

# PALLISER REGIONAL MUNICIPAL SERVICES FULL MEMBERSHIP MEETING

Held in the Boardroom of Palliser Regional Municipal Services Co. Ltd  
at 4:00 p.m. on Wednesday June 20, 2012

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## PRESENT

Mr. Annon Hovde, Chairman  
Dr. John Kaster  
Mr. Dale Kent  
Mr. Rocky Dahmer  
Ms. Sharel Shoff  
Mr. Barrie Hoover  
Mr. Lawrence Letniak  
Ms. Lois Bedwell  
Mr. Mark Stannard  
Ms. Sandra Kulyk  
Mr. Robert Blagen  
Mr. Vince Grudeki  
Mr. Gary Peers  
Mrs. Geraldine Gervais  
Ms. Janice Allison  
Mr. Rod Briggs  
Mrs. Caroline Siverson  
Mr. Dennis Filipenko  
Mr. Don Cuthill  
Mr. Bruce Kaufman  
Mr. Fred Walters  
Mr. Hermann Minderlein  
Ms. Joanne Weller  
Ms. Maureen Malaka  
Ms. Anna Robinson  
Mr. Chris Reeds  
Mr. Dennis Kuiken  
Mr. Gerald Rehman  
Mr. Paul Salvatore  
Ms. Debra Grosfield  
Ms. Shirley Buyer  
Mr. Norman Storch  
Ms. Cindy Woods  
Ms. Linda Taylor

## REPRESENTING

Village of Linden  
Town of Hanna  
Village of Halkirk  
County of Paintearth No. 18  
Town of Drumheller  
Starland County  
Special Area No. 4  
Town of Oyen  
Town of Coronation  
Town of Coronation  
Village of Youngstown  
M.D. of Acadia No. 34  
M.D. of Acadia No. 34  
Town of Hanna  
Village of Veteran  
Village of Empress  
Village of Delia  
Town of Castor  
Village of Standard  
Village of Hussar  
Village of Beiseker  
Town of Oyen  
Village of Linden  
Town of Trochu  
Town of Trochu  
Town of Trochu  
Village of Acme  
Village of Consort  
Town of Drumheller  
Village of Carbon  
Village of Carbon  
Special Area No. 2  
Safety Codes, Town of Drumheller  
Safety Codes, Town of Drumheller

## ABSENT

Mr. Lloyd Hodge  
Ms. Tami Olds  
Mr. Kevin Wilson  
Mr. Steve Hayes  
Ms. Julie Gaudett  
Mr. Gordon Isaac

## REPRESENTING

Village of Morrin  
Village of Cereal  
Special Area No. 3  
Village of Munson  
Village of Rockyford  
Village of Delia

## STAFF

Mr. Brad Wiebe, Chief Executive Officer/Director of Planning  
Mrs. Kari Bott, Executive Assistant  
Mr. Garry Wilson, Planner I  
Mrs. Michele Buchwitz, Planning Assistant  
Mr. Justin Hill, GIS Coordinator  
Mr. Dave Suen, Planning Intern



Mr. Annon Hovde, the Agency's Chairperson, called the meeting to order at 4:00 p.m.

**1. Introductions**

Mr. Annon Hovde welcomed all members and thanked them for attending. Round table introductions were made.

**2. Approval of AGM Agenda**

**MOTION BY:** Mr. Chris Reeds

"That the June 20, 2012 agenda be accepted as presented."

**CARRIED**

**3. Approval of November 30<sup>th</sup>, 2011, Full Membership Meeting Minutes**

**MOTION BY:** Mr. Dale Kent

"That the minutes of the November 30<sup>th</sup>, 2011 Full Membership Meeting be approved."

**CARRIED**

**4. Business Arising from the Minutes**

No business arising.

**5. Chairman's Report – Mr. Annon Hovde**

Chairman Annon Hovde reported on Palliser's successful year, making note that subdivision and development activity has increased significantly. Planning policy review is on schedule and with the addition of the planning intern through the Municipal Affairs Internship program, Palliser has been able to take on additional planning related projects.

The Safety Codes contract has been finalized and with the completion of the Regional Bylaw Enforcement Feasibility Study, the PRISM GIS Strategy Development is moving towards the web based GIS development of the PRISM project. The data for each municipality within PRMS is being updated through the Alberta Municipal Data Sharing Partnership in order for Emergency Services to have the most current and accurate local information, thereby improving response times to local emergencies.

