

# 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 22, 2011

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## PRESENT

Mr. Annon Hovde, Chairman  
Mr. Rocky Dahmer  
Ms. Sharel Shoff  
Mr. Barrie Hoover  
Mr. Dale Kent  
Mr. Norman Storch  
Mr. Richard Ekman  
Ms. Mary Crowe  
Mr. Robert Sargent  
Ms. Monique Jeffrey  
Mr. Charles Girard  
Mr. Rod Briggs  
Ms. Maureen Malaka  
Mrs. Caroline Siverson  
Mr. Vince Grudeki  
Mr. Gary Peers  
Mr. Don Cuthill  
Ms. Sandi Jackson  
Mr. Robert Blagen  
Ms. Lois Bedwell  
Mr. Hermann Minderlein  
Ms. Dawna Elliot  
Ms. Sandra Kulyk  
Mr. Lawrence Letniak  
Mr. Bruce Kaufman  
Mr. Darwyn Moon  
Ms. Cindy Woods  
Ms. Linda Taylor

## REPRESENTING

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

## ABSENT

Dr. John Kaster  
Mr. Lloyd Hodge  
Ms. Janice Allison  
Mr. Chris Reeds  
Mr. Bruce Rowe  
Mr. Dennis Filipenko  
Mr. Fred Theaker  
Ms. Tami Olds  
Mr. Kevin Wilson  
Mr. Steve Hayes  
Ms. Julie Gaudett  
Mr. Gordon Isaac

## REPRESENTING

Town of Hanna  
Village of Morrin  
Village of Veteran  
Town of Trochu  
Village of Beiseker  
Town of Castor  
Village of Acme  
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:** Ms. Sharel Shoff

"That the June 22, 2011 agenda be accepted as presented."

**CARRIED**

**3. Approval of November 4th, 2010, Full Membership Meeting Minutes**

**MOTION BY:** Mr. Barrie Hoover

"That the minutes of the November 4th, 2010 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 while subdivision application numbers to date are down slightly, the number of lots being created are actually higher. Mr. Hovde advised that the Regional Bylaw Enforcement Exploration Study is moving forward with the recent \$75,000 approval from Alberta Municipal Affairs and Palliser is now proceeding with a review of the feasibility of regional bylaw enforcement. As well Palliser is unveiling a newly redeveloped website at tonight's meeting which will be more user friendly and have a fresh contemporary design. Mr. Hovde thanked the staff for their performance over the past year, acknowledging the staff changes that have taken place and introduced David Suen PRMS' newly hired Planning Intern. The Board of Directors were thanked for their continued contributions and dedication to Palliser.

**6. CEO's Report – Mr. Brad Wiebe**

Mr. Brad Wiebe advised that a year has passed since the new strategic business plan was adopted and since that time many positive steps have been taken. Palliser's focus is to ensure that member's needs are being effectively met in the core service areas. The Land Use Planning Intern grant funding was successfully accessed and the Regional Bylaw Enforcement exploration study application has been approved. Mr. Wiebe stated that the 5 year policy planning cycle is underway and the staff are working hard to meet those objectives. GIS and mapping strategies are being developed and implemented and the PRISM regional GIS strategy is nearing completion and will be followed by a review and implementation plan. The Safety Codes contracts are currently under negotiation for inspection services with changes to be developed and reviewed by year end and implemented in 2012. Mr. Wiebe appreciates the regional thinking in the rural communities we serve and assured members that Palliser will continue to strive to provide relevant, effective and sustainable services and solutions to local governments.

**7. Financial Report – Mrs. Monica Faupel**

Monica Faupel advised the members of the positive outcome of the 2010 financial audit and reviewed the report of financial statements for 2010.

**MOTION BY:** Mr. Norman Storch

"To accept the 2010 Audited Financial Report as presented by Mrs. Monica Faupel of Endeavor Chartered Accountants."

