

Rural Municipality of Belfast

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

COUNCIL MEETING - MINUTES

Wednesday, October 20, 2021 at 7:00 PM

Upstairs Hall, Wood Islands Village

Participants in Attendance:

Council:	Mayor Garth Gillis (Chair)	Deputy Mayor Virginia Cooke
	Councillor Lynn Docherty	Councillor Billy Gamble (<i>by phone</i>)
	Councillor Joanne Vessey	Councillor Mary Mecher-Carlson
	Councillor Andy Henry (<i>regrets</i>)	
Administration:	CAO - Bob Brooks	Administration - Ashley Feschuk

Item Order of Business

1. **Call to Order** – Mayor Gillis called the meeting to order at 7:00 PM and welcomed the public.
 2. **Covid-19 Considerations** – continue to be in place, with a meeting room limitation now at 20 people (*7 Council, 2 Admin, 11 Public*): in addition: double-vaccine is required for attendance, disinfecting, physical distancing, and masks, gloves, bottled water availability, and a contact tracing list is maintained. (*All those in the meeting room confirmed to have Double VAX*)
 3. **Declarations of Conflict of Interest** – NONE declared for today’s Agenda items.
 4. **Approval of Agenda** – There are five (5) additional items for this meeting; (*placed under Item 10*). I need a mover and a seconder for approval of the agenda?

 Moved by **Councillor Docherty** and **seconded** by **Councillor Carlson** to adopt the agenda as amended.
 Votes for: 5 Votes against: 0 Result: **Carried Unanimously**
 5. **Adoption of September 15, 2021 Council Meeting Minutes** (*previously distributed*)

 Moved by **Deputy Mayor Cooke** and **seconded** by **Councillor Vessey** to adopt the Minutes of the September 15, 2021 Council Meeting as presented.
 Votes for: 5 Votes against: 0 Result: **Carried Unanimously**
 6. **Business arising from the September 15, 2021 Council Meeting:**
 - There were 3 items from this meeting (*already on today’s Agenda*).
 7. **CAO Report**
 - a. **Financial/Variance Report:**
 - i. Provincial Credit Union Account Balances at October 13, 2021:

a. Share 001	\$5.30
b. Chequing 010	\$65,984.23
• (<i>\$21,000 of which will be deferred to Apr 1, 2022 – Belfast Rec Centre</i>)	
c. Savings 020 (Reserve)	\$36.40
d. Gas Tax Acct 00011	\$83,396.68
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.

b. **RMB Events:**

- ii. The fully-accessible **RMB Municipal Office Open House** is on track for Friday, October 29th from 12: Noon – 4: PM. We've created some handouts about the Community Grants Program, about the Municipal Emergency Management Plan, the Facebook Page, and about Volunteer Sign-up. Some Council Members have committed to stopping by for a meet-and-greet. We'll also be handing out Halloween Loot-bags.
- iii. **Halloween at Wood Islands** – RMB is participating in the Halloween event at the Wood Island Village. RMB is donating approximately 75 pre-packaged Loot Bags to give away (*pre-packaged re: Covid concerns*).
- iv. **Facebook Page** – is up and running; have over 200 likes so far, and lots of posts about community engagement. This page should definitely help with community awareness about what's going on in the Municipality.
- v. **Logo Contest** – is well underway with the School. One day after the Belfast Newsletter went out, RMB received two submissions. Upon further follow-up, the School is doing morning announcements, and some parents and teachers are promoting the contest. Deadline for submissions is: Friday, October 29th at 4: PM. Council will be made aware of submissions in early November, and Council will award the winner at the November Council Meeting.

8. **Municipal Emergency Management Plan (MEMP)** (*previously distributed*) - The work on RMB's first ever MEMP came to fruition in early October, when the DRAFT MEMP document was sent to the PEI Emergency Measures Organization (PEI EMO), for review and concurrence. RMB received EMO's blessing on the MEMP Draft on October 8, 2021, hence the MEMP document is now ready for Council consideration and approval. RMB also received an official approval letter from PEI EMO dated October 18th (*distributed at the meeting*). It was also confirmed and understood that there will be continual and ongoing updating on the Resource Appendices from RMB and PEI EMO, as well as ongoing and continual MEMP training (coordinated with EMO). Reminder that the MEMP Appendices are separate from the Plan to allow for continual updating, population of resources, and confidentiality of personal contact information.