Mr. Hovde thanked his fellow board members for their continued support and the staff for their performance throughout the year.

**6. Activity Review**

- i) **Safety Codes/Building Activity** – Ms. Cindy Woods provided a report on building permit activity in the region. Including the Town of Drumheller, the permits issued to the end of May 2012 have an increased construction value of over \$17 million; which does not yet include the value of the Atco Work Camps.

**MOTION BY:** Mr. Rocky Dahmer

"That the Safety Codes/Building Activity Report be approved."

**CARRIED**

- ii) **Planning Activity** - Mr. Brad Wiebe indicated the positive start to the 2012 policy projects, due in part to the addition of the planning intern through the Municipal Affairs Internship program. Mr. Wiebe reviewed the 2011 ongoing projects, the 2012 scheduled projects and the additional unscheduled projects that the PRMS staff have taken on in order to assist the member municipalities.

**MOTION BY:** Mr. Bruce Kaufman

"That the Planning Activity Report be approved."

**CARRIED**

- iii) **Subdivision Activity** – Mr. Garry Wilson provided the members with a detailed update, indicating that the 2012 subdivision activity has increased significantly with better than expected application numbers. To date PRMS is experiencing a 43% increase in applications from June 2011, which is nearly equal to the peak year of 2008.

**MOTION BY:** Ms. Sharel Shoff

"That the Subdivision Activity Report be approved."

**CARRIED**

- iv) **GIS/MAPPING ACTIVITY/PRISM** – Mr. Justin Hill advised that in addition to the increased volume of subdivision sketches and general map production, PRMS has made considerable headway on some of the larger projects.

Over the past few months Mr. Hill has been preparing for the build phase of the PRISM project by researching software and preparing to put out an RFP so that PRMS is in a better position to evaluate and choose a final software package.

An application for a Municipal Affairs Regional Collaboration Grant in the amount of \$250,000, with the Town of Hanna as the managing partner, was made. Once the results of the RFP are in and the grant status is confirmed, PRMS will be able to begin the build phase of the project. It is hoped that a portion of the website will be up and running by the end of this year.

Another large project currently being undertaken is the updating of all of the data for each of our member municipalities in conjunction with the Alberta Municipal Data Sharing Partnership (AMDSP). In order to ensure that the data is accurate, PRMS will be contacting each municipality and requesting support in helping to identify areas where the data can be cleaned up. The updates are shared with AMDSP's approved user groups such as Red Deer 911, Alberta Health Services, RCMP, among others. The result will be that Emergency Services will have better data therefore improving response times to local emergencies.

**MOTION BY:** Mrs. Geraldine Gervais

"That the GIS/MAPPING ACTIVITY/PRISM Report be approved."

**CARRIED**

**7. Financial Report** – Ms. Laurel Clarke, Endeavor Chartered Accountants

Laurel Clarke advised the members of the positive outcome of the 2011 financial audit and presented a review of the report of financial statements for 2011.

**MOTION BY:** Mr. Norman Storch

"To accept the 2011 Audited Financial Report as presented by Ms. Laurel Clark of Endeavor Chartered Accountants."

**CARRIED**

**8. PRMS Strategic Business Plan 2010-2013** Mr. Brad Wiebe was happy to advise that PRMS is on schedule with the policy review time line and remained within budget in 2011. Through the PRMS strategic plan

implementation, PRMS is effectively meeting the needs of our member municipalities and striving to be near a fully funded status within two years.

**MOTION BY:** Mr. Barrie Hoover

"That the PRMS Strategic Business Plan 2010-2013 Activity Report be approved."

**CARRIED**

**9. General Discussion**

Discussion took place regarding the CN rail project. Mr. Wiebe advised that PRMS has returned the remaining grant funds and the final report was submitted and accepted. Mr. Barrie Hoover informed those present that he would know more when he meets with John Brayley of CN next month.

Members discussed Centennial Celebrations taking place this summer within their municipalities.

**10. Other**

Door prizes were drawn and the winners were: Fred Walters, Hermann Minderlein, J. Barrie Hoover.

**11. Next Meeting** – November 2012; date to be announced.

**12. Adjournment:** 5:10 pm

**MOTION BY:** Mr. Dale Kent

"That the meeting be adjourned."

**CARRIED**

Chairman Mr. Annon Hovde reminded those in attendance of the dinner & networking to occur following the meeting.



Mr. Annon Hovde  
Chairman



Mr. Brad Wiebe  
Recording Secretary