



# Rural Municipality of Belfast (RMB)

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

## COUNCIL MEETING - AGENDA

Wednesday, June 18, 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	
Administration:	CAO Bob Brooks	Ashley Feschuk

***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 13*)

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

4. **RCMP Report for the Month of May** (*provided at meeting*) (*Admin - Ashley Feschuk*)
5. **Belfast Community Development Corporation (BCDC)** – Keir White to provide Council with an activities update for the organization. \_\_\_\_\_
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 May 21, 2025, Council Meeting Minutes** (*attached - previously distributed; all changes incorporated*).

**Moved by** \_\_\_\_\_ **and seconded by** \_\_\_\_\_ **to**  
approve the Minutes of the May 21, 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 @ June 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 May 31, 2025:**

<b>Revenues:</b>	<b>Budgeted</b>	<b>To-Date</b>
i1 – Assessment Income (Commercial & Non-Comm)	\$407,697	68,620
i2 – GPEI Rink Grant (in)	8,500	0
i3 – Sub-Lease Rent (starting July 1, 2025)	5,635	0
i4 – CCBF (in)	57,624	0
i5 – Other (a, b and c) (in)	1,900	226
<b>Total</b>	<b>481,356</b>	<b>68,846</b>
<b>Expenditures:</b>	<b>Budgeted</b>	<b>To-Date</b>
e1 – Council Remuneration, RMB Payroll, Deductions	\$133,759	19,699
e2 – Travel Allowance	1,500	0
e3 – Office Admin (Supplies/Hardware/Lease/Cleaning)	30,157	3,988
e4 – Advertising, Promotion & Website	2,119	0
e5 – Audit, Financial, Bank Fees, Amortization	7,876	719
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	454
e10 – Miscellaneous	500	0
e11 – Fire Protection Grant	120,000	20,000
e12 – GPEI Rink Grant (out) & BAWG & Pantry (out)	8,500	196
e13 – Community Grants	106,860	44,110
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	1,639
<b>Total</b>	<b>513,138</b>	<b>93,805</b>
<b>Change in Fund Balance (Net)</b>	<b>-\$31,782</b>	<b>-\$24,959</b>

**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 May, members of Council discussed options for Highway Welcome Signage for RMB. Council agreed that they wanted to keep the logo artwork for the sign, but also wanted to explore other options such as:
- Replacing the logo’s RMB Rural Municipality of Belfast and removing RMB,
  - Looking for a slogan; \_\_\_\_\_,

- c. Adding some Tourism symbols (if allowed) to the bottom of the signs. RMB is still researching symbols (where to get them and approvals); however, RMB has figured out that we can fit 5 symbols in a banner. RMB has provided Council with 10 symbols (*attached*) and asked them to pick their top 5. Those top 5 include:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Motion?**

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

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

- 10. **Update on New (Train Station) Office - (CAO – Bob Brooks):** RMB is now into its new office facility (the replica Train Station). The move went well on the weekend of June 7<sup>th</sup> and 8<sup>th</sup> with the assistance of Billy and Andrew Gamble – thank you very much. RMB then spent the following week with the finishing touches, with a little more tweaking required. Our new lease will start on July 1<sup>st</sup>. Our new Sub-let is also in the process of moving into their space. The Belfast Area Watershed Group (BAWG) lease will also start on July 1<sup>st</sup>. Looking forward to a long/fruitful working relationship.
- 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 \$300,000 (to be confirmed by the Infrastructure Secretariat). RMB would like to do the call for proposals starting June 20<sup>th</sup> with a submission deadline of July 4<sup>th</sup>. The CCBF Committee would then hold a public meeting on July 16<sup>th</sup> where Committee would review the applications and make a recommendation for Council consideration. Council would then give their PRELIMINARY approval for submission to the PEI Infrastructure Secretariat. Deadline for submissions to the PEI Infrastructure Secretariat is October 1<sup>st</sup>. They will then make a decision in December.
- 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 25<sup>th</sup> at 7: pm. The Belfast Rural Fire Department will also be attending. The purpose of the meeting is to discuss preparedness and mitigation measures.
- 13. **New Business for the Agenda (as discussed in Approval of Agenda, Item 3 above)**
  - a) **Belfast Days – Lead up to Event (Deputy Mayor – Lynn Docherty)**

\_\_\_\_\_.

b) **Selkirk Road Update** - (*Deputy Mayor – Lynn Docherty*):

\_\_\_\_\_.

c) **Belfast Days (June 26, 27, 28, 29) Update** - (*Deputy Mayor – Lynn Docherty*):

\_\_\_\_\_.

d) **Ian Petrie Award** - (*Mayor – Garth Gillis*):

\_\_\_\_\_.

e) **Other ???**

\_\_\_\_\_.

\_\_\_\_\_.

\_\_\_\_\_.

14. **Next Meetings:**

- a. **MEMP Wildfire Meeting** – Wednesday, June 25<sup>th</sup> @ 7:PM – Upstairs Meeting Hall, Wood Islands Market
- b. **CCBF Committee Meeting** – Wednesday, July 16<sup>th</sup> @ 7:PM – Upstairs Meeting Hall, Wood Islands Market
- c. **Regular Council Mtg for July** – Per Council-approved Meeting Calendar – there is no regular Council meeting scheduled for July.
- d. **Regular Council Mtg for August** – Wednesday, August 20<sup>th</sup> @ 7:PM – Upstairs Meeting Hall, Wood Islands Market

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

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

\_\_\_\_\_  
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