

Rural Municipality of Belfast

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

COUNCIL MEETING - MINUTES

Wednesday, September 15, 2021 at 7:00 PM

Upstairs Hall, Wood Islands Village

Participants:

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	Administration - Ashley Feschuk

Item **Order of Business**

- Call to Order** – Council was called to order at 7:00 PM by Mayor Gillis.
- Covid-19 Considerations** – continue to be in place, with a meeting room limitation of 21 people (*7 Council, 2 Admin, 12 Public*): in addition: disinfecting, physical distancing, masks, gloves, bottled water availability, and a contact tracing list is maintained. *It was also noted that as of Friday, September 17th, the Province was reinstating the indoor mask mandate, and room limitation for this room will be 20 people maximum.*
- Declarations of Conflict of Interest** – There were no declarations of conflict of interest from either Council or Administration with any items on today’s Agenda.
- Introduction of additional Part-Time Staff Member – Ashley Feschuk** – The CAO introduced Ashley as the newest member of the RMB staff team. Ashley is Part-time and will be primarily responsible for reception, social media, events and other administrative duties. Along with Jill Harris (also a Part-time staff responsible for projects), this now brings the RMB staff compliment to: 1 CAO and 2 Part-time Staff. Welcome to RMB Ashley!
- Approval of Agenda** – There were 4 add-ons for today’s Agenda (*placed under Item 11*).
Moved by Councillor Docherty and seconded by Councillor Gamble to adopt the agenda as amended.
Votes for: 6 Votes against: 0 Result: **Carried Unanimously**
- Adoption of August 18, 2021 Council Meeting Minutes** (*previously distributed and attached*)
Moved by Councillor Henry and seconded by Councillor Carlson to adopt the Minutes of the August 18, 2021 Council Meeting as presented.
Votes for: 6 Votes against: 0 Result: **Carried Unanimously**
- Business arising from the August 18, 2021 Council Meeting:**
 - Social Media Presence for RMB** – Ashley, working in collaboration with Councillors Carlson and Docherty and the CAO, provided a mock-up of what the new Facebook Page could look like. The mock-up included: an introduction, RMB hours, and **Regular Postings** such as Events, Photos, Belfast Newsletter, Logo Competition,

Belfast School Highlights, Holidays, Covid Updates, and Bylaws. These items required initial approval from Council to go on line and to make those items a regular feature. Additionally, Facebook Page will highlight: Messages from Mayor, Councillor Insights, Special Events, and other postings as they arise. Postings from the public would be included, through the Administrator process. Council was then asked to approve going ahead with putting the new Facebook Page on-line, with the content described.

Moved by **Councillor Docherty** and **seconded** by **Councillor Carlson** to move ahead with the new RMB Facebook Page.

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

- **LOGO Contest for RMB** – Ashley, working in collaboration with the CAO, provided a mock-up of a contest poster for the Belfast Consolidated School to participate in a Logo Contest for RMB’s new Logo. Ashley discussed: a prize for the winner (Gift Basket from the Sweet Shop), a prize for the Winning Class (Pizza Lunch), Contest Guidelines, a Submission Deadline of October 29th, and some examples from other communities. The premiss of the logo itself was discussed, and it was agreed that the logo must be usable as part of the RMB Letterhead, must include the words “Rural Municipality of Belfast”, must be relevant to the Belfast area, and other than that, students are asked to make it **unique!**
 - i. The CAO will contact the School about the contest, post the contest on the RMB Website, and look for an artist/company that can professionally render the winning image; and
 - ii. Ashley will finalize Contest Poster, place the Poster on the RMB Facebook Page.

8. **Adoption of September 8, 2021 Municipal Emergency Management Plan (MEMP) Meeting Minutes** (*previously distributed and attached*)

Moved by **Deputy Mayor Cooke** and **seconded** by **Councillor Henry** to adopt the Minutes of the September 8, 2021 MEMP Meeting as presented.

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

9. **Business arising from the September 8, 2021 MEMP Meeting:**

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

10. **CAO Report**

a. **Financial/Variance Report:**

i. Provincial Credit Union Account Balances at September 13, 2021:

a. Share 001	\$5.30
b. Chequing 010	\$66,014.28
c. Savings 020 (Reserve)(<i>for future project</i>)	\$35.53
d. Gas Tax Acct 00011	\$83,399.68
e. Gas Tax GIC (<i>for future approved projects</i>)	\$50,300.00
f. Savings GIC (<i>for future project</i>)	\$45,000.00

Expenditures and Revenues are on-track to-date.

c. **Municipal Office Opening:**

- ii. The fully-accessible RMB Municipal Office, is 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 two Part-time staff:
 - a. Jill, who is working on Projects (currently MEMP), and
 - b. Ashley, who is working on office reception, municipality training, and a host of office duties.

- iii. There are only two items now required to make the Office complete:
 - a. A Computer System for the CAO (to be purchased asap), and
 - b. A Privacy Partition to hide the supplies and cleaning supplies from the public (CAO is building the partition).
 - iv. **Official Public Open House** – Council agreed that **October 29th from 12:00 Noon to 4:00 PM** would be a great time to have the Open House:
 - a. Municipal Handouts will be developed;
 - b. Coffee, Tea and Snacks will be provided;
 - c. Logo Contest submissions will be accepted;
 - d. Halloween Candy will be handed out; and
 - e. Council agreed to try to attend and to greet any public that may attend.
 - v. The CAO also raised the concern, that unless the Landlord and the Visitor Information Center has not reached an access agreement by November; RMB may no longer have access to a public/accessible washroom facility. The CAO continues to work with the Landlord on that access.
11. **Per Agenda Item four (4) above - New Business for the Agenda:**
- a. **Health Matter** – Councillor Carlson inquired if we had received a response from Health PEI on our Letter? We have not – CAO to follow-up;
 - b. **Council Gathering** – the CAO inquired if Council was up for the first of an annual social gathering for Council and Staff (this year would be golf). The fee for participants would be \$25 for the golf fee and \$10 for the cart. Council agreed and set a date for October 17th at 4:00 PM.
 - c. **Land Matter** – Councillor Gamble inquired if we had heard anything back in regards to PEI Parks? Or if we had been contacted by the Province in the regard? We have not – CAO to follow-up; and
 - d. **Land Matter** – Councillor Gamble also inquired if we had been contacted by the Province about a possible housing complex for the area? We have not – CAO will follow-up and also clarify the notification process from the Province as it relates to Development.
12. **Next Scheduled Meetings:**
- a. **MEMP Planning Committee Meeting** – scheduled for Wednesday, October 13, 2021 at 7:00 PM in the Upstairs Hall at Wood Islands Village – *this meeting is tentative, depending on the results of the MEMP Action items.*
 - b. **Regular Council Meeting** – scheduled for Wednesday, October 20, 2021 at 7:00 PM in the Upstairs Hall at Wood Islands Village – *Council was given a heads up that an in-camera item will be added to this meeting re: the 2022 CAO Contract.*
13. **Adjournment** – As there was no further business...

Moved by Councillor Henry to adjourn the meeting at: **8:06 PM.**

Minutes Approved on: **October 20, 2021**

Signature and Seal on File
Garth Gillis – Mayor

Signature and Seal on File
Bob Brooks – CAO