



Rural Municipality of Belfast

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

COUNCIL MEETING - MINUTES

Wednesday, June 15, 2022 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	Ashley Feschuk
Public:	(1)	

Item **Order of Business**

1. **Call to Order** – Council was called to order at 7:00 PM.
2. **Covid-19 Restrictions** – no capacity limits; 6-foot distancing and masking optional.
3. **Declarations of Conflict of Interest** – No members of Council have a conflict of interest with any items on today's Agenda.
4. **Approval of Agenda** – Other suggested Agenda Items were placed under Item 8.

Moved by Councillor Henry and seconded by Deputy Mayor Cooke to adopt the agenda as amended.
Votes for: 6 Votes against: 0 Result: **Carried Unanimously**
5. **Adoption of May 18, 2022 Council Meeting Minutes** (*previously distributed – all changes received to-date by Council have been incorporated*).

Moved by Councillor Docherty and seconded by Deputy Mayor Cooke to approve the Minutes of the May 18, 2022 Council Meeting as presented.
Votes for: 6 Votes against: 0 Result: **Carried Unanimously**
6. **Business arising from the May 18, 2022 Council Meeting**
 - a. **Health & Wellness Steering Committee with BCDC** (*now a standing agenda item*)
– The Committee is setting up a meeting with Jill Harris to discuss RMB's MEMP and its roll as a Warming Centre for June 30th. Committee will discuss how or if they wish to replace Councillor Mecher-Carlson upon her departure, as the Mayor is also a representative, and Ashley is providing administrative support. To be determined.
 - b. **Official Plan and Development Bylaw Update (Fotenn Consulting Inc.)** – As a reminder, the agreed to schedule is as follows:
 - i. Draft Official Plan and Development Bylaw to RMB by June 30th;
 - ii. RMB initial comments to Fotenn by July 15th;
 - iii. Revised Draft will be posted for Public Meeting between July 22nd – Aug 2nd;

- iv. First Public Meeting on Draft on August 16th;
- v. Follow-up on Regular Public Council Meeting on August 17th;
- vi. Final Revisions to RMB by September 9th;
- vii. Public Council Meeting on September 14th to adopt Plan and Bylaw; and
- viii. Adopted Plan and Bylaw sent to Province on September 15th.

The CAO contacted the Province to get a better understanding of the scale of activity that RMB can expect, once the Official Plan and Development Bylaw is in place. The Province provided RMB with the following five-year statistics:

RMB (Belfast) Area – Development Permits Approved:

2017	2018	2019	2020	2021	Total
27	20	25	40	54	166

RMB (Belfast) Area – Subdivision Applications/Lots Approved:

2017	2018	2019	2020	2021	Total
Applications:					
16	4	9	15	10	54
Lots Approved:					
16	7	14	18	12	67

At present, it is estimated, that this level of activity may require an additional half-time staff person, or the contracting of a Development Officer services, or a combination of both. Those types of details will be worked out through and during the development of this Official Plan process.

Council agreed that it would provide its feedback regarding the first Draft of the Official Plan and Development Bylaw to the CAO by July 8th (*one week from receipt*), by email. The CAO would then consolidate the comments and submit them to FOTENN by July 15th (*per the schedule*).

7. CAO Financial/Variance Report +

i. Provincial Credit Union Account Balances at June 8, 2022 Statement:

a. Share 001	\$5.30
b. Chequing 010	\$96,309.52
c. Savings 020 (Reserve)	\$36.45
d. Savings Reserve GIC/Int. (<i>project to be determined</i>)	\$45,213.16
e. Gas Tax Acct 00011	\$21,817.89
f. Gas Tax GIC/Int. (<i>for previously-approved GT projects</i>)	\$50,449.94

Expenditures and Revenues are on track to-date. The CAO also mentioned that the recent Project Application # 31.2.10 for Wood Islands Lighthouse (Water & Wastewater Services) has been approved. We are now just waiting for the official documentation so we can draw up the contract. This is a two-year project (2022/23 & 2023/24).

8. New Business for the Agenda (as per Item 4 above)?

- a. **BAWG** – Invitation to AGM – June 16, 2022 @ 7:00 PM.
- b. **Belfast Days** – Councillor Docherty gave a brief rundown of all the events and activities planned for this year’s Belfast Days, predominately held at the Pinette Raceway. The event logistics are progressing well and there seems to be a lot of interest in the parade aspect. Belfast Days is on June 25th and 26th, with the parade starting at 2:00 PM on the Saturday, June 25th.

