

Rural Municipality of Belfast

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

COUNCIL MEETING - AGENDA

Wednesday, April 21, 2021 at 7:00 PM

Upstairs Hall, Wood Islands Village - Maximum 21 Attendees at the Meeting

Council:	Mayor Garth Gillis (Chair)	Deputy Mayor Virginia Cooke
	Councillor Lynn Docherty	Councillor Billy Gamble
	Councillor Andy Henry	Councillor Mary Mecher-Carlson
	Councillor Joanne Vessey	
Administration:	CAO - Bob Brooks	Projects Coordinator - Jill Harris

Item Order of Business

- Call to Order** – Council will be called to order at 7:00 PM
- Covid-19 Considerations** –
 - As per WIADC Meeting Room limitations; the number of attendees allowed for this Meeting is limited to 21 people maximum (**7 Council, 2 Admin, 12 General Public**).
 - Additional measures taken for this meeting include:
 - 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 is maintained (held by WIADC).
- Declarations of Conflict of Interest** – Do any Council members have a conflict of interest with any items on today's Agenda?
- Approval of Agenda** – Are there any other suggested Agenda Items for this meeting? (**to be placed under Item 9**) I need a mover and a seconder for approval of the Agenda?
 - ??? _____

Moved by _____ and **Seconded** by _____ to approve the Agenda as presented.
Votes for: _____ Votes against: _____ Result: _____
- Adoption of March 17, 2021 Council Meeting Minutes** (**previously distributed and attached – all changes received to-date by Council have been incorporated**)

Moved by _____ and **Seconded** by _____ to adopt the Minutes of the March 17, 2021 Council Meeting as presented.
Votes for: _____ Votes against: _____ Result: _____
- Business arising from the March 17, 2021 Council Meeting** –
 - Budget Documents** – All budget documents were submitted and accepted by the Government of Prince Edward Island (GPEI) – Municipal Affairs.

7. **CAO Report**
- a. **Financial/Variance Report:**
- i. Provincial Credit Union Account Balances at April 11, 2021:
- | | |
|-------------------------------------|------------------|
| a. Share 00001 | \$5.30 |
| b. Chequing 00010 | \$123,887.90 *** |
| c. Savings (Reserve) (for interest) | \$45,016.67 * |
| d. Gas Tax Acct 00011 | \$5,157.33 |
| e. Gas Tax GIC (for interest) | \$50,147.95 ** |
- * **Reserve Savings Account** – has now reached the target of **\$45,000**.
 ** **Gas Tax GIC** – Funds to remain in account until required for G.T. Projects.
 *** **Larger Balance** – Unknown GPEI Covid Grant for Rec Centre deposited (Rec Ctr in/out transaction). Cash Flow now allows for Com. Grant pay-outs.
8. **Project Reports** – Two projects have been approved to be undertaken for the Rural Municipality of Belfast (RMB), for the 2021/2022 fiscal year. These two projects will be spearheaded by our RMB Projects Coordinator – Jill Harris. Jill will provide a progress-to-date on the two projects:
- a. **Community Plan/Bylaw Project** – This project is required by the **Municipal Government Act** (MGA) by December 2022, and last year was approved for funding through the Canada/PEI Infrastructure Secretariat – Gas Tax Program. This project was originally planned to start last fiscal year, but was delayed due to Covid Restrictions. This project is now underway:
- i. The **1st step** in this project was to complete an RMB Profile, which the successful Planner would need to successfully bid and complete the Community Plan for RMB – this profile is now complete.
- ii. The **2nd step** is to develop the Public Request-For-Proposal, that would be publicly advertised and solicited, for a qualified Community Planner. A request will be sent to Municipal Affairs and to the Association of Municipal Administrators of PEI, to see if there is a list of Qualified Community Planners that we can start from. This step is expected to be complete in May 2021.
- iii. This project is expected to carry on over the next six+ months, and have something to present to Council in the Fall of 2021.
- b. **Municipal Emergency Measures Program (MEMP)** – This project is also a requirement of the MGA, with a timeline for completion of December 2021. This project was started early in the New Year (2021), with consultations with the PEI Emergency Measures Organization (EMO), followed by the passage of the required Bylaw, then later in March 2021 a meeting with an EMO accredited consultant. A more detailed plan moving forward, is attached as **APPENDIX A**.
9. **New Business for the Agenda (as per Item 4 above)?**
10. **Next Scheduled Meetings:**
- a. **Regular Council Meeting** – the next Council meeting is scheduled for Wednesday, May 19, 2021 at 7:00 PM in the Upstairs Hall at Wood Islands Village, and
- b. **Special Council Meeting** – to discuss next steps for the development of the Municipal Emergency Measures Plan – **to be determined**.
11. **Adjournment** – As there was no further business...

Moved by _____ to adjourn the meeting at: _____ *PM*

ANNEX A

Municipal Emergency Management Program

April 21, 2021

The *Municipal Government Act* (MGA) now mandates municipalities to have an approved Municipal Emergency Management Program (MEMP) in place by December 2021. MEMP must include at a minimum:

- A copy of the Municipal By-law,
- The Municipal Emergency Management Plan,
- A Delegation of Authority,
- Plans for training and exercising, and
- Any other component required by the PEI Emergency Measures Organization (EMO), i.e. Hazard, Risk Analysis, Etc.

