



# Rural Municipality of Belfast (RMB)

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

## COUNCIL MEETING - MINUTES

Wednesday, February 15, 2023 at 7:00 PM

*Upstairs Hall, Wood Islands Market*

Council: Mayor Garth Gillis (Chair) Deputy Mayor Lynn Docherty  
Councillor Katherine Bryson Councillor Trisha Carter  
Councillor Billy Gamble Councillor James Kinnee  
Councillor Charley McGivern

Administration: CAO Bob Brooks Ashley Feschuk Jill Harris

Public: Two in Person; 8-15 Livestreamed; 310 views of the Facebook Broadcast  
(at Feb 17<sup>th</sup>) following the Council Meeting

---

**Mayor Gillis reminded everyone present and those on-line, that the RMB Council Meeting was being Livestreamed to [facebook.com/belfastpei](https://www.facebook.com/belfastpei).**

### Item      Order of Business

1. **Call to Order** – Council Meeting was called to order by Mayor Gillis at 7:02 PM.
2. **Declarations of Conflict of Interest** – No members of Council declared a conflict of interest with any items on today's Agenda.
3. **Approval of Agenda** – Other suggested Agenda Items for today's meeting, were placed under **Item 15 – New Business**.

Moved by **Councillor Carter** and seconded by **Councillor Gamble** to adopt the agenda as amended.

Votes for: 6 Votes against: 0 Result: **Carried Unanimously**

4. **Public Presentations** – (*Members of the public are offered five minutes to make a presentation to Council. Discussion items do not have to be one of today's agenda items. 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 of the presenter, or seek clarifications*)
  - a) **Henry Somers** – History of Belfast (*no handouts were provided in advance*). Mr. Somers spoke about Mr. McSweeney of Belfast and his connection to ***Billy the Kid***. He presented Council with pictures and other historical documentation to support his research. Mr. Somers was given an extension to present his information, and was later asked numerous questions. Mr. Somers was hoping that RMB would take this historical information, for the possibility of a Museum and/or turn it into an island-wide tourist draw. As Mr. Somers had yet to speak with the Belfast Historical Society, who already have a museum within the RMB municipal area; Council suggested that he bring the information to them. RMB committed to passing his contact information on to the Historical Society.

b) **Mark Booth Director of BCDC – Updates.** Mr. Booth noted that it was recently discovered that the Croft House, which is currently being used by the Belfast Historical Society as a local area Museum; needs to have remediation done for the exposed asbestos that was recently found. BCDC will not be paying for this service and will be speaking with the Belfast Historical Society about options for the Croft House' future. It was confirmed that the Gas Tax funds that the Belfast Historical Society was granted for a different project; would have to be authorized by the Infrastructure Secretariat, should they wish to use those funds for remediation. RMB will also follow-up. BCDC is also working on a Federal ten-million-dollar grant application, that would be put to use in development of the Wellness Centre/Rink improvements Project; and mentioned that the Golf Simulator at the Belfast Highland Greens should be open to the public by Saturday, February 18<sup>th</sup>.

5. **Adoption of the January 18, 2023 Council Meeting Minutes** (*previously distributed; all changes incorporated*).

Moved by **Councillor Bryson** and seconded by **Deputy Mayor Docherty** to approve the Minutes of the January 16, 2023 Council Meeting as presented.  
Votes for:   6   Votes against:   0   Result: **Carried Unanimously**

6. **Business arising from the January 18, 2023 Council Meeting Minutes** (*there is no business arising from the January 18<sup>th</sup> meeting, not already on today's agenda*)

7. **Adoption of the January 25, 2023 Canada Community Building Fund (CCBF) Committee Meeting Minutes** (*previously distributed; all changes incorporated*) (*these Minutes are to be approved by CCBF Committee Members ONLY, as there are no other CCBF meetings scheduled for the near future*).

Congratulations to **Councillor Trisha Carter**, selected as Chairperson for the CCBF Committee until further notice – **CONGRATULATIONS!**

Moved by **Councillor McGivern** and seconded by **Mayor Gillis** to approve the Minutes of the January 25, 2023 Canada Community Building Fund Committee Meeting as presented. (*Committee Members Only*)  
Votes for:   4   Votes against:   0   Result: **Carried Unanimously**

8. **Business arising from the January 25, 2023 CCBF Meeting** (*None*)

9. **CAO Report** (*presented by CAO Bob Brooks*)

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

i. **Provincial Credit Union Account Balances at February 09, 2023:**

a. Share Acct 001	\$5.35
b. Chequing Acct 010	\$44,154.03
c. Gas Tax (CCBF) Acct 011 ( <i>for approved projects</i> )	\$65,784.58
d. Reserve Savings Acct 020	\$36.73
e. Gas Tax (CCBF) GIC Acct 040 ( <i>for approved projects</i> )	\$50,501.20
f. Reserve Savings GICs; Acct 041 & 042	\$65,292.50

*(for RMB project(s) – to be determined by Council)*

2022/23 Revenues, Expenditures and Projections to be detailed during Budget discussions on today's Agenda, Item # 13.

