

**AGENDA
CLEAR HILLS COUNTY
POLICY & PRIORITY COUNCIL MEETING
MONDAY, JULY 17, 2023**

The Policy & Priority meeting of the Council for Clear Hills County will be held on Monday, July 17, 2023, commencing at 9:30 a.m. in the Clear Hills County Council Chambers, 313 Alberta Ave, Worsley Alberta.

1. CALL TO ORDER

2. AGENDA

3. NEW BUSINESS

a. COUNCIL

1. Policy 6803 – Special Event Grant Program2
2. Clear Hills County Health Care Coverage..... 17
3. Marketing Position 19

4. ADJOURNMENT

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	July 17, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Policy 6803 – Special Event Grant Program
File:	11-02-02

DESCRIPTION:

Council is presented with the amendments to Policy 6803 Special Event Grant Program.

P297-23(06-12-23) RESOLUTION by Councillor Walmsley to direct administration to bring Policy 6803 Special Event Grant, renamed and amended based on today's discussion to the next Policy & Priority Meeting for further review. CARRIED.

ATTACHMENTS:

Draft Policy 6803 – Special Event Grant Program

RECOMMENDED ACTION:

RESOLUTION by..... to approve the amendments and name change for Policy 6803 – New Event Grant, as presented.

Initials show support - Reviewed by:

Manager:

CAO:





Clear Hills County

Effective Date: August 15, 2023	Policy Number 6803
Title: New Event Grant	

Purpose

1. To enable, encourage and assist Clear Hills County not-for-profit arts, culture, and heritage organizations to produce multi-faceted arts, cultural and/or heritage events that have never been held in Clear Hills County, or have not been held for a minimum of five years. Events must be held on one or more days in Clear Hills County.
2. To be considered for funding under this category, the organization must meet the eligibility criteria:
 - Organization must be a Clear Hills County-based, not-for-profit; must have been registered as a Society for one year under one of the following:
 - Societies Act
 - Libraries Act
 - Agricultural Societies Act
3. Community organizations that are not registered may have a sponsor apply on their behalf. The sponsor must be eligible under the Special Events or Festival Grants Program funding criteria and must take full legal and financial responsibility for the grant funds approved.
4. The programs and services provided by the organization must be of value and available to the residents of Clear Hills County.
5. Only one application per event can be submitted at one time.
6. What is not eligible for funding?
 - Existing repeat event, or enhancements to existing repeat events,
 - Direct grants to individual artists
 - For-profit organizations
 - Fundraising costs
 - Travel expenses
 - Capital or equipment expenditures.
 - Liquor license, liquor, food
 - Retroactive funding for events/festivals that have already been held.
 - Re-applying for additional grant funds for an event/festival already funded during the same calendar year.

Grant Amounts

7. Applicants may apply for up to \$5,000.00 (five thousand dollars) of their event or festival expense budget. For a collaborative project or event only one application can be submitted. Funds must be spent in the year they are awarded.
8. Evaluation Criteria (All applications are presented to Council for consideration and approval) the following factors are considered in evaluating grant requests:
 - Bringing a new or unique program or event to Clear Hills County.
 - Clearly articulated artistic program plan which reflects and fulfills the organization's mandate.
 - An exhibition, special event or festival that is of community value and encourages the development of arts, culture and/or heritage to a broad base of citizens.
 - Availability of the program to all Clear Hills County residents.
 - Viability of the project (realistic goals, appropriate planning, effective budgeting, cost-effectiveness).
 - Marketing and promotion strategies demonstrated.
 - Organizational competence that is demonstrated through the application process and past history in the community.
 - Collaboration with other not-for-profit arts and culture organizations (where relevant) would be considered a strength.

Consideration:

9. ***All applications are presented to Council at a Regular Council Meeting for Councils consideration.***

Financial

10. Approved funding can only be used as detailed on the application. In the case of a change to the original application, such as a cancellation or change in programming, the applicant must submit a letter of explanation requesting approval of a change in the use of the grant. If an approval is not received, the funding or balance of funding must be returned to Clear Hills County.
11. Clear Hills County may request access to all financial statements and records of the applicant organization should the need arise.

