

# *Rural Municipality of Belfast*

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

## **COMMUNITY GRANTS COMMITTEE MEETING – MINUTES**

Wednesday, February 5, 2020 at 7:00 PM – Belfast Firehall

In Attendance: Councillor Billy Gamble (Chair) (Voting)  
Deputy Mayor Virginia Cooke (Voting)  
Councillor Audrey Shillabeer (Voting)  
Mayor Garth Gillis (Ex-officio – Voting)  
Administration: CAO Bob Brooks (Non-Voting)

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### **Item      Order of Business**

1. **Call to Order** – The meeting was called to order by the Chair, Councillor Billy Gamble at 7:00 PM
2. **Declarations of Conflict of Interest** – Do any Committee members in attendance have a conflict of interest with any items on today's Agenda? There were none.
3. **Approval of Agenda** – As there were no other suggested Agenda Items...

**Moved** by Mayor Gillis and **Seconded** by Councillor Cooke to approve the Agenda as presented.

Votes for:   4        Votes against:   0  

Result: **Carried Unanimously**

4. **Orientation of Committee Proceedings by CAO** – During the 2019/2020 Community Grants process meetings, Committee expressed a desire to adopt a more transparent and accountable process for the evaluation/awarding of Community Grants. Committee wanted to look at a similar model that the Gas Tax Committee used, and look at adapting those documents for Community Grants use. The CAO introduced the draft documents and suggested a process for Committee consideration (*attached*).

- *Items attached for consideration included Draft: Process/Timelines, Application Form, Public Presentations Guidelines, Evaluation Sheet, and Tally Sheet.*
- Committee discussed all items as noted above, made numerous adjustments, then approved each draft document, with the instruction to turn into final documents for Council consideration.
- **Recommendation to Council** –

**Moved** by Councillor Cooke and **Seconded** by Councillor Shillabeer to recommend that Council approve the Community Grants Committee suggested process and final documents/forms, as attached, for the 2020/2021 Community Grants Program (Items **a – d** below):

- a) **Process/Timelines:**
- i. Ratification of Draft Community Grants Documents by Council – **February 19, 2020**,
  - ii. Public ‘Call for Proposals’ – **February 20, 2020**,
    - Previous recipients would be notified through email/phone, and
    - A Public Call will be done through: Municipal Website, Bulletin Board, and Belfast Newsletter.
  - iii. Deadline for Public Proposals – **March 7, 2020**, (*17 days*) (as per Grants Bylaw # 2018-02)
  - iv. Community Grants Committee Meeting: Public Presentations (if any), Evaluations and Recommendation to Council – **March 11, 2020**, and
  - v. Council deliberations and decision on 2020/2021 Community Grants – **March 18, 2020**.
- b) **Application Form (attached)**, includes:
- The Principles of which the Program is based,
  - The Eligibility Criteria to be able to participate in the Program,
  - The Deadline for Submissions, The Grant Funding Available,
  - The Approval Process for awarding 2020/2021 Community Grants,
  - The Public Presentations Guidelines, and Evaluation Rating Criteria.
- c) **Committee Evaluation Tool** (used as a ‘Committee deliberation tool’ only) (*attached*), and
- d) **Tally Sheet (attached)**, includes:
- Application #, Organization/Individual applying,
  - Grant received last year (if any), This year’s request, and
  - Recommended amount to be award for the 2020/2021 Community Grants Program.

Votes for:   4   Votes against:   0  

Result: **Carried Unanimously**

5. **New Business for the Agenda?** (per item # 3 above) – None
6. **Next Meetings:**
  - a. **Regular Council Meeting** – the next regular meeting of Council is scheduled for Wednesday, February 19, 2020 at 7:00 PM at the Belfast Firehall,
  - b. **Community Grants Committee Meeting** – the next regular meeting of Committee is scheduled for Wednesday, March 11, 2020 at 7:00 PM at the Belfast Firehall, and
  - c. **Regular Council Meeting** – the next regular meeting of Council (Budget Session) is scheduled for Wednesday, March 18, 2020 at 7:00 PM at the Belfast Firehall.
7. **Adjournment** – as there is no further items for the Agenda...  
**Moved by Councillor Shillabeer to adjourn the meeting at 8:27 PM.**

Minutes Approved on: March 11, 2020

**Original Signed/Sealed of file**

Chair – Councillor Gamble

**Original Signed/Sealed on file**

CAO – Bob Brooks