



Rural Municipality of Belfast (RMB)

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

COUNCIL MEETING - AGENDA

Wednesday, November 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 (<i>Excused Absence</i>)
	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 10*)

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

4. **RCMP Report for the Month of October** (*RCMP Sgt. Robinson or Admin - Ashley Feschuk*)
5. **Public Presentations (if any)** – (*Members of the public are offered five minutes to make a presentation to Council. Reminder should any member of the public wish to speak on any issue on today’s Agenda, this is the time allotted for that. All other Agenda items are reserved for Council Participation. Are there any members of the public wishing to speak to any issue on today’s Agenda?*)
 - a. ??? _____

6. **Adoption of the October 15, 2025, Council Meeting Minutes** (*attached - previously distributed; all suggested changes already incorporated*)

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

7. **Business Arising from the Oct. 15, 2025 Council Minutes** (*dealt with in today's agenda*)

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

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

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

a. Share Acct 001	\$5.52
b. Chequing Acct 010	\$67,816.93
c. Gas Tax (CCBF) Acct 011 (<i>for approved projects</i>)	\$31,129.79
d. Reserve Savings Acct 020	\$38.19
e. Reserve Savings GICs; Acct 041	\$50,887.26
(Reserves Breakdown \$50,887.26)	
1. RMB Expansion Reserve	\$18,012.26
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)	\$21,125.00
6. (FYI) Remaining Funds in ShopBelfastPEI	\$523.01

b) **Revenues and Expenditures Tracking (2025/26) to October 31, 2025:**

Revenues:	<u>Budgeted</u>	<u>To-Date</u>
i1 – Assessment Income (Commercial & Non-Comm)	\$407,697	240,170
i2 – GPEI Rink Grant (<i>in</i>)	8,500	0
i3 – Sub-Lease Rent (<i>starting July 1, 2025</i>)	5,635	1,127
i4 – CCBF (<i>in</i>)	57,624	0
i5 – Other (<i>a HST & Govt, b Govt Programs, c. Foundation</i>) (<i>in</i>)	1,900	17,941
Total	481,356	259,238
Expenditures:	<u>Budgeted</u>	<u>To-Date</u>
e1 – Council Remuneration, RMB Payroll, Deductions	\$133,759	73,547
e2 – Travel Allowance	1,500	331
e3 – Office Admin (Supplies/Hardware/Lease/Cleaning)	30,157	14,039
e4 – Advertising, Promotion & Website	2,119	0
e5 – Audit, Financial, Bank Fees, Amortization	7,876	4,302
e6 – Insurance, Legal, WCB	11,208	9,673
e7abc – Projects (MEMP/Com.Plan/ShopBelfastPEI/Other)	750	0
e7d – Events (Remembrance/Halloween/Christmas/Other)	2,450	271
e8 – Elections or By-Elections	500	0
e9 – FPEIM, FCM, Prof Fees, Conferences, Workshops	5,750	1,857
e10 – Miscellaneous	500	0
e11 – Fire Protection Grant	120,000	70,000
e12 – GPEI Rink Grant (<i>out</i>) & BAWG & Pantry (<i>out</i>)	8,500	196
e13 – Community Grants	106,860	105,860
i4 – CCBF (<i>out</i>)	57,624	0
e14 – Contingency	1,000	0
e16 – Warming Ctr Operations (Belfast Rec Ctr/WIADC)	3,000	3,000
e17 – New Office (<i>New</i>)	19,586	6,039
Total	513,138	289,115
	=====	=====
Change in Fund Balance (Net)	-\$31,782	-\$29,877

Community Grants are on track per payment schedule. Better than expected Expenditures savings are currently being recognized, especially with the bulk of the major expenditures already realized. RMB now has a goal to try and reach a break-even for the fiscal year, rather than the budgeted shortfall (which was budgeted to use the reserves to cover). Part of the reason for the better bottom line, is the additional Municipal Funding provided by the Province at \$15,000; while the other half is being realized through careful spending or less than expected or unspent costs.

