



# Rural Municipality of Belfast (RMB)

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

## COUNCIL MEETING - AGENDA

Wednesday, April 15, 2026, 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 ( <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 15*)

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

4. **RCMP Report for the Month of March 2026** (*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 public presentations?*
  - a. ??? \_\_\_\_\_
  - b. ??? \_\_\_\_\_

6. **Adoption of the March 18, 2026, Council Meeting Minutes** (*attached - previously distributed; all suggested changes already incorporated*)

**Moved** by \_\_\_\_\_ and **seconded** by \_\_\_\_\_ to  
approve the Minutes of the March 18, 2026, Council Meeting as presented.  
Votes for: \_\_\_\_ Votes against: \_\_\_\_ Result: \_\_\_\_\_

7. **CAO Report (CAO – Bob Brooks)**

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

i. **Provincial Credit Union Account Balances @ March 31, 2026:**

a. Share Acct 001	\$5.56
b. Chequing Acct 010	\$115,250.66
c. Gas Tax (CCBF) Acct 011 (for approved projects)	\$55,016.91
d. Reserve Savings Acct 020	\$38.29
e. Reserve Savings GICs; Acct 041	\$51,997.58
(Reserves Breakdown \$51,997.58 in GIC)	
1. Emergency Preparedness Reserve	\$10,000.00
2. Legal Reserve Fund	\$5,000.00
3. Elections Reserve Fund	\$5,000.00
4. Remaining Reserve (T.B.D.)	\$31,997.58

b) **Revenues and Expenditures Tracking (2025/26) to March 31, 2026:**

<b>Revenues:</b>	<b><u>Budgeted</u></b>	<b><u>To-Date</u></b>
i1 – Assessment Income (Commercial & Non-Comm)	\$407,697	414,367
i2 – GPEI Rink Grant (in)	8,500	8,500
i3 – Sub-Lease Rent (starting July 1, 2025)	5,635	5,635
i4 – CCBF (in) (New Projection w 2026 CCBF Approval)	57,624	57,624
i5 – Other (a HST & Govt, b Govt Programs, c. Foundation) (in)	1,900	18,540
<b>Total</b>	<b>481,356</b>	<b>504,666</b>
<b>Expenditures:</b>	<b><u>Budgeted</u></b>	<b><u>To-Date</u></b>
e1 – Council Remuneration, RMB Payroll, Deductions	\$133,759	127,083
e2 – Travel Allowance	1,500	847
e3 – Office Admin (Supplies/Hardware/Lease/Cleaning)	30,157	27,206
e4 – Advertising, Promotion & Website	2,119	1,368
e5 – Audit, Financial, Bank Fees, Amortization	7,876	4,717
e6 – Insurance, Legal, WCB	11,208	10,355
e7abc – Projects (MEMP/Com.Plan/ShopBelfastPEI/Other)	750	0
e7d – Events (Remembrance/Halloween/Christmas/Other)	2,450	1,531
e8 – Elections or By-Elections	500	0
e9 – FPEIM, FCM, Prof Fees, Conferences, Workshops	5,750	3,625
e10 – Miscellaneous	500	500
e11 – Fire Protection Grant	120,000	120,000
e12 – GPEI Rink Grant (out) & BAWG & Pantry (out)	8,500	8,696
e13 – Community Grants	106,860	106,860
i4 – CCBF (out) (New Projection w 2026 CCBF Approval)	57,624	57,624
e14 – Contingency	1,000	597
e16 – Warming Ctr Operations (Belfast Rec Ctr/WIADC)	3,000	3,000
e17 – New Office (New)	19,586	14,039
<b>Total</b>	<b>513,138</b>	<b>488,048</b>
	=====	=====
<b>Change in Fund Balance (Net)</b>	<b>-\$31,782</b>	<b>\$16,618</b>

**All 2025/26 Community Grants were paid out per payment schedule. This is the final reporting month for the 2025/26 fiscal year and as projected, we fished the year with a significant surplus. Our annual exercise with the Auditor will confirm just how much surplus, once amortization and commitment adjustments are made; however, estimates should have us at just over \$10,000 surplus for the year.**

8. **Purchase of an audio/video system for Council meetings (Councillor Bryson)...**

