



# Rural Municipality of Belfast (RMB)

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

## COUNCIL MEETING - MINUTES

Wednesday, October 16, 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 ( <i>regrets</i> )
	Councillor Charley McGivern	
Administration:	CAO Bob Brooks	Ashley Feschuk
Pubic Attending:	Glenn MacDonald	Hilary Card
	Robert MacDonald	MLA Darlene Compton
	Russell Compton	
Guest:	Sherry Pelkey (BAWG)	
Facebook Livestream:	12 views in real time, 795 Views in 24 hours	

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

### Item      Order of Business

1. **Call to Order** - Council Meeting 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 declared a conflict of interest.

3. **Approval of Agenda** - (*no additional Items were added to the Agenda*)

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

Votes for: 4    Votes against: 0    Result: **Carried Unanimously**

4. **Guest Speaker – Sherry Pelkey – BAWG (Flight to the Future)** (*handouts distributed at meeting*) BAWG is holding Strategic Planning Workshops throughout the month of October. The first one titled *The Vital Role of Healthy Riparian Zones in Watershed Health* will be on Tuesday, October 22<sup>nd</sup> 6-8pm at the Wood Islands Market, 13056 Shore Road. On Wednesday, October 23<sup>rd</sup> at the Belfast Rec Centre from 6-8pm BAWG and Special Keynote Speaker Scott Roloson will be discussing *The Amazing Journeys of Migratory Fish: Connecting Rivers, Estuaries and Coastal Waters*. The third workshop will be held at the Murray Harbour Community Centre on Thursday, October 24<sup>th</sup> 6-8pm is titled *Let's Go Water-shedding: Understanding the Environment that supports our Lives*. In November at 6:30 on the 25<sup>th</sup>, BAWG along with Julie-Lynn with PEI Forests, Fish and Wildlife, will be presenting 2024 Survey results within RMB, the importance of forest bird conservation and best management practices for landowners. This presentation is called *Flight to the Future: Conservation of Forest Habitats* and will be held at the Wood Islands Market – 13056 Shore Road, upstairs meeting hall.

5. **RCMP Report for the Month of October** (*distributed at meeting*) (*Admin – Ashley Feschuk*)  
Sergeant Chris MacDonald sent in the Belfast RCMP report on behalf of Sergeant Robinson who was unable to attend. Belfast maintains a consistently low incident average and there is nothing new to report. All RCMP reports are posted to the RMB website [www.ruralmunicipalityofbelfast.com](http://www.ruralmunicipalityofbelfast.com).
6. **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 to Council and/or other members of the public, per Code of Conduct Bylaw # 2019-02, Section 8.7, and Municipal Government Act, Section 118 (2); which would result in expulsion from the meeting.*)
  - a) **Glenn MacDonald** attended the meeting in regards to Annexation. He was informed that the exercise of looking at Annexation is not going forward with this Council and that all research has been collected if the issue is ever brought forward by a new Council in the future. Hearing this, Glenn had nothing to add.
7. **Adoption of the August 14, 2024, Final ASC Committee Meeting Minutes** (*attached - previously distributed; all changes incorporated*) (*as there will be no further ASC meetings, this item is brought forward for past-committee members to approve at this Council meeting*).

Moved by **Councillor Gamble** and seconded by **Mayor Gillis** to approve the Minutes of the August 14, 2024, Annexation Sub-Committee Meeting as presented.

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

8. **Business arising – August 14, 2024, Council Mtg. Minutes** (*none*).
9. **Adoption of the September 18, 2024, Council Meeting Minutes** (*attached - previously distributed; all changes incorporated*).

Moved by **Councillor Carter** and seconded by **Deputy Mayor Docherty** to approve the Minutes of the September 18, 2024, Council Meeting as presented.

Votes for: 4 Votes against: 0 Result: **Carried Unanimously**

10. **Business arising – September 18, 2024, Council Mtg. Minutes** (*none*).

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

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

- i. **Provincial Credit Union Account Balances @ October 6, 2024:**

a. Share Acct 001	\$5.44
b. Chequing Acct 010	\$55,296.85
c. Gas Tax (CCBF) Acct 011 ( <i>for approved projects</i> )	\$64,095.22
d. Reserve Savings Acct 020	\$37.81
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
(Breakdown as approved)	
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 September 30, 2024:**