9. **Update on Dog Act research (Ashley Feschuk)** Activities to-date...

Discussion: _____

10. **Social Media Stats update (Ashley Feschuk)** Update as follows...

Discussion: _____

11. **2026 Regular Council Meeting Calendar + (CAO – Bob Brooks):** For planning purposes and as required by the *Municipal Government Act (MGA)*; a Regular Council Meeting Calendar must be publicly posted for the upcoming 2026 Regular Council Meetings. This Calendar is posted on RMB’s Website, announced on RMB’s Facebook page, posted on various Bulletin Boards, included within the Belfast Newsletter, and included within the Annual Belfast Lions Club Calendar. This motion follows the tradition of having at least 10 scheduled meetings on the 3rd Wednesday of each month (except July and December). For 2026 however, RMB is listing three additional meetings for Council’s and the Public’s information (Election Day, New Council Orientation and the 1st meeting of the new Council. Reminder: Council also has the option to call Additional or Special Council Meetings, throughout the year (if required and as requested). The proposed calendar dates for 2026 are as follows:

- 1) **Wednesday, January 21, 2026**
- 2) **Wednesday, February 18, 2026**
- 3) **Wednesday, March 18, 2026**
- 4) **Wednesday, April 15, 2026**
- 5) **Wednesday, May 20, 2026**
- 6) **Wednesday, June 17, 2026**
- 7) **Wednesday, August 19, 2026**
- 8) **Wednesday, September 16, 2026**
- 9) **Wednesday, October 21, 2026**
- 10) **Monday, November 2, 2026 – Municipal General Election Day for RMB**
- 11) **Tuesday, November 10, 2026 – Orientation Meeting for Newly Elected Council**
- 12) **Wednesday, November 18, 2026 – Last Meeting of Outgoing Council**
- 13) **Wednesday, December 9, 2026 – First Meeting of New Council/Swearing In**

Moved by _____ and **seconded** by _____ to approve the **2026 Regular Council Meeting Calendar** as presented.

Votes for: _____ Votes against: _____ Result: _____

12. **Motion for Excused Absences (Councillor Trisha Carter) (CAO – Bob Brooks)**

At last month’s Council Meeting (October 15th), Councillor Carter informed Council that due to unforeseen personal circumstances, she would be seeking some excused absences, until the end of her Council term. The CAO asked if Councillor Carter could provide the CAO with the exact dates, so that he could prepare a motion for Council consideration. The CAO noted that this motion was not technically required for this request; however, Councillor Carter wished to have the motion presented for transparency reasons. The Dates and the Motion are as follows:

Dates for Excused Absence:

* December 2025, * February 2026, * April 2026, * June 2026, and * September 2026.

Moved by _____ and **seconded** by _____ to approve the five excused absences (as listed above) for Councillor Trisha Carter as presented.

Votes for: _____ Votes against: _____ Result: _____

13. **Additional Canada Community Building Fund (CCBF) Resolution (CAO – Bob Brooks)**
During the August 20, 2025 Regular Council Meeting – Council approved Resolution RES2025-001, which is a resolution to award the CCBF funding for the 2024-2029 funding cycle. In discussions with the Canada/PEI Infrastructure Secretariat and the Belfast Rural Fire Department, it was recommended that the final application also include another resolution from Council that spoke to fund commitments, and a commitment letter from the Belfast Rural Fire Department (*letter attached*). These commitment documents are to be provided by December 7th.

