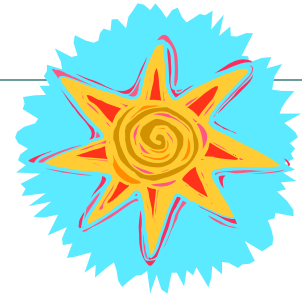


# ANNUAL GENERAL MEETING—Spring 2011

June 22, 2011

## MESSAGE FROM THE CHAIRMAN

**Dear Municipality Members,**



I would like to take this opportunity to welcome everyone to the spring AGM. I am happy to report that 2011 is proving to be a busy year within the Palliser Regional Municipal Services organization.

While subdivision application numbers to date are down slightly compared to previous years, the number of lots being created are actually higher. With the implementation of the Strategic Business Plan, the work being carried out on the PRISM program, and the addition of planning intern Dave Suen to our staff, the first half of 2011 has been a productive time for Palliser.

The Regional Bylaw Enforcement Exploration Study is moving forward with the recent \$75,000 approval from Alberta Municipal Affairs' Regional Collaboration Program and Palliser is now proceeding with a review of the feasibility of regional bylaw enforcement. Additionally Palliser is proud to unveil the newly redeveloped website. With a fresh contemporary design offering a more user-friendly experience, the website will better reflect the future of our organization.

I would like to thank my fellow board members John Kaster, Barrie Hoover, Dale Kent, Sharel Shoff, Rocky Dahmer and Lawrence Letniak for your contributions and dedication to the Board of Directors and Palliser.

As well, I would like to thank our CEO Brad Wiebe and his staff Justin Hill, Garry Wilson, Michele Buchwitz & Kari Bott, and take this time to welcome our new planning intern Dave Suen. Thank you everyone for ensuring that Palliser continues to provide Planning & GIS services with the expertise that supports regional cooperation and communication.

I wish you all a wonderful summer season and hope that everyone is able to get outdoors and enjoy the great experiences the Palliser region has to offer.

- **Annon Hovde**

# ANNUAL GENERAL MEETING—Spring 2011

PALLISER REGIONAL MUNICIPAL SERVICES

## MUNICIPAL MEMBERS & PRMS REPRESENTATIVES

|                             |                  |
|-----------------------------|------------------|
| County of Paintearth No. 18 | Rocky Dahmer     |
| M.D. of Acadia No. 34       | Vince Grudecki   |
| Special Area 2              | Norman Storch    |
| Special Area 3              | Kevin Wilson     |
| Special Area 4              | Lawrence Letniak |
| Starland County             | Barrie Hoover    |
| Town of Castor              | Dennis Filipenko |
| Town of Coronation          | Dawna Elliott    |
| Town of Drumheller          | Sharel Shoff     |
| Town of Hanna               | John Kaster      |
| Town of Oyen                | Lois Bedwell     |
| Town of Trochu              | Chris Reeds      |
| Village of Acme             | Fred Theaker     |
| Village of Beiseker         | Bruce Rowe       |
| Village of Carbon           | Shirley Buyer    |
| Village of Cereal           | Tami Olds        |
| Village of Consort          | Gerald Rehman    |
| Village of Delia            | Gordon Isaac     |
| Village of Empress          | Roderick Briggs  |
| Village of Halkirk          | Dale Kent        |
| Village of Hussar           | Bruce Kaufman    |
| Village of Linden           | Annon Hovde      |
| Village of Morrin           | Lloyd Hodge      |
| Village of Munson           | Steve Hayes      |
| Village of Rockyford        | Julie Gaudett    |
| Village of Standard         | Don Cuthill      |
| Village of Veteran          | Janice Allison   |
| Village of Youngstown       | Robert Blagen    |

# ANNUAL GENERAL MEETING—Spring 2011

## BOARD OF DIRECTORS



|                            |                             |
|----------------------------|-----------------------------|
| Annon Hovde, Chairman      | Village of Linden           |
| John Kaster, Vice Chairman | Town of Hanna               |
| Rocky Dahmer               | County of Paintearth No. 18 |
| Barrie Hoover              | Starland County             |
| Dale Kent                  | Village of Halkirk          |
| Lawrence Letniak           | Special Area 4              |
| Sharel Shoff               | Town of Drumheller          |

## STAFF MEMBERS

|                  |                          |
|------------------|--------------------------|
| Brad Wiebe       | CEO/Director of Planning |
| Kari Bott        | Executive Assistant      |
| Garry Wilson     | Subdivision Planner      |
| Michele Buchwitz | Planning Technician      |
| Justin Hill      | GIS Coordinator          |
| Dave Suen        | Planning Intern          |



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Website: [www.palliserservices.ca](http://www.palliserservices.ca)