<b>Revenues:</b>	<b>Budgeted</b>	<b>To-Date</b>
i1 – Assessment Income (Commercial & Non-Commercial)	\$377,234	202,506
i2 – GPEI Rink Grant ( <i>in</i> )	\$8,500	-

i4 – CCBF (in)	\$92,000	20,695
i5 – Other (Gen.) & BAWG (in) & Community Pantry (in)	\$8,363	49,504
<b>Total</b>	<b>\$486,097</b>	<b>272,705</b>
<b>Expenditures:</b>	<b>Budgeted</b>	<b>To-Date</b>
e1 – Council Remuneration, RMB Payroll, Deductions	\$128,272	62,745
e2 – Travel Allowance	\$1,500	522
e3 – Office Admin (Supplies/Hardware/Lease/Cleaning)	\$20,860	11,836
e4 – Advertising, Promotion & Website	\$2,018	1,312
e5 – Audit, Financial, Bank Fees, Amortization	\$4,715	878
e6 – Insurance, Legal, WCB	\$10,211	8,867
e7abc – Projects (MEMP/Com.Plan/ShopBelfastPEI/Other)	\$3,250	2,923
e7d – Events (Remembrance/Halloween/Christmas/Other)	\$1,500	909
e8 – Elections or By-Elections	\$500	-
e9 – FPEIM, FCM, Prof Fees, Conferences, Workshops	\$5,467	4,262
e10 – Miscellaneous	\$750	112
e11 – Fire Protection Grant	\$115,000	60,000
e12 – GPEI Rink Grant (out) & BAWG & Pantry (out)	\$14,863	3,350
e13 – Community Grants	\$69,900	60,200
i4 – CCBF (out)	\$92,000	20,695
e14 – Contingency	\$1,000	-
e15 – 2 <sup>nd</sup> Warming Ctr Gen. (\$51,192) & RMB Share (\$2,817)	\$10,814	54,009
e16 – Warming Ctr Operations (Belfast Rec Ctr/WIADC)	\$2,416	2,416
e17 – New Office (New)	0	0
e18 – Dish Washer (ACOA Grant - WIADC) (in/out) (New)	6,100	6,100
<b>Total</b>	<b>\$491,137</b>	<b>301,135</b>
	=====	=====
<b>Change in Fund Balance (Net)</b>	<b>\$1,061</b>	<b>-28,430</b>

**Regular Revenues, Expenditures and Community Grants are on track after 6 months of fiscal year.** Monthly revenues from PEI Assessment are slightly higher than budgeted by (\$2,818/month). In/Out Revenues/Expenditures from Generator Grant are now included. Transfer of ...0042 GIC required in October (\$21,294.28) to cover generator and cash flow. The CAO confirmed that RMB's financial Heath-to-date is excellent, especially with the results of the latest Audit, discussed later in today's Agenda.

12. **Official Community Plan and Development Bylaw (CAO – Bob Brooks):** Following the Public Consultation Session on the 21<sup>st</sup> of September with: Fotenn Planning Inc., John Ployer (Rural Development Officer), Council and the Public, RMB met with the GPEI Lands Division.

The purpose of the meeting was to:

- Answer Council questions on Official Community Plan and Development Bylaw processes.
- Find out the Lands Division initial assessment of the Draft Fotenn Official Plan and Development Bylaw documents.
- Learn about implications for the municipality about taking on planning duties in the municipality.
- Discuss the financial implications and projected annual costs, and
- Get Development Permit statistics for our area over the past few years.

Due to that recent meeting and the information learned, more time is required by RMB to prepare a report and provide options for Council discussions and consideration for moving forward (or other). That information will now be brought forward to the November 20, 2024 Regular Council Meeting.

13. **Sustainable Two-Ferry System at Wood Islands** (Presented by Councillor Carter) On September 26, 2024 RMB sent out a letter to MP Lawrence MacAulay and copies were sent to multiple levels of government expressing Council's continued concerns over the ongoing ferry service and demanded immediate action be taken to provide a reliable two ferry system between Wood Islands and Caribou. A copy of this letter can be found on our website. In response to our initiative Premier Dennis King wrote to us and also provided a copy of his letter to Prime Minister Trudeau. These documents can also be found at [www.ruralmunicipalityofbelfast.com](http://www.ruralmunicipalityofbelfast.com) for review. MLA Darlene Compton, who attended the RMB Council meeting, at our invitation, asked if she could read the Prime Minister Trudeau letter for the record - Council agreed. Councillor Carter and Administration Ashley Feschuk attended a public meeting held by PEI Eastern Chamber of Commerce and a copy of the full report can also be found on the RMB website at: [www.ruralmunicipalityofbelfast.com](http://www.ruralmunicipalityofbelfast.com) .

