



Rural Municipality of Belfast (RMB)

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

COUNCIL MEETING - AGENDA

Wednesday, February 19, 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)	
Public Speakers:	Open...	

***Please Be Aware: RMB Council Meetings are Livestreamed to facebook.com/belfastpei
Livestream Comments are not monitored in real time during the Council Meeting.
A New Practice for RMB now includes a requirement for all visitors to Council and Committee meetings to Sign In. For Fire Safety Reasons as well as more accurate Minutes – Thank you***

Item Order of Business

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 Jan.** (*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 January 15, 2025, Regular Council Meeting Minutes** (*attached - previously distributed; all changes incorporated*)

Moved by _____ and seconded by _____ to approve the Minutes of the January 15, 2025, Council Meeting as presented.
 Votes for: _____ Votes against: _____ Result: _____

7. **CAO Report (CAO – Bob Brooks)**

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

i. **Provincial Credit Union Account Balances @ February 3, 2025:**

a. Share Acct 001	\$5.44
b. Chequing Acct 010	\$74,509.69
c. Gas Tax (CCBF) Acct 011 (<i>for approved projects</i>)	\$48,917.27
d. Reserve Savings Acct 020	\$37.97
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 January 31, 2025:**

Revenues:	Budgeted	To-Date
i1 – Assessment Income (Commercial & Non-Commercial)	\$377,234	336,352
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
Total	\$486,097	408,376
Expenditures:	Budgeted	To-Date
e1 – Council Remuneration, RMB Payroll, Deductions	\$128,272	106,099
e2 – Travel Allowance	\$1,500	1,114
e3 – Office Admin (Supplies/Hardware/Lease/Cleaning)	\$20,860	18,220
e4 – Advertising, Promotion & Website	\$2,018	1,961
e5 – Audit, Financial, Bank Fees, Amortization	\$4,715	5,093
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	2,290
e8 – Elections or By-Elections	\$500	-
e9 – FPEIM, FCM, Prof Fees, Conferences, Workshops	\$5,467	5,772
e10 – Miscellaneous	\$750	256
e11 – Fire Protection Grant	\$115,000	100,000
e12 – GPEI Rink Grant (<i>out</i>) & BAWG & Pantry (<i>out</i>)	\$14,863	3,250
e13 – Community Grants	\$69,900	69,500
i4 – CCBF (<i>out</i>)	\$92,000	20,695
e14 – Contingency	\$1,000	-
e15 – 2 nd Warming Ctr Gen. (<i>\$51,192</i>) & RMB Share (<i>\$2,817</i>)	\$10,814	54,009
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
Total	\$491,137	408,573
	=====	=====
Change in Fund Balance (Net)	\$1,061	-197

Regular Revenues, Expenditures & Community Grants are on track after 10 months of the fiscal year, plus receiving additional monthly GPEI Assessment dollars at (\$2,818/month).

8. **2025/2026 Community Grants Call/Process** (*Admin - Ashley Feschuk*). RMB is now receiving Grant Applications for the 2025/26 Community Grants Program cycle. Applicants are reminded that they have until noon on Friday, March 7th to submit their grant applications. The Community Grants Committee will be reviewing the applications on Wednesday, March 12th for a recommendation/decision of Council on Wednesday, March 19th.
9. **2025-2030 Canada Community Building Fund (CCBF) (Formerly Gas Tax Funding Program) - Update** (*CAO - Bob Brooks*). In late 2024, the Canada/PEI Infrastructure Secretariat announced the new iteration of funding – this one covering 2025-2030, with RMB seeing access to more than \$300,000. This program is different, in that it also covers projects for Firehalls. As always, the CCBF Program was created to provide much needed funding for municipal infrastructure projects as its top priority. Should a municipality not have a project to complete within the funding cycle, municipalities are permitted to allow municipality-selected Not-for-Profit Organization projects to be completed, if approved. RMB is currently finishing up the last two approved projects from the previous program cycle. RMB is expected to do a call for proposals of the new CCBF funding in the Spring/Summer of 2025.
10. **Responsible Dog Ownership and New PEI Dog Legislation** (*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 promote responsible Dog Ownership. With the expected passage of new PEI Dog Legislation, that initiative is on hold, as RMB is waiting to see if there are any changes to the current legislation, that may or may not affect our municipality. RMB Administration will inform Council and the public, once we know more and provide options for consideration.
 - a. **Dog Complaint (Iona)** (*Admin – Ashley Feschuk*): Email (*attached*) – Update from Ashley...
 - b. **FPEIM Update on new Dog Legislation** (*Councillor – Bryson*): Will provide an update regarding discussions on the new Dog Legislation during the Federation of PEI Municipalities (FPEIM). Councillor Bryson will also take this opportunity to provide her regular FPEIM update – Update...
11. **Sustainable Two-Ferry Service** (*Councillor Trisha Carter*): In January of 2025, progress was announced regarding RMB’s desire for a Sustainable Two-Ferry Service at Wood Islands, as well as the arrival of the second Ferry (now in retrofit). Additionally, there was announcements about a study, and some press coverage from various medias. RMB’s position has consistently been that we support a Sustainable/Reliable ‘**Two-Ferry Service**’ for the Wood Islands Terminal, as well as support for the Eastern PEI Chamber of Commerce economic survey. Update as follows...
12. **2025/26 Budget, Financial Plan and Capital Plan - 1st Reading** - (*presented by CAO Bob Brooks*) (*attached*) Notice was given in January that RMB would be holding public meetings in February and March for passage of the 2025/26 Budget, Financial Plan and Capital Plan. The public was encouraged to attend these meetings and/or send comments. To-date RMB has yet to receive comments by email.

Today the CAO will go over all the aspects of the Budget, Financial Plan and Capital Plan, including detailed line-by-line revenues and expenditures. At the end of the presentation, Council will be asked to consider the information that was presented; take into consideration any public comments; and take into consideration any positions or suggestions that other Councillors bring forward for consideration.

Following any discussions, clarifications and amendments, Council will be asked to give **First Reading ONLY** to the 2025/26 Budget, Financial Plan and Capital Plan. The approved document will then be posted again on the RMB Website for another month of public review. On March 19, 2025, Council will again be asked if they have any suggested amendments, then asked to give Second Reading and Final Approval.

Discussion: _____

Moved by _____ and **seconded** by _____ to give First Reading to the Rural Municipality of Belfast 2025/2026 Budget, Financial Plan and Capital Plan.

Votes for: ____ Votes against: ____ Result: _____

13. **Notice of 2025/26 Budget and Financial Plan Meeting for 2nd Reading** – Notice is hereby given, that RMB will be holding a second open public meeting on **March 19th** to discuss and ratify RMB’s 2025/26 Budget, Financial Plan and Capital Plan. Everyone is welcome to attend. Anyone wishing to speak to the Agenda in this regard; should contact the RMB Office to make arrangements, or can send comments to RMB through email.
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 to ensure due-diligence in offering the space to the public. 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. Two tours were given of the site – only one business continued to express their interest – owners of the Sweet Company. Deadline for interest was Jan. 31st. It is now incumbent on Council to confirm its willingness for a sub-lease tenant. Following Council’s confirmation, RMB Administration will finalize a lease to start on April 1, 2025.
15. **New Business for the Agenda** (*as discussed in Approval of Agenda, Item 3 above*)
 - a) **Doors Open Downeast Project** (*Councillor Carter*) - Update
 - b) **Other ?**

16. **Next Meetings:**
 - a. **Community Grants Committee Meeting** – Wednesday, March 12, 2025: 7:pm – RMB Office, Wood Islands Market.
 - b. **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: _____