AGENDA
SPECIAL COUNCIL MEETING
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
Wednesday, November 18, 2026
(5:30 pm Dinner for Councils)
6:00 pm Meeting
1037 Herron Ave
MD of Pincher Creek Council Chambers

A. CALL TO ORDER

B. AGENDA APPROVAL

C. DELEGATION

1) Fire Chief - Pincher Creek Emergency Services Commission (PCESC)
   - 2027 Budget Presentation

D. NEW BUSINESS

1) Arena Funding/Grant Information

2) Joint Grant Committee Discussion
   a. Meeting Arrangements for Subcommittee?
      - Administrative Procedures for Joint Grant
      - Current Joint Grant Application

3) Hosting an upcoming Alberta Rural Health Professions Action Plan (RHPAP) conference

D. ADJOURNMENT

Administrative Procedures for Joint Council Grant Committee (Updated January 2025)

Deadlines to be followed:

Advertisement	June 1 (including print) and again on July 1 (Social Media only)
Applications to be received (to Liza)	1st Friday in August
Decision Meeting	1st Wednesday in September

Application Form:
Application package to include application form for Joint Council grant request, and all required attachments. Application packages to be available at both the Town and MD office and are to be available on both municipalities web sites. **Only applications completed in full and on the prescribed form are to be accepted.**

Advertising:
All advertising to be in both the Pincher Creek and Crowsnest Pass news organizations and on both Municipalities social media sites.

Committee Makeup:
The Joint Council Grant Committee shall be made up of all councilors from both the Town of Pincher Creek and the MD of Pincher Creek. A minimum of three councillors from each municipality is required for a quorum.

Administration:
Future Joint Council Grant Committee Agreements to specify which municipality is to provide the administrative support for the committee. The MD will provide the support until such time the agreement states otherwise. The administering municipality will be responsible for:

- Invoicing the other municipality for their share of the funding by March 31st of each year
- Issuing the cheques for funding awarded by the committee
- Advertising in local papers (by no later than June 1 and social media)
- Notifying applicants to arrange for presentation times
- Mail out application forms no later than June 1st of each year to all applicants from the previous year
- Arrange meetings and keep accurate minutes of each meeting

Disbursement of Funds:
For decisions made in October, the cheques will be disbursed by February 28th of the next year. Letters sent with the cheques will advise the receiving organizations that the committee may request an audit of how the funds were spent. Any correspondence from the committee to applicants will contain the logo of both municipalities and will be signed by both the Mayor and Reeve.

Unspent Funds:
Any funds not disbursed by the committee will be held in a reserve account by the administering municipality for future disbursement by the committee. The committee may, at their discretion, hold additional decision meetings throughout the year if funds are available to disburse. It will be up to the committee to decide if they want to solicit further applications or just deal with the applications at hand.

Pincher Creek Joint Council Grant
Instructions

Step One: Complete the application form. Please answer questions as precisely as possible.
Be aware that the amount of funding your organization requests will determine the number of questions that need to be answered.

Requests below $1,000
- Answer questions 1 through 8.

Requests between $1,001 and $5,000
- Answer questions 1 through 9.

Requests above $5,001
- Answer all 10 questions,
- A delegation presentation *may* be required at a Joint Council Meeting scheduled to evaluate the submitted request.

Step Two: Gather and attach any financial information requested on the application form and your interim report from the previous funding cycle. Submit your completed application and any required supporting documentation to Liza Dawber. This must be received by **August 7, 2026**. Any questions can be directed to Liza (403) 682-7421. **Your application will not be considered if all required documents are not attached.**

Step Three: With your funding application, you must send an interim report from the previous funding cycle stating what the funds received from the program were specifically used for and the benefit and impact the funds provided to the community. If this report is not received, you may be unable to access future funding.

Step Four: Funds are to be used for the intended purpose; any change to use needs prior approval.

Completed applications can be sent to InspiredApproach@outlook.com or by mail to
Box 1297, Pincher Creek AB T0K 1W0.

Joint Council Grant Program Mandate:

Why do we support the Joint Council Grant Program in our community? We do this to support multiple events and organizations in our community in their efforts to improve the quality of life of our residents and our community. We do this because, without supplementary support, these activities will most likely not exist or continue to exist in our community. We do this to support and encourage volunteers to pursue activities and events that will benefit our community. With their efforts and abilities and a bit of help from us, they will be able to do so.

Thank you,

Councils for the Municipal District of Pincher Creek No. 9 and the Town of Pincher Creek

Pincher Creek Joint Council Grant Application Form

Name of Organization:

Contact Name: **Position:**

Mailing Address:

Phone Number: **Email Address:**

Date reviewed by Liza Dawber, Grant Specialist:

Have you included your interim report for the previous funding cycle? **Yes** **No**

If you answered no, what is the reason?

Is your organization a Registered Charity, Society, or Other?

1. Briefly describe how our community would benefit from your organization's efforts or the project envisioned for this application:	

2. a) Amount Requested? $

b) Funding for: Operational Capital

c) How much have you raised towards this project to date? $

3. Have you applied for funding from any other sources? If not, why? If so, from whom and how much?	
4. Aside from the Joint Council Grant Program, have you received funding from the Town or MD? If so, in what amount?	

5. How often has your organization requested funding from the Joint Council Grant program (previously called Joint Council Funding) over the past 5 years? How much has been received each of those years?	
6. How many hours will be volunteer work hours, and how many will be paid for service work hours?	
7. If your organization does not receive the requested funding, will it be able to continue operations or complete the project?	
8. How much funding has your organization raised for annual operational requirements?	
9. Attached is a copy of the most recent bank statement.	
10. Attached is your current year business plan, independently reviewed financial statements, and a list of all your organization's financial investments on its own behalf. **** if this is not included, your application will not be considered.***	

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