



Rural Municipality of Belfast (RMB)

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

COUNCIL MEETING - AGENDA

Wednesday, May 21, 2025, at 7:00 PM
Upstairs Hall, Wood Islands Market

Council:	Mayor Garth Gillis (<i>Chair</i>)	Deputy Mayor Lynn Docherty
	Councillor James Kinnee	Councillor Trisha Carter
	Councillor Billy Gamble	Councillor Charley McGivern
	Councillor Katherine Bryson (<i>Regrets</i>)	
Administration:	CAO Bob Brooks	Ashley Feschuk
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.
Visitors – Please remember to sign in – 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 14*)

Moved by _____ **and seconded by** _____
to adopt the agenda as presented/amended.
Votes for: ____ Votes against: ____ Result: _____

4. **RCMP Report for the Month of April** (*Admin - Ashley Feschuk*)

6. **Public Presentations (if any)** – (*Members of the public are offered five minutes to make a presentation to Council. Council may or may not ask questions following the presentation*)

a) ??? _____

7. **Adoption of the April 14, 2025, Council Meeting Minutes** (*attached - previously distributed; all changes incorporated*).

Moved by _____ **and seconded by** _____ **to**
approve the Minutes of the April 14, 2025, Council Meeting as presented.
Votes for: ____ Votes against: ____ Result: _____

8. **CAO Report (CAO – Bob Brooks)**

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

i. **Provincial Credit Union Account Balances @ May 2, 2025:**

a. Share Acct 001	\$5.52
b. Chequing Acct 010	\$83,746.65
c. Gas Tax (CCBF) Acct 011 (for approved projects)	\$43,903.73
d. Reserve Savings Acct 020	\$38.06
e. Reserve Savings GICs; Acct 041	\$48,742.59
(Reserves Breakdown \$48,780.65)	
1. RMB Expansion Reserve	\$21,159.67
2. Emergency Preparedness Reserve	\$10,000.00
3. Legal Reserve Fund	\$1,250.00
4. Elections Reserve Fund	\$500.00
5. Remaining – (for Budget Shortfall)	\$15,870.98
6. (FYI) Remaining Funds in ShopBelfastPEI	\$523.01

b) **Revenues and Expenditures Tracking (2024/25) to April 30, 2025:**

Revenues:	Budgeted	To-Date
i1 – Assessment Income (Commercial & Non-Comm)	\$407,697	34,310
i2 – GPEI Rink Grant (in)	8,500	0
i3 – Sub-Lease Rent (starting June 1, 2025)	5,635	0
i4 – CCBF (in)	57,624	0
i5 – Other (a, b and c) (in)	1,900	196
Total	481,356	34,506
Expenditures:	Budgeted	To-Date
e1 – Council Remuneration, RMB Payroll, Deductions	\$133,759	9,581
e2 – Travel Allowance	1,500	0
e3 – Office Admin (Supplies/Hardware/Lease/Cleaning)	30,157	1,512
e4 – Advertising, Promotion & Website	2,119	0
e5 – Audit, Financial, Bank Fees, Amortization	7,876	19
e6 – Insurance, Legal, WCB	11,208	0
e7abc – Projects (MEMP/Com.Plan/ShopBelfastPEI/Other)	750	0
e7d – Events (Remembrance/Halloween/Christmas/Other)	2,450	0
e8 – Elections or By-Elections	500	0
e9 – FPEIM, FCM, Prof Fees, Conferences, Workshops	5,750	188
e10 – Miscellaneous	500	0
e11 – Fire Protection Grant	120,000	10,000
e12 – GPEI Rink Grant (out) & BAWG & Pantry (out)	8,500	196
e13 – Community Grants	106,860	26,785
i4 – CCBF (out)	57,624	0
e14 – Contingency	1,000	0
e16 – Warming Ctr Operations (Belfast Rec Ctr/WIADC)	3,000	3,000
e17 – New Office (New)	19,586	840
Total	513,138	52,121
	=====	=====
Change in Fund Balance (Net)	-\$31,782	-\$17,615

Expenditures and Community Grants are on track after the first month of the fiscal year.

9. **New Welcome Signage for RMB - (CAO – Bob Brooks):** In April of 2025, members of Council expressed their interest in Highway Welcome Signage for RMB. CAO Bob Brooks had already done some preliminary work on a suggested design (2 design choices attached), as well as possible suitable map placement (also attached). This was not an item within this fiscal year’s budget, it was going to be brought forward for next year; however, it can now be accommodated.