# ANNUAL GENERAL MEETING—Spring 2011

## AGENDA

PALLISER REGIONAL MUNICIPAL SERVICES COMPANY LIMITED

### **FULL MEMBERSHIP AND SPRING GENERAL MEETING AGENDA**

**Wednesday June 22, 2010 – 4:00PM**  
**Palliser Regional Municipal Services Boardroom, Hanna**

**Welcome** – Chairman, Mr. Annon Hovde

**Approval of Agenda**

**Approval of November 4th, 2010 General Meeting Minutes**

**Business Arising from the Minutes**

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

**Activity Review**

Safety Codes/Building Activity – Cindy Woods

Planning Activity – Brad Wiebe

Subdivision Activity – Garry Wilson

PRISM GIS Strategy – Justin Hill

Regional Bylaw Enforcement Exploration Study – Brad Wiebe

Rail Discontinuance Recovery Project – Brad Wiebe

# ANNUAL GENERAL MEETING—Spring 2011

PALLISER REGIONAL MUNICIPAL SERVICES

## AGENDA

PALLISER REGIONAL MUNICIPAL SERVICES COMPANY LIMITED



### **Financial Reports**

2010 Audited Financial Statements – Endeavor Chartered Accountants, Monica Faupel

### **PRMS Strategic Business Plan 2010-2013 – Brad Wiebe**

Review of objectives and progress

### **General Discussion**

Other discussion items

### **Next Meeting – November 2011**

### **Adjournment**

\*\*\*\*\*DINNER, DOOR PRIZES, NETWORKING\*\*\*\*\*

# ANNUAL GENERAL MEETING—Spring 2011

PALLISER REGIONAL MUNICIPAL SERVICES

NOVEMBER 2010 GENERAL MEETING MINUTES

## PALLISER REGIONAL MUNICIPAL SERVICES FULL MEMBERSHIP MEETING

Held in the Boardroom of Palliser Regional Municipal Services Co. Ltd  
at 4:00 p.m. on Thursday November 4<sup>th</sup>, 2010.

### PRESENT

Mr. Annon Hovde, Chairman  
Dr. John Kaster  
Mr. Rocky Dahmer  
Ms. Sharel Shoff  
Mr. Barrie Hoover  
Mr. Dale Kent  
Mr. Norman Storch  
Ms. Shirley Buyer  
Ms. Mary Crowe  
Mr. Lloyd Hodge  
Mr. Ross Rawlusyk  
Mr. Gerald Rehman  
Ms. Janice Allison  
Mr. Charles Girard  
Mr. Paul Salvatore  
Mr. Rod Briggs

### REPRESENTING

Village of Linden  
Town of Hanna  
County of Paintearth No. 18  
Town of Drumheller  
Starland County  
Village of Halkirk  
Special Area No. 2  
Village of Carbon  
Village of Carbon  
Village of Morrin  
Starland County  
Village of Consort  
Village of Veteran  
Town of Hanna  
Town of Drumheller  
Village of Empress

# ANNUAL GENERAL MEETING—Spring 2011

## NOVEMBER 2010 GENERAL MEETING MINUTES

|                        |                             |
|------------------------|-----------------------------|
| Mrs. Tarolyn Peach     | County of Paintearth No. 18 |
| Mr. Chris Reeds        | Town of Trochu              |
| Mrs. Geraldine Gervais | Town of Hanna               |
| Mrs. Caroline Siverson | Village of Delia            |
| Mr. Robert Sargent     | Starland County             |
| Mr. Vince Grudeki      | M.D. of Acadia No. 34       |

### **ABSENT**

Mr. Bruce Rowe  
Mr. Don Cuthill  
Mr. Dennis Filipenko  
Mr. Fred Theaker  
Mr. Robert Blagen  
Ms. Lois Bedwell  
Ms. Dawna Elliot  
Ms. Tami Olds  
Mr. Kevin Wilson  
Mr. Lawrence Letniak  
Ms. Tracey Anderson  
Mr. Steve Hayes  
Ms. Julie Gaudett  
Mr. Gordon Isaac

### **REPRESENTING**

Village of Beiseker  
Village of Standard  
Town of Castor  
Village of Acme  
Village of Youngstown  
Town of Oyen  
Town of Coronation  
Village of Cereal  
Special Area No. 3  
Special Area No. 4  
Village of Hussar  
Village of Munson  
Village of Rockyford  
Village of Delia

# ANNUAL GENERAL MEETING—Spring 2011

## NOVEMBER 2010 GENERAL MEETING MINUTES

### 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

Ms. Cindy Woods, Safety Codes Officer

Mr. Annon Hovde, the Agency's Chairperson, called the meeting to order at 4:10 p.m.

#### 1. **Introductions**

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

#### 2. **Approval of Agenda**

Mr. Rod Briggs requested that the discussion of a Regional Bylaw Officer be added to the agenda as an item under General Discussion.

**MOTION BY:** Mr. Barrie Hoover

"That the November 4<sup>th</sup>, 2010 agenda be accepted with the amended addition of the general discussion of the Regional Bylaw Officer." **CARRIED**

#### 3. **Approval of June 23, 2010, Full Membership Meeting Minutes**

**MOTION BY:** Dr. John Kaster

"That the minutes of the June 23, 2010 Full Membership Meeting be approved." **CARRIED**

#### 4. **Business Arising from the Minutes**

No business arising.



