



Rural Municipality of Belfast

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

RMB Office Space Research **@ April 17, 2024**

Current Accommodation:

WIADC – 13056 Shore Road, Wood Islands (meets MGA Requirements)

- 464 square feet (\$800/month + hst = \$920.) (\$1.98 sg/ft)
- power, water, heating, and internet/wifi included
- year-round long-term lease
- public and wheelchair accessible
- access to public (accessible) washrooms
- access to a Meeting Room Space (accessible) with a 100-person capacity (no extra charge)
- use of signage pavilion (no extra charge)
- use of a public courtyard and event staging area (no extra charge)
- use of kitchen facilities/cleaning stations (no extra charge)
- snow-clearing (no extra charge)
- public and office parking (no extra charge)
- charging station for electric/hybrid vehicles for employees (on-sight - extra charge)
- facilities/area for potential future growth

Any New Space Considerations: (needs to meet MGA Requirements)

- 600 square feet (minimum)
- Internet/wifi availability
- Year-round long-term lease
- public and wheelchair accessible
- access to public (accessible) washrooms
- access to a Meeting Room Space (accessible) with approximate 100-person capacity
- use of signage pavilion (if available)
- use of a public courtyard and event staging area (if available)
- staff and public parking
- potential for future growth?

Search Results – March 21 to April 17, 2024:

RMB Staff

- No ***Commercial Space or Lease*** opportunities listed on Multiple Listing Service within the RMB municipal area. The closest commercial listings were found in the Murray River area (none were appropriate).
- Staff investigated the ***Wood Islands Women’s Institute Building*** along the Trans Canada Highway. Not appropriate. It’s an open room with a storage room, half the size of what we are in now. Confirmed by Councillor Carter.
- Staff investigated the ***Royal Canadian Legion Building*** along the Trans Canada Highway. Not appropriate. It is one large open room only that is still being used by the Legion. Not available for full-time exclusive use. Contact provided by Mayor Gillis.
- Staff also posted a query on **Facebook** for leads (at the request of Councillor McGivern) – no leads acquired.
- **No other facility** was found that even came close to the RMB requirements or the MGA requirements.

Council Members

Mayor Garth Gillis:

- Provided ***Royal Canadian Legion*** (just off the Trans Canada Highway in Mount Buchanan) to staff to follow-up - Not suitable.

Councillor Carter:

- Confirmed Staff findings on the ***Wood Islands Women’s Institute Building*** - Not Suitable.

Deputy Mayor Docherty:

- No reported suitable suggestions.

Councillor Bryson:

- No reported suitable suggestions.

Councillor Gamble:

- No reported suitable suggestions.

Councillor Kinnee:

- No reported suitable suggestions.

Councillor McGivern:

- Requested the query be posted on Facebook. No reported suitable suggestions.

Options Moving Forward:

- **WIADC (Train Station Facility)** - Expected to be available *for April 1, 2025*.
 - Meets all current and future RMB requirements.
 - Meets MGA requirements.
 - 974 square feet (\$1,642/month + hst = \$1,888.30/)((\$1.94 sq/ft)(lease price in-principle)
 - Sublease a portion of the 974 sq/ft to help offset costs. Sublease would be for 5-year intervals; and should be health/wellness-related.
 - Space is large enough that it should also handle any future growth space requirements for the foreseeable future.
- **Stay in existing RMB Office Space** - 464 square feet (\$800/month + hst = \$920.) (\$1.98 sg/ft) - Lease rate good for three more years.
- **Expand RMB Office Space in current facility**, only when absolutely necessary (preliminary estimate at two to five years). Current square footage construction costs over \$200 sq/ft.
- **Investigate other** available space again in two to five years (or as required).
- **Other?** _____ .

CAO – Bob Brooks