In keeping with Council’s request, both Bob and Ashley did further research, including:

- a. **Price: All-in, with materials, each sign will cost \$?? X 4 = \$???**,
- b. **Authority from Highways:** Written authority from Highways will be required; however, RMB has already received ‘verbal’ cooperation (to be finalized if Council gives the go-ahead),
- c. **Size:** Approximately 4’ x 4’ each,
- d. **Materials:** In addition to the 4 Outdoor Signs, other materials required for project will include - 8 posts, 8 caps, 8 post-stakes,
- e. **Installation:** Highways will assist with the installation to ensure compliance and placement – we will find out later if we need any Council Volunteers, and
- f. **How many are allowed:** 3 – 4 max.

Regarding costs – due to RMB now receiving an additional \$15,000 from GPEI for Municipal Funding, we can absorb this unbudgeted expenditure, this fiscal year.

Regarding how many – Highways felt that any more than three would be excessive; however, agreed that they would allow four, but not more.

Regarding design – two design options are attached. Do Council members like either of those? If not, other suggestions? _____

Approval – As this is an unbudgeted expenditure, we will need a motion for approval.

Moved by _____ **and seconded by** _____
to approve the 2025/26 expenditures for new Welcome Signage for the Rural Municipality of Belfast, to be installed with the cooperation and approval of the Department of Highways, as discussed.

Votes for: ____ Votes against: ____ Result: _____

10. **Update on New (Train Station) Office - (CAO – Bob Brooks):** Work is still progressing in our new office. It is still *hoped* that we and our sub-let will be able to move in for June 1, 2025. That said, the only thing now in question is whether the fully accessible deck will be completed by that date. The installation has been delayed, due to the soft (muddy ground conditions) however conditions have now improved, and the deck construction is underway. When the deck is completed, RMB will be able to start moving its materials and operations into it – this will cause service disruptions for that time.

11. **New Canada Community Building Fund (CCBF) Cycle - (CAO – Bob Brooks):** All projects from the previous CCBF funding cycle (2019-2024), have now been completed. RMB is now able to start the process and public call for funding proposals for the new (2025-2029) CCBF funding cycle. This cycle, RMB is eligible to apply for approximately \$350,000 (to be confirmed by the Infrastructure Secretariat). The first step in the process, is for the CCBF Committee to meet and go over the parameters. RMB Council will also need to determine if there are any projects that RMB would like to take on for this cycle. The CCBF funding specifically gives Municipalities first preference, before going out to the public.

Two questions:

1. Does RMB have an RMB Project they would like to propose? i.e. Some ideas already suggested, include: A Splash Park? A Playground (area with outdoor playground equipment? An Off-Leash Dog Park? Or Other?

_____.
2. Do CCBF Committee Members have a preferred Meeting Date for its Committee Meeting? Dates to consider are:
 - a. Wednesday, June 4th at 7:pm (RMB Office) _____, or
 - b. Wednesday, June 11th at 7:pm (RMB Office) _____.

12. **Municipal Emergency Management Plan (MEMP) – Community Wildfire Protection Plan** - (*Admin – Ashley Feschuk*): Wildfire Season is now upon us; Emergency Operations Coordinator (EOC) (Ashley Feschuk), in cooperation with Ms. Emily Foster, Fire-smart Coordinator with PEI Forests, Fish and Wildlife, will be hosting a meeting for RMB Council members on Wednesday, June 25th at 7: pm. The Belfast Rural Fire Department will also be invited. The purpose of the meeting is to discuss preparedness and mitigation measures.
13. **You-Tube – Social Media Update** - (*Admin – Ashley Feschuk*):

14. **New Business for the Agenda** (*as discussed in Approval of Agenda, Item 3 above*)
- a) **Doors Open Downeast - Results** (*Councillor – Trisha Carter*)

 - b) **Belfast Days – Lead up to Event** (*Deputy Mayor – Lynn Docherty*)

 - c) **WIADC Event – Cruisin’ Down East** - (*Admin – Ashley Feschuk*): A Classic Car Evening, to be held every Thursday, June through August, 6:pm until dusk.

 - d) **Other ???**

15. **Next Meetings:**
- a. **CCBF Committee Meeting** – (To Be Determined), June ???, 2025 @ 7:PM – RMB Office, Wood Islands Market
 - b. **Regular Council Mtg for June** – Wednesday, June 18th @ 7:PM – Upstairs Meeting Hall, Wood Islands Market
 - c. **MEMP Wildfire Meeting** – Wednesday, June 25th @ 7:PM – RMB Office, Wood Islands Market
 - d. **Regular Council Mtg for July** – Per Council-approved Meeting Calendar – there is no regular Council meeting scheduled for July.
 - e. ???
16. **Adjournment** – As there is no further business...
- Moved by** _____ **to adjourn the meeting at:** _____