Who can help us? Public safety officers Assistance to develop MEMP

Small Scale - Most (municipality) emergencies are well managed at the local level, (emergency responders such as a Fire Department,)

Large-Scale - EMO coordinates and manages a provincial emergency. This request begins verbally, and is followed up with written request.



The responsibility rests with municipal elected officials.

The process of developing an emergency management program begins and ends with the Municipal Council. *Municipalities may work with other municipalities to develop a joint MEMP, if they wish.*

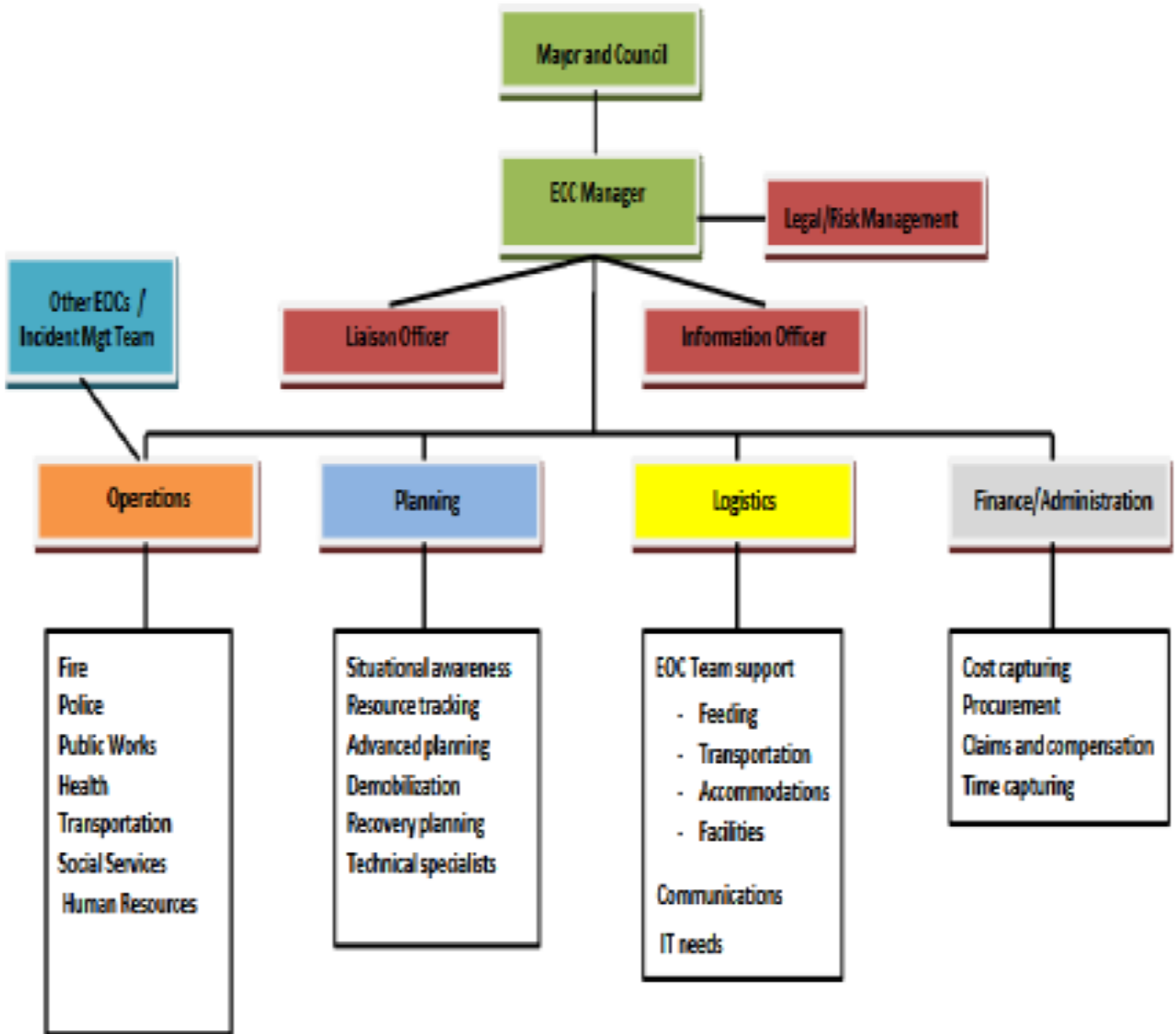
Emergency Management Program - 10 Steps

1. **Pass a by-law** - Work in cooperation with the EMO to develop a by-law, specific to your Municipality; pass it through Council; then Register the by-law with Municipal Affairs. **(This step is completed)**
2. **Appoint an Emergency Management Standing Committee** - One or two members of Council to oversee program completion
3. **Appoint a Municipal Emergency Coordinator, Deputy and a Planning Committee** - Develop Emergency Plan; Review positions in Plan
4. **Establish an Emergency Operations Center (EOC) and Team** - Review and assign team responsibilities
5. **Conduct a Hazard/Risk Assessment** - EMO can help here
6. **Develop an updated Resource Inventory** - lists of names, contacts and resources - appendix to use within the plan
7. **Complete the Plan** - We have a template to fill in, reviewed with EMO, the approved by Council
8. **Training and Education** - Train the EOC Team; Educate the public
9. **Exercise the Plan** - Discussion-based exercise annually, and Operational-based exercise every five years
10. **Maintain the Program** - Update the plan regularly; Ongoing training and exercising; Public Awareness



Let's Begin!

Municipal Emergency Operations Centre



BB/KJH

MEMP