



Rural Municipality of Belfast (RMB)

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

CAO Sub-Committee MEETING - MINUTES

Wednesday, July 22, 2026, at 7:00 PM

RMB Office, Wood Islands Market

Sub-Committee Members in Attendance:

Mayor Garth Gillis (*Chair*)(Voting)
Deputy Mayor Lynn Docherty (Voting)
Councillor Kinnee (Voting)
Councillor Charley McGivern (Voting)
Administrative Support: CAO Bob Brooks (Non-Voting) – (absent)

Item Order of Business

1. **Call to Order** – the CAO Sub-Committee Meeting was called to order by Mayor Gillis at 7:00pm

“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 any items on today’s Agenda.
3. **Approval of Agenda** – No other items were suggested for today’s Agenda.

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

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

4. **Approval of July 8, 2026, Minutes of the CAO Sub-Committee** (*all changes previously incorporated*)

Moved by Councillor McGivern and seconded by Deputy Mayor Docherty to adopt the Minutes of the Jul 8, 2026, CAO Sub-Committee as presented.

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

5. **A Motion to Move In-Camera for a confidential HR discussion.**

Moved by Councillor McGivern and seconded by Deputy Mayor Docherty to move into In-Camera for a Confidential HR discussion.

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

6. **A Motion to Move Out of In-Camera from a confidential HR discussion.**

Moved by Councillor McGivern and seconded by Deputy Mayor Docherty to move out of In-Camera from a Confidential HR discussion.

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

7. **Recommendation of CAO Sub-Committee to Council** (*Chair – Mayor Gillis*) – Having completed the work of the CAO Sub-Committee in regard to recommending a new CAO for RMB, to start January 1, 2027, the CAO Sub-Committee makes the following Resolution/Recommendation for Council consideration:

Resolution # RES2026-003

Whereas: The Rural Municipality of Belfast (RMB) will need to replace the current Chief Administrative Officer (CAO) as of December 31, 2026; and

Whereas: RMB has had a CAO Succession Plan in place for more than two years, training a current staff member (Ashley Feschuk) on the duties of a CAO; and

Whereas: In consultation with the Government of Prince Edward Island's - Municipal Affairs; hiring through a Succession Plan is often preferable as it helps to retain the corporate knowledge of a municipality moving forward, if the candidate is qualified; and

Whereas: The CAO Sub-Committee is satisfied that not only would Ms. Ashley Feschuk be a suitable candidate, she would also make an excellent CAO for this municipality; and

Whereas: The CAO Sub-Committee and Ms. Ashley Feschuk will arrive at a suitable CAO Employment Agreement; and

Whereas: Recognizing the current economic climate of uncertainty, the desire to not have to raise taxes in the 2027/2028 upcoming fiscal year due to new planned expenditures, and in the interest of trying to lower the administrative costs of the RMB organization.

Therefore, be it Resolved:

That the CAO Sub-Committee is recommending that Ms. Ashley Feschuk be appointed to the position of Chief Administrative Officer, effective January 1, 2027; and

Be it also Resolved:

That the CAO Sub-Committee is recommending that RMB reduce operations to a one-person (salaried full-time) position (reduced duties to be reflected in the CAO Employment Agreement); and

Be it also Resolved:

That the CAO Sub-Committee recognises that there is a plan for a new Strategic Plan exercise in January 2027 and a new Budget/Financial Plan exercise in February and March 2027, for the newly elected RMB Municipal Council, at which time they will consider a one-person operation or a two-person operation in its deliberations.

Moved by **Councillor McGivern** and **seconded** by **Deputy Mayor Docherty** that RMB adopt the Resolution/Recommendation of the CAO Sub-Committee as presented above as **Resolution # RES2026-003**.

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

8. **Next Meeting:** (*2nd Wednesday of every month – as required*)
 - a) **Regular Council Meeting** – Wednesday, August 19, 2026: 7:pm – Municipal Office, Wood Islands Market
9. **Adjournment** – As there is no further business...

Moved by **Councillor McGivern** to adjourn the meeting at: **8:17pm**

Minutes Approved by CAO Sub-Committee Members Only: **August 19, 2026**

Signature and Seal on File

Mayor (Chair) – Garth Gillis

Signature and Seal on File

Deputy Mayor – Lynn Docherty

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