Reporting

12. Within 60 days of the completion of the special event/festival, the organization must submit a final accounting report to Clear Hills County. Any new applications for funding under the Special Events or Festival Grants Program will be denied if accounting is outstanding.

Public Acknowledgement

13. Clear Hills County must be given recognition for its funding support in all publicity. Visual identity guidelines must be followed at all times. The Clear Hills County logo is available upon request.

First Time Applicants

14. Organizations applying for funding to the Special Events or Festival Grants Program with questions should contact the Executive Assistant at Clear Hills County office. Telephone: 780-685-3925 Extension 120, Email: bonnie@clearhillscounty.ab.ca

Application Deadlines

15. To request funding, applicants must submit an application consisting of a fully completed grant application form and the required support documents. Incomplete applications will not be accepted. The original, signed grant application must be submitted to Clear Hills County by:
- Accepted throughout the year, with a minimum of 8 weeks before the proposed event date.

16. You may submit your application using one of these three ways:

Emailed
Signed applications may be scanned and emailed to: bonnie@clearhillscounty.ab.ca When submitting by email you must ensure receipt at Clear Hills County through reply by County staff.
Dropped Off
Clear Hills County Office Executive Assistant 313 Alberta Avenue Worsley, AB Monday – Friday from 8:00 am – Noon, 1:00 pm - 4:30 pm (except on Statutory Holidays)
Mailed
Clear Hills County Office Executive Assistant Box 240 Worsley, AB T0H 3W0

End of Policy

ADOPTED:

Resolution # C339-22 June 28, 2022

AMENDED:

Resolution #



Applications are accepted throughout the year. To request funding, groups must submit a fully completed application form and provide the required support documents a **minimum of 8 weeks** before the proposed event date.

***All applications are presented to Council at a Regular Council Meeting, for Councils consideration.**

Before completing, please refer to the Special Event Grant Policy 6803.

Applicant information:

Event name _____

Legal name of applicant _____

Act incorporated under _____ Incorporation Number _____

Registered mailing address (all correspondence and cheque will be mailed to this address)

Phone: _____ Email address _____

If you are applying on behalf of another organization, identify that group.

Required Attachments:

- List of current executive and/or board of directors, including names, positions/titles, phone numbers (home and work) and an email address where possible. Indicate the primary contact person for your organization.
- Most recent annual financial statements.
- Copy of the minutes of the meeting that include the motion by your organization's governing Board authorizing this application.
- If you are applying on behalf of another organization, attach a list of the key individuals involved in that group, including names, positions/titles, phone numbers (home and work) and an email address where possible. Indicate the primary contact person for that organization.

Declaration

We, the undersigned officers for the organization, certify that this application contains a full and accurate account of all matters stated herein:

Name _____

Name _____

Position _____

Position _____

Signature _____

Signature _____

Date (yyyy-mm-dd) _____

Date (yyyy-mm-dd) _____

- **To your knowledge has this Event been done before?**
- **If yes, when did it happen?**
- **Describe your event**
Provide as much detail as possible to give a clear idea of what your event will include. List any other groups that will be collaborating with you (if any). How will the grant funds be used?
- **Purpose and objectives of the event**
Describe the purpose of your event. How will your event enhance and encourage the development of arts, culture and heritage in our community.
- **Fitting your mission/mandate**
How does this event fit your organization's mandate and how does it relate to your organization's goals? Or, if this is an application on behalf of another organization, how does the event fit their mandate and goals?
- **Event history**
Has your event been offered in the past? How many times?
- **What are the proposed dates and times for your event?**

- **Community participation**

Who will be served by your event? Is the event available to all Clear Hills County residents? How many people participate in your event? How are volunteers and the general public involved?

- **Community need**

What service gap has been identified that shows the need for this event in our community? Are others in the community offering a similar service?

- **Funding sources**

List other sources of funding applied for to fund this event (even if you were not successful). Are there fees/charges for participating in the event?

- **Long-term planning**

What are your long-term plans for funding your event beyond this year? What efforts have been made to become self-supporting? Does your event have sponsorship or a fundraising committee?

