



# Rural Municipality of Belfast (RMB)

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

## COUNCIL MEETING - AGENDA

Wednesday, May 15, 2024, at 7:00 PM  
*Upstairs Hall, Wood Islands Market*

Council:	Mayor Garth Gillis ( <i>Chair</i> )	Deputy Mayor Lynn Docherty
	Councillor Trisha Carter	Councillor Katherine Bryson ( <i>Regrets</i> )
	Councillor Billy Gamble	Councillor James Kinnee
	Councillor Charley McGivern	
Administration:	CAO Bob Brooks	Ashley Feschuk
Guest Speakers:	RCMP – Staff Sergeant Robinson	

***Please Be Aware: RMB Council Meetings are Livestreamed to facebook.com/belfastpei  
Livestream Comments are not monitored in real time during the Council Meeting.***

### Item      Order of Business

- Call to Order** - Council Meeting to be 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.”*

- Declarations of Conflict of Interest** - Do any members of Council have a conflict of interest with any items on today’s Agenda?
- Approval of Agenda** - Any other suggested Agenda Items for today’s meeting? (*to be placed under Item 18*)

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**Moved by** \_\_\_\_\_ **and seconded by** \_\_\_\_\_  
to adopt the agenda as presented/amended.

Votes for: \_\_\_\_    Votes against: \_\_\_\_    Result: \_\_\_\_\_

- RCMP Report for the Month of April** (*presented by Staff-Sergeant Robinson*)
- Public Presentations (if any)** - (*Members of the public are offered five minutes to make a presentation to Council. After the five minutes are up, the Presenter may ask for an extension – only granted if UNANIMOUS consent of Council is given. Following the presentation, Council may or may not ask questions*)
  - ??? \_\_\_\_\_
  - ??? \_\_\_\_\_
- Adoption of the April 17, 2024, Council Meeting Minutes** (*attached - previously distributed; all changes incorporated*).

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the Minutes of the April 17, 2024, Council Meeting as presented.  
 Votes for: \_\_\_\_ Votes against: \_\_\_\_ Result: \_\_\_\_\_

7. **Business arising from the April 17, 2024 Council Meeting Minutes** (*already addressed in today's agenda – no other items*).

8. **CAO Report** (*presented by CAO - Bob Brooks*)

a) **Financial/Variance/Planning Report**

i. **Provincial Credit Union Account Balances @ May 7, 2024:**

a. Share Acct 001	\$5.44
b. Chequing Acct 010	\$46,387.52
c. Gas Tax (CCBF) Acct 011 ( <i>for approved projects</i> )	\$80,167.93
d. Reserve Savings Acct 020	\$37.56
e. Gas Tax (CCBF) GIC Acct 040 ( <i>for approved projects</i> )	\$52,016.24
f. Reserve Savings GICs; Acct 041 & 042	\$68,897.01
<b>(Breakdown as approved)</b>	
1. RMB Expansion Reserve	\$25,000.00
2. Emergency Preparedness Reserve	\$10,000.00
3. 2 <sup>nd</sup> Warming Ctr Generator Reserve	\$11,000.00
4. Un-allocated	\$22,897.01
5. (FYI) Remaining Funds in ShopBelfastPEI*	\$523.01

*(\*There are also 12 T-shirts left to be sold or gifted – also looking for additional outside funding) Revenues/Expense Report to be included each month as an ongoing part of the Financial Report*

b) **Revenues and Expenditures Tracking (2024/25):**

<b>Revenues:</b>	<b>Budgeted</b>	<b>To-Date</b>
i1 – Assessment Income (Commercial & Non-Commercial)	\$377,234	33,751
i2 – GPEI Rink Grant (in)	\$8,500	-
i4 – CCBF (in)	\$92,000	11,374
i5 – Other & BAWG (in)	\$8,363	-
<b>Total</b>	<b>\$486,097</b>	<b>45,125</b>
<b>Expenditures:</b>	<b>Budgeted</b>	<b>To-Date</b>
e1 – Council Remuneration, RMB Payroll, Deductions	\$128,272	10,126
e2 – Travel Allowance	\$1,500	-
e3 – Office Admin (Supplies/Hardware/Lease/Cleaning)	\$20,860	1,601
e4 – Advertising, Promotion & Website	\$2,018	812
e5 – Audit, Financial, Bank Fees, Amortization	\$4,715	21
e6 – Insurance, Legal, WCB	\$10,211	-
e7abc – Projects (MEMP/ComPlan/ShopBelfastPEI/Other)	\$3,250	368
e7d – Events (Remembrance/Halloween/Christmas/Other)	\$1,500	-
e8 – Elections or By-Elections	\$500	-
e9 – FPEIM, FCM, Prof Fees, Conferences, Workshops	\$5,467	3,614
e10 – Miscellaneous	\$750	-
e11 – Fire Protection Grant	\$115,000	10,000
e12 – GPEI Rink Grant (out) & BAWG (out)	\$14,863	-
e13 – Community Grants	\$69,900	8,700
i4 – CCBF (out)	\$92,000	11,374
e14 – Contingency	\$1,000	-
e15 – RMB Share of 2 <sup>nd</sup> Warming Ctr Generator	\$10,814	-
e16 – Warming Ctr Operations (Belfast Rec Ctr/WIADC)	\$2,416	2,416
<b>Total</b>	<b>\$485,037</b>	<b>49,029</b>
	=====	=====
<b>Change in Fund Balance (Net)</b>	<b>\$1,061</b>	<b>-3,904</b>

