

Rural Municipality of Belfast

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

COUNCIL MEETING - AGENDA

Wednesday, August 18, 2021 at 7:00 PM

Upstairs Hall, Wood Islands Village

Council: Mayor Garth Gillis (Chair) Deputy Mayor Virginia Cooke (*sent regrets*)
Councillor Lynn Docherty Councillor Billy Gamble
Councillor Andy Henry Councillor Mary Mecher-Carlson
Councillor Joanne Vessey (*sent regrets*)

Administration: CAO - Bob Brooks

Guest Speaker: Mr. Matt McElligott – FOTENN Planning + Design

Item Order of Business

1. **Call to Order** – Council will be called to order at 7:00 PM
2. **Covid-19 Considerations** – continue to be in place, with a meeting room limitation of 21 people (*7 Council, 2 Admin, 12 General Public*): in addition: disinfecting, physical distancing, masks, gloves, bottled water availability, and a contact tracing list maintained.
3. **Declarations of Conflict of Interest** – Do any Council members have a conflict of interest with any items on today's Agenda?
4. **Approval of Agenda** – Are there any other suggested Agenda Items for this meeting? (*to be placed under Item 14*) I need a mover and a seconder for approval of the Agenda?
 - ??? _____

Moved by _____ and **seconded** by _____ to adopt the Agenda as presented.

Votes for: _____ Votes against: _____ Result: _____
5. **Official Community Plan and Development Bylaw Project** – Per the awarding of the Request for Proposal (RFP) for the Municipality's very first Official Community Plan and Development Bylaw to FOTENN Planning + Design, project lead, **Mr. Matt McElligott**, will introduce himself and his team, and go over the project description and timeline. Welcome Matt – the floor is yours...

Other points to be discussed:

- **Social Media Presence** as part of/in conjunction with the project, or proceed on our own?
- **Adoption of a Logo and/or Slogan** as part of/in conjunction with the project, or proceed on our own?

6. **Adoption of June 16, 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 June 16, 2021 Council Meeting as presented.

Votes for: _____ Votes against: _____ Result: _____

7. **Business arising from the June 16, 2021 Council Meeting:**

- **Health Matter** – Councillor Mary Mecher-Carlson and the CAO continue to follow-up on the Health Matter/Walk-in Clinic issue – as approved by Council, a formal request letter, under the Mayor’s Signature, was sent to Health PEI to start the process (*letter attached*).
- **LOGO and Social Media Presence for the Municipality** – discussed earlier in today’s Agenda – Next Steps: _____

_____.

8. **Adoption of July 14, 2021 Special 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 July 14, 2021 Special Council Meeting as presented.

Votes for: _____ Votes against: _____ Result: _____

9. **Business arising from the July 14, 2021 Special Council Meeting:**

- **Official Community Plan and Development Bylaw** – Discussed earlier on today’s Agenda.

10. **Adoption of August 11, 2021 Municipal Emergency Management Plan (MEMP) 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 August 11, 2021 MEMP Meeting as presented.

Votes for: _____ Votes against: _____ Result: _____

11. **Business arising from the August 11, 2021 MEMP Meeting:**

- Committee will follow-up on next steps and actions items, and
- Committee will need to discuss Mr. Kelly’s suggestion about a possible change to the EOC Manager Role (to be discussed on September 8, 2021).

12. **CAO Report**

a. **Financial/Variance Report:**

i. Provincial Credit Union Account Balances at August 5, 2021:

- | | |
|--|-------------|
| a. Share 001 | \$5.30 |
| b. Chequing 010 | \$61,503.00 |
| c. Savings 020 (Reserve)(<i>for future project</i>) | \$45,031.71 |
| d. Gas Tax Acct 00011 | \$63,098.33 |
| e. Gas Tax GIC (<i>for future approved projects</i>) | \$50,273.70 |

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

- ii. On today's Agenda for Approval.

c. **Municipal Office Opening:**

- iii. The fully-accessible RMB Municipal Office, will officially open to the public, with limited hours for the first year, on September 1, 2021. The office will be staffed with a combination of CAO and Part-time staff, and the CAO will also be using the opportunity for staff training.
- iv. Hours of operation for the first year will be 9:00 AM – 12: Noon on Tuesdays, Wednesdays and Thursdays.
- v. Hours of operation for the second year (starting September 1, 2022) will be 9:00 AM – 1:00 PM, Monday – Friday. This will make RMB fully compliant with the **Municipal Government Act** (a full four months prior to the required deadline).
- vi. To enable completion of the office set-up, acquisition and development of municipal handouts, the CAO is suggesting that we have an Official Public Open House in early October (to be determined).

13. **Audited RMB Financial Statements for 2020/2021 – Passage** (presented by the CAO) – Due to Covid-19 complications that Municipalities, the Government of PEI (GPEI), and private Auditor Companies in particular had, and are currently facing; GPEI extended the passage of this years' Annual Municipal Financial Statements to September 2021.

I am very pleased to report, that not only did our Auditors (MRSB) present us with a clean Audit for our 2020/2021 Financial Statements (*attached*), but that RMB also continues to be in a healthy financial position and remain on track for the completion of Council's plan for this "Transition Term" (2018-2022).

Financial Statement Highlights:

• Revenues:	\$ 393,732
• Expenditures:	<u>333,740</u>
• Change in Fund Balance:	+ 59,992
• Accumulated Surplus (beginning of year):	<u>63,004</u>
• Accumulated Surplus (end of year) *:	\$ 122,996

* This accumulated surplus is part of Council's four-year transition plan for a fully-accessible Municipal Public Office and its ongoing annual operations going forward, as per the **Municipal Government Act** by December 2022.

Discussion?

Moved by _____ and seconded by _____ to adopt the Audited RMB Financial Statements for 2020/2021 as presented.

Votes for: _____ Votes against: _____ Result: _____

14. **Per Agenda Item four (4) above - New Business for the Agenda** _____?

15. **Next Scheduled Meetings:**

- a. **MEMP Planning Committee Meeting** – scheduled for Wednesday, September 8, 2021 at 7:00 PM in the Upstairs Hall at Wood Islands Village.

- b. **Regular Council Meeting** – scheduled for Wednesday, September 15, 2021 at 7:00 PM in the Upstairs Hall at Wood Islands Village.
16. **Adjournment** – As there was no further business...
- Moved by _____ to adjourn the meeting at: _____ PM.