10. **Saltwire Flyer Distribution (presented by Ashley Feschuk - Administration)** – RMB have established a contact person in charge of distribution. A discussion on multiple Facebook platforms has resulted in a formal list of about twenty residents who would like the delivery of Flyer materials stopped. This will not impact people who wish to continue having these materials delivered. The list will be submitted on Friday, February 17<sup>th</sup> to Saltwire. There are ongoing discussions in regards to the Flyer boxes to hold materials located at various locations in our municipality. Ashley hopes to have more information in regards to this at the next Council meeting.
11. **Islander Day - Request for Council Participation (presented by Ashley Feschuk - Administration)** – During the January 18<sup>th</sup> Council Meeting, Council Members were informed about the upcoming Islander Day Event that is taking place on the 20<sup>th</sup> of February. From 11am-3pm, Wood Islands Area and Development Corporation, are looking for volunteer helpers to assist with Islander Day. Should Council members be available, Ashley will take names and pass them on to WIADC.
12. **2023-2026 Strategic Plan Proposal (presented by CAO Bob Brooks)** – During the January 18<sup>th</sup> Council Meeting, Council Members were asked to authorize the CAO to get a quote/proposal from MRSB out of Charlottetown, for a new Strategic Plan Exercise for the new Council. This exercise would set out the Vision and Roadmap for the course of Councils' term, ending in 2026. The **MRSB Proposal was attached** for Council's Information. Council was asked if they wanted a professionally facilitated Strategic Plan exercise (as provided in the MRSB Proposal – with two professionals on the file), or if they just wanted an in-house exercise, with a one-afternoon public session, that would update the current RMB Strategic Plan? Following discussions, Council showed a preference for an in-house exercise.
13. **23/24 Budget and Financial Plan (January 30<sup>th</sup> DRAFT previously provided and attached) - Presented for Discussion and 1<sup>st</sup> Reading (presented by CAO Bob Brooks)** – The CAO went through the January 30<sup>th</sup> Draft document, and detailed the 23/24 Budget to-date; along with current projections for the 22/23 revenues and expenditures. It was noted that the areas of the Draft Budget that were highlighted in **Yellow**, were still waiting for the updated numbers.

The CAO presented the Draft document; highlighting the summaries and correlating the item codes with the budget notes. The CAO also noted that the document had much more detail than the budgets in the past, to give the new Council members a better understanding of each of the line items. The Mayor then opened the floor for Council questions, clarifications and suggestions.

Following discussions; Council was asked to make four initial decisions on the January 30<sup>th</sup> DRAFT Budget document. Those items were then followed up with motions.

- I. Does Council wish to set a **CAP** on the amount of funding that will be available for the 23/24 Community Grants Program? Council decided to wait until after the Community Grants Committee did its work and make its recommendation to Council.
- II. Does Council wish to proceed with the **MRSB Proposal** to develop a new Strategic Plan? Council decided to work with RMB Administration toward an in-house Strategic Plan, that would see the current document updated.
- III. Use of **RMB \$65,000 GICs in Reserve** for Council identified projects? Council decided to wait on any decision to use the Reserve Funds, and incorporate the discussion into the Strategic Plan discussion. This would allow Council to brainstorm about the use of the funds and decide if there were any projects they wanted to use the funds for.

IV. Having discussed the three items above, Council was asked if there were any other Amendments or Motions to the Draft Budget that they would like, prior to giving 1<sup>st</sup> Reading to the 2023/24 RMB Budget and Financial Plan; one other Motion was brought forward. Motion number IV below, adds \$5,000 to the MEMP Projects Line Item (e7abc), specifically to provide an emergency fund for a Warming Centre, should an emergency event happen in 23/24. Any unspent funds in that fiscal year will be placed into a Warming Centre Reserve. At a later date, Council will decide, just how large that Emergency Reserve should become. Updated information to come in from the Province, the Community Grants Committee and the CAO, will be provided at the March 15<sup>th</sup> Council Meeting. Council will then be asked for any additional Amendments to the Budget, then asked to give 2<sup>nd</sup> and Final Approval to the Budget and Financial Plan.

14. **Motions:**

I. **CAP on the 23/24 Community Grants Program**

**Moved** by **Councillor Carter** and **seconded** by **Deputy Mayor Docherty** to defer the decision on whether to implement a 23/24 Community Grants CAP on funding, until after hearing the Community Grants Committee Recommendations.

Votes for:   6   Votes against:   0   Result: **Carried Unanimously**

II. **2023 – 2026 RMB Strategic Plan**

**Moved** by **Councillor Bryson** and **seconded** by **Councillor Gamble** to not accept the MRSB Strategic Plan Proposal, but rather, work with Administration to update the current RMB Strategic Plan in-house.

