



Rural Municipality of Belfast (RMB)

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

COUNCIL MEETING - MINUTES

Wednesday, June 17, 2026, at 7:00 PM

Upstairs Hall, Wood Islands Market

Council:	Mayor Garth Gillis (<i>Chair</i>)	Deputy Mayor Lynn Docherty
	Councillor Katherine Bryson (<i>Regrets</i>)	Councillor Trisha Carter (<i>Excused</i>)
	Councillor Billy Gamble	Councillor James Kinnee
	Councillor Charley McGivern	
Administration:	CAO Bob Brooks	Ashley Feschuk
Public:	Sherry Pelkey Executive Director – Belfast Area Shed Water Group, Robert MacDonald – Area Resident, Josh Lewis – Reporter Eastern Graphic	
Livestream:	867 Views 24 hours after Livestream.	

***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 was called to order by Mayor Gillis at 7:10 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** – No members of Council declared a conflict of interest with items on today’s Agenda.
3. **Approval of Agenda** – No other items were suggested for today’s meeting?

Moved by **Councillor McGivern** and seconded by **Deputy Mayor Docherty** to adopt the agenda as presented/amended.

Votes for: 4 Votes against: 0 Result: **Carried Unanimously**

4. **RCMP Report for the Month of May 2026** (*Admin - Ashley Feschuk*) Council was provided a copy of the May RCMP report. These can also be viewed by the public on the RMB website www.ruralmunicipalityofbelfast.com. Incident reports for Belfast are slightly higher than average with 35 incidents as opposed to our usual average around 21. Traffic occurrences accounted for the rise of the incidents reported in May.
5. **Public Presentations – Robert MacDonald** wanted to know the process of budget development and process for 2027/2028. CAO responded with process for Council and Public engagement between December and March.
6. **Adoption of the May 20, 2026, Council Meeting Minutes** (*attached - previously distributed; all suggested changes already incorporated*)

Moved by **Councillor Gamble** and seconded by **Deputy Mayor Docherty** to approve the Minutes of the May 20, 2026, Council Meeting as presented.

Votes for: 4 Votes against: 0 Result: **Carried Unanimously**

7. **CAO Report (CAO – Bob Brooks)**

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

i. **Provincial Credit Union Account Balances @ June 1, 2026:**

a. Share Acct 001	\$5.56
b. Chequing Acct 010	\$103,671.34
c. Gas Tax (CCBF) Acct 011 (for approved projects)	\$105,381.91
d. Reserve Savings Acct 020	\$38.33
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 May 31, 2026:**

Revenues:	Budgeted	To-Date
i1 – Assessment Income (Commercial & Non-Comm)	\$424,807	72,290
i2 – GPEI Rink Grant (in)	8,500	0
i3 – Sub-Lease Rent (bi-monthly pmts)	6,762	0
i4 – CCBF (in) (for approved projects)	82,000	28,137
i5 – Other (HST/WCB refunds & other funding initiatives)	17,000	0
Total	539,069	100,427
Expenditures:	Budgeted	To-Date
e1 – Council Remuneration, Contracts, Payroll, Deductions	\$149,368	18,834
e2 – Travel Allowance	1,000	0
e3 – Office Admin (Supplies/Hardware/Phones/Rent/Cleaning)	27,741	5,806
e4 – Advertising, Promotion and Website	1,500	535
e5 – Audit, Financial, Bank Fees, and Amortization	8,045	643
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	5,113
e10 – Miscellaneous	500	0
e11 – Fire Protection Grant	165,000	27,500
e12 – GPEI Rink Grant	8,500	0
e13 – Community Grants	66,400	26,400
i4 – CCBF (out) (for approved projects)	82,000	28,137
e14 – Contingency	1,000	1,726
e16 – Warming Ctr Operations (Belfast Rec Ctr/WIADC)	3,000	0
Total	539,069	114,694
	=====	=====
Change in Fund Balance (Net)	\$0.00	-\$14,267

All 2026/27 Community Grants are on track with a payment schedule, to pay out earlier than last year due to a healthier cash flow balance. All revenues and expenditures are on track to-date. The deficit currently shown will start to disappear in two more months, as the non-recurring Community Grants are all paid out. As in past years, RMB is trying to finish the fiscal year with a surplus.