- **Marketing strategies**

How will you promote your event to participants and/or the public? How will you engage the community to participate in your event?

- **Measurement and accountability**

How will you know if you have been successful with your event? What measures will you use and what will they tell us about your outcomes?

SPECIAL EVENT BUDGET**INSTRUCTIONS**

1. In order for the most informed decisions to be made regarding your application, provide the most complete information possible.
2. You should include as much detail as available in the Expenditure section of the budget. For example, list the names of the artists/professionals and their fees. If you do not have the names, provide an estimate and how you arrived at the figure (i.e. 4 instructors @ \$750 each = \$3000 or 2 individual musicians @ \$500 each plus one quartet at \$1750=\$2750).
3. Volunteer support refers to expenditures to purchase items such as: t-shirts, badges, name tags and other items to recognize/identify volunteers and not remuneration.
List the supplies and materials you plan to buy and the equipment and facilities you plan to rent. Provide details on the types of marketing strategies you plan to use and the costs.

Please note, the following are ineligible for funding:

- Travel costs
 - Food
 - Liquor & liquor licenses
 - Capital equipment purchase
4. The Revenue sections should identify the various source(s) of funding for the project.
 5. If this is not a new initiative please provide the final costs you incurred for the previous year.

How much funding are you seeking from the New Event Grant?

\$ _____
(include this number in the revenue section below)

EXPENDITURES	Current Application	Previous Application
Artists' fees		
Supplies and materials (non-capital)		
Administrative – specific to the event		
Equipment rentals (ie. Tables, sound equipment, tents, easels)		
Facility rentals		
Marketing/promotion		
Volunteer support		
Other (specify)		
Total Expenditures		
REVENUES		
Special Event Grant		
Provincial grants (specify)		
Federal grants (specify)		
Recreation Board(s) support (specify)		
Other Clear Hills County grants (specify)		
Corporate support		
Fundraising		
Ticket sales/registrations/participant fees		
Cash donations		
Other (specify)		
Total Revenues		
NET		

You may submit your application using one of these three ways:

EMAIL:	Signed applications can be scanned and emailed to: bonnie@clearhillscounty.ab.ca when submitting by email you must ensure receipt at Clear Hills County through reply by County staff.
DROP OFF:	Clear Hills County Administration Building 313 Alberta Avenue Worsley, AB Monday – Friday from 8:00 a.m.-noon, 1:00 p.m. – 4:30 p.m. except on Statutory Holidays.
MAIL IN:	Clear Hills County Executive Assistant Box 240 Worsley, AB T0H 3W0

If you have any questions please direct them to Bonnie Morgan, Executive Assistant– either by telephone at 780-685-3925 extension 120 or email bonnie@clearhillscounty.ab.ca.



Clear Hills County

Effective Date: June 28, 2022	Policy Number 6803
Title: Special Event Grant Program <u>New Event Grant</u>	

Purpose

- To enable, encourage and assist Clear Hills County not-for-profit arts, culture, and heritage organizations to produce ~~or enhance~~ multi-faceted arts, cultural and/or heritage events that have never been held in Clear Hills County, or have not been held for a minimum of five years. Events must be held on one or more days in Clear Hills
 - To be considered for funding under this category, the organization must meet the eligibility criteria:
 - Organization must be a Clear Hills County-based, not-for-profit; must have been registered as a Society for one year under one of the following:
 - Societies Act
 - Libraries Act
 - Agricultural Societies Act
 - Community organizations that are not registered may have a sponsor apply on their behalf. The sponsor must be eligible under the Special Events or Festival Grants Program funding criteria and must take full legal and financial responsibility for the grant funds approved.
 - The programs and services provided by the organization must be of value and available to the residents of Clear Hills County.
 - Only one application per category event can be submitted at one time.
- ~~—What projects might be funded?~~
- ~~—Art exhibitions~~
 - ~~—Festivals~~

• ~~Special Events~~

- What is not eligible for funding?
- ~~Existing repeat event, or enhancements~~ enhancements to existing repeat events,
- Direct grants to individual artists
- For-profit organizations
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~~What is considered to be an arts and culture activity? Examples are:~~

