

PALLISER REGIONAL MUNICIPAL SERVICES FULL MEMBERSHIP MEETING

Held in the Boardroom of Palliser Regional Municipal Services Co. Ltd
at 4:00 p.m. on Tuesday November 24, 2015

PRESENT

Bradley Neilson
Warren Wise
Guss Nash
Sandra Kulyk
Mark Stannard
Yvon Fournier
Margaret McClarty
Julie Steeper
Paul Salvatore
Linda Taylor
Dale Kent
Vanessa VanderMeer
Brian Bunbury
Bob Gainer
Lawrence Letniak
Jordon Christianson
Trent Caskey
J. Barrie Hoover
Val Warnock
Carl Peterson
Robert D. Blagen

REPRESENTING

MD of Acadia No. 34
Village of Beiseker
Village of Carbon
Town of Coronation
Town of Coronation
Village of Delia
Village of Delia
Town of Drumheller
Town of Drumheller
Town of Drumheller
Village of Halkirk
Village of Linden
County of Paintearth No. 18
Special Area No. 2
Special Area No. 4
Special Areas Board
Special Areas Board
Starland County
Town of Trochu
Town of Trochu
Village of Youngstown

ABSENT

Dennis Kuiken
Lonny Nelner
Tami Olds
Calvin Ward
Sharel Shoff
Chad Van Dam
Larry Stickel
Tim Muir
Dave McLeod
Laura Cawiezel
Thomas Tracy
Leah Smith

REPRESENTING

Village of Acme
Town of Castor
Village of Cereal
Village of Consort
Town of Drumheller
Village of Empress
Town of Hanna
Village of Hussar
Village of Morrin
Village of Munson
Town of Oyen
Village of Rockyford

Travis Foot
Martin Gauthier
Jerry Wipf

Special Area No. 3
Village of Standard
Village of Veteran

STAFF

Cynthia Cvik, Chief Executive Officer/Director of Planning
Justin Hill, GIS Coordinator
Garry Wilson, Planning/GIS Technician
Jaiden Henry, Planning Intern
Kari Bott, Executive Assistant

Barrie Hoover, the Agency's Chairman, called the meeting to order at 4:00 p.m.

1. Welcome & Introductions

Barrie Hoover welcomed all members and thanked them for attending. Round table introductions were made.

2. Approval of AGM Agenda

MOTION BY: Brian Bunbury, County of Paintearth No. 18
"That the November 24, 2015 agenda be accepted as presented."

CARRIED

3. Approval of June 23, 2015 Full Membership Meeting Minutes

MOTION BY: Dale Kent, Village of Halkirk
"That the minutes of the June 23, 2015 Full Membership meeting be approved."

CARRIED

4. CEO Report – Cynthia Cvik

Cynthia introduced herself to the members and informed them that while she has been in the CEO position for a relatively short time she will make it her priority to complete the reviews and updates of the final statutory plans in the five year statutory review cycle. Cynthia welcomed any and all feedback and encouraged the members to contact her and together they will work in a cooperative and forward thinking manner, sharing knowledge and resources.

5. Activity Review

- i) **Safety Codes/Building Activity** – Julie Steeper provided a power point presentation on the development activity in the Palliser region to date. The total number of permits issued has remained on par with 283 building permits issued in both 2014 and 2015 however the 2015 construction value to date in the amount of \$53,637,395 is a slight increase from the Jan-Oct 31, 2014 construction value of \$43,309,365. Julie highlighted the industrial, residential and commercial projects in the region that contributed to these values.
- ii) **Planning Activity** – Jaiden Henry reviewed the planning activity to date as per the attached report. She indicated that while there has been a short hiatus on long range planning, now that PRMS has a CEO/Director of Planning, the outstanding statutory reviews will be completed in accordance with the PRMS Strategic Business Plan.
- iii) **Subdivision Activity** – Garry Wilson provided an update of the subdivision activity as per the attached report. While the spring activity was down from the previous year, the 2nd half of 2015 proved to be busier. PRMS has received 42 subdivision applications resulting in the creation of 63 lots to date, and with two more months left in the year the final 2015 figure has the potential to be higher.
- iv) **GIS & Webmap Activity** – Justin Hill reported on the GIS activity to date as well the continuing projects that have enhanced PRMS' webmap. The webmap provides access to the main source of GIS data that PRMS has available and Palliser's member municipalities are encouraged to make use of it. Justin offered to provide any additional training that may be required as well as assistance in identifying how PRMS' GIS products and services may be of a benefit to the municipality.

6. Financial Report – Cynthia Cvik

- i. **2016 Budget** – Presented a Board of Director recommended budget with a deficiency of \$52,565- which will be offset from reserves if necessary.
- ii. **2016 Requisition** – There will be no requisition increase based on this conservative budget.

MOTION BY: Guss Nash, Village of Carbon
 "The 2016 Budget and 2016 Municipal Requisition schedules are approved by the full membership as recommended by the Board of Directors."

CARRIED

7. Election of Board of Directors

The Board of Directors consists of:

- a) Two acclaimed members of **Urban** Municipal Authorities who pay the highest requisition: Town of Drumheller and the Town of Hanna.

Sharel Shoff will represent the Town of Drumheller on the Board of Directors.

Larry Stickel will represent the Town of Hanna on the Board of Directors.

- b) Two acclaimed members of **Rural** Municipal Authorities who pay the highest requisition: Special Areas Board and County of Paintearth No. 18

Lawrence Letniak will represent the Special Areas Board on the Board of Directors.

Brian Bunbury will represent the County of Paintearth No. 18 on the Board of Directors.

- c) Three other representatives elected by the shareholders:

Val Warnock nominated Vanessa Van der Meer of the Village of Linden as a representative on the Board of Directors. Vanessa Van der Meer agreed to let her name stand.

Dale Kent nominated Barrie Hoover of Starland County as a representative on the Board of Directors. Barrie Hoover agreed to let his name stand.

Brian Bunbury nominated Dale Kent of the Village of Halkirk as a representative on the Board of Directors. Dale Kent agreed to let his name stand.

MOTION BY: Guss Nash
 "There being no further nominations; nominations cease."

CARRIED UNANIMOUSLY.

The Board of Directors for 2015- 2016 consists of Sharel Shoff (Town of Drumheller), Larry Stickel (Town of Hanna), Lawrence Letniak (Special Areas Board), Brian Bunbury (County of Paintearth No. 18), Vanessa Van der Meer (Village of Linden), Barrie Hoover (Starland County) and Dale Kent (Village of Halkirk).

Barrie Hoover requested that the newly elected board meet for an organizational meeting at the conclusion of the annual general meeting.

8. General Discussion – Regional Bylaw Officer

Yvon Fournier, PRMS representative of the Village of Delia enquired about the feasibility and potential interest in forming a partnership with other PRMS municipal shareholders for the implementation of a Regional Bylaw Officer.

The members were reminded that PRMS developed a Regional Bylaw Services Exploration Study in January 2012 through a regional collaboration program grant with the Town of Coronation as the managing partner. The Village of Delia will be provided with a copy of the study and it will be reissued to all of the PRMS shareholders for review.

9. Next Meeting - June 2016; date to be announced.

10. Adjournment - 5:45 pm

MOTION BY: Vanessa Van der Meer
 "That the November general meeting be adjourned."

CARRIED

Barrie Hoover invited everyone for the meal and socializing following the meeting.


 Barrie Hoover, Chairman


 Kari Bott, Recording Secretary