**Discussion:** \_\_\_\_\_

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the audio/video purchase for Council Meetings, as described above.  
Votes for: \_\_\_\_\_ Votes against: \_\_\_\_\_ Result: \_\_\_\_\_

9. **Federation of PEI Municipalities Update and Dog Act** (*Councillor Bryson*)...
- 1) **FPEIM Update** \_\_\_\_\_
  - 2) **Dog Act** \_\_\_\_\_
10. **Selection of Council Members to New CAO Subcommittee** (*CAO Bob Brooks*) In previous 2025 and 2026 RMB Council meetings, the discussion of setting up a Sub-Committee, that would oversee a public call for a new CAO for the Rural Municipality of Belfast was raised. This action is required, as the current CAO is retiring on December 31, 2026. A CAO Sub-Committee is typically made up of (3) members of Council and (1) administrative support person. Typically:
- Mayor (also acting as Chair) (voting) Mayor Garth Gillis,
  - Deputy Mayor (voting) Deputy Mayor Lynn Dochety,
  - Council Member (voting) \_\_\_\_\_, and
  - Administrative Support CAO Bob Brooks.

The task of the Sub-Committee is overseeing research on current CAO job duties and salary ranges (usual for this type of municipal operation). Deciding on a salary range for a public call for interested CAO candidates, and when to do the public call. Interviewing the prospective candidates and deciding on a recommendation to Council. As an HR item, Council will decide on its selection and the starting salary in-camera.

**Discussion:** \_\_\_\_\_

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the selection of CAO Sub-Committee members, as listed above.  
Votes for: \_\_\_\_\_ Votes against: \_\_\_\_\_ Result: \_\_\_\_\_

11. **Municipal General Election 2026 – Key Activities** (*Admin – Ashley Feschuk*) **November 2, 2026**, is the next Municipal General Election for the Rural Municipality of Belfast. In preparation for that event, there are several key activities that must be covered, as referenced by Municipal Affairs. Some of those Key Activities Include:
1. **Review your Elections Bylaw**
    - a. RMB has already started the process of reviewing the current RMB Elections Bylaw that we already have in place, comparing it to the latest version, as recently introduced by Municipal Affairs. Once complete, RMB will bring forward any required amendments in the month of May or June 2026.
  2. **Review your Council Remuneration**
    - a. Prior to any new Council taking office, the current Council must decide if they wish to go into the next Council cycle with the same remuneration rates or start a process to change the Council remuneration rates.
    - b. Current remuneration rates are as follows:
      - i. Mayor = \$2,200 annually
      - ii. Deputy Mayor = \$1,360 annually
      - iii. Councillor/Committee Chair = \$1,260 annually
      - iv. Councillor = \$1,160 annually
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3. **Appoint Election Officials by May 11, 2026**
  - a. For the Municipal General Election, two election officials must be confirmed by Council by May 11, 2026. RMB is submitting two names for Council appointment. It should be noted that the current CAO must not be one of the election officials appointed. The two names presented include:

- i. Municipal Electoral Officer (MEO) – **Ms. Ashley Feschuk**
- ii. Deputy Municipal Electoral Officer (DMEO) – **Ms. Sherry Pelkey**

**Discussion:** \_\_\_\_\_

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ to appoint **Ms. Ashley Feschuk as MEO**, and **Ms. Sherry Pelkey as DMEO** for the upcoming Municipal General Election of November 2, 2026.

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

- 12. **Update on Snowmobile Issue** (*Admin – Ashley Feschuk*) ...
- 13. **Municipal Emergency Management Plan (MEMP)** (*Admin - Ashley Feschuk*) ...
- 14. **Belfast Rural Fire Department – Monthly Update** (*Councillor Carter*) ...
- 15. **Resolution to Support Fire Dept. Application for Rural Growth Initiative (RGI) Funding** (*attached*) – For the Belfast Fire Department to apply for RGI funding, a Resolution of support is required from the Rural Municipality of Belfast.

**Discussion:** \_\_\_\_\_

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve Resolution # **RES2026-001** as presented.

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

- 16. **New Business Items** (*per Agenda Item 3 above*):
  - a) ???: \_\_\_\_\_
- 17. **Next Meeting:**
  - a) **Regular Council Meeting** – Wednesday, May 20, 2026: 7:pm – Upstairs Meeting Hall, Wood Islands
- 18. **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: \_\_\_\_\_

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

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