- ~~Visual Arts: painting drawing, calligraphy, fibre arts, ceramic arts, mosaics, sculpture, crafts~~
- ~~Media Arts: Film/video, photography, sound recording, multi-media, publishing~~
- ~~Performing Arts: drama, music festivals, dance, choral, theatre, opera, comedic, puppetry, mime, performance art~~
- ~~Literary Arts: storytelling, creative writing, prose, poetry~~
- ~~Environmental Arts: architecture, urban design, landscape design, environmental installations~~
- ~~Multicultural Arts: ethnic celebrations, festivals, fairs, ethnic-specific performing, visual, literary, crafts, folk tales, culinary traditions~~
- ~~Heritage Arts: protection, restoration, display and interpretation of heritage, archives and materials, artifacts, archeological and heritage sites.~~

- ~~Educational Arts: summer camps, youth festivals, youth and adult training programs in any of the arts or heritage forms~~
- Grant Amounts
- Applicants may apply for up to \$5,000 of their event or festival expense budget. For a collaborative project or event only one application can be submitted. Funds must be spent in the year they are awarded.
- Evaluation Criteria (All applications are presented to Council for consideration and approval)
- The following factors are considered in evaluating grant requests:
 - Bringing a new or unique program or event to Clear Hills County.
 - Clearly articulated artistic program plan which reflects and fulfills the organization's mandate;
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 - Availability of the program to all Clear Hills County residents;
 - Viability of the project (realistic goals, appropriate planning, effective budgeting, cost-effectiveness);
 - Marketing and promotion strategies demonstrated;
 - Organizational competence that is demonstrated through the application process and past history in the community;
 - Collaboration with other not-for-profit arts and culture organizations (where relevant) would be considered a strength;
- Consideration:
 - All applications are presented to Council for consideration and approval.
- Financial
 - Approved funding can only be used as detailed on the application. In the case of a change to the original application, such as a cancellation or change in programming, the applicant must submit a letter of explanation requesting approval of a change in the use of the grant. In the event that an approval is not received, the funding or balance of funding must be returned to Clear Hills County.

- Clear Hills County may request access to all financial statements and records of the applicant organization should the need arise.
- Reporting
- Within 60 days of the completion of the special event/festival, the organization must submit a final accounting report to Clear Hills County. Any new applications for funding under the Special Events or Festival Grants Program will be denied if accounting is outstanding.

-
- Public Acknowledgement
 - Clear Hills County must be given recognition for its funding support in all publicity. Visual identity guidelines must be followed at all times. The Clear Hills County logo is available upon request.
 - First Time Applicants
 - Organizations applying for funding to the Special Events or Festival Grants Program with questions should contact the Executive Assistant at Clear Hills County office.
 - Telephone: 780-685-3925 Extension 120

— Email: bonnie@clearhillscounty.ab.ca

- Application Deadlines
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Dropped Off

Clear Hills County Office

Executive Assistant

313 Alberta Avenue

Worsley, AB

Monday – Friday from 8:00 am – Noon, 1:00 pm - 4:30 pm (except on Statutory Holidays)

Mailed

Clear Hills County Office

Executive Assistant

Box 240

Worsley, AB T0H 3W0

End of Policy

ADOPTED:

Resolution # C339-22 June 28, 2022

AMENDED:

Resolution # _____

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	July 17, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Clear Hills County Health Care Coverage
File:	11-02-03

DESCRIPTION:

Council requested discussions regarding Clear Hills County Health Care Coverage and the Worsley Health Centre be added to the Policy & Priority Meeting.

BACKGROUND:

ATTACHMENTS:

Email regarding availability of potential housing at the PRSD Teacherages.

RECOMMENDED ACTION:

RESOLUTION by...