8. **OWL Labs Meeting System (Admin – Ashley Feschuk)** – Per Council’s authorization, tonight, this new meeting system is being used/tested to improve the video and sound quality for our Council meetings. The visuals were fantastic however the audio needs to be addressed with compatibility via the Facebook livestream – more testing to follow.

9. **CAO Sub-Committee Update** (*Chair/Mayor Garth Gillis*) – The CAO Sub-Committee met on Wednesday, June 10th for its very first meeting. Items presented for orientation included: the MGA required CAO tasks, the current CAO Contract as an example, a typical CAO Replacement Process model, the current 2nd person task list, sample job descriptions from Municipal Affairs and the FPEIM, some preliminary research on salaries for CAOs, and the list of tasks to be accomplished by the CAO prior to the December 31, 2026 departure. Following discussion, Committee members decided to adjourn the meeting and continue with the tasks “To Be Accomplished” at the next CAO Sub-Committee meeting to be held on July 8, 2026.
10. **Request for an additional Council Meeting - July** (*Councillor McGivern*). Currently, there are no Council Meetings (Regular or Special) scheduled for the month of July. As this year in particular is extremely busy, especially in preparation for a November General Municipal Election, I suggest that we add a Council meeting (Regular or Special) to our posted meeting roster – it was suggested July 15th would be the regular 3rd mtg of the month.
- Moved** by *Councillor McGivern* and **seconded** by *Deputy Mayor Docherty* to add a (Regular or Special) Council Meeting in July, to the RMB posted Council Meeting Roster for 2026.
- Votes for: 4 Votes against: 0 Result: **Carried Unanimously**
11. **Belfast Days Update – June 27 and 28** (*Deputy Mayor Docherty*) Is happening on Saturday June 27th at Lord Selkirk Campground and Sunday June 28th at Pinette Raceway this year! Saturday is Free Admission with donations being accepted for ‘Make-A-Wish’. There are Raffle Tickets for sale – BBQ Bundle, Lucky Ducky and Bingo Bonanza. Tickets are 1 for \$ or 3 for \$10. Ride N’ Shine Classic Vehicle Show is on from 1-9pm in the parking area at the Golf Driving Range and donations are being accepted for the Belfast Rural Volunteer Fire Department. Creative Rebel Art Party is from 1-4pm, Face Painting by Little Island Artist (2-3:30pm and 4:30-7pm), Nail Art with Taylor M (\$5 Manicures), Inflatables, Food and Treat Vendors, Parade starts at 4pm, Belfast Disc Golf, Blindfold Graffiti Wall, Carnival Games, Lexie’s Little Big Farm Petting Zoo, 360-degree spin/photo booth and much more! For a complete schedule list please visit the RMB page or the Belfast Days 2026 Facebook page.
12. **Selkirk Road Update** (*Deputy Mayor Docherty*) Two years ago concerns about speed along the Selkirk Road were communicated and since then Deputy Mayor Docherty has worked closely with multiple departments to achieve changes in order to make this community safer. A total of five speed studies were conducted, a collision history review, sightline review and verification. The following changes are scheduled to occur, the passing lanes between Route 3605 Rte 23 (Selkirk Road) and Rte 210 (Kinross Road) will be removed. Radar feedback signs will be installed along Rte 206 (Iona Road) approximately 400 metres East/West of the intersection Rte 23 (Selkirk Road) and Rte 206 (Iona Road)
13. **Belfast Rural Fire Department – Monthly Update** (*CAO Bob Brooks*) The BFD is well on their way to getting the expansion project finished this fiscal year. Good news is that they received approval from Rural Growth Initiative for 248,000.00 which will go a long way in helping the total 1.32-million-dollar project. RMB has had discussions with MP Kent MacDonald to see if he can assist in finding any Federal funding. There still needs to be about \$700,000.00 raised to support the expansion of the building.
14. **Association of PEI Municipalities – Meeting Report** (*Admin – Ashley Feschuk*) On Friday, May 22, Administration attended the Association of Municipal Administrators of PEI (AMAPEI) Annual General Meeting and Professional Development Day. The primary presentation was delivered by Jennifer Docherty of Proven HR and focused on sustaining leadership capacity for Chief Administrative Officers. Following the morning session, Satya Sen, Executive Director of the Federation of PEI Municipalities (FPEIM), shared his vision for a provincial shared-services model. One area discussed was development planning, as qualified planners continue to be difficult to recruit and retain. The concept explored

