



Rural Municipality of Belfast (RMB)

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

COUNCIL MEETING - AGENDA

Wednesday, September 16, 2026, at 7:00 PM

RMB Office, Wood Islands Market

Council:	Mayor Garth Gillis (<i>Chair</i>)	Deputy Mayor Lynn Docherty
	Councillor Katherine Bryson	Councillor Trisha Carter
	Councillor Billy Gamble	Councillor James Kinnee
	Councillor Charley McGivern	
Administration:	CAO Bob Brooks	Ashley Feschuk

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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 16*)

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

4. **RCMP Report for the Month of August 2026** (*Admin - Ashley Feschuk*) (*attached*)
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 August 19, 2026, Council Meeting Minutes** (*attached - previously distributed; all suggested changes already incorporated*)

Moved by _____ and seconded by _____ to
approve the Minutes of the August 19, 2026, Council Meeting as presented.
Votes for: ____ Votes against: ____ Result: _____

7. **Adoption of the September 9, 2026, Special Council Meeting Minutes** (*attached - previously distributed; all suggested changes already incorporated*)

Moved by _____ and seconded by _____ to
 approve the Minutes of Sept. 9, 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 @ August 31, 2026:**

a. Share Acct 001	\$5.56
b. Chequing Acct 010	* \$68,820.51
c. CCBF (Gas Tax) Acct 011 (after partial payout)	\$365.91
d. Reserve Savings Acct 020	\$38.39
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

*** NOTE: Fire Hall Loan of \$32,000 taken from Chequing Acct. Cash Flow instead of GIC, to keep GIC and interest intact, since loan will be repaid before fiscal year-end.**

b) **Revenues and Expenditures Tracking (2026/27) to July 31, 2026:**

Revenues:	Budgeted	To-Date
i1 – Assessment Income (Commercial & Non-Comm)	\$424,807	180,725
i2 – GPEI Rink Grant (in)	8,500	0
i3 – Sub-Lease Rent (bi-monthly pmts)	6,762	2,818
i4 – CCBF (in) (for Firehall Expansion Prj)	82,000	133,137
i5 – Other (HST/WCB refunds & other funding initiatives)	17,000	15,000
Total	539,069	331,680
Expenditures:	Budgeted	To-Date
e1 – Council Remuneration, Contracts, Payroll, Deductions	\$149,368	49,496
e2 – Travel Allowance	1,000	362
e3 – Office Admin (Supplies/Hardware/Phones/Rent/Cleaning)	27,741	12,979
e4 – Advertising, Promotion and Website	1,500	535
e5 – Audit, Financial, Bank Fees, and Amortization	8,045	722
e6 – Insurance, Legal, WCB	10,566	10,000
e7abc – Projects (MEMP/Other)	250	10
e7d – Events (Remembrance/Halloween/Christmas/Other)	1,550	69
e8 – Elections or By-Elections	5,000	100
e9 – FPEIM, FCM, Prof Fees, Conferences, Workshops	7,649	5,763
e10 – Miscellaneous	500	0
e11 – Fire Protection Grant	165,000	68,750
e12 – GPEI Rink Grant	8,500	0
e13 – Community Grants	66,400	65,000
i4 – CCBF (out) (for Firehall Expansion Prj)	82,000	133,137
e14 – Contingency	1,000	1,726
e15 – Fire Hall Temporary Loan (unbudgeted – see * Note above)	0	32,000
e16 – Warming Ctr Operations (Belfast Rec Ctr/WIADC)	3,000	0
Total	539,069	380,649
	=====	=====
Change in Fund Balance (Net)	\$0.00	-\$48,969

All 2026/27 non-monthly Community Grants are now paid out early. All revenues and expenditures are on track to-date. The current deficit in accounts is due to the unbudgeted-Council approved loan for the Fire Hall – see * Note above. As in past years, RMB is trying to finish the fiscal year with a better-than budget surplus.

9. **Belfast Rural Fire Department – Firehall Funding Update** (CAO – Bob Brooks) ... all information from both the Fire Department and RMB are in the hands of Finance PEI – who confirmed that no other information is required. Finance PEI noted that their Board will make a final decision on September 16th then complete the paperwork. If all goes according to expectation, the approved Rural Growth Initiative funds will be able to be released to the Fire Department next week to pay initial invoices – everything seems to be according to plan at this point. No word yet from Canada regarding the \$529,000 application; however, MP Kent MacDonald’s office continues to follow-up. Expansion construction is proceeding as planned.
10. **Harassment/Respectful Workplace Policy # 2026-001** (CAO – Bob Brooks) (attached) – under Council’s direction to have a Harassment Policy in place for our municipality; Administration was tasked: to look at other PEI municipal examples and present one for Council consideration. In discussion with the President of the PEI Association of Municipalities, our administration (Ashley Feschuk) not only found a policy that has been in use and working for more than two years, but it’s a policy that has been vetted by the municipality’s lawyers.

For the past two months, members of the RMB Council have had this policy in hand to determine if they liked it or had a problem with it. In those two months, no members expressed any concerns, and in fact, a number said they liked it. Hence, this policy is now on the agenda for consideration/approval. RMB also found out, that a municipal Harassment Policy is now a requirement for every municipality. (Policy attached).

Discussion: _____

Moved by _____ and **seconded** by _____ to approve the **Harassment/Respectful Workplace Policy # 2026-001** as presented.
Votes for: ____ Votes against: ____ Result: _____

11. **Continued Canada Post Operation in Wood Islands, PE - Update** (CAO – Bob Brooks) – Following the August 19th Council Meeting and direction, the CAO was in contact with Canada Post to note Council’s support of keeping the current Post Office location where it is at in Wood Islands. It was confirmed that Canada Post now must follow its process, but that no changes will take place in the meantime.
12. **2025/2026 Audited Financial Statements** (CAO – Bob Brooks) (attached) – On Sept. 9th, I met with our auditors at MRSB and I’m very pleased to report that RMB has once again received a clean audit. Additionally, even though we budgeted (in 2025/2026) for a small deficit (to be covered by our reserves), we instead achieved a healthy surplus of \$13,787.

That surplus was garnered in a few ways:

- Reducing our monthly expenditures (primarily through reduced staffing),
- Higher than expected tax revenues from unknown higher assessments, and
- The temporary increase of municipal funding from the Province, while they re-assess the *Municipal Government Act*.

All-in-all, a win-win for RMB’s fiscal year-end results.

Discussion: _____

Moved by _____ and **seconded** by _____ to approve the **2025/2026 Audited Financial Statements** as presented.
Votes for: ____ Votes against: ____ Result: _____

13. **Small Play Area at Wood Islands Market area, Update** - (*Deputy Mayor Docherty*) ...

14. **Getting Nurse Practitioner in the RMB Municipality** - (*Deputy Mayor Docherty and Admin, Ashley Feschuk*) ... Update _____
15. **Calgary Foundation (In/Out) Update** - (*Administration - Ashley Feschuk*) ...

16. **New Business Items** (*per Agenda Item 3 above*):
a. ??? _____
b. ??? _____
17. **Next Meeting:**
a) **Regular Council Meeting** – Wednesday, September 16, 2026: 7:pm – RMB Office, Wood Islands
b) **Municipal General Election** – ***Monday, November 2, 2026***
18. **Adjournment** – As there is no further business...
Moved by _____ **to adjourn the meeting at:** _____