Initials show support - Reviewed by:	Manager:	CAO:
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From: Daniel, Jennifer <danielj@prsd.ab.ca>

Sent: Wednesday, July 12, 2023 7:55 AM

To: Allan Rowe <Allan@clearhillscounty.ab.ca>

Cc: Williams-Pelrine, Karen <willikar@prsd.ab.ca>; Hayden, Derek <haydend@prsd.ab.ca>

Subject: Re: July 11 meeting

Hi Allan

Yes- there is a 2 ended trailer empty in our teacherages area. Karen Williams-Pelrine is the admin assistant for that department (willikar@prsd.ab.ca) and Derek Hayden (haydend@prsd.ab.ca) the head of the department. Either person should be able to help you out. Derek is the new facilities manager, as Jon Ruether has retired.

Unless they have someone I am unaware of lined up for those units they should be available all fall. I am hoping to hire 1 teacher but they would only need 1 half of that unit. It's like a duplex. Personally, I think it would be amazing if the prospective nurse could stay there. It is good for the whole community to have someone working with Rosa as a nurse practitioner is ultra important for our community.

Thank you for being so welcoming at the meeting yesterday.

Jenn

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	July 17, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Marketing Position
File:	11-02-03

DESCRIPTION:

Council is presented with information regarding the potential Marketing/Economic Development Position.

BACKGROUND:

ATTACHMENTS:

Draft Marketing Position outline

RECOMMENDED ACTION:

RESOLUTION by...

Initials show support - Reviewed by:

Manager:

CAO:





CLEAR HILLS COUNTY

Position Title: Marketing & Economic Development Coordinator

Job Overview:

The Marketing & Economic Development is responsible for planning, organizing, and executing a wide range of community events in the municipality, such as Tradeshows, Community BBQ, parades, farmers markets, and other special events as well as numerous other assignments as listed below. The coordinator will work closely with Council and various departments to ensure events are executed efficiently and effectively and enhance the quality of life for residents.

Key Responsibilities:

1. Plan and coordinate municipal events from start to finish, including but not limited to event logistics, permits, marketing, and vendor coordination.
2. Work closely with various departments and external partners to ensure events are executed efficiently and effectively. Departments may include public works, police, fire, parks and recreation, and community organizations.
3. Develop event budgets and track expenses to ensure financial accountability.
4. Develop and implement marketing strategies to promote events to the community and increase the quality of life for residents.
5. Coordinate volunteers and oversee event staffing to ensure events run smoothly.
6. Serve as the primary point of contact for vendors, sponsors, and community partners, and maintain positive relationships.
7. Ensure that events adhere to municipal policies, regulations, and safety guidelines.
8. Evaluate event success and make recommendations for improvements for future events.
9. Compose and or edit speeches and media releases for different occasions and purposes.
10. Facilitate with Public events and Prepare presentations as needed.
11. Manage the Clear Hills County Social Media platforms. newsprints, and the website.
12. Coordinate public engagement and recognition programs.



CLEAR HILLS COUNTY

Qualifications:

1. Experience in event management, hospitality, or related field, or equivalent experience.
2. Experience in event planning and coordination, preferably in a municipal or community setting.
3. Excellent organizational and time management skills, with the ability to manage multiple events simultaneously.
4. Strong communication and interpersonal skills, with the ability to work collaboratively with diverse stakeholders.
5. Proficient in Microsoft Office Suite and event and design management software.
6. Knowledge of municipal policies, regulations, and safety guidelines related to event planning.
7. Ability to work flexible hours 30-40 hours per week, including occasional evenings and weekends, as needed.

This job description is intended to convey information essential to understanding the scope of the Municipal Event Coordinator position and is not an exhaustive list of skills, efforts, duties, or responsibilities associated with it.



CLEAR HILLS COUNTY

Events & Duties

Community BBQ

Tradeshow

Farmers/Open Air Markets

Appreciation Banquets

Ordering and tracking of Promotional Items

Marketing – County programs and events

Marketing County recreational facilities including the 3 parks (Stoney, Sulphur & Running)

Community Parades

Public Meetings

Career fairs

Biggest Vegetable Contest

Volunteer/Rec/Business Awards

Farm family Award

Business Directory

Newsletter

Website

Social Media Platforms

Special Event Grant

Highlights Magazine

Other Special Events throughout the year