



# Rural Municipality of Belfast (RMB)

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

## COUNCIL MEETING - AGENDA

Wednesday, March 19, 2025, at 7:00 PM  
*Upstairs Hall, Wood Islands Market*

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

- 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? (*Council Members involved in any Community Grants Applications on today’s Agenda will need to declare a Conflict; if they are an Organizer, if they are a Board Member, or if they have Monetary Involvement. Those Council Members that are merely participants or that have family members that are participants, fall under Community-of-Interest and are not in a direct Conflict of Interest. Those members MAY step out if they feel they have a ‘Perceived Conflict of Interest’ (if they wish). Council Members in Conflict will need to step out during any discussion about their individual Community Grant Application, but may remain and vote on any other application, and on the Community Grants Recommendations as a block*)
- Approval of Agenda** – Any other suggested Agenda Items for today’s meeting? (*to be placed under Item 14*)

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

- RCMP Report for the Month of February** (*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)*

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

6. **Adoption of the February 19, 2025, Council Meeting Minutes** (*attached - previously distributed; all changes incorporated*).

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the Minutes of the February 19, 2025, Council Meeting as presented.

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

7. **Business arising from the February 19, 2025, Council Meeting Minutes** (*already addressed in today's agenda – no other items*).

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

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

- i. **Provincial Credit Union Account Balances @ March 10, 2025:**

a. Share Acct 001	\$5.52
b. Chequing Acct 010	\$83,885.24
c. Gas Tax (CCBF) Acct 011 ( <i>for approved projects</i> )	\$44,830.67
d. Reserve Savings Acct 020	\$38.00
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 February 28, 2025:**

<b>Revenues:</b>	<b>Budgeted</b>	<b>To-Date</b>
i1 – Assessment Income (Commercial & Non-Commercial)	\$377,234	370,412
i2 – GPEI Rink Grant ( <i>in</i> )	\$8,500	-
i4 – CCBF ( <i>in</i> )	\$92,000	44,831
i5 – Other (Gen.) & BAWG ( <i>in</i> ) & Community Pantry ( <i>in</i> )	\$8,363	61,610
<b>Total</b>	<b>\$486,097</b>	<b>476,853</b>

<b>Expenditures:</b>	<b>Budgeted</b>	<b>To-Date</b>
e1 – Council Remuneration, RMB Payroll, Deductions	\$128,272	116,820
e2 – Travel Allowance	\$1,500	1,115
e3 – Office Admin (Supplies/Hardware/Lease/Cleaning)	\$20,860	20,230
e4 – Advertising, Promotion & Website	\$2,018	1,961
e5 – Audit, Financial, Bank Fees, Amortization	\$4,715	5,203
e6 – Insurance, Legal, WCB	\$10,211	9,610
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	110,000
e12 – GPEI Rink Grant ( <i>out</i> ) & BAWG & Pantry ( <i>out</i> )	\$14,863	4,350
e13 – Community Grants	\$69,900	69,700
i4 – CCBF ( <i>out</i> )	\$92,000	44,831
e14 – Contingency	\$1,000	-
e15 – 2 <sup>nd</sup> Warming Ctr Gen. ( <i>\$51,192</i> ) & RMB Share ( <i>\$2,817</i> )	\$10,814	54,009
e16 – Warming Ctr Operations (Belfast Rec Ctr/WIADC)	\$2,416	2,416

e17 – New Office <b>(New)</b>	0	231
e18 – Dish Washer (ACOA Grant - WIADC) <b>(in/out) (New)</b>	6,100	6,100
<b>Total</b>	<b>\$491,137</b>	<b>457,817</b>
	=====	=====
<b>Change in Fund Balance (Net)</b>	<b>+\$1,061</b>	<b>+\$19,036</b>

**Regular Revenues, Expenditures & Community Grants are on track after 11 months of the fiscal year, plus receiving additional monthly GPEI Assessment dollars at (\$2,818/month) and the additional Generator funds.**

9. **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. Also, in a recent public announcement, Member of Parliament, the Honourable Lawrence MacAulay, noted that there will be two ferries ready for Wood Islands, when the season opens on May 1, 2025. Update...
10. **One on One Interview (Municipal Government Act) - (Admin – Ashley Feschuk)** Since the enactment of the *Municipal Government Act* (MGA) in 2017, municipalities across PEI have been implementing the MGA requirements, while adapting to the evolving needs of their own municipalities. As part of the review process, launched on February 18<sup>th</sup>, RMB is set to participate in a one-on-one interview, to express the collective municipal experience of this municipality. The RMB interview will be guided by a structured framework that systematically reviews key sections of the MGA, focusing on how specific provisions impact municipal operations. Topics will cover: Capacity, Municipal Services, Transparency; Rural Municipalities, Elections and Suggestions from the RMB Municipality. This meeting is scheduled for RMB Council and Staff for April 2<sup>nd</sup>.
11. **Sublease within the New RMB Office Facility (Admin – Ashley Feschuk)** – Administration continues to look for a Sub-Lease tenant for a portion of its new office space. Due to seasonal construction issues, the new RMB Office facility is now set for mid-May, with the new lease to start on June 1<sup>st</sup>. RMB continues to follow-up on leads and will keep Council informed on the progress.
12. **Adoption of the March 12, 2025, Community Grants Committee Meeting Minutes (attached - previously distributed; all changes incorporated – this approval is for Committee Members Only).**  

