

# Rural Municipality of Belfast

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

## COUNCIL MEETING - MINUTES

Wednesday, June 16, 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 (*regrets for this meeting*)

Administration: CAO - Bob Brooks

Public: There were also five (5) members of the public in attendance

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### **Item      Order of Business**

1. **Call to Order** – Council was called to order at 7:09 PM by Mayor Garth Gillis
2. **Covid-19 Considerations** – Covid-19 restrictions and measures taken for this meeting were identified by Mayor Gillis.
3. **Declarations of Conflict of Interest** – There were no identified conflicts of interest by any Council or Administration for with any items on today's Agenda.
4. **Approval of Agenda** – Two additional items (***Social Media Presence and The Kilted Pace***) were added to today's Agenda **under Items: 12a and 12b respectively.**

Moved by **Councillor Henry** and **Seconded by Deputy Mayor Cooke** to approve the Agenda as amended.

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

5. **Adoption of May 19, 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 May 19, 2021 Council Meeting as presented.

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

6. **Business arising from the May 19, 2021 Council Meeting** –
  - **Health Matter** – The CAO and Councillor Carlson continue to follow-up on the Health Matter – specifically; options for a local-area Medical Walk-In Clinic. A conference call with Health PEI, Mr. Andrew MacDougall, Director of Community Health was held on June 2<sup>nd</sup>. Councillor 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 Carlson will draft a Formal Request for the Mayor's signature, to be approved by the Mayor, then forwarded to Health PEI.

**Discussion:** After some discussion, Councillor Carlson suggested that she could also talk to Douglas Mackenzie at Gillis Lodge, about their medical situation and possible synergies. Council was then asked if they were OK with sending a Formal Request to Health PEI under the Mayor's Signature/Approval? **All Council agreed.**

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 3<sup>rd</sup> 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 Councillor Henry and Seconded by Councillor Docherty for Council to move In-Camera for a confidential Land Matter.**

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

Discussions In-Camera took place. No Minutes were taken and no Council decisions were made.

**Moved by Deputy Mayor Cooke and Seconded by Councillor Gamble for Council to move out of In-Camera from a confidential Land Matter.**

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

**No decision required for this item.**

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. 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.

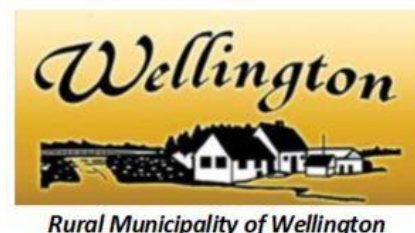
10. **Adoption of June 9, 2021 MEMP Planning Committee Minutes** (*previously distributed and attached – all changes received to-date by Committee have been incorporated*)

Moved by **Councillor Carlson** and Seconded by **Councillor Henry** to adopt the Minutes of the June 9, 2021 MEMP Planning Committee as presented.

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

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 selected, a professional studio would be contracted to render the winning entry)



**Discussion...** Council members liked the idea of developing a logo for the Municipality, and liked the idea of a contest best. Because School is getting out within weeks; it was thought that we could develop some materials over the summer and present them during our August Council meeting for a decision for moving forward. As a background information update, the CAO talked about the Strategic Plan that is already in place for the Municipality with a Vision, Mission and Goals, and linked that to the current process of an Official Plan for the Municipality. Council agreed with bringing forward more information to the August meeting.

12. **Per Agenda Item four (4) above...**

- 12a. **Social Media Presence** – **Councillor Docherty** brought up the idea of wanting a social media presence for the Municipality to help create awareness, and specifically highlight events and activities that the Municipality is now taking on; not to mention giving residents a forum for input and ideas. Council members liked the idea, and Councillor Carlson volunteered to assist. **Councillor's Docherty and Carlson** were asked to bring forward a plan for the August meeting for further discussion, with ways to roll-out, monitor, and update.
- 12b. **Kilted Pace** – **Deputy Mayor Cooke** brought up the idea of the Municipality sponsoring one of the races at the Upcoming 'Kilted Pace' horse race, with a special blanket for the winning horse. The cost is estimated at between \$100 and \$200. The CAO noted that there is a line item in the budget, that this would fall under. Council agreed with the idea. **Deputy Mayor Cooke** will follow-up with the idea, including the Photo-Op, and the Invoice.

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 for July/Aug).
- 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 Councill Docherty to adjourn the meeting at: 8:35 PM.**

Minutes Approved on: \_\_\_\_\_

\_\_\_\_\_  
Garth Gillis – Mayor

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Bob Brooks – CAO