

Rural Municipality of Belfast

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

COUNCIL MEETING - MINUTES

Wednesday, August 18, 2021 at 7:00 PM

Upstairs Hall, Wood Islands Village

In Attendance:

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
Administration: CAO - Bob Brooks
Guest Speakers: Mr. Matt McElligott and Jaime Posen – FOTENN Planning + Design

Item Order of Business

1. **Call to Order** – Council was called to order at 7:03 PM by Mayor Gillis.
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** – No Council members declared a conflict of interest with any items on today's Agenda.
4. **Approval of Agenda**
Moved by **Councillor Henry** and seconded by **Councillor Docherty** to adopt the agenda as presented.
Votes for: 5 Votes against: 0 Result: **Carried Unanimously**
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, Mr. McElligott and Mr. Posen introduced themselves and went over the *attached* PowerPoint Presentation of the project.

The discussion focused on the:

- The firm and who they are,
- The purpose of the project and relation to the *Planning Act*,
- The project timelines, planning principles, 15-Year Plan, forward looking, and
- Public and Stakeholder engagement.

Other points that were clarified were:

- We should go ahead with developing our new ***Social Media Presence***, and that the project and public interaction could be promoted on that platform; and
- We should also move ahead with developing our new ***Logo and/or Slogan***, which would then be incorporated into the completed Official Plan.

Additional Action items out of that project discussion includes:

- The CAO to send FOTENN a **List of Stakeholders** that will include RMB's list of Community Grant Recipients, Gas Tax Grant Recipients, School, and Businesses;
- FOTENN will **Draft a Survey** for RMB to place on our Website, Facebook Page, Handout at the Office, and possibly Belfast Newsletter; and
- FOTENN to add "**Public Access to Beaches**" amongst the Planning Principles.

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 **Councillor Carlson** and seconded by **Councillor Vessey** to adopt the Minutes of the June 16, 2021 Council Meeting as presented.

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

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

- **Health Matter** – Councillor 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 RMB** – Next Steps:
 - i. Councillors Carlson and Docherty will work with RMB Staff (Ashley Feschuk), to outline **Social Media** concepts for Council consideration for the next Council meeting, and
 - ii. The CAO will work with RMB Staff (Ashley Feschuk), to outline concepts for a **Logo Contest** for Council consideration for the next Council meeting.

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 **Councillor Docherty** and seconded by **Councillor Henry** to adopt the Minutes of the July 14, 2021 Special Council Meeting as presented.

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

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

- **Official Community Plan/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*)

Moved by **Councillor Gamble** and seconded by **Councillor Docherty** to adopt the Minutes of the August 11, 2021 MEMP Meeting as presented.

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

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

- Committee will follow-up on next steps and actions items.

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) (*for future project*) \$45,031.71
(*\$45,000 to be placed into a GIC*)
 - d. Gas Tax Acct 00011 \$63,098.33
 - e. Gas Tax GIC (*for future approved projects*) \$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**.
- 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 some time in 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:	333,740
• Change in Fund Balance:	+ 59,992
• Accumulated Surplus (beginning of year):	63,004
• 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.

Following discussion and clarification of the Financial Statement...

Moved by **Councillor Henry** and **seconded** by **Councillor Gamble** to adopt the Audited RMB Financial Statements for 2020/2021 as presented.

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

14. **New Business for the Agenda – GPEI Parks** – Councillor Gamble expressed his concern that Parks PEI, who seem to be divesting themselves, or parceling out some of the local Parks, is not doing so in a public manner/process. The CAO confirmed that the GPEI had not contacted RMB about the matter, or the possibility. The CAO will notify Council if any information in this regard comes to RMB.

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. Councillor Vessey notified Council of her regrets for the MEMP meeting, as she will be out of town.
 - 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 Councillor Henry to adjourn the meeting at: 9:00 PM.