), confirming our interest in a long-term lease. The WIADC Board meets next week to confirm. A draft lease (April 1, 2021 on...), with the agreed-upon conditions, to be drafted within the next few weeks. WIADC has offered a free desk and chair, and we have yet to hear back from the Minister about the free computer for the Municipality.

7. **CAO Report**
 - a. **Financial/Variance Report:**
 - i. Provincial Credit Union Account Balances at September 6, 2020:

a. Share 00001	\$5.29
b. Chequing 00010	\$34,307.10
c. Savings (Reserve) (for interest)	\$7,500.00 *
d. Gas Tax Acct 00011	\$74,884.12
e. Gas Tax GIC (for interest)	\$50,000.00 **

* **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 assessable 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. Additional Transfers may be considered at a later date.
 - ii. **Annual CAO Time-Logs Analysis:** Just a heads up that next month, the CAO will present the CAO Time-Logs Analysis for 2020; which would be followed by the CAO (In-Camera) Contract talks for 2021.
8. **Emergency Management Program** – On September 2, 2020, the Municipality received a Memorandum from the Minister of Fisheries and Communities, the Honourable Jamie Fox; noting that due to the ongoing Covid-19 Health Restrictions, the Minister has extended the deadline for the required Emergency Management Program from December 31, 2020 to December 31, 2021 (one-year extension). That said, the CAO has already been in contact with the Emergency Measures Organization to get the process underway. It's expected that this Municipality will still be able to meet the original timeline.
9. **Municipal Planning Services including Official Plan and Bylaws** – On September 2, 2020, the Municipality received a Memorandum from the Minister of Fisheries and Communities, the Honourable Jamie Fox; noting that due to the ongoing Covid-19 Health Restrictions, the Minister has extended the deadline for the required Municipal Planning Services including Official Plan and Bylaws from December 31, 2022 to December 31, 2023 (one-year extension). That said, the Municipality has already received some Gas Tax Funding for this exercise and the CAO is already in the process of researching how this process may be done within the original timeline (but may not come into effect until 2023).
10. **New Business for the Agenda** – One item of note was discussed, and that was the even though the WIADC 70-Mile was officially cancelled for this year, there is a movement on Facebook, to have an un-official 70-mile Garage Sale. Council asked that the CAO give the RCMP a heads-up, as per usual, to address any traffic concerns.
11. **Next Meeting:** – the next regular meeting of Council is scheduled for Wednesday, October 21, 2020 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: 7:29 PM

Minutes Approved October 21, 2020 Sig/Seal on File
 Mayor – Garth Gillis

Sig/Seal on File
 CAO – Bob Brooks