how FPEIM could potentially coordinate planning services for the 29 municipalities across Prince Edward Island that currently hold planning authority. After lunch, representatives from Municipal Affairs led discussions on succession planning, CAO retention, and the challenges municipalities face in recruiting and retaining experienced administrative leadership. The day concluded with the association's annual administrative and governance business. Administration was also invited to deliver a presentation at the association's fall conference in October.

15. **RMB Social Media Report** (*Admin – Ashley Feschuk*) 937 Followers 79.7% of RMB followers come from Council Meeting Reels and 18.8% come in from posts. 300 page visits in the past 28days which is up 31%. Top three areas for viewership Vernon Bridge 28.6%, Charlottetown 23.1% and Montague 17.2%. Our viewership is down 53% with only 5123 people watching in the past 28days- the trend is a spike the day after a council meeting. The average watch time is 3hours and 28minutes.
16. **MEMP – Municipal Emergency Management Plan – Wildfires Planning Exercise** (*Admin – Ashley Feschuk*) RMB Council has completed their mandatory tabletop exercise with the Province. EMO officer Chris Hancock conducted the meeting which walked Councillors and two fire department representatives through the full lifecycle of a major emergency—from initial wildfire response, through evacuation and sheltering, to recovery—while ensuring the municipality understands when to activate its emergency operations centre, how to set priorities, and how to support residents during and after a disaster. At this meeting Administration was able to discuss the need for a secondary unit of emergency supplies which may be available to our Municipality to support this location (our secondary) in case of emergencies. These shelter carts are excellent as they provide support to the facility providing us with 25 cots, blankets, pillows and hygiene products. Deputy Mayor Lynn Docherty volunteered to assist administration with her duties as Emergency Operations Coordinator and will serve the community as Deputy Emergency Management Officer. This role is critical to ensuring continuity during emergencies – Thank you Deputy Mayor Docherty.
17. **Next Meeting:**
 - a) **CAO Sub-Committee Meeting** – Wednesday, July 8, 2026: 7:pm – RMB Office, Wood Islands
 - b) **Regular Council Meeting** – Wednesday, July 15, 2026: 7:pm – Upstairs Meeting Hall, Wood Islands
18. **Remembering/Honouring Councillor Mary Meecher-Carlson** (*Admin – Ashley Feschuk*)
Tonight, we pause to remember our friend and fellow Councillor, Mary Carlson. After a lengthy and courageous battle with breast cancer, Mary passed away on Friday, June 5, 2026.

While we mourn her loss, we also take this opportunity to honour a life dedicated to family, friendship, and service to her community. Mary entered municipal politics with a desire to make a difference in the lives of those around her. She believed strongly in the importance of rural communities having a voice and was passionate about improving access to health care and services for residents. She understood the unique challenges faced by rural Islanders and was committed to ensuring those concerns were heard and addressed.

As a member of Council, Mary brought dedication, compassion, and a sincere commitment to the people she served. She cared deeply about her community and worked tirelessly to make it a better place for everyone. Her voice, perspective, and presence around the Council table will be greatly missed. It is especially fitting that one of the issues closest to Mary's heart was health care. Even while facing her own health challenges with remarkable courage and grace, she never lost sight of the needs of others or her desire to serve her community.

Beyond her public service, Mary will be remembered for the relationships she built, the kindness she showed others, and the positive impact she had on those fortunate enough to know her.

On behalf of Council and the entire community, we extend our heartfelt condolences to Scott, Tyler, and all of Mary's family and loved ones during this difficult time. May we honour Mary's memory through our continued service to the community she cared for so deeply. Her contributions will not be forgotten, and her legacy will remain a part of our community for years to come.

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

Moved by **Councillor Kinnee** to adjourn the meeting at: **7:53pm**

Ashley/Bob

Minutes Approved On: _____

Mayor – Garth Gills

CAO – Bob Brooks

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