



Rural Municipality of Belfast (RMB)

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

CANADA COMMUNITY BUILDING FUND (CCBF) COMMITTEE MEETING - MINUTES

Wednesday, January 25, 2023 at 7:00 PM
Upper Meeting Hall, Wood Islands Market

In Attendance:

Committee: Mayor Garth Gillis (Ex-Officio - Voting)
Deputy Mayor Lynn Docherty (Voting)
Councillor Trisha Carter (Voting)
Councillor Charley McGivern (Voting)

Administration: CAO Bob Brooks (Non-Voting) Ashley Feschuk (Non-Voting)

Item Order of Business

1. **Call to Order** – The meeting was called to order at 7:05 PM, by **Mayor Garth Gillis** for this inaugural CCBF Committee Meeting (formerly known as the Gas Tax Committee). Following Item #4, Selection of CCBF Committee Chair, Mayor Gillis will relinquish the Chairmanship to the new Chair, as selected by committee members.
2. **Declarations of Conflict of Interest** – There were no conflicts of interest declared with any of the items on today's Agenda.
3. **Approval of Agenda** – There were no additional items suggested for this Agenda.

Moved by Councillor Carter and seconded by Deputy Mayor Docherty to adopt the agenda as presented.

Votes for: 4 Votes against: 0 Result: **Carried unanimously**

4. **Selection of CCBF Committee Chair** – Per the November 2022 General Municipal Election for RMB, January 2023 sees a brand-new CCBF Committee make-up. The selection of a Chair for this committee is now required. Voting members of the CCBF Committee who submitted their name(s) for the Chairmanship Position:

Councillor Trisha Carter

No other names presented

Moved by Councillor McGivern and seconded by Deputy Mayor Docherty that the Canada Community Building Fund Committee selects Councillor Trisha Carter as its Chair until further notice.

Votes for: 4 Votes against: 0 Result: **Carried unanimously**

Councillor Carter took over the Chairmanship for the remainder of this meeting.
Congratulations.

5. **Presentation of CCBF Documents and Update (CAO)** – Formerly known as the Gas Tax Committee, the CAO provided some background for the Committee, and the process used for the 2019-2024 grant funding cycle:
 - a. Municipal Grants Bylaw # 2018-02 (*referenced*)
 - b. CCBF Committee Terms of Reference (*attached*)
 - c. 2019-2024 Gas Tax/CCBF Grant Awards Status Report (*attached*)

There were a few questions raised by committee members:

- *What are the dates for Council's Fiscal Year?* April 1st to March 31st.
- *RMB Projects?* If RMB wished to submit a CCBF Application for a RMB Project; the Infrastructure Secretariat would look at those applications first. The Program was initially designed for Municipalities to build its infrastructure. After that, all other applications that met the CCBF criteria would be considered with whatever funding is left.
- *Approvals?* The Committee makes a recommendation to Council for recipients of the CCBF Funding; RMB Council will then make a recommendation to the CCBF Infrastructure Secretariat. The CCBF Infrastructure Secretariat will make the final decision for approval of any applications.
- *Any other funding for the 2019-2024 Funding Cycle?* Most likely not; however, should any of the previously approved projects, not use all of its approved funding, those additional funds may become available. Or, if the Infrastructure Secretariat announces more funding. Likely, the next funding cycle will be announced for a 2025-2029 funding cycle.

6. **Next Meetings:**

- a. **Regular Council Meeting** – the next regular meeting of Council is scheduled for Wednesday, February 15, 2023 at 7:00 PM in the Upstairs Hall at Wood Islands Market.
- b. **CCBF Committee Meeting** – there are no additional meetings expected in the immediate future for the CCBF. All CCBF Grant funds are fully committed until further notice. Next meeting to-be-announced.
 - i. **Note:** *with no additional CCBF meetings planned; Committee members will approve the Minutes for this meeting at the February 15th Regular Council Meeting.*

7. **Adjournment** – As there was no further business...

Moved by **Councillor McGivern** to adjourn the meeting at: **7:53 PM**

Minutes approved on **February 15, 2023**

Signature and Seal on File
Committee Chair – Councillor Carter

Signature and Seal on File
CAO – Bob Brooks