**Revenues, Expenditures and Community Grants on track after 1<sup>st</sup> month of fiscal year.  
Larger Change in Fund Balance due to the payout of numerous Community Grants.**

9. **Adoption of the March 8, 2024, Community Grants Committee Meeting Minutes** (*attached - previously distributed; all changes incorporated*). (*Committee Minutes to be approved by Committee Members only. Brought forward at today's Council Meeting, as there are no Community Grants Committee meetings planned for the immediate future*).

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the Minutes of the March 8, 2024, Community Grants Committee Meeting as presented.

Votes for: \_\_\_\_\_ Votes against: \_\_\_\_\_ Result: \_\_\_\_\_

10. **Official Community Plan and Development Bylaw** – (*presented by CAO Bob Brooks*): RMB has been in discussions with Fotenn about a timeline and process to start-up again – still no confirmed date at this time. Process would be: Fotenn creating a next Draft, based on Matrix comments and bring to a Public Meeting for confirmation and/or further amendments if required. The new Drafts and Matrix will be posted on the RMB Website for public viewing. Once we've finalized timelines and process, RMB will post public notices.

11. **Annexation Exercise** – The Annexation Sub-Committee (ASC) met on May 1, 2024 to discuss the next steps for moving forward with the Annexation Exercise for RMB. Items discussed included: Funding for the Exercise; Communities Involved (*attached*); Process Parameters with Fotenn; Parallel Process with Community Plan; and possible Timelines. Next public ASC meeting planned for the month June.

12. **Livestream of Committee Meetings?** (*Admin – Ashley Feschuk*). Council Meetings and the Public Meetings are currently being livestreamed through RMB's Facebook Page, and staff-time has been budgeted to attend those meetings to manage the process. A request was made, asking if the ASC Committee Meetings could also be Livestreamed? A concern was raised that: the public was not informed ahead of time; that there were no staff allocated to manage the process for that meeting; and that this activity was not allocated in RMB's recently approved budget. The question to Council – Should RMB also livestream RMB Committee Meetings? If so, this would require RMB's admin staff to also attend all evening meetings, whether they are on that Committee or not. Staff time would have be budgeted accordingly.

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13. **shopbelfastpei Update** (*Councillor Carter and Admin – Ashley Feschuk*).

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14. **Municipal Emergency Management Plan (MEMP)** (*presented by Admin – Ashley Feschuk*). There are a number of items in this update, including:

a. **Reception Centre Information Session Report** (*attached*)

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b. **EMO Led update of the RMB Plan/Roles and Responsibilities**

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- c. **Funding for Warming Centre Operations** \_\_\_\_\_.
  - d. **Defibrillator for RMB** \_\_\_\_\_.
15. **Scams and Frauds Information and Chat Session** (presented by Admin – Ashley Feschuk).  
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16. **Atlantic Canadian Opportunities Agency (ACOA) Site-Visit** (presented by Admin – Ashley Feschuk).  
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17. **Events and Social Media Report** (presented by Admin – Ashley Feschuk)
- a. **UFOlogy Panel Discussion – WIADC**  
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18. **New Business for the Agenda** (*as discussed in Approval of Agenda, Item 3 above*)
- a) **Belfast Consolidated School Report Update** (presented by Deputy Mayor Docherty)
  - b) **Selkirk Road Concerns – Update** (presented by Deputy Mayor Docherty)
  - c) **Belfast Days – Save the Date** (presented by Deputy Mayor Docherty)
  - d) **Garbage Bin – MacAulay’s Wharf** (presented by Deputy Mayor Docherty)
  - e) **Community Pantry Update** (attached)
  - f) **Federation of PEI Municipalities Report** (attached)
  - g) **Pins – Thank you** (presented by Councillor Carter)
  - h) ??? \_\_\_\_\_.
  - i) ??? \_\_\_\_\_.
19. **Next Meetings:**
- a. **ASC – Committee Mtg** – June ? 2024 @ 7:PM – RMB Office, Wood Islands Market
  - b. **Regular Council Mtg** – Wednesday, June 19, 2024 @ 7:PM – Upstairs Meeting Hall, Wood Islands Market
  - c. **Resumption of RMB Official Plan and Development Bylaw Discussions** – To Be Announced (*open to the public*)
20. **Adjournment** – As there is no further business...
- Moved by** \_\_\_\_\_ **to adjourn the meeting at:** \_\_\_\_\_