

# Rural Municipality of Belfast

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

## COUNCIL MEETING - MINUTES

Wednesday, May 19, 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	
Administration:	CAO - Bob Brooks	Projects Coordinator - Jill Harris

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### **Item**      **Order of Business**

- Call to Order** – Council was called to order at 7:00 PM, by Mayor Garth Gillis with three additional members of the public in attendance.
- Covid-19 Considerations** –
  - As per WIADC Meeting Room limitations; the number of attendees allowed for this Meeting was limited to 21 people maximum (**7 Council, 2 Admin, 12 General Public**).
  - 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 is maintained (held by WIADC).
- Declarations of Conflict of Interest** – There were no declarations of conflict of interest with any items on today's Agenda from any participants.
- Approval of Agenda** – Are there any other suggested Agenda Items for this meeting? - Yes (***to be placed under Item 11***) - ***Belfast Rec Centre/Warming Centre.***  
  
**Moved by Deputy Mayor Cooke and Seconded by Councillor Henry to approve the Agenda as amended.**  
Votes for:   6      Votes against:   0      Result: **Carried Unanimously**
- Adoption of April 21, 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 Gamble to adopt the Minutes of the April 21, 2021 Council Meeting as presented.**  
Votes for:   6      Votes against:   0      Result: **Carried Unanimously**
- Business arising from the April 21, 2021 Council Meeting** –
  - Health Matter** – The CAO was asked to undertake some initial inquiries with Health PEI regarding a Walk-in Clinic and/or a process to a Walk-in Clinic (or the like) in our Municipality.

Upon contacting Health PEI, the CAO was informed that all Walk-in Clinics in PEI are operated by and/or in conjunction with an attached Pharmacy. There are no Pharmacies within the Rural Municipality of Belfast area. When asked about other possible solutions; the CAO was informed that the Administrator (Candace) would have one of the Supervisors contact him (probably next week) to discuss it. Still waiting to hear back.

The CAO also contacted the Health Centre in Montague about the process of getting a Doctor or Nurse Practitioner for a resident. The CAO was told that typically, various Doctor's Offices or Clinics have no control over taking on new patients, they are assigned by the Provincial registry. Nurse Practitioners can only be assigned to a patient once that patient is already assigned a Doctor/Supervising Doctor. The CAO later learned that a Doctor may (in some circumstances) (rare), take on a new patient on their own.

Lastly, the CAO contacted the Provincial Patient Registry. The CAO mentioned to (John) that he knew someone in Mount Buchanon who has been on the waiting list for a Doctor for approximately three years for the Montague area. Was that uncommon? The answer was NO; however, about four years ago, a new Doctor came to Montague and basically took everyone that was on the waiting list for that area (that's why the CAO was only on the list for about 3 months). The CAO also asked about Charlottetown; the wait-list there is MUCH longer.

**Health PEI – General Inquiries:** 1-902-368-6130  
[healthpei@gov.pe.ca](mailto:healthpei@gov.pe.ca)  
**Montague Health Clinic:** 1-902-838-0830  
**Provincial Patient Registry:** 1-855-563-2101

Following the CAO's update, Council discussed the results found to-date. The CAO confirmed that he would contact Councillor Mecher-Carlson once he had heard back from Health PEI on other possible actions. Council also mentioned looking into the Morell Firehall example where they were able to host a Walk-in Clinic without the sponsorship of a Pharmacy.

## 7. CAO Report

### a. Financial/Variance Report:

#### i. Provincial Credit Union Account Balances at May 15, 2021:

a. Share 00001	\$5.30
b. Chequing 00010	\$71,600.66
c. Savings (Reserve) ( <i>for future project</i> )	\$45,020.37
d. Gas Tax Acct 00011	\$5,158.83
e. Gas Tax GIC ( <i>for future approved projects</i> )	\$50,198.08

b. **Year-End Financials to Auditors:** The 2020/2021 financial information for the Municipality and for the Gas Tax Fund, is now in the hands of the Auditors (MRSB Group). The Year-End Financial Statements, may be available for review/ratification by our June 16, 2021 Council Meeting.

c. **Assessment Revenues:** The CAO noted that he was recently contacted by the Province about the new monthly municipal allocations for the 2021/2022 fiscal year: \$19,211 instead of the expected \$19,543 due to adjustments from the 2020/2021 fiscal year. **Revenues will be down \$3,984 for the year.**

8. **Project Reports:**

- a. **Community Plan/Bylaw Project** – No further work on this project since the last Council Meeting, however, the CAO is hoping to have the Request for Proposal (RFP) completed within a few weeks. The CAO did however, receive three names/samples from Municipal Affairs for the preparation of the RFP.
- b. **Municipal Emergency Management Plan (MEMP)** – The inaugural meeting of the MEMP Planning Committee took place on Wednesday, May 12, 2021. The MEMP Planning Committee consists of all Council Members and both RMB Staff. The Agenda included:
  - i. Discussion and Appointment of MEMP Planning Committee Coordinators;
  - ii. Discussion on the Roles and Responsibilities of each Coordinator position;
  - iii. Discussion about the Sub-Committees and their structure, that each Coordinator will spear-head;
  - iv. Discussion about identifying resources within our Municipality that could be used in an emergency; and
  - v. Next Steps.