Moved by **Councillor Carlson** and seconded by **Councillor Gamble** to adopt the **Municipal Emergency Management Plan** as presented.

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

9. **Human Resources (Confidential In-Camera Item)** (*previously distributed – as an In-Camera item, no minutes will be taken. Any official Council decision will be made in public.*)

Moved by **Deputy Mayor Cooke** and seconded by **Councillor Vessey** to move In-Camera for a Confidential Human Resource matter. *

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

** Public and others, not involved in HR Matter, left the room.*

Moved by **Councillor Carlson** and seconded by **Councillor Docherty** to move out of In-Camera from the Confidential Human Resource matter.

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

Moved by **Councillor Vessey** and seconded by **Deputy Mayor Cooke** to proceed with the 2022 CAO Contract as discussed by Council.

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

Moved by **Councillor Gamble** and seconded by **Councillor Docherty** to use the Contingency Line-item to cover any Travel-Expense Overages for the 2021/2022 fiscal year.

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

10. **New Business for the Agenda:**

- a. **Halloween with WIADC** – WIADC (Jill Harris) sent RMB an email requesting RMB participation in the 2nd Annual Halloween Trick and Treat Drive Through – October 31st at the Wood Island Village. In addition to the 75 loot bags that RMB will provide; members of Council also volunteered to:
 - i. Provide Hay Bales (Councillor Gamble),
 - ii. Provide Pumpkins from Ben’s Pumpkins (Councillor Docherty),
 - iii. Provide a scarecrow (Deputy Mayor Cooke), and
 - iv. Show up in Costume (some short-time, some longer)
 - a. Councillor Carlson,
 - b. Councillor Docherty, and
 - c. Staff Member Ashley Feschuk.

Jill will be contacted and asked to contact the participants directly.

- b. **Belfast Rec Centre** – with all the activities, interactions and projects with the Belfast Rec Centre (i.e. Community Grants, Rink Grant, Gas Tax Grants, and Warming Centre Generator), the CAO was asked to request an update prior to-and for the next round of Community Grants. The CAO confirmed the request.
- c. **Health Matter** – Councillor Carlson requested an update on the previous correspondence we had sent to Health PEI. The CAO reported that Health PEI did send an acknowledgement letter earlier in the month. Now that we have heard back from them, we can follow-up. Councillor Carlson also acknowledged that she has been in contact with some other health professionals that would like to participate. The CAO will keep Council apprised of the progress.
- d. **Christmas Tree-Lighting Event with WIADC** – Last Christmas, RMB tried to start its First Annual Christmas Tree Lighting event with WIADC; unfortunately, that event was cancelled due to Covid-19 restrictions. The CAO was asked to contact WIADC, to see if we can make it work for this year. A target date would be for the evening of the 4th of December. Ideas for the event would include tree lighting (to stay up for one month), caroling, hot chocolate, and candy canes. The CAO to contact Jill.
- e. **Remembrance Day Wreaths** – Council agreed that two wreaths should be provided again this year for the November 11th Remembrance Day Ceremonies. For the Iona services, Deputy Mayor Cooke will place the wreath; and for the Belfast services, Councillor Docherty will place the wreath. Mayor Gillis will arrange for the wreaths. Council and Staff are encouraged to attend either of those events.

11. **Next Scheduled Meetings:**

- a. **Regular Council Meeting** – scheduled for Wednesday, November 17, 2021 at 7:00 PM in the Upstairs Hall at Wood Islands Village.

12. **Adjournment** – As there was no further business...

Moved by **Councillor Vessey** to adjourn the meeting at: **9:26 PM**. Adjourned.

Minutes Approved On: **November 17, 2021**

Signature and Seal on File

Garth Gillis - Mayor

Signature and Seal on File

Bob Brooks - CAO