



Rural Municipality of Belfast (RMB)

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

ANNEXATION SUB-COMMITTEE (ASC) MEETING - MINUTES

Wednesday, December 13, 2023 at 7:00 PM

RMB Office, Wood Islands Market

In Attendance:

Sub-Committee: Councillor Katherine Bryson – Chair (voting)
Councillor Billy Gamble – (voting)
Mayor Garth Gillis – Ex-officio (voting)
Administration: CAO Bob Brooks – (non-voting)

This Sub-Committee meeting was open to the public.

Item Order of Business

1. **Call to Order** – Meeting was called to order by Chair – Councillor Bryson @ 6:51 PM.

“In the spirit of Reconciliation, we acknowledge that the land upon which our organization stands is unceded Mi’kmaq territory. Epekwitk (PEI), Mi’kma’ki, is covered by the historic Treaties of Peace and Friendship. We pay our respects to the Indigenous Mi’kmaq People who have occupied this Island for over 12,000 years; past, present, and future.”

2. **Declarations of Conflict of Interest** – There were none declared for this meeting.
3. **Approval of Agenda** – There were no other suggested items for today’s ASC meeting.

Moved by **Mayor Gillis** and seconded by **Councillor Gamble** to adopt the agenda as presented.

Votes for: 3 Votes against: 0 Result: **Carried Unanimously**

4. **Public Presentations** – There were none for this meeting.
5. **Adoption of the November 21, 2023, ASC Meeting Minutes** (*previously distributed; all changes incorporated*).

Moved by **Councillor Gamble** and seconded by **Mayor Gillis** to approve the Minutes of the November 21, 2023, ASC Meeting as presented.

Votes for: 3 Votes against: 0 Result: **Carried Unanimously**

6. **Business arising from the November 21, 2023, ASC Meeting Minutes** (*already addressed in today’s agenda – no other items*).
7. **Progress Report on Action Items out of the November 21st ASC Meeting:**
 - a. **Invite Helen Smith-McPhail – Mayor of West River - Chair-Councillor Bryson**
This item was ***deferred*** to another meeting as Councillor Bryson continues to work out a suitable date. (***Action In Progress***)

- b. **Discuss Murray’s Annexation/Amalgamation Plans with CAO - CAO Bob Brooks**
The CAO met with Interim CAO of Murray Harbour (Jill Walsh), who confirmed that the Municipalities of Murray River and Murray Harbour are cooperating on a joint study for the feasibility/viability of an Amalgamation between the two municipalities, and possible Annexation of the surrounding un-incorporated communities. Both CAOs agreed to keep each other informed on each others’ progress on the two exercises, with the vision of having no un-incorporated communities left behind. (**Action in Progress**)
 - c. **Convert “To Be Determined – Action Items” into an Excel Spreadsheet Chart - CAO Bob Brooks**
The task was to create an Excel Spreadsheet that would allow Committee to see the progress of all the Action Items at-a-glance (**Completed**). This spreadsheet is a living document; meaning that it will be updated every few weeks with each action that is completed and any new actions that have been added. (**Action in Progress**)
 - d. **Discuss Three Rivers Annexation/Amalgamation Plans with CAO - CAO Bob Brooks**
No progress on this item yet.
 - e. **Get Official Fire-maps for RMB, Murray Harbour, Three Rivers - CAO Bob Brooks**
(**Completed**) We now have all six Fire-maps (RMB, Three Rivers (3) and the Murrays (2). Between all six Fire-maps, all unincorporated communities are tagged to a fire service. That said, it is evident that an additional Fire-map(s) will be required to see the communities to the north of the RMB boundaries. (**Action in Progress**)
 - f. **Identify Infrastructure within the ‘Option A’ Communities - Chair-Councillor Bryson**
Councillor Bryson looked at Community Centres and other facilities **in all four Option areas** (not just in Option A) and identified that there only seems to be substantive community infrastructure within the Options C and D areas. It was decided that the best way to look at these options, is to create a separate Pros and Cons and Infrastructure spreadsheet for each option. RMB will list what Councillor Bryson has found once we have created the spreadsheet to input the data. (**Action in Progress**)
 - g. **Identify Infrastructure within the Community of Little Sands - Councillor Gamble**
did not identify any current infrastructure in Little Sands; however, there may be an area of concern in Little Sands later, if the Province decides to force water and sewer infrastructure in that area in the future regarding a large residential compound.
(**Action in Progress**)
 - h. **Take a Picture of the RMB Fire-map - Councillor Gamble**
No longer up at the Belfast Firehall – No longer required, now that we have the electronic versions from the Fire Marshall’s Office. (**Completed**)
 - i. **Identify Pros and Cons for Annexation for ‘Option D’ Communities - Mayor Gillis**
Nothing to report at present. ASC will also use the Pros and Cons and Infrastructure Spreadsheet once created. (**Action in Progress**)
8. **Other Agenda Items from Item 3 above:** (*None*)
9. **Next Steps (*per the Action Items Excel Chart [attached]*). What are the next Action Items to be completed (*within a two/three-week period*).**
- a. **Get the Fire-map(s) for the area immediately north of the RMB boundaries (CAO).**

- b. **Create a Written Report** to be included about the ASC activities/progress for the January 17th Council Meeting. We will use a report, rather than the Action Item Checklist. This method will be more succinct and effective (CAO and CHAIR).
 - c. **Create a Pros and Cons and Infrastructure Excel Spreadsheet** to more easily compare the possible options areas for Annexation (CAO Bob Brooks).
10. **Next Meetings:**
- a. **Next ASC Meeting** – Wed. January 10th @ 7:00 PM, RMB Office
 - b. **Next Regular Council Meeting** – Wed. January 17th @ 7:00 PM, Wood Islands Hall
11. **Adjournment** – As there is no further business...
- Moved by Mayor Gillis to adjourn the meeting at: 8:00 PM**

Minutes Approved on: _____

Chair – Councillor Katherine Bryson

CAO – Bob Brooks

13056 Shore Road – Unit 103, Wood Islands, PE C0A 1R0 - Office (902) 962-2086
Website: www.ruralmunicipalityofbelfast.com Em: ruralmunicipalityofbelfast@gmail.com