



Rural Municipality of Belfast (RMB)

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

SPECIAL COUNCIL MEETING – MINUTES

Re: Municipal Emergency Management Plan (MEMP) Update

Wednesday, May 22, 2024, at 7:00 PM
Upstairs Hall, Wood Islands Market

In Attendance:

Council:	Mayor Garth Gillis (<i>Chair</i>)	Deputy Mayor Lynn Docherty
	Councillor Trisha Carter	Councillor Katherine Bryson
	Councillor Billy Gamble (<i>Regrets</i>)	
	Councillor James Kinnee	Councillor Charley McGivern
Administration:	CAO Bob Brooks	Ashley Feschuk
Guest Speaker:	EMO Officer - Bryce Doucette	

***Please Be Aware: This RMB Special Council Meeting will be Livestreamed to
facebook.com/belfastpei***

Livestream Comments are not monitored in real time during the Special Council Meeting.

Item Order of Business

1. **Call to Order** - Council Meeting was called to order by Mayor Gillis at 7:00 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** - No members of Council have a conflict of interest with any items on today’s Agenda.
3. **Approval of Agenda** – As this is a Special Council Meeting – no other items are to be added to the Agenda without Public Notice.

Moved by **Deputy Mayor Docherty** and seconded by **Councillor Carter** to adopt the agenda as presented.

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

4. **Emergency Measures Organization (EMO) PEI Led – Update of the RMB MEMP Plan and Roles and Responsibilities.**

Mr. Bryce Doucette – EMO Officer, was in attendance to assist Council with its Municipal Emergency Management Plan (MEMP) responsibilities. Mr. Doucette used a PowerPoint Presentation to review with Council the importance and the make-up of an Emergency Management Plan for Municipalities, as well as the Key Roles and their mandate/duties. After the presentation, Mr. Doucette answered Council’s questions.

Ms. Ashley Feschuk then highlighted all the Leading Roles in RMB's MEMP; went over which Roles were already filled; and which Roles needed filling.

Three Key Roles were left to be filled: 1) **Fire Protection Coordinator**, 2) **Social Services Coordinator**, and 3) **Liaison Officer**. EMO Officer Doucette then explained, in greater detail, these three roles and their responsibilities.

This meeting, and the updating of the MEMP is a TOP priority for RMB, as our community heads into hurricane and fire season. (*Current RMB MEMP Plan attached*)

Mr. Doucette brought copies of the Provincial Emergency Preparedness Guides in both French and English for our office to distribute on site at RMB office. A copy of Mr. Doucette's presentation to Council will be posted on the RMB website.

The Key Roles in the RMB MEMP now reads as follows:

- 1) **Emergency Operations Centre Coordinator** – Ms. Ashley Feschuk (RMB Admin); with Ms. Kerry White (Alternate) (RMB Admin),
- 2) **Information Officer** – Mayor Garth Gillis; with Deputy Mayor Lynn Docherty (Alternate),
- 3) **Fire Protection Coordinator** – Councillor Charley McGivern (**New**); with Councillor Trisha Carter as the Fire Department/Council Liaison (**New**),
- 4) **Operations Officer** (includes Transportation) – Councillor Billy Gamble,
- 5) **Logistics Officer** (with Human Resources) – Deputy Mayor Lynn Docherty,
- 6) **Social Services Rep** (includes Health Rep) – Councillor James Kinnee (**New**),
- 7) **Liaison Officer** – Councillor Katherine Bryson (**New**), and
- 8) **Finance Officer** – CAO Bob Brooks, with Ms. Kerry White (RMB Admin) (Alternate).

Thank-you to Council for attending this Special Meeting and for their enthusiasm and commitment in supporting the Municipality during an emergency.

5. **Next Meetings:**

- a. **Regular Council Mtg** – Wed., June 19, 2024 @ 7:PM - Wood Islands Market Hall, Upstairs
- b. **ASC - Committee Mtg** – **June ?** 2024 @ 7:PM - RMB Office, Wood Islands Market
- c. **Official Plan and Development Bylaw - Special Council Mtg** – **To Be Determined**. New Draft Documents to be posted to the RMB Website shortly, with a public meeting expected in August or September.

6. **Adjournment** – As there is no further business...

Moved by Deputy Mayor Docherty to adjourn the meeting at: **7:49pm**

Ashley/Bob

Minutes Approved: June 19, 2024

Signature and Seal on File

Mayor Gillis

Signature and Seal on File

Acting CAO – Ashley Feschuk

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