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. It should also be noted that participants on the MEMP Planning Committee are appointed for two roles each.

The MEMP Planning Committee is recommending that Council officially ratify the following personnel for the Coordinator Roles on the MEMP Planning Committee, and that the MEMP Planning Committee officially becomes a Committee of Council.

#	Role	Coordinator	Alternate
1	<b><i>Municipal Emergency Coordinator</i></b>	Bob Brooks	Jill Harris
	Recommended Appointments		
2	<b><i>Deputy Emergency Coordinator</i></b>	Andy Henry	Garth Gillis
	Recommended Appointments		
3	<b><i>Fire Protection Coordinator</i></b>	Joanne Vessey	Andy Henry
	Recommended Appointments		
4	<b><i>Communications/Public Information Coordinator</i></b>	Garth Gillis	Virginia Cooke
	Recommended Appointments	and	Mary Mecher-Carlson
5	<b><i>Human Resources Management Coordinator</i></b>	Lynn Docherty	Billy Gamble
	Recommended Appointments		
6	<b><i>Emergency Agency Liaison Coordinator</i></b>	Billy Gamble	Joanne Vessey
	Recommended Appointments		
7	<b><i>Finance and Administration Coordinator</i></b>	Bob Brooks	Jill Harris
	Recommended Appointments		
8	<b><i>Social Services Coordinator</i></b>	Mary Mecher-Carlson	Virginia Cooke
	Recommended Appointments	and	Lynn Docherty

Moved by **Councillor Docherty** and Seconded by **Deputy Mayor Cooke** that:

- A. Council appoints the recommended **Coordinators** and **Alternates** for the **MEMP Planning Committee** as listing above; and that
- B. Council officially adopt the **MEMP Planning Committee** as a Committee of Council.

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

9. **Adoption of May 12, 2021 Special Council Meeting Minutes** (*previously distributed and attached – all changes received to-date by Council have been incorporated*)

**Moved** by **Councillor Henry** and **Seconded** by **Councillor Gamble** to adopt the Minutes of the May 12, 2021 Special Council Meeting for the Municipal Emergency Management Plan as presented.

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

10. **Follow-up on comments to RCMP** – During the March 17, 2021 Council Meeting; Council members provided comments to the RCMP in preparations of their Annual Work Plan. The following, is the response from the RCMP about those comments:  
Council asked if the Drug Unit was ever started up for the area? – ***Anticipated for June 2021 – The staffing process is underway for the Cpl. position in this unit and closes May 5, 2021; We are very much looking forward to the start up of this unit to commence combatting illicit drug trafficking activities;***  
Council suggested driving through the Selkirk Park and the Pinette Wharf areas on a regular basis for monitoring – ***Message delivered to members for increased patrols;***  
A member of the public was concerned about ATVs on the beaches of Pioneer Cemetery Road and at Point Prim; and also wondered if there was an Animal Welfare phone line? ***Will be monitored and encourage residents to report these activities and they can remain anonymous when they phone police or Crimestoppers. PEI Humane Society – 902-892-1190; and***  
Council suggested some Radar Speed Traps; one at Cooper’s in particular – ***This will be done!!! J***

The CAO thanked the RCMP, both for asking, and for their responses.

11. **New Business for the Agenda** (*as per Item 4 above*) **Belfast Rec Centre/Warming Centre** - Representatives: Monica Ross, David Cooper, and Clifford McKenna from the Belfast Rec Centre, gave an update on the progress of the Warming Centre. The government application for the Generac Generator should be confirmed within the next few weeks to match the funding from the Municipality. Project would be complete in the fall of this year. Coupled with the Gas Tax funding for the Recreational Facility Upgrades next year; the Municipality will then have use of a fully-functional Warming Centre in times of an Emergency. The CAO confirmed that the Municipality previously adopted a Resolution designating the Belfast Rec Centre as an official Warming Centre location in the Municipality. It was also confirmed that the Belfast Rec Centre would be contacted as the Municipality completes its Municipal Emergency Management Plan for their key involvement.
12. **Next Scheduled Meetings:**
- MEMP Planning Committee** – scheduled for Wednesday, June 9, 2021 at 7:00 PM in the Upstairs Hall at Wood Islands Village; and
  - Regular Council Meeting** – scheduled for Wednesday, June 16, 2021 at 7:00 PM in the Upstairs Hall at Wood Islands Village.
13. **Adjournment** – As there was no further business...

**Moved** by **Councillor Henry** to adjourn the meeting at: **7:42 PM**