Votes for:   6   Votes against:   0   Result: **Carried Unanimously**

III. **Use of RMB \$65,000 GICs in Reserve**

**Moved** by **Deputy Mayor Docherty** and **seconded** by **Councillor McGivern** to defer deciding on what to do with the current funds in the RMB GIC Reserve, and discuss the utilisation of those funds during the RMB Strategic Plan Exercise.

Votes for:   6   Votes against:   0   Result: **Carried Unanimously**

IV. **Addition of \$5,000 to the Budget for Warming Centre Reserve**

**Moved** by **Councillor Bryson** and **seconded** by **Councillor McGivern** to add \$5,000 to the MEMP Budget Line Item (e7abc), toward a new emergency Warming Centre Reserve Fund, in the 23/24 RMB Budget and Financial Plan.

Votes for:   6   Votes against:   0   Result: **Carried Unanimously**

V. **1<sup>st</sup> Reading of the 2023/2024 RMB Budget and Financial Plan**

**Moved** by **Councillor Carter** and **seconded** by **Councillor Gamble** to approve 1<sup>st</sup> Reading of the 2023/2024 RMB Budget and Financial Plan as amended.

Votes for:   6   Votes against:   0   Result: **Carried Unanimously**

15. **New Business for the Agenda** (*as discussed in Approval of Agenda, Item 3 above*)
- a. **Community Pantry** (*Councillor Bryson*) – Councillor Bryson updated Council on the Community Pantry activities, noting that Randy Visser’s daughter Emma, built the pantry as part of her class project and donated it to the community. They have received \$10,000 in Provincial Funding, plus many donations as well. There are security cameras in place to report on how many people are using this service, which is roughly 20 people on a regular basis. There are no plans to move the location as it currently covered by the Visser’s liability insurance. Councillor Bryson suggested that maybe Council would like to volunteer as a group to “Adopt a Month” and care for and check in on the facility on a rotating basis for one month. Council decided to wait and have further discussions on this at a later date. Additionally, Councillor Bryson suggested that she would like to be Council’s official spokesperson at the Community Pantry meetings.

**Motion - Official Community Pantry representative from Council**

**Moved** by *Councillor Gamble* and **seconded** by *Councillor Carter* to appoint Councillor Bryson, as Council’s representative at any Community Pantry Meetings. Councillor Bryson to report back to Council, as required.

Votes for:   6   Votes against:      Result:   **Carried Unanimously**  

- b. **Policy on Council Representatives** (*Councillor Bryson*) – Councillor Bryson suggested that RMB might want to establish a new Policy, regarding Council Members representing Council at public meetings. The Mayor and the CAO confirmed that there was some language to that affect within, the *Municipal Government Act* already; however, after speaking with representatives of Municipal Affairs; it would also be helpful for RMB to have its own Policy for clarity. The CAO will present a Draft Policy for Council consideration at a future Council Meeting.
- c. **Anti-Racism Grant Opportunity** (*Councillor Bryson*) – Councillor Bryson brought an idea to the floor that RMB perhaps apply for a grant around Anti-Racism. The Grant would afford RMB the opportunity to get further training in regards to Anti-Racism and Cultural Sensitivity. Council decided not to apply at this time, but make the topic part of the upcoming RMB Strategic Plan discussions.
- d. **Fire Hall Generators Update** (*Councillor Carter*) – Councillor Carter noted that all 15 generator units allocated at the Firehall, have all been successfully donated/dispersed.
- e. **Council Business Cards** (*Councillor Bryson*) – Councillor Bryson has asked Administration about Business Cards for Council Members – The CAO confirmed that the blank cards have now been purchased, and that there will be a template emailed to Council Members to be filled out. Council Members will each be supplied with 20 cards to start.
- f. **Belfast Rink Generator** (*Councillor Gamble*) – Councillor Gamble noted that the propane tank for the Belfast Rec Centre has now arrived and is being installed.

- g. **Pole Project on Highway 315** (*Councillor Gamble*) – Councillor Gamble also noted that a Hydro-electric Pole replacement project will take place this year on Highway 315 (Wood Islands Road). Councillor Gamble asked if RMB could follow-up with Highways on the plan? The CAO confirmed to follow-up.

16. **Next Meetings:**

- a. **Community Grants Committee Meeting** (to deliberate on Community Grant Applications and provide recommendations to Council) - scheduled for Wednesday, March 8, 2023 at 7:00 PM in the Upstairs Hall at Wood Islands Market.
- b. **Regular Meeting of Council** (2<sup>nd</sup> Budget/Financial Plan Meeting) - scheduled for Wednesday, March 15, 2023 at 7:00 PM in the Upstairs Hall at Wood Islands Market.

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

**Moved by Councillor McGivern to adjourn the meeting at: 9:19 PM.**

*Ashley/Bob*

Minutes approved on: \_\_\_\_\_

\_\_\_\_\_  
Mayor – Garth Gillis

\_\_\_\_\_  
CAO – Bob Brooks