



# Rural Municipality of Belfast (RMB)

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

## CANADA COMMUNITY BUILDING FUND (CCBF) COMMITTEE MEETING – MINUTES *Meeting open to the Public*

Wednesday, July 30, 2025 at 7:00 PM  
*Upper Meeting Hall, Wood Islands Market*

### ***In Attendance:***

Committee: Chair - Councillor Trisha Carter (Voting)  
Deputy Mayor Lynn Docherty (Voting) (*provided apologies for arriving slightly late*)  
Councillor Charley McGivern (Voting)  
Mayor Garth Gillis (Ex-Officio - Voting)

Administration: CAO Bob Brooks (Non-Voting)

Presenters: Nine (9) members of the Belfast Rural Fire Department

---

### **Item      Order of Business**

1. **Call to Order** – Called to order at 7:10 PM, by Committee Chair – **Councillor Trisha Carter**.

*“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** – Committee members were asked if any Committee Members had a conflict of interest with any items on today’s Agenda? Two members declared a conflict:

- a. **Chair - Councillor Trisha Carter** – Declared a conflict with the Belfast Rural Fire Department – Firehall Project Application, and
- b. **Councillor Charley McGivern** – Declared a conflict with the IONA Park Inc. Application.

*(Committee Members involved in any CCBF Grant Applications on today’s Agenda were required to declare their Conflict for public record. Committee Members in Conflict were asked to step out during any discussion about their individual CCBF Grant Application, but were able to remain and vote on any other application, and on the CCBF Grants Recommendations as a block)*

3. **Approval of Agenda** – Any other suggested Agenda Items? (*No additional items requested*)

Moved by **Mayor Gillis** and seconded by **Councillor McGivern** to adopt the agenda as presented.

Votes for: **3**    Votes against: **0**    Result: **Carried**  
(Deputy Mayor Docherty not yet in attendance)

4. **Consideration of the CCBF Applications received by the July 23<sup>rd</sup> Noon Deadline:** (*CAO Bob Brooks*) – walked Committee members and any applicants in attendance, through the process of reviewing the applications received.

a. **CCBF Applicants Presentations** (*only one group in attendance*)

- 1) **Belfast Rural Fire Department (BFD)** – spokesperson Josh MacDonald  
Mr. MacDonald highlighted the approximate \$1.4 million-dollar project that will take an estimated five years to complete in 13 phases.

The expansion will create the desperately needed extra bays for the firetrucks, a space for community events, safe-haven for the school if ever needed, a training space, proper bathroom and showers, storage and office for the chief and much more, as indicated in the project detailed description.

Currently:

- there are no showers in the building, firefighters must shower at home which creates risk to them and their family
- three trucks in a two-truck bay, and 2 trucks and a boat in a one vehicle bay, extra room for equipment will increase response time
- there is mold in parts of the existing building
- training area will allow fire school to come to Belfast and train all crew at the same time
- parking is difficult, often vehicles are blocked-in due to lack of space
- no kitchen

Other fire halls fundraise and take out loans to fund their needs, BFD is looking at many options for funding the project, including Federal, Provincial and Municipal Programs, as well as fundraising. BFD will also look at financing as a last resort, or as an interim measure, while waiting for approved funding.

At the end of the presentation/question period, BFD invited Committee and Council, to a public information session being held at the Belfast Community Arena at 7:pm on Wednesday, August 6, 2025. Everyone Welcome.

b. **Public Presentations** (*none*)

*After the Applicants Presentations were completed, the audience was reminded that Committee discussions would be restricted to Committee members only – unless Committee asked someone in the gallery a question. (through the Chair)*

c. **Committee review and discussion of all applications received**

Before proceeding, Committee members were advised by the CAO and the Chair, that the Belfast Disc Golf was removed from consideration, as it was discovered late, that the organization was a private business and not a Not-for-Profit organization, or a Community Development Corporation.

Members were reminded that the CCBF Program was created for Municipalities to help with its Infrastructure requirements. Should the Municipality not wish to do a project of its own, they can, assign the funding through a public application process. In this 2024-2029 CCBF funding cycle, the following statement was used in the Call for Proposals throughout the promotion of the CCBF Call for Proposals. Specifically:

## *Call for Proposals*

### for Canada Community Building Fund (CCBF) Funding Open to all Not-for-Profit Community Groups and Community Development Organizations

A stable, predictable (and much appreciated) source of funding provided to the Rural Municipality of Belfast through the Canada/PEI Infrastructure Secretariat. This funding allows local communities to make strategic investments in essential infrastructure, and in the case of the Rural Municipality of Belfast, has allocated approximately \$300,000 over a 5-year period.”