**Moved** by \_\_\_\_\_ and **seconded** by \_\_\_\_\_ to approve the Minutes of the March 12, 2025, Community Grants Committee Meeting as presented.  
 Votes for: \_\_\_\_\_ Votes against: \_\_\_\_\_ Result: \_\_\_\_\_
13. **Business arising from the March 12, 2025, Community Grants Committee Meeting Minutes (already addressed in next agenda item).**
14. **Community Grants Committee - Recommendations to Council (presented by Committee Chair – Councillor Gamble):** On March 12, 2025, the Community Grants Committee deliberated on 17 Grant Applications for this year’s 2025/26 Community Grants cycle. Following the deliberations Committee Members approved two recommendations for Council consideration. With these Community Grant allocations,

Committee Members also recognized that by providing these Community Grants to the various community groups, volunteer groups, facilities, sporting groups, and numerous miscellaneous groups; RMB is able to help support many integral services to the RMB residents. Recommended Grants/Services for this year’s funding cycle include:

**(1) Recommended 2025/26 Grant Allocations as follows:**

1. Belfast Rural Fire Department - Ops	\$120,000
2. Belfast Rec Centre (GPEI Rink Grant)	\$8,500
3. Belfast Rural Fire Department - Firehall Plans ( <i>One-Time</i> )	\$9,085
4. Belfast Area Watershed Group (BAWG)	\$8,500
5. Belfast Community Development Corp.	\$7,500
6. Belfast Days	\$7,500
7. Belfast Historical Society	\$4,500
8. Belfast Minor Hockey Assoc.	\$1,500
9. Belfast Rec Centre - Ops	\$26,500
10. Belfast Wrestling Club	\$750
11. Pinette Raceway Inc.	\$2,000
12. Point Prim Lighthouse Society	\$3,000
13. Vernon River/Belfast Community Pantry	\$2,400
14. WIADC - Wood Islands Market - Ops	\$10,000
15. WIADC - Wood Islands Lighthouse	\$3,000
16. WIADC - Train Station Accessible Deck	\$9,625
17. Iona Park Inc.	\$1,500

**Total 17 Allocations Recommended \$225,860**

**(2) Continued Caveat on Community Grant Allocations:**

The Community Grants Committee is recommending continuation of the practice: that any organization receiving a Community Grant in 2025/26, be required to produce a Summary Report on how the awarded Community Grants Funds were utilized, by December 31, 2025. Any group who does not provide such report, will not be eligible for a future Community Grant.

For Council Consideration...

Discussion... \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Moved by** \_\_\_\_\_ **and seconded by** \_\_\_\_\_ **for**  
 Council to approve the two recommendations of the Community Grants  
 Committee, for inclusion into the 2025/26 RMB Budget as presented.

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

15. **2025/26 Budget, Financial Plan and Capital Plan – 2<sup>nd</sup> Reading - (*presented by CAO Bob Brooks*) (*attached*).** RMB completed the First Reading Budget deliberations on February 19, 2025. At that meeting, Council decided to defer any Amendments to the Budget, Financial Plan, and Capital Plan until Second Reading. Council also decided to wait to see the Community Grants Committee recommendations first and the effect it would have on the budget.

Today the CAO will present Administrative Amendments to the Budget that provide the updated Provincial Assessment numbers and Projections, giving greater detail and accuracy to the RMB Budget, and Council’s decision on the Community Grants Allocations.

Once Council has discussed the budget and any other suggested amendments The Mayor will then be seeking approval for Second Reading as amended; and final approval of the RMB 2025/26 Budget, Financial Plan and Capital Plan.

Any questions from Council, before moving to the Amendments?

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**AMENDMENT 1.**

An amendment to accept or amend the 2025/26 Community Grants Allocations, as discussed and approved/amended above in Item 12.

Discussion?

**Moved** by \_\_\_\_\_ and **seconded** by \_\_\_\_\_ to approve the 2025/26 Community Grants Allocations from Item 12 above as decided by Council.

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

**AMENDMENT 2.**

An amendment to accept the updated Provincial Assessment Numbers and the updated Administrative projections for both years 2024/25 and 2025/26 as presented (*see attached Budget with amendments after First Reading*).

Discussion?

**Moved** by \_\_\_\_\_ and **seconded** by \_\_\_\_\_ to accept the updated Provincial Assessment Numbers and the updated Administrative projections for both years 2024/25 and 2025/26 as presented.

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

**AMENDMENT 3. – Other?.**

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**Moved** by \_\_\_\_\_ and **seconded** by \_\_\_\_\_ to \_\_\_\_\_.

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

Having had 1<sup>st</sup> Reading of the 2025/26 RMB Budget, Financial Plan and Capital Plan, and having had the acceptance of various Amendments; the 2025/26 RMB Budget, Financial Plan and Capital Plan; RMB is now ready for 2<sup>nd</sup> Reading as Amended and Final Approval.

**Moved** by \_\_\_\_\_ and **seconded** by \_\_\_\_\_ to approve 2<sup>nd</sup> Reading of the 2025/26 Rural Municipality of Belfast Budget, Financial Plan and Capital Plan, as amended: and give Final Approval.

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

16. **New Business for the Agenda** (*as discussed in Approval of Agenda, Item 3 above*)
- a) **Doors Open Downeast Project - Update** (*Councillor Carter*)  
\_\_\_\_\_.
  - b) **Selkirk Road - Update** (*presented by Deputy Mayor Docherty*)  
\_\_\_\_\_.
  - c) **Other ?**  
\_\_\_\_\_.
17. **Next Meetings:**
- a. **One-on-One Council/Staff MGA Mtg** – Wednesday, April 2, 2025 @ 7:PM – Upstairs Meeting Hall, Wood Islands Market
  - b. **Regular Council Mtg** – Wednesday, April 16, 2025 @ 7:PM – Upstairs Meeting Hall, Wood Islands Market
18. **Adjournment** – As there is no further business...
- Moved by** \_\_\_\_\_ **to adjourn the meeting at:** \_\_\_\_\_

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