14. **2023/2024 RMB Audited Financial Statements** (*the physical statements were not available at time of publishing the Agenda. RMB handed out the statements at the meeting*) (presented by CAO Bob Brooks) – Per the *Municipal Government Act* (MGA), the Rural Municipality of Belfast (RMB) has its annual Financial Statements audited. As in the past, the audit firm was MRSB. The CAO presented the Audited Financial Statements for consideration/approval. The statements are now located on the RMB Website at: [www.ruralmunicipalityofbelfast.com](http://www.ruralmunicipalityofbelfast.com) .

**Discussion:** The CAO clarified a few line items in the Audited documents; confirmed that not only was it another clean audit, but that we ended up with a surplus rather than the planned deficit for that year, and that there were no concerns from the Auditor on the Notes Pages. The CAO also noted that it was his intension and plan, to have these documents for Council consideration in the month of August next year, instead of the month of October.

Moved by **Councillor Gamble** and seconded by **Councillor Carter** to adopt the Audited RMB Financial Statements for 2023/2024 as presented.

Votes for: 4 Votes against: 0 Result: **Carried Unanimously**

15. **Upcoming Events Calendar for RMB – (Oct. Nov. Dec.)** (presented by Ashley Feschuk)

- a. **Down-East Comic Expo** (WIADC Event – October 26<sup>th</sup> 10: am – 4: pm) – RMB will again participate in this second annual event by handing out Halloween Candy for the kids. Attractions will include: comic book collectibles, posters, noted comic writers and illustrators (Brenda Hickey, Troy Little and Sandy Carruthers), a barbeque, and so, so, much more!
- b. **Remembrance Day – Wreath Laying** (November 11<sup>th</sup>) – RMB participates annually at two wreath-laying events, put on by the Royal Canadian Legion within the RMB area. **Mayor Garth Gillis** will lay an RMB sponsored wreath at: **Belfast** and **Councillor McGivern** will lay the other RMB sponsored wreath at: **Iona**.
- c. **Holiday Tree-Lighting Event** (December 7<sup>th</sup> starting at 6:pm) – RMB intends to light up the Wood Islands Market Courtyard, sing Christmas carols, a Snowflake Decorating Competition, Photo Area, a visit from jolly St. Nick at RMB's third Annual Christmas event. RMB is also pleased to announce that **Norman Stewart** is our musical guest this year! Hope to see you all there, everyone welcome!

16. **New Business for the Agenda** (*as discussed in Approval of Agenda, Item 3 above*)

- a) **Community Pantry Update** – No official update, but Councillor McGivern gave a great thank-you for donations and that there is a continued need for this resource in our community.

17. **Next Meetings:**
- a. **Regular Council Mtg** – Nov. 20, 2024 @ 7:PM – Wood Islands Market – Upstairs Hall.
  - b. **Additional Council Mtg** – Dec. 11, 2024??? Last year, it was discussed that Council MAY wish to also have a Council meeting in December (normally there are no Council meetings scheduled for December), as there may or may not be issues needing attention. The CAO, typically uses the December month to start his work on year-end revenue and expenditure projections, and to start his work on the 2024/2025 Budget and Financial Plan. Council decided not to schedule an additional meeting in December, and the CAO reminded Council that they could call an additional Special Council meeting, at a later date, if they felt it was required.
  - c. **Tree-Lighting Event** – This years’ RMB Holiday Tree-Lighting Event (3<sup>rd</sup> Annual) will take place in the Courtyard in the Wood Islands Market starting at 6:00 PM on Saturday, December 7, 2024.
  - d. **Reminder – There is No Regular Meeting of Council – scheduled for December 2024** (per the MGA Council Calendar) and the RMB Office closes over the Christmas Break from December 18<sup>th</sup> through to January 2<sup>nd</sup>.

18. **Motion to Move In-Camera for a Confidential HR Matter – (No minutes are taken, and no decisions made during In-Camera Sessions)**

**Moved** by **Councillor McGivern** and **seconded** by **Deputy Mayor Docherty** to move into In-Camera for a Confidential HR Matter.

Votes for: 4 Votes against: 0 Result: **Carried Unanimously**

**Moved** by **Councillor McGivern** and **seconded** by **Councillor Carter** to move out of In-Camera from the Confidential HR Matter.

Votes for: 4 Votes against: 0 Result: **Carried Unanimously**

**Moved** by **Councillor Carter** and **seconded** by **Councillor Gamble** to accept the new **2025 Contract for CAO Bob Brooks** as amended.

Votes for: 4 Votes against: 0 Result: **Carried Unanimously**

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

**Moved** by **Councillor McGivern** to adjourn the meeting at: **9:50pm**

*Ashley/Bob*

Minutes Approved On: **November 20, 2024**

**Signature and Seal on File**

Mayor - Garth Gillis

**Signature and Seal on File**

CAO - Bob Brooks