

Rural Municipality of Belfast

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

COUNCIL MEETING - AGENDA

Wednesday, June 16, 2021 at 7:00 PM

Upstairs Hall, Wood Islands Village

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 (<i>regrets for this meeting</i>)	
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 12*) 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 May 19, 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 May 19, 2021 Council Meeting as presented.
Votes for: _____ Votes against: _____ Result: _____
- Business arising from the May 19, 2021 Council Meeting** –
 - Health Matter** – The CAO and Councillor Mary Mecher-Carlson continue to follow-up on the Health Matter – specifically; options for a local-area Medical Walk-In Clinic. The CAO and Councillor Mecher-Carlson had a follow-up meeting/conference call with Health PEI, Mr. Andrew MacDougall, Director of Community Health and Seniors

Care, on June 2nd. Councillor Mecher-Carlson also followed-up with the Morell Firehall/Walk-in Clinic and found some additional information, that was reported recently by the CBC. The meeting was very informative, and at this point felt positive. The Director thanked us for the meeting and the information, and mentioned that the next step in the process, is for Council to send Health PEI a Formal Request. If Council is OK with that idea, the CAO and Councillor Mecher-Carlson will draft a Formal Request for the Mayor's signature, to be approved by the Mayor, then forwarded to Health PEI.

- OK to send a Formal Request to Health PEI under the Mayor's Signature/Approval?
- Yes _____ No _____?

7. **CAO Report**

a. **Financial/Variance Report:**

- i. Provincial Credit Union Account Balances at June 2, 2021:
 - a. Share 00001 \$5.30
 - b. Chequing 00010 \$83,767.85
 - c. Savings (Reserve) (*for future project*) \$45,024.19
 - d. Gas Tax Acct 00011 \$5,144.33
 - e. Gas Tax GIC (*for future approved projects*) \$50,223.56

b. **Year-End Financials Statements:**

- ii. The 2020/2021 financial information for the Municipality and for the Gas Tax Fund, was provided to the Auditors (MRSB Group) in mid May. The Year-End Financial Statements are expected to be completed by the 3rd week in June. The Financial Statements will be on the August Council Agenda for review/ratification. The documents will then be sent to GPEI Finance – the deadline for submission is: September 30, 2021.

c. **Thank-you to Belfast Historical Society:**

- iii. The Belfast Historical Society (BHS), through Audrey Shillabeer, agreed to loan the Rural Municipality of Belfast five (5) pieces of artwork, that depicts scenes specific to the Belfast Region. This artwork is now on display in the Municipal Office. Once the CAO receives the information; a plaque will be created for each piece of art denoting its origins, and noting/thanking the BHS for the loan. Thank-you to BHS and especially Audrey Shillabeer for the generous loan that will help celebrate some of the history within our Municipality. Thank-you.

8. **Land Matter (confidential in-camera) – (*confidential information to be distributed at the meeting*)** – As a confidential Land Matter, per the *Municipal Government Act*, it is required that this matter be conducted In-Camera. Should a recommendation or decision be required, Council will move out of In-Camera, to make that motion (*no Minutes will be taken In-Camera*).

Moved by _____ **and Seconded by** _____ for Council to move In-Camera for a confidential Land Matter.
 Votes for: _____ Votes against: _____ Result: _____

Moved by _____ **and Seconded by** _____ for Council to move out of In-Camera from a confidential Land Matter.
 Votes for: _____ Votes against: _____ Result: _____

Moved by _____ and **Seconded** by _____ *for*
Council to ???
Votes for: _____ Votes against: _____ Result: _____

9. **Project Reports:**

- a. **Official Plan/Development Bylaw Project** – The Request for Proposal (RFP) has now been posted, Council Members have seen the document, and the RFP is now being advertised for possible Community Planners. The deadline for response is July 8, 2021 by 12:00 noon. The **CAO** and **Councillor Henry** will open the responses on July 9, 2021 at 10:00 AM, and proceed with a submission scorecard to determine a recommendation for Council consideration.
- i. If applicable, this item may need to go to a Special Council Meeting (to be determined) to approve a Resolution for the awarding of the RFP. Once the RFP Resolution is passed and awarded, the Canada/PEI Infrastructure Secretariat will release the approved funds for the project.
- b. **Municipal Emergency Management Plan (MEMP)** – The 2nd meeting of the MEMP Planning Committee took place on Wednesday, June 9, 2021. The MEMP Planning Committee consists of all Council Members and both Municipal Staff. The Agenda included:
- i. A video on the 10-Steps of a Municipal Emergency Management Program;
- ii. Discussion on the designation of a MEMP Operations Centre;
- iii. Discussion on the establishment of the various Sub-Committees;
- iv. Development of a Municipal Resource List; as well as
- v. The Action Items to be accomplished prior to the next meeting (August 11, 2021).

It was noted that the creation of the MEMP might take approximately six months, but that the Plan will be ongoing and carry-on with each successive Council.

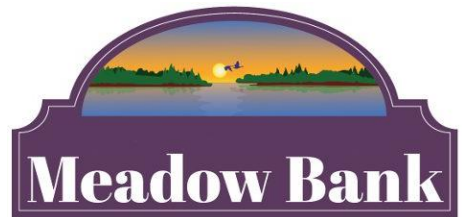
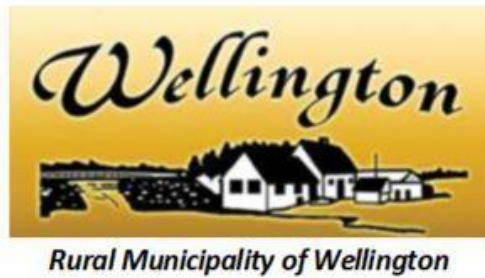
10. **Adoption of June 9, 2021 MEMP Planning Committee Minutes** (*previously distributed and attached – all changes received to-date by Committee have been incorporated*)

Moved by _____ and **Seconded** by _____ to adopt the Minutes of the June 9, 2021 MEMP Planning Committee as presented.
Votes for: _____ Votes against: _____ Result: _____

11. **Logo for our Municipality?** – During the process for a Request for Proposal (RFP) for our Municipality, the CAO was reminded that many Municipalities across PEI (and across the country) have its own Logo, or saying, or flag. As we continue to complete our transition term for the Municipality, it may be time to adopt our own logo and/or slogan, that could be used on our letterhead, signage, correspondence, etc.?

Some examples of other municipality logos/slogans include:





The Municipality could:

- Contract professionals to develop a municipal logo;
- Develop a municipal logo in-house; or
- Invite residents of the municipality and/or the local school, to submit suggestions in a contest, where a prize could be awarded for the winning entry? (should this option be taken, a professional studio would be contracted to render the winning entry)

For Council Discussion...

12. **Per Agenda Item four (4) above - New Business for the Agenda _____ ?**
13. **Next Scheduled Meetings:**
 - a. **No Regular Council Meeting or MEMP Planning Committee scheduled for July.**
 - b. **Possible Special Council Meeting** to award an RFP (to be determined).
 - c. **MEMP Planning Committee** – scheduled for Wednesday, August 11, 2021 at 7:00 PM in the Upstairs Hall at Wood Islands Village.
 - d. **Regular Council Meeting** – scheduled for Wednesday, August 18, 2021 at 7:00 PM in the Upstairs Hall at Wood Islands Village.
14. **Adjournment** – As there was no further business...

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