

Rural Municipality of Belfast

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

COUNCIL MEETING - MINUTES

Wednesday, February 17, 2021 at 7:00 PM

Upstairs Hall, Wood Islands Village - Maximum 15 Attendees at the Meeting

Council:	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 7:00 PM
2. **Covid-19 Considerations** –
 - As per WIADC Meeting Room limitations (per Health PEI suggestions); the number of attendees allowed for this Council Meeting was limited to 15 people maximum.
 - Additional measures taken for this meeting included: disinfecting tables and chairs; physical distancing; face masks, gloves and bottled water were made available; and a Contact Tracing List was maintained (held by WIADC).
3. **Declarations of Conflict of Interest** – There were no declarations conflict of interest.
4. **Approval of Agenda** –

Moved by **Councillor Cooke** and Seconded by **Councillor Henry** to approve the Agenda as presented.
Votes for: 5 Votes against: 0 Result: **Carried Unanimously**
5. **Adoption of January 20, 2021 Council Meeting Minutes** (*previously distributed and attached – all changes received to-date by Council have been incorporated*)

Moved by **Councillor Gamble** and Seconded by **Councillor Docherty** to adopt the Minutes of the January 20, 2021 Council Meeting as presented.
Votes for: 5 Votes against: 0 Result: **Carried Unanimously**
6. **Business arising from the January 20, 2021 Council Meeting** –
 - i. **Office Move** – Based on the approved Resolution # R2021-02; we were able to finalise the lease with WIADC and move into the new office for February 1, 2021. This move resulted in a new physical/ mailing address and new phone number, all of which are being promoted on our website and through emails. New info as follows: **13056 Shore Road – Unit 103, Wood Islands, PE COA 1R0, Phone (902) 962-2086**
 - ii. **By-Election Resolution** – By-Election Notices started on January 1st. Nominations opened today (Feb 17th), and Nominations will close on February 26th at 2: pm. Should we have more than one nomination; the By-Election will take place on March 15, 2021.
 - iii. **2021/2022 Community Grants Program** – A call for proposals went out on Feb 1st, and last year’s recipients notified on Feb 3rd. Deadline for submissions is March 7th.
 - iv. **Bylaw # 2021-01 Municipal Emergency Management Program** – the approved Bylaw is now filed with Municipal Affairs. The CAO will continue to work with the PEI EMO to help create the actual RMB Municipal Emergency Management Program.
 - v. **2021/2022 Budget and Financial Plan** – Public notices went out Feb 1st to encourage public attendance. On tonight’s Agenda under item # 9.

7. **CAO Report**

a. **Financial/Variance Report:**

- i. Provincial Credit Union Account Balances at February 10, 2021:
 - a. Share 00001 \$5.30
 - b. Chequing 00010 \$52,073.81 ***
 - c. Savings (Reserve) (for interest) \$45,009.42 *
 - d. Gas Tax Acct 00011 \$47,022.59
 - e. Gas Tax GIC (for interest) \$50,124.93 **

* **Reserve Savings Account** – has now reached the target of **\$45,000** to be used for the expenses related to setting up the *Municipal Government Act* required, publicly accessible office space. Office Space Expenditures have now started.

** **Gas Tax GIC** – Funds and Interest will remain in that account until required for the budgeted Gas Tax Project Expenditures through 2019-2024.

*** **Larger Balance** – Higher than anticipated, due to participation in the Safe Restart Agreement, of which **\$18,111.86** remains. Per the Safe Restart Agreement, the remaining funds are earmarked for the extraordinary expenditures, due to Covid-19, for the Municipal Office. Those expenditures have now begun.

- ii. **Expenditures to-date** – are currently on track for 2020/2021 as projected; however, due to the earlier than anticipated expenditures for the Municipal Electoral Office; Office expenditures are now happening (*two months early*).
- iii. **Revenues to-date** were on track for 2020/2021; however, are now much higher due to the Safe Restart Agreement (as discussed earlier).

8. **Public Input/Presentations regarding the Rural Municipality of Belfast 2021/2022 Budget and Financial Plan** – No requests for presentations at time of posted Agenda.

9. **DRAFT Rural Municipality of Belfast 2021/2022 Budget and Financial Plan (attached) - Presented for discussion and 1st Reading** – The CAO presented the initial **DRAFT** for discussion and highlighted projections to-date, as well as a suggested budget plan for 2021/2022. Following Council discussion and clarifications, the Mayor moved to first reading. The CAO will look into insurance rates, as RMB will now have an equipped office; confirm By-Election costs; and keep the \$65,000 for Community Grants as a ‘place-holder’ until after the Grants Committee meets to present a recommendation to Council. Council will have an opportunity to amend the 2021/2022 Budget and Financial Plan at the March 17, 2021 - 2nd Reading.

Moved by **Councillor Vessey** and Seconded by **Councillor Henry** to approve the Rural Municipality of Belfast 2021/2022 Budget and Financial Plan for first reading as presented.

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

10. **New Business for the Agenda** –

- i. The Mayor and Council wished to thank the Firehall for graciously providing the Municipality with office space over the past few years. The CAO was asked to send a letter to that point expressing our gratitude.

11. **Next Scheduled Meetings:**

- a. **Community Grants Committee Meeting** – the next meeting is scheduled for March 10, 2021 at 7:00 PM in the Upstairs Hall at Wood Islands Village, and
- b. **Regular Council Meeting** – the next meeting is scheduled for March 17, 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: **8:20 PM**.

Minutes Approved on **March 17, 2021**

Signature and Seal on File

Mayor Garth Gillis

Signature and Seal on File

CAO Bob Brooks