



# Rural Municipality of Belfast (RMB)

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

## ANNEXATION SUB-COMMITTEE (ASC) MEETING - MINUTES

~~Wednesday, January 10, 2024, at 7:00 PM (Defered – Storm Day)~~

Thursday, January 11, 2024, at 5:00 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)  
Guest Speaker: Helen Smith-McPhail – Mayor – Rural Municipality of West River  
Public: Fred Martins

---

***This Sub-Committee meeting is open to the public.***

### **Item      Order of Business**

1. **Call to Order** – Meeting was called to order by Chair – Councillor Bryson @ 5:00 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** – None declared for today’s meeting.
3. **Approval of Agenda** – No other suggested Agenda 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. **Guest Speaker – Mayor Helen Smith-McPhail – Rural Municipality of West River**  
Mayor Helen Smith-McPhail introduced herself and noted that their municipality had just finished going through the Amalgamation process that culminated in the Rural Municipality of West River. The Mayor discussed their process and some of the lessons learned. The Mayor also discussed some of the lessons learned in their Official Community Plan and Lands Bylaw that their municipality just completed. Specifically, things to watch out for and to ensure that the Lands Bylaw not only matched up with the Vision document (Official Plan); but that the Lands Bylaw drilled down into enough detail, to successfully administer the Bylaw. ASC and the Mayor had a good discussion and took note of the lessons on both files. RMB and the Mayor also agreed to keep in touch. ASC thanked Mayor Helen for her time and advice.

5. **Public Presentations – Mr. Fred Martins of Lyndale, PE. (*part of Three Rivers*)**  
 Fred Martins, of Lyndale, PE wanted to inquire about the Annexation process and also wanted to give some history about the recent Amalgamation process used for establishing the Town of Three Rivers. There was also a discussion about what the process to be followed should be, should the majority of residents in Lyndal, wish to be included within the RMB boundaries due to RMB’s ‘*Rural*’ focus. It was made clear that RMB is nowhere close to making a proposal to the Province (2-3 years out) and that, what Fred was describing, was a totally separate process that Lyndale residents would have to bring forward to the Province. That said, Mr. Martins was invited to attend the RMB public discussions on Annexation, should Council decide to undertake an official Annexation Exercise process.
  
6. **Adoption of the December 13, 2023 ASC Meeting Minutes (*previously distributed; all changes incorporated*).**  

**Moved by Councillor Gamble and seconded by Mayor Gillis to approve the Minutes of the December 13, 2023, ASC Meeting as presented.**  
 Votes for:   3   Votes against:   0   Result: **Carried Unanimously**
  
7. **Business arising from the December 13, 2023 ASC Meeting Minutes (*already addressed in today’s agenda – no other items*).**
  
8. **Progress Report on Action Items out of the December 13<sup>th</sup> ASC Meeting (*Action Item Chart attached*):**
  - a. **Invite Helen Smith-McPhail – Mayor of West River - Chair-Councillor Bryson (*Completed*)** On today’s Agenda
  - b. **Discuss Murray’s Annexation/Amalgamation Plans with CAO - CAO Bob Brooks**  
*The Murrays are still in the process of finding a consultant for its Amalgamation and Annexation Project, and there seems to be some disagreement amongst the two municipalities about proceeding. RMB will continue to monitor (*Action in Progress*).*
  - c. **Discuss Three Rivers Annexation/Amalgamation Plans with CAO - CAO Bob Brooks**  
*Bob spoke to the CAO of Three River (John Jamieson). There are no current plans to re-open any Annexation discussions in the near future. Three Rivers is willing to work with RMB where required – ongoing (*Action in Progress*).*
  - d. **Get Official Fire-map for Vernon River - CAO Bob Brooks**  
*The Fire Marshall’s Office has provided RMB with the Vernon River Fire-map, which encompasses the entire area immediately north of the RMB boundary. (*Completed*) RMB is now reviewing all Fire-map areas surrounding RMB, to see how they fit within an Annexation process for RMB – ongoing.*
  - e. **Identify Infrastructure within the ‘Option A’ Communities - Chair-Councillor Bryson**  
*Katherine has found infrastructure in a number of option areas and is now currently waiting for a Pros and Cons Template (from CAO) for the information to be input and discussed – ongoing (*Action in Progress*).*
  - f. **Identify Pros and Cons for Annexation for ‘Option D’ Communities - Mayor Gillis**  
*Garth has started the exercise of finding infrastructure within Option D and noted his results - is also waiting for a Pros and Cons Template (from CAO) for the information to be input and discussed – ongoing (*Action in Progress*).*
  - g. **Create Pros and Cons Chart Template for Annexation for all Options – CAO Brooks**  
*Should be completed within the next few days – ongoing (*Action in Progress*).*

- h. **Create a Written Report for Jan 17<sup>th</sup> Council Mtg – Brooks/Bryson**  
 CAO to start 1<sup>st</sup> blush after Jan 10<sup>th</sup> ASC is completed, then pass to ASC Chair to finalize for Jan 17<sup>th</sup> Council Mtg. – ongoing (*Action in Progress*).
- 9. **Other Agenda Items from Item 3 above:** No other Agenda items added.
- 10. **Next Steps (*per the Action Items Excel Chart [attached]*). What are the next Action Items to be completed (*within a two/three-week time period*).**
  - a. **CAO** to draft a final ASC report complete with a recommendation to Council for the next ASC meeting on Jan 30<sup>th</sup> for Committee to discuss and finalize.
- 11. **Next Meetings:**
  - a. **Next Regular Council Meeting** – January 17, 2024: Wood Islands – 7:00 PM.
  - b. **Next ASC Meeting** – January 30, 2024: RMB Office – 7:00 PM.
- 12. **Adjournment** – As there is no further business...  
  
 Moved by **Councillor Gamble** to adjourn the meeting at: **7:29 PM**.

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

\_\_\_\_\_  
 ASC Chair – Councillor Bryson

\_\_\_\_\_  
 CAO – Bob Brooks

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