



# Rural Municipality of Belfast (RMB)

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

## COUNCIL MEETING - AGENDA

Wednesday, January 15, 2025, 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
	Councillor Billy Gamble	Councillor James Kinnee
	Councillor Charley McGivern	
Administration:	CAO Bob Brooks	Ashley Feschuk
Guest Speaker:	Staff Sergeant Michael Robinson (RCMP)	

***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

## Happy New Year

1. **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.”*

2. **Declarations of Conflict of Interest** - Do any members of Council have a conflict of interest with any items on today’s Agenda?

3. **Approval of Agenda** - Any other suggested Agenda Items for today’s meeting? (*to be placed under Item 16*)

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_  
to adopt the agenda as presented/amended.  
Votes for: \_\_\_\_ Votes against: \_\_\_\_ Result: \_\_\_\_\_

4. **RCMP Report for the Month of Dec.** (*distributed at meeting*) (*by Staff-Sergeant Robinson*)

5. **Public Presentations (if any)** - (*Members of the public are offered five minutes to make a presentation to Council. An extension is only granted if UNANIMOUS consent of Council is given. Following the presentation, Council may or may not ask questions. All presenters are reminded to be respectful with their comments and to not use derogatory or improper language per Code of Conduct Bylaw # 2019-02, Section 8.7, and Municipal Government Act (MGA), Section 118 (2); which would result in expulsion from the meeting.*)

a) ??? \_\_\_\_\_  
b) ??? \_\_\_\_\_

6. **Adoption of the November 20, 2024, Regular Council Meeting Minutes** (*attached - previously distributed; all changes incorporated*)

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the Minutes of the November 20, 2024, Council Meeting as presented.  
 Votes for: \_\_\_\_\_ Votes against: \_\_\_\_\_ Result: \_\_\_\_\_

7. **Business arising – November 20, 2024, Council Meeting Minutes** (*none*).

8. **CAO Report** (*CAO – Bob Brooks*)

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

i. **Provincial Credit Union Account Balances @ December 31, 2024:**

a. Share Acct 001	\$5.44
b. Chequing Acct 010	\$63,696.17
c. Gas Tax (CCBF) Acct 011 ( <i>for approved projects</i> )	\$48,923.27
d. Reserve Savings Acct 020	\$37.90
e. Gas Tax (CCBF) GIC Acct 040 ( <i>for approved projects</i> )	\$53,998.27
f. Reserve Savings GICs; Acct 041 & 042	\$48,742.59
<b>(Breakdown as approved)</b>	
1. RMB Expansion Reserve	\$25,000.00
2. Emergency Preparedness Reserve	\$10,000.00
3. Un-allocated	\$13,742.59
4. (FYI) Remaining Funds in ShopBelfastPEI	\$523.01

b) **Revenues and Expenditures Tracking (2024/25) to December 31, 2024:**

<b>Revenues:</b>	<b>Budgeted</b>	<b>To-Date</b>
i1 – Assessment Income (Commercial & Non-Commercial)	\$377,234	304,359
i2 – GPEI Rink Grant ( <i>in</i> )	\$8,500	-
i4 – CCBF ( <i>in</i> )	\$92,000	20,695
i5 – Other (Gen.) & BAWG ( <i>in</i> ) & Community Pantry ( <i>in</i> )	\$8,363	51,329
<b>Total</b>	<b>\$486,097</b>	<b>376,383</b>
<b>Expenditures:</b>	<b>Budgeted</b>	<b>To-Date</b>
e1 – Council Remuneration, RMB Payroll, Deductions	\$128,272	96,103
e2 – Travel Allowance	\$1,500	1,114
e3 – Office Admin (Supplies/Hardware/Lease/Cleaning)	\$20,860	16,564
e4 – Advertising, Promotion & Website	\$2,018	1,666
e5 – Audit, Financial, Bank Fees, Amortization	\$4,715	4,057
e6 – Insurance, Legal, WCB	\$10,211	8,875
e7abc – Projects (MEMP/Com.Plan/ShopBelfastPEI/Other)	\$3,250	2,923
e7d – Events (Remembrance/Halloween/Christmas/Other)	\$1,500	1,453
e8 – Elections or By-Elections	\$500	-
e9 – FPEIM, FCM, Prof Fees, Conferences, Workshops	\$5,467	5,628
e10 – Miscellaneous	\$750	112
e11 – Fire Protection Grant	\$115,000	90,000
e12 – GPEI Rink Grant ( <i>out</i> ) & BAWG & Pantry ( <i>out</i> )	\$14,863	3,250
e13 – Community Grants	\$69,900	69,300
i4 – CCBF ( <i>out</i> )	\$92,000	20,695
e14 – Contingency	\$1,000	-
e15 – 2 <sup>nd</sup> Warming Ctr Gen. ( <i>\$51,192</i> ) & RMB Share ( <i>\$2,817</i> )	\$10,814	54,008
e16 – Warming Ctr Operations (Belfast Rec Ctr/WIADC)	\$2,416	2,416
e17 – New Office ( <i>New</i> )	0	0
e18 – Dish Washer (ACOA Grant - WIADC) ( <i>in/out</i> ) ( <i>New</i> )	6,100	6,100
<b>Total</b>	<b>\$491,137</b>	<b>384,264</b>
<b>Change in Fund Balance (Net)</b>	<b>\$1,061</b>	<b>-7,881</b>

