



Rural Municipality of Belfast (RMB)

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

ANNEXATION SUB-COMMITTEE (ASC) MEETING - MINUTES

Wednesday, May 1, 2024, 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)
Public: Carter Livingstone – Orwell Cove

This Sub-Committee meeting was open to the public – but not Livestreamed on Facebook.

Item Order of Business

1. **Call to Order** – Meeting to be called to order by Chair – Councillor Bryson @ 7:02 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 for this Meeting?** None

3. **Approval of Agenda** – There was one suggested addition, placed under item #8.

Moved by **Mayor Gillis** and seconded by **Chair - Councillor Bryson** to adopt the agenda as amended.

Votes for: 2 Votes against: 0 Result: **Carried Unanimously**

4. **Public Presentations (if any)** – None

5. **Adoption of the January 30, 2024, ASC Meeting Minutes** (*previously distributed; all changes incorporated - attached*).

Moved by **Mayor Gillis** and seconded by **Chair - Councillor Bryson** to approve the Minutes of the January 30, 2024, ASC Meeting as presented.

Votes for: 2 Votes against: 0 Result: **Carried Unanimously**

6. **Business arising from the January 30, 2024, ASC Meeting Minutes** (*already addressed in today’s agenda – no other items*).

7. **Discussion of Municipal Affairs/Lands Meeting of March 1st** (*see attached Meeting Notes*)

On Friday March 1st, a meeting was held between RMB, Municipal Affairs and the Department of Lands. CAO Bob Brooks, Mayor Gillis, Councillor Gamble and Administration Ashley Feschuk were in attendance.

Municipal Affairs and Lands advised that the annexation process could be done in parallel with the Official Plan and Development Bylaw process; however, this hasn't been discussed by the ASC Committee to-date. The Annexation Exercise is a monumental task to complete, running alongside the Official Plan and Development Bylaw. The next step is for ASC to meet and discuss time and funding requirements, to see if this could be completed for April 1, 2025. Discussions to place on the following:

a. **Funding?**

The CAO discovered (so far) that there were three possible funding avenues for RMB to help to cover costs for an Annexation Exercise:

1. **Canada/PEI Infrastructure Secretariat** - its latest Program iteration has still not been announced; however, when it is, it is probably the most likely funding avenue.
2. **Rural Growth Initiative** - also a possibility to look at; however, not as attractive as they provide 80% dollars.
3. **Municipal Affairs** - As a last resort, there may be funding that MAY be supplied by Municipal Affairs.

The CAO will continue to follow-up.

b. **Process?**

To research the Process, Funding, Timeline, and Parallel, the CAO had preliminary discussions with Fotenn Planning Inc. After discussing Council's direction to proceed with an Annexation Exercise; Fotenn was tasked with doing a preliminary estimate/proposal of what a separate process would look like and what it might cost. Depending on what we receive from Fotenn, we can consider if we want to use them or go out to someone else. To aide in that proposal, the CAO is sending Fotenn: copies of the process documents supplied by Municipal Affairs, a copy of the Kensington Proposal as a sample, and a list of the communities under consideration. ASC will be able to figure out all the components (funding, process, timelines, and parallel) once we receive something back from Fotenn.

c. **Parallel with Official Plan and Development Plan Process?**

Based on discussions with Municipal Affairs and Lands, it seemed more appropriate to do the Annexation in Parallel with the Community Plan and Development Bylaw. They suggested that we include wording in the Plan and Bylaw that talks about being able to add communities to our Plan and Bylaw as we continue to grow. ASC will also be able to see if they want to do the processes in Parallel, depending on what Fotenn comes back with. To be confirmed.

d. **Timeline?**

Timelines to be determined once we hear from Fotenn – we did say that we are shooting for the approximate one-year timeline if all goes well. Longer if there are hitches. To be confirmed.

8. **Other Agenda Items from Item 3 above:**

- a. **Media/Information Campaign** – once we have the information we need to start the public process of the Annexation Exercise, ASC will prepare a Media/Information Campaign to ensure the public is in the loop throughout the entire process.

9. **Next Steps?**
 - a. Get a preliminary quote/proposal from Fotenn with estimates on Process, Timelines, Parallel Process, and Price for a Fotenn-led Process. Once quote/proposal is received; it will be decided if a new Request For Proposal is required.
 - b. The CAO will produce a Preliminary List of Un-incorporated 'Rural' Communities under consideration for Annexation into RMB. List provided for Annexation Exercise and Fotenn, so they understand the scope of the exercise.

10. **Next Meetings:**
 - a. **Next Regular Council Meeting** – May 15, 2024: Wood Islands – 7:00 PM.
 - b. **Next ASC Meeting?** Tentatively looking at June 5th, if we have received the required information from Fotenn Planning by that date.

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

Moved by Mayor Gillis to adjourn the meeting at: 8:02pm

Minutes Approved On: **July 3, 2024**

Signature and Seal on File

Chair – Councillor Katherine Bryson

Signature and Seal on File

CAO – Bob Brooks

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