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Adopted - December 7, 2022

Updated for New Funding Cycle - June 5, 2025

## Canada Community-Building Fund (CCBF) *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 PEI Infrastructure Secretariat. Funding levels are determined by the PEI Infrastructure Secretariat CCBF in funding cycles.

### **CCBF GRANTS PROGRAM:**

The CCBF provides RMB with a list of Eligible Project Categories that CCBF may approve. Should Community Organizations submit a proposal for funding, RMB will work with applicants on the individual applications, and ultimately bring proposals to Council and the PEI Infrastructure Secretariat for approval.

#### **CCBF Categories, relevant to RMB for the 2024-2029 cycle include:**

- |                               |                      |
|-------------------------------|----------------------|
| 1. Broadband and Connectivity | 5. Capacity Building |
| 2. Recreation                 | 6. Tourism           |
| 3. Culture                    | 7. Resilience        |
| 4. Fire Halls                 | 8. Sport             |

#### **CCBF Categories, NOT relevant to RMB for the 2024-2029 cycle include:**

Public Transit	Drinking Water
Community Energy Systems	Short-Sea Shipping
Local and Regional Airports	Brownfield Development
Wastewater Infrastructure	Solid Waste Management
Local Roads and Bridges	Highways
Short-Line Rail	

### **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 the municipality and its residents by encouraging community interaction and spirit; and
- Funding projects must fit the supplied CCBF criteria.

## **CCBF FUNDING PROCESS:**

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

- RMB will do a public call for proposals
- Proponents will have 30 days to submit proposals
- RMB Administration will work with proponents to clarify proposal language
- RMB Administration will work with PEI Infrastructure Secretariat regarding advice for proposals
- CCBF Committee Members will review all vetted proposals in a public meeting, resulting in a Recommendation to Council
- Council will review Committee Recommendation and may then give preliminary approval for proposed projects with a Resolution to PEO Infrastructure Secretariat
- PEI Infrastructure Secretariat will review and determine if it is willing to support any or all projects proposed by RMB
- Projects that are ultimately accepted will be granted formal public approval, the move forward

## **DEFINITIONS:**

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

## **CCBF COMMITTEE / TERMS OF REFERENCE:**

The CCBF Committee was established by the Rural Municipality of Belfast 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 Committee is to assist RMB in an advisory capacity by considering and making recommendations to Council on the cycle distribution of the CCBF Program.

The scope of the CCBF Committee is to review the CCBF application proposals, to ensure eligibility and make recommendations to RMB Council for consideration. Considering:

- Which applicants qualify for funding in accordance with program criteria;
- CCBF Committee will consider all applications in a public meeting; and
- CCBF Committee will make recommendations for Council consideration.

## **ADMINISTRATION:**

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

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