**Regular Revenues, Expenditures and Community Grants are on track after 9 months of fiscal year, with slightly higher monthly GPEI Assessment dollars (\$2,818/month).** In/Out Revenues/Expenditures from Generator Grant are now included. Transfer of ...0042 GIC Reserve was required in October (\$21,294.28) to cover generator and cash flow.

9. **2025/2026 Community Grants Call/Process** (*Admin - Ashley Feschuk*). Administration and procedures are now upon us for the 2025/26 Community Grants Program cycle. The call for Community Grants Proposals and Applications are now on the RMB Website, and Facebook site and various Bulletin Boards around our municipality. Applicants have until noon on Friday, March 7<sup>th</sup> to submit their grant applications. In addition to the public call, anyone receiving a Community Grant last year will receive a package by email. All applications will be checked to ensure eligibility, which also includes the requirement to have completed a Summary Report that describes how a 24/25 Community Grant was used. The Community Grants Committee will be reviewing the applications on Wednesday, March 12<sup>th</sup> for a recommendation/decision of Council on Wednesday, March 19<sup>th</sup>.
10. **Official Community Plan and Development Bylaw – Follow-up** (*CAO – Bob Brooks*): With the Canada Community Building Fund (CCBF) Project for the Official Community Plan and Development Project now complete; an Abridged Summary Report was created (*distributed at meeting*). The report has been submitted to Infrastructure Secretariat for wrap-up. The report was also vetted through our Auditors and with Municipal Affairs. I have yet to hear back from Infrastructure Secretariat on the final report.
11. **Dark Sky Preserve (New Initiative in 2024/25 Strategic Plan)** (*Admin – Ashley Feschuk*): One of the New Initiatives listed within the 2024/25 Strategic Plan was for RMB to use its existing promotional vehicles, to create awareness about Dark Sky Preserve initiatives in the RMB area. An awareness video can be found on the RMB Website.
12. **Eastern PEI Chamber of Commerce Meeting Re: Sustainable Two-Ferry Service** (*Councillor Trisha Carter or Councillor Bryson*): Earlier, in 2024, Council had agreed that the RMB representatives at the Eastern PEI Chamber of Commerce meetings would be Councillor Carter or Councillor Bryson, or both. On January 8<sup>th</sup>, the Eastern PEI Chamber of Commerce hosted a meeting of stakeholders to discuss the Sustainable Two-Ferry Service at Wood Islands and possible actions to be taken. Update...
13. **Notice of 2025/26 Budget and Financial Plan Meetings** – Notice is hereby given, that RMB will be holding open public meetings on **February 19<sup>th</sup> and March 19<sup>th</sup>** to discuss and ratify RMB's 2025/26 Budget, Financial Plan and Capital Plan for the upcoming fiscal year. Everyone is welcome to attend. Any member of the public wishing to be placed on the Agenda to speak in this regard; should contact the RMB Office to make arrangements.
14. **Sublease within the New RMB Office Facility** (*Admin – Ashley Feschuk*) In November of 2024, Council authorized RMB Administration to search for possible sublease tenants for a long-term sublease. RMB advertised in - The Guardian Newspaper, posted on various bulletin boards, posted on RMB's Website and Facebook site, and made phone calls to possible tenants. To-date, there is one possible tenant interested. Deadline for interest is Jan. 31<sup>st</sup>. Council will confirm a sub-lease tenant during its Feb. 19<sup>th</sup> Council Meeting.

15. **New Business for the Agenda** (*as discussed in Approval of Agenda, Item 3 above*)
- a) **Lobby to Minister Stephen Myers for a Small-Municipality/Community Meeting, as well as well as instructing Lands to begin sending details to RMB on Development applications/decisions.** A letter was sent in December 2024 under the Mayor’s Signature – No response to-date.

b) **Other ?**

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c) **Other ?**

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d) **Other ?**

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16. **Next Meetings:**

- a. **Regular Council Meeting** – Wednesday, February 19, 2025: 7:pm – Upstairs Meeting Hall, Wood Islands Market.
- b. **Community Grants Committee Meeting** – Wednesday, March 12, 2025: 7:pm – RMB Office, Wood Islands Market.
- c. **Regular Council Meeting** – Wednesday, March 19, 2025: 7:pm – Upstairs Meeting Hall, Wood Islands Market.

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

**Moved by** \_\_\_\_\_ **to adjourn the meeting at:** \_\_\_\_\_

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