RESOLUTION # RES2025 – 002: A Resolution for the Canada Community Building Fund (CCBF) regarding funding commitments

November 19, 2025

Whereas: The Council of the Rural Municipality of Belfast (RMB) has decided to allocate all of the Notional Funding that is available to the municipality through the CCBF - Canada Community Building Fund for 2024-2029 to the Belfast Rural Fire Department, and

Whereas: Upon submission of the CCBF application in August, the Canada/PEI Infrastructure Secretariat has requested an additional Commitment Letter from the Belfast Rural Fire Department (*which is attached*) that outlines its funding commitments, and

Whereas: Council has also been asked to acknowledge its funding plans and commitments to the project, which are as follows:

To complete this project, many funding sources will be sought, including:

- **CCBF** – for planning and foundation expenses,
- **RMB** – for Community Grant contributions,
- **Atlantic Canada Opportunities Agency** – for emergency equipment, go green initiatives and construction funding to strengthen rural community life,
- **Rural Growth Initiative (PEI)** – for rural and regional development initiatives and construction funding,
- **Federation of Canadian Municipalities (Green Funds)** – for energy efficiency and other “green” components,
- **Province of PEI** – for Firehall development funding,
- **Fire Department Fundraising and Sweat Equity**,
- and finally, for any remaining funds required to complete the project, the Fire Department will seek **Private Financing**. The Fire Department will explore the options necessary for paying the monthly payment of the loan, including collaboration with RMB.

Therefore, be it resolved: That the Rural Municipality of Belfast commits that it will assist the Belfast Rural Fire Department to acquire the funding for its Firehall Expansion Project through the means, as listed above, and

Also be it resolved: That in addition to RMB assisting the Fire Department in finding funding for this project, RMB will work with the Fire Department, the Province and the lending institution (if required), to explore the options necessary for paying the monthly payment of the loan.

Moved by _____ **and seconded by** _____ **to**
approve **Resolution # RES2025-002** as presented above.

Votes for: ____ **Votes against:** ____ **Result:** _____

Discussion: _____

14. **New Business for the Agenda** (*as discussed in Approval of Agenda, Item 3 above*).
- a) **Wood Islands Ferry Services Update** (*Councillor Carter*) Councillor Carter to provide an update on the activities and the issues being raised regarding the Ferry Services...
 - b) **Maritime Electric Awareness Campaign** (*CAO – Bob Brooks*) Maritime Electric asked for an additional reminder to **“Please Do Not Plant Trees Near or Under Power Lines”**, to help alleviate power outages, especially during storm events.
 - c) **Holiday Tree-Lighting Event** (*December 6th starting at 6:pm*) (*Ashley Feschuk*) (*program attached*) – RMB intends to light up the Wood Islands Market Courtyard, sing Christmas carols with musical guest Montague Guitar Coach – Steve Zaat, a Snowflake Decorating Competition, Facepainting with the “Little Island Artist” (*starting at 4:30pm in the RMB Office*), a Photo Booth, a visit from jolly St. Nick and more – everyone welcome! **Snowflake decorating starts at 5:pm in the RMB Office.** And a big thank-you to all Council members and their families who participated in the **“Lighting Work Party”** to help make this a special event for the municipality.
 - d) **Progress on the RMB Highway Signs** (*Ashley Feschuk*) Update on the progress of getting the RMB Highway Signs installed...
 - e) **Reminder – There is No Regular Meeting of Council – scheduled for December 2025** (per the MGA Council Calendar). The RMB Office closes over the Christmas Break from December 22nd through to January 2nd.
 - f) **???:** _____

15. **Next Meetings:**

- a) **No Regular Council Meeting for December 2025**
- b) **Council Lighting Work party** – Saturday, November 30th and 31st (*if necessary*)
- c) **Holiday Tree-Lighting** – Saturday, December 6, 2026 @ 6:pm Wood Islands Market Courtyard-

16. **End of the public portion of this Council Meeting**

17. **Motion to Move In-Camera for a Confidential HR Matter –** (*No minutes are taken, and no decisions made during In-Camera Sessions*):

Moved by _____ **and seconded by** _____ to move into In-Camera for a Confidential HR Matter.

Votes for: ___ Votes against: ___ Result: _____

Moved by _____ **and seconded by** _____ to move out of In-Camera from the Confidential HR Matter.

Votes for: ___ Votes against: ___ Result: _____

18. **No decision expected out of this In-Camera item:**

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

Moved by _____ to adjourn the meeting at: _____