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Canada Community-Building Fund (CCBF) **(Formerly known as the Gas Tax Funding Program)** ***Grants Committee Terms of Reference***

PURPOSE:

To fund and partner with community organizations to deliver programs, projects or events that align with the Rural Municipality of Belfast (RMB) Council objectives to impact and respond to municipality needs; in conjunction and participation with the CCBF. Funding levels are determined by the CCBF in funding cycles. The current funding cycle in progress is 2019-2024.

CCBF GRANTS PROGRAM:

The CCBF provides RMB with a list of Eligible Project Categories that CCBF is willing to fund; while RMB works with applicants on the individual applications. The CCBF Categories for the 2019-2024 cycle include:

- | | | |
|---------------------------|----------------------|-------------------------------------|
| * Drinking Water | * Wastewater | * Local Roads, Bridges and Highways |
| * Sport Infrastructure | * Public Transit | * Community Energy Systems |
| * Cultural Infrastructure | * Short-Line Rail | * Recreational Infrastructure |
| * Tourism Infrastructure | * Short-Sea Shipping | * Regional and Local Airports |
| * Broadband Connectivity | * Solid Waste | * Brownfield Redevelopment |
| * Disaster Mitigation | * Capacity Building | |

APPLICATION:

- RMB has an open and transparent funding process where all eligible community organizations have the ability to apply for the CCBF Funding;
- Funding requests must clearly benefit RMB residents and area by encouraging community interaction and spirit;
- Funding must be directly attributable to programs, projects or events delivery within the Municipal area; and
- Funding must fit within the required CCBF criteria.

FUNDING PROCESS:

The CCBF Program Application and Approval process, can take approximately eight (8) to fourteen (14) weeks to complete:

- To-date, the CCBF Program is fully subscribed for this 2019-2024 cycle; however, additional funds may still become available within this cycle. To be announced.

DEFINITIONS:

All definitions and criteria are spelled out in the CCBF application forms.

CCBF GRANTS COMMITTEE / TERMS OF REFERENCE:

The CCBF Grants Committee was established by RMB on February 20, 2019:

- The Committee consist of five (5) RMB members. (3) Councillors (voting), (1) Mayor (voting), and (1) Chief Administrative Officer (CAO) (non-voting) or his/her designate.
- The Committee will select a Chairperson from within the three (3) members of Council.
- A quorum of the Committee shall consist of at least (2) voting Committee Members in attendance at the meeting.
- The Committee Chair shall be the spokesperson for the Committee, or his/her designate.

The purpose of the CCBF Grants Committee is to assist RMB in an advisory capacity by considering and making recommendations to Council on the cycle distribution of the CCBF Grants Program.

The scope of the CCBF Grants Committee is to review the CCBF Grants applications, to ensure funding eligibility and make recommendations to the RMB Council for consideration. The CCBF Grants Committee shall meet, as required, to perform the duties of the Committee, namely:

- Which applicants qualify for funding in accordance with eligibility criteria;
- The CCBF Grants Committee may request oral presentations from applicants as deemed necessary;
- Following any public presentations for the funding request, the Committee will deliberate (incamera) on how the funding should be awarded to qualified applicants, taking into consideration the funding made available through the CCBF;
- Committee will make a recommendation to Council for consideration, in an open public Council meeting; and
- After Council consideration, RMB will submit its recommended recipients to CCBF for concurrence, and work with CCBF toward final approval.

ADMINISTRATION: A member of RMB Administration shall provide administrative support to the CCBF Grants Committee, including preparation and circulation of the grant applications, an evaluation, agendas and minutes of Committee meetings.