**CARRIED**

**8. Activity Review**

- i) **Safety Codes** – 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 2011 have a construction value of over \$8 million; a slight decrease from the \$9 million value of construction to the end of May of 2010 however the number of permits sold are approximately the same.
- ii) **Planning Activity** - Mr. Brad Wiebe outlined the policy planning activity for 2011 and advised that the current model is intended to provide a more structured delivery whereby a 5 year policy cycle, utilized for all Palliser municipalities, will ensure up-to-date policies and bylaws.
- iii) **Subdivision Activity** – Mr. Garry Wilson provided the members with a detailed update on the 2011 subdivision activity to date and indicated that the number of applications, although down slightly, fall within the average for the last three years, while the number of parcels created are up 25% over those at this time last year.
- iv) **PRISM/GIS** – Mr. Justin Hill advised that after a 6 month evaluation of the existing system it has been found lacking in several key areas. It has been recommended that a full redesign of the system be implemented. The new system will be based on the results of surveys, site visits and consultation with members. PRISM will be switching from using MapGuide to ArcGIS Server as the software backbone of the system. Some of the other major changes are the addition of a public access side and live work order tracking and functionality as well as an integrated infrastructure mapping system.

Mr. Hill informed the members that Alberta's Municipal Infrastructure Mapping System (MIMS) has recently announced that they will no longer be supporting or updating their system due in part to lack of funding from Alberta Municipal Affairs. Therefore Palliser will no longer be looking to MIMS as a potential option for infrastructure mapping. Instead a custom application will be built and integrated with PRISM and it will perform in a similar manner as MIMS

Palliser's website is in the final stages of redevelopment and will have a fresh new design and be more user friendly. New features will include fillable forms, news feeds and events calendars as well as creating and integrating media applications such as Facebook and Twitter feeds, therefore enabling more direct notification of current events.

- v) **Regional By law Enforcement Exploration Study** – Mr. Brad Wiebe advised the purpose of the study is to identify and assess potential options and determine whether the benefits of regional service delivery of bylaw enforcement outweigh the costs. The study will provide various approaches to service delivery on a regional basis considering various parameters and scope. The results of the study will be reviewed by the interested/involved municipalities to determine if regional by law enforcement should be pursued. The project work plan will be implemented in the coming months with site visits and discussions to determine project needs, with a final report to be prepared for the November 2011 AGM.

- vi) **Rail Discontinuance Recovery Project** – Mr. Brad Wiebe informed members that Starland County, the Town of Drumheller and Wheatland County have continued to work together to negotiate and develop a purchase agreement with CN. There are currently options of retaining the rail from Hanna or Delia to Lyalta and a decision will be dependent upon the interest expressed on the east end when the terms of the agreement are structured. A list of items will be reviewed with CN once the next meeting date has been established.
- vii) **PRMS Strategic Business Plan 2010-2013 - Implementation-** Mr. Brad Wiebe advised that the strategic objectives defined in the plan are ongoing and will continue to require consistent monitoring and progress as we move forward ensuring that Palliser's services are aligned with the service expectations of the municipal members. The defined strategies for success include: fee schedules, timely planning policy review, bylaw amendments process formalized, PRISM Group/GIS Leadership, mapping quality and consistency, training opportunities for safety codes basics, application forms/process for safety codes online availability, PRMS website overhaul and other services and special projects.

#### 9. General Discussion

Discussion took place regarding the AMDSP project and Mr. Wiebe and Mr. Hill informed the members of Spatial Data Warehouse's request for rural address data as part of their "Address Alberta" initiative which is in conflict with a similar project; AMDSP, of which Palliser is a board member. There is a difference of complementary data layers and a shortfall in the method of data collection used by SDW. The main advantage of AMDSP data is that it stems from local knowledge and the data is collected and verified locally to ensure its accuracy. All of Palliser's members have been signed up and are part of the AMDSP initiative with the exception of Special Areas and Paintearth who are both AMDSP members but represent themselves and Drumheller. Palliser will soon be creating and verifying this data with each of our members.

#### 10. Other

Door prizes were drawn and the winners were: Robert Sargent, Gary Peers, Robert Blagen and Rod Briggs

#### 11. Next Meeting – November 2011; date to be announced

#### 12. Adjournment: 4:55 pm

**MOTION BY:** Mr. Barrie Hoover  
 "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