- c. **Councillor Mary Mecher-Carlson’s Resignation** - On June 9, 2022, RMB Council and Administration received Councillor Carlson’s resignation, effective June 22, 2022 (*resignation attached*). “It has been an honour and a privilege to serve on the Council this past year” ...“I really enjoyed getting to know you and all the members of Council, through the fun parts and even the contentious parts; I will forever remember this experience with fondness.” On June 22nd Councillor Carlson and her husband Scott, will be moving out of our municipality and establishing a new home in Stanley Bridge, PEI. Everyone wished Councillor Mary well and the Mayor presented her with a Certificate of Appreciation.
 - d. **Mayor Gillis - Quoting for a shed** - RMB recently received approval for a storage shed to be located in front of its Municipal Office. The only caveat, is that the shed needs to be built into the corner, and must blend-in/look-like the rest of the building. To accomplish this, the shed will have to be contracted. As a Contractor in his professional life, Mayor Gillis was asked to quote on the project. The CAO intends to get a couple quotes for this project. Mayor Gillis wanted to make sure that Council did not have any issues with him quoting on this project – they did not. The CAO will keep Council updated on this project.
 - e. **Community Grants Bylaw and Policy Review** - As an update, the CAO mentioned that in preparation for the review, the CAO spoke with Municipal Affairs about the inclusion/restriction of Not-for-Profits or Community Groups/Organizations only in its Bylaw or Policy. Also, about the need for Recipients Liability Insurance. Municipal Affairs noted that they did not build those restrictions into its templates to allow Municipalities to design a program that suited each particular Municipality; so that option rests with the Municipality. Regarding Liability Insurance, we talked about the Indemnification Letter that the Municipality has already with each grant being a great idea. And that most municipalities only require separate require Liability Insurance on Grants that are \$50,000 or more. That is already the case for some of our larger recipients. Ultimately, the Grant Program is desirous to be as inclusive of the Not-for-Profits and Community Groups as possible, without being onerous. The review of the Bylaw and Policy will take place in September 2022.
9. **Municipal Election Update** – The General Municipal Election for RMB for the election of Mayor and Council is scheduled for November 7, 2022. In preparation for this Election, an Election Office, a Municipal Election Officer, a Deputy Election Officer, and a Returning Officer, will need to be identified, and approved by Council by Resolution:
- a. **Municipal Election Office** – RMB Municipal Office (13056 Shore Road - Unit 103, Wood Islands), where Advance Polling will also take place. The Election Day Voting will take place in the Upstairs Meeting Hall at the Wood Islands Village.
 - b. **Municipal Election Officer (MEO)** – RMB CAO – Mr. Bob Brooks
 - c. **Deputy Municipal Election Officer (DMEO)** – RMB Administration – Ms. Ashley Feschuk
 - d. **Returning Officer (RO)** – Ms. Jill Harris

Resolution # RES2022 - 001

Be it Resolved – that for the upcoming Rural Municipality of Belfast Election of Mayor and Council, establishment of the following:

- A. **Municipal Election Office** - Office at 13056 Shore Road - Unit 103, Wood Islands – be appointed;
- B. **Municipal Election Officer** - Mr. Bob Brooks – be appointed;
- C. **Deputy Municipal Election Officer** - Ms. Ashley Feschuk – be appointed; and
- D. **Returning Officer** - Ms. Jill Harris – be appointed.

Moved by Councillor Mecher-Carlson and seconded by Councillor Vessey to adopt **Resolution # RES2022 - 001** as presented.

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

10. Next Meeting:

- a. **July 2022** - There is no Regular Council Meeting scheduled for July (*per adopted calendar*).
- b. **Public Meeting on Official Plan and Development Bylaw** - scheduled for August 16, 2022 at 7:00 PM in the Upstairs Hall at Wood Islands Village.
- c. **Regular Meeting of Council** - scheduled for Wednesday, August 17, 2022 at 7:00 PM in the Upstairs Hall at Wood Islands Village.

11. Adjournment – As there is no further business...

Moved by Councillor Mary Mecher-Carlson to adjourn the meeting at **7:55 PM**.

Minutes Approved on: **August 17, 2022**

Signature and Seal on File

Mayor – Garth Gillis

Signature and Seal on File

CAO – Bob Brooks