



Rural Municipality of Belfast (RMB)

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

COUNCIL MEETING - AGENDA

Wednesday, May 20, 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
	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 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 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 April 15, 2026, Council Meeting Minutes** (*attached - previously distributed; all suggested changes already incorporated*)

Moved by _____ and **seconded** by _____ to
approve the Minutes of the April 15, 2026, Council Meeting as presented.
Votes for: ____ Votes against: ____ Result: _____

7. **Adoption of the May 13, 2026, Special Council Meeting Minutes (*attached*)**

Moved by _____ and seconded by _____ to approve the Minutes of the May 13, 2026, Special 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 1, 2026:**

a. Share Acct 001	\$5.56
b. Chequing Acct 010	\$123,348.16
c. Gas Tax (CCBF) Acct 011 (<i>for approved projects</i>)	\$55,013.91
d. Reserve Savings Acct 020	\$38.31
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 (2026/27) to March 31, 2027:**

Revenues:	<u>Budgeted</u>	<u>To-Date</u>
i1 – Assessment Income (Commercial & Non-Comm)	\$424,807	36,145
i2 – GPEI Rink Grant (<i>in</i>)	8,500	0
i3 – Sub-Lease Rent (<i>bi-monthly pmts</i>)	6,762	0
i4 – CCBF (<i>in</i>) (<i>for approved projects</i>)	82,000	0
i5 – Other (<i>HST/WCB refunds & other funding initiatives</i>)	<u>17,000</u>	<u>0</u>
Total	539,069	36,145
Expenditures:	<u>Budgeted</u>	<u>To-Date</u>
e1 – Council Remuneration, Contracts, Payroll, Deductions	\$149,368	9,417
e2 – Travel Allowance	1,000	0
e3 – Office Admin (Supplies/Hardware/Phones/Rent/Cleaning)	27,741	2,572
e4 – Advertising, Promotion and Website	1,500	500
e5 – Audit, Financial, Bank Fees, and Amortization	8,045	11
e6 – Insurance, Legal, WCB	10,566	0
e7abc – Projects (MEMP/Other)	250	0
e7d – Events (Remembrance/Halloween/Christmas/Other)	1,550	0
e8 – Elections or By-Elections	5,000	0
e9 – FPEIM, FCM, Prof Fees, Conferences, Workshops	7,649	4,699
e10 – Miscellaneous	500	0
e11 – Fire Protection Grant	165,000	13,750
e12 – GPEI Rink Grant	8,500	0
e13 – Community Grants	66,400	14,200
i4 – CCBF (<i>out</i>) (<i>for approved projects</i>)	82,000	0
e14 – Contingency	1,000	0
e16 – Warming Ctr Operations (Belfast Rec Ctr/WIADC)	<u>3,000</u>	<u>0</u>
Total	539,069	45,149
	=====	=====
Change in Fund Balance (Net)	\$0.00	-\$9,004

All 2026/27 Community Grants are on a payment schedule, to pay out earlier than last year due to a healthier cash flow balance. This is the first reporting month for the 2026/27 fiscal year, and everything is on track as projected. Our books are scheduled to go to our auditors again in sometime in May/June.

9. **Designation of Remaining Reserve as ‘Fire Expansion Project’ (CAO – Bob Brooks)** Over the past year, the Rural Municipality of Belfast (RMB) has been working with the Belfast Rural Fire Depart (BFD) on the ***Firehall Expansion Project***.

To-date, RMB and BFD:

- Met to devise a plan to bring the expansion concept into a workable plan;
- Applied (and received) funding through RMB’s Community Grants to create a ‘expansion concept’ that would also give us a ballpark cost for this project;
- Presented the project case to Council and gained support to apply to the Canada Community Building Fund (CCBF) for a Firehall Expansion Project, to create a Planning and Design Report, that would solidify an actual quote for the project.
- The CCBF funding was approved (\$294,835.51). \$28,136.62 was used for the Planning and Design Report; and the remaining \$266,688.89 can be used for the actual construction of the project.
- The Planning and Design Report, now put the project cost at: \$1.15 million +\$172,500 HST = \$1,322,500 – the remaining \$266,689 brings that down to: \$1,055,811.
- BFD, then applied for Rural Growth Initiative (RGI) Funding in the amount of \$248,000 and received a unanimous support resolution from the RMB Council. (Still awaiting the results of that application.)
- With approval of RGI funding, that would bring the amount required for the project down to \$807,811.
- In that RGI process, BFD committed their fundraising efforts to-date, in the amount of \$62,000 to the project, bringing the amount down to \$745,811.
- Over the past year, Council Members talked about the possibility of assigning the RMB (undesignated) Remaining Reserve for use by the Firehall Expansion Project, to further bring down the project cost by \$31,998. Now equals \$713,813 (to-date).

The above is for background information and project status to-date only. In discussing the project with Finance PEI, we are in the process of confirming all those numbers. BFD is looking to have Finance PEI finance the project. That number so-far would be \$713,813. That said, BFD and RMB continue to look for other sources of funding; both before and after financing is established.

Finance PEI confirmed that balloon payments are allowed (without penalty) and paying off the financing early (also without penalty) is allowed and would be built into the financing agreement.

With the knowledge of the background listed above, the goal for this motion from Council is only to support the assignment of the undesignated ‘Remaining Reserve’ in the amount of \$31,997.58 to the Firehall Expansion Project.

Moved by _____ and **seconded** by _____ to designate the undesignated Remaining Reserve in RMB’s GIC (\$31,997.58) to the Firehall Expansion Project.

Votes for: _____ Votes against: _____ Result: _____

10. **Purchase of an audio/video system for Council meetings** (*Councillor Bryson and Admin – Ashly Feschuk*)... This item was deferred from the last meeting to get further information on the “Meeting Owl”, the system used by the Federation of PEI Municipalities; as well as an alternative item.

Discussion: _____

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

11. **Municipal Government Act (MGA)** (*Councillor Kinnee – Summary of Engagement sent to Council earlier*). Over the past year or more, the Government of PEI (GPEI) have been reviewing the MGA and in March 2026 the GPEI released the Summary of Engagement.

12. **Federation of PEI Municipalities Update** (*Councillor Bryson*)...

13. **Belfast Rural Fire Department – Monthly Update** (*Councillor Carter*) ...

14. **New Business Items** (*per Agenda Item 3 above*):

a) **Ferry Update** (*Councillor Carter*)... _____

b) **???**: _____

15. **Next Meeting:**

a) **Regular Council Meeting** – Wednesday, June 17, 2026: 7:pm – Upstairs
Meeting Hall, Wood Islands

16. **Confidential “HR” Item** (*Held In-Camera – No minutes taken and No decisions made in-camera*)

Moved by _____ and **seconded** by _____ to move In-Camera for a Confidential HR Item.
Votes for: _____ Votes against: _____ Result: _____

Moved by _____ and **seconded** by _____ to move out of In-Camera for a Confidential HR Item.
Votes for: _____ Votes against: _____ Result: _____

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

Moved by _____ to adjourn the meeting at: _____