#### **Committee Applications Review/Discussions:**

- 1) **Belfast Rural Fire Department (BFD) – Firehall Project** – upon review of the Firehall Project, it was suggested that all the CCBF funds go to this project; however, Committee Members also wanted to explore all the applications and possibly consider some smaller portion of the funding to go to other groups. Before moving on, it was confirmed that this BFD project was a five-year project and that monies unspent in the allotted year could be spent in the following years, as long as all the funds spent on this project related to CCBF eligible items such as: acquiring, planning designing, constructing, or the renovating of tangible assets. Committee then moved on to the other applications for discussion and consideration.
- 2) **Wood Islands & Area Development Corp. – LED Sign** – Committee felt that the LED sign concept would not be the best use of these funds at this time, and some were unsure if it fit the look/feel for Belfast – **no funding suggested.**
- 3) **Belfast Historical Society (BHS) – Scottish Heritage Centre** – basically the BHS was looking to fund two heat pumps for its facilities. Committee understands there is a provincial program for 100% funding of heat pumps for community spaces/nonprofit organizations and feels that the Provincial Program is the more appropriate avenue for BHS to fund their heat pumps. Committee discussed a conditional approval of \$5,000 to support one heat pump, on the condition that if they are not eligible for the provincial program, but the option was deemed to be unworkable due to restrictions of the CCBF funding which would lead RMB to complete another public call for applications to reallocate the \$5,000 if unused – **no funding suggested.**
- 4) **Belfast Area Watershed Group – Living Trail** – Committee thought that the living trail was a good project; however, would want to see the park complete its revitalization first, prior to a trail being created – **no funding suggested.**

- 5) **Belfast Community Dev. Corp. – Pinette Park Revitalization** – Committee had concerns around the gate installation and tent sites, and wanted to see the park continue to be accessible to all residents as a community asset. As part of the discussion, it was confirmed that Committee could approve and specify just certain components of the project as an option – **no funding suggested.**
- 6) **IONA Park Inc. – Ball Field Revitalization** – Committee discussed all the components of the project and appreciated that the project was spread out over four years, which would allow for ongoing upkeep and maintenance. Committee also noted that this organization received similar funding in the last CCBF funding cycle – **no funding suggested.**
- 7) **Belfast Disc Golf** – did not fit the criteria of the Call for Proposals – **no funding suggested.**

d. **Using the Tally Sheet (*attached*), Committee to come to a Recommendation for Council on CCBF funding allocations (*Belfast allotted: \$294,835.51*)**

e. **Committee’s Recommendations to Council:**

1) Belfast Rural Fire Department – Firehall Project	<b>\$294,835.51</b>
2) Wood Islands & Area Development Corp. – LED Sign	<b>0</b>
3) Belfast Historical Society – Scottish Heritage Centre	<b>0</b>
4) Belfast Area Watershed Group – Living Trail	<b>0</b>
5) Belfast Community Dev. Corp. – Pinette Park Revit.	<b>0</b>
6) IONA Park Inc. – Ball Field Revitalization	<b>0</b>
7) Belfast Disc Golf – Seasonal Event Space Expansion	<b>0</b>

**Total Recommended to Council:        \$294,835.51**

With discussions on all the applications now complete, Committee was then asked if they were ready for a Motion, which would be sent to Council as Committee’s Recommendation to Council. Motion as follows:

**Moved by Mayor Garth Gillis and seconded by Deputy Mayor Lynn Docherty to approve the Recommendations (as listed above in 1 – 7), where 100% of the available Canada Community Building Fund for the 2024 – 2029 funding cycle, be allocated to the Belfast Rural Fire Department, as noted in item e. above, for Council consideration.**

Votes for:   3      Votes against:   1      Result: **Carried**

Following the motion, Committee Members expressed their appreciation for all the interest and applications for the CCBF Funding. It was also suggested that while the need of the Belfast Fire Department – Firehall Project is greater than the funds that the CCBF has to offer at this time, some felt the BFD project clearly held the greatest priority for this municipality at this time, while another felt that a small carve-out might have been better.

All acknowledged that all projects in some form, were worthy of RMB’s attention for the future.

Committee also noted that a larger discussion is expected in the near future regarding the remaining funding that will be required for the Firehall. And, depending on how the 'other' funding options that are being pursued turn out, the possibility of looking at the Municipal Tax Rates at the next RMB Budget discussion, or future Budget discussions.

5. **Other Business for the Agenda** (*as per Item 3 above - None*)
6. **Next Meetings:**
  - a. **Regular Council Meeting** – the next regular meeting of Council is scheduled for Wednesday, August 20, 2025, at 7:00 PM in the Upstairs Hall at Wood Islands Market – Committee Chair to Update Council on the Committee Recommendation.
  - b. **CCBF Committee Meeting** – no other CCBF Committee Meeting proposed at this time.
7. **Adjournment** – As there was no further business...

**Moved by Councillor McGivern to adjourn the meeting at: 8:49 PM**