

# *Rural Municipality of Belfast*

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

## **COUNCIL MEETING - MINUTES**

Wednesday, April 21, 2021 at 7:00 PM

***Upstairs Hall, Wood Islands Village***

### ***In Attendance:***

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 (7:05 PM)	
Administration:	CAO - Bob Brooks	Projects Coordinator - Jill Harris

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### **Item      Order of Business**

- Call to Order** – The Council Meeting of the Rural Municipality of Belfast (RMB), was called to order by Mayor Garth Gillis at 7:00 PM.
- Covid-19 Considerations** –
  - Per WIADC Room limitations; attendees allowed was limited to 21 people maximum
  - 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 was maintained (held by WIADC).
- Declarations of Conflict of Interest** – None for this meeting.
- Approval of Agenda** – There was one additional item added to the Agenda (*placed under Item 9*) – a **“Health Matter”** suggested by Councillor Mecher-Carlson.

Moved by **Councillor Henry** and **Seconded** by **Councillor Docherty** to approve the Agenda as amended.

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

Councillor Vessey arrived at the meeting at 7:05 PM

- Adoption of March 17, 2021 Council Meeting Minutes** (*previously distributed and attached – all changes received to-date by Council have been incorporated*)

Moved by **Deputy Mayor Cooke** and **Seconded** by **Councillor Docherty** to adopt the Minutes of the March 17, 2021 Council Meeting as presented.

Votes for:   6      Votes against:   0      Result: **Caried Unanimously**

- 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.
  - RCMP Comments** – Council comments to RCMP were forwarded (*awaiting response*).

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 ****

\* **Larger Balance** – An unexpected GPEI Covid Grant for the Rec Centre was deposited (in/out transaction). Cash Flow now allows for Grant pay-outs.

\*\* **Reserve Savings Account** – has now reached the target of **\$45,000**. (possible use for an RMB Project determined by the upcoming Community Plan Process)

\*\*\* **Gas Tax Acct** – Once RMB submits a Request for Proposal (RFP) for the Community Plan Project, the Infrastructure Secretariat will then release the Gas Tax Project Funding to the Municipality (\$90,000). Also, RMB was informed that they are now eligible for an additional \$47,903 in Gas Tax Funding. It was suggested that RMB may want to wait to identify an RMB driven project through the Community Plan Process, before deciding on its use – Council Agreed. Additionally, the Gas Tax Fund has now been renamed as the **Canada Community-Building Fund (CCBF)**.

- Council members were asked to think about what type of projects might be suitable as an RMB driven project. One suggestion was **“Improved Broadband/Wi-Fi/Internet”** in the Municipality. The CAO will start a list of suggestions for the upcoming Community Plan Process.

\*\*\*\* **Gas Tax GIC** – Funds to remain in account until required for already approved Gas Tax Projects.

8. **Project Reports** – Two RMB projects have been approved to be undertaken for the 2021/2022 fiscal year. These two projects will be spearheaded by our RMB Projects Coordinator – Jill Harris. Jill provided 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 (now CCBF). This project was originally planned to start last fiscal year, but was delayed due to Covid Restrictions. This project is now underway:

- The **1<sup>st</sup> step** in this project was to complete an RMB Profile, which the awarded Planner would need to successfully bid and complete the Community Plan for RMB – this profile is now complete.
- The **2<sup>nd</sup> step** is to develop the RFP, 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.
- This project is expected to carry on over the next six+ months or more, and have something to present to Council in the Fall of 2021.
- Jill also provided a handout entitled **“Municipal Planning Cycle”** that laid out the five stages in the development and upkeep of a Community Plan. (*attached*)

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**.

Jill discussed the contents of the Appendix document with a general overview of how the MEMP all works. During Jill's presentation, she also provided Council with an additional handout entitled "RMB EOC & Team Preliminary Overview" document that she asked Council members to review in preparation for a separate future meeting to work on the MEMP. Right now, it is envisioned that a special MEMP meeting could be held on the evening of May 12<sup>th</sup> (to be determined).

9. **New Business for the Agenda (as per Item 4 above) – Health Matter** presented by Councillor Mecher-Carlson:

- Councillor Mecher-Carlson noted that there is a problem in our Municipality with many residents being unable to get a family doctor. In Councillor Mecher-Carlson's case, she has been on the list for over 2 ½ years so far, with no word yet. This situation is also exacerbated due to the current situation with Covid-19. "It feels like people are being shoved under the rug".

There is an Emergency Room in Montague (average 30-minute drive away) where patients with no Doctor can be seen; however, patients can be waiting for as long as 9 hours or more. There is no Walk-in Clinic in Montague; and, while there is also a Hospital Emergency Room in Charlottetown (average 40-minute drive away) the wait is similar, if not worse. They do have Walk-in Clinics in Charlottetown though.

That said, Councillor Mecher-Carlson would like the Municipality to look into the possibility of a Walk-in Clinic within our Municipality. Could be one or two days per week; could be a Nurse-Practitioner; could work with other area groups to solidify a regular central location; etc.

There was also some discussion about possible space availability in the Wood Islands Village, that might work to provide a room for such a Walk-in Clinic. Other options besides a Nurse Practitioner, could be Licensed Practical Nurse, or reaching out to a Nursing School, having senior students being supervised by doctors or teachers. At the very least, the Clinic could be used as a triage-type of a set-up to check blood-pressure, temperature, etc. If needed, patients could then be referred to a hospital.

After further discussion regarding the need; Council Members agreed to have the CAO look into the matter, starting with Health PEI. Is there a way to make a Walk-in Clinic happen in our area; or some other possible solution? Councillor Mecher-Carlson also volunteered to help out in the research. The CAO will contact Health PEI first to look at our initial options and report back during the May 19, 2021 regular Council Meeting.

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 is tentatively scheduled for Wednesday, May 12, 2021 at 7:00 PM – **to be determined**.

11. **Adjournment** – As there was no further business...

**Moved by Councillor Henry to adjourn the meeting at: **8:03 PM**.**

**Minutes Approved on: May 19, 2021**

**Signature and Seal on File**  
Mayor Garth Gillis

**Signature and Seal on File**  
CAO Bob Brooks

## 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.*

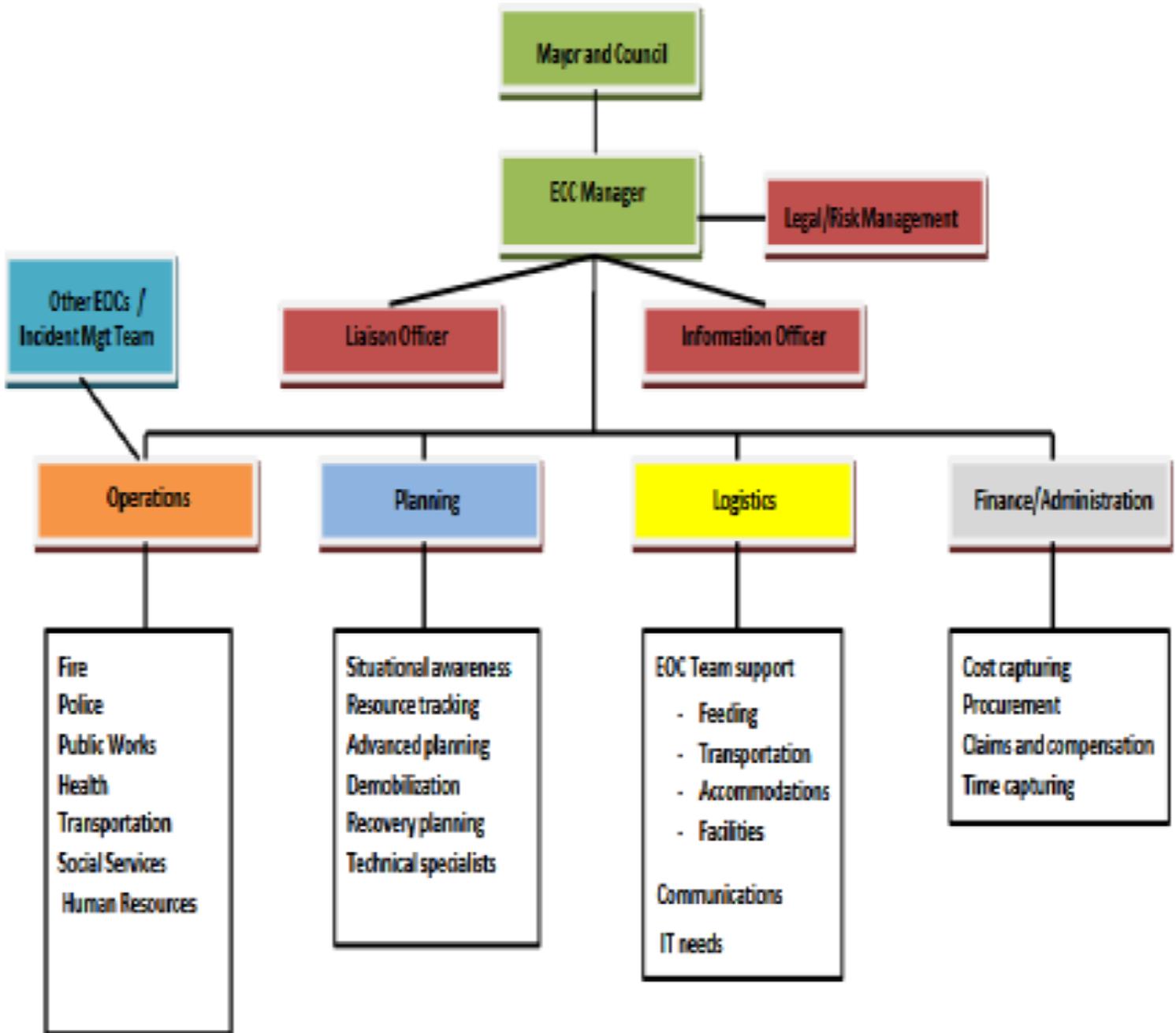
### Emergency Management Program - 10 Steps

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