# ANNUAL GENERAL MEETING—Spring 2011

## NOVEMBER 2010 GENERAL MEETING MINUTES

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

Mr. Annon Hovde thanked his fellow board members for their dedication over the past year. The Chairman reported on Palliser's successful year and the 2010-2013 Strategic Business Plan that was developed as a result of the participation of municipal representatives, which will continue to implement positive change within the organization. Mr. Hovde thanked the staff for their performance over the past year, acknowledging the staff changes that have taken place and introduced Justin Hill PRMS' newly hired GIS Coordinator.

### 6. **CEO's Report** – Mr. Brad Wiebe

Mr. Brad Wiebe discussed the year in review and the restructuring of PRMS which will ensure that Palliser is effectively meeting the needs of planning, subdivision, mapping, GIS and Safety Codes. A solid strategy was developed and will be utilized for the upcoming years. The staffing structure is in the process of being redeveloped along with the 3 year financial plan. There have been various staff changes this year as Ed Hart and Charlene Hoffman vacated their positions, and Justin Hill joined the organization.

### 7. **Financial Report** – Mr. Brad Wiebe

Mr. Brad Wiebe advised that 2010 has seen a significant reduction in subdivision and building activity which negatively affects PRMS revenues in those areas. Unfortunately the expenses related to these activities are consistent, or in some cases, increasing. In 2010 PRMS will have an operating deficit in the range of 30% when grants and special projects are not considered. The 4 special projects that are currently ongoing should provide for a near break-even annual financial report by the end of 2010. The existing special project revenues will be near completion at the end of 2010 and a sustainable funding formula will need to be established to maintain and provide for the core service expectations.

Brad Wiebe advised of the financial plan changes to expect over a 3 year period according to the implementation of the 2010-2013 Strategic Business Plan and opened the floor for discussion.

**MOTION BY:** Ms. Shirley Buyer

“To accept the November 2010 Financial Report as presented.” **CARRIED**

# ANNUAL GENERAL MEETING—Spring 2011

## NOVEMBER 2010 GENERAL MEETING MINUTES

### 8. Activity Review

- i) **Safety Codes** – Mr. Paul Salvatore provided a report on building permit activity in the Region. Including the Town of Drumheller, there has been a construction value of over \$43 million worth of permits issued to the end of October 2010; a decrease of \$14 million from October 2009.
- ii) **Planning Activity** - Mr. Brad Wiebe informed the members present of the policy planning activity of 2010 outlined in the report. Discussion centered on regulations regarding wind energy and the municipal bylaws governing this activity.
- iii) **Subdivision Activity** – Mr. Garry Wilson provided the members with a detailed update on the subdivision activity over 2010 indicating that while subdivision application numbers are down, the number of parcels being subdivided has increased.
- iv) **PRISM GIS Special Projects**– Mr. Justin Hill presented a report outlining the Prism program development in progress, the Alberta Municipal Data Sharing Project, railway valuation, GIS data management, general file management & the PRMS website update.
- v) **Exploration Grant** – Mr. Brad Wiebe indicated that the exploration grant received from Municipal Affairs in 2008 with Special Areas as the managing partner contains a regional profile, strategic business plan update and communications strategy. While the regional profile and strategic business plan have been completed, the communications strategy is in draft form and will be completed before year end.
- vi) **AUMA MSP Pilot Project**– Mr. Brad Wiebe informed those present that the AUMA MSP Pilot Project providing municipal sustainability planning to the communities of Beiseker, Irricana, Carbon, Acme, Linden and Drumheller has been completed.
- vii) **Rail Discontinuance Recovery Project** - Mr. Brad Wiebe provided a detailed report on the status of the CN Rail Discontinuance project. Mr. Wiebe outlined the steps taken to date, the details of the present stage; the government offer stage and the next steps to be taken. Mr. Barrie Hoover, Rail Company Chairperson offered additional information regarding the offer of intent to purchase.

# ANNUAL GENERAL MEETING—Spring 2011

## NOVEMBER 2010 GENERAL MEETING MINUTES

### 9. General Discussion

Rod Briggs, Empress expressed a concern that as a small municipality they are unable to obtain a bylaw officer. The bylaws are in place however as they have insufficient funds to hire a bylaw officer, provide a vehicle and pay the court fees they are without one. Mr. Briggs proposed that the expense of a bylaw officer should ideally be shared among municipalities with Palliser coordinating a group effort. Discussion took place in this regard and it was suggested by Mr. Paul Salvatore that they contact Alberta Animal Services, Red Deer for animal control issues.

Mr. Brad Wiebe informed the members that the PRMS Strategic Business Plan can be shared with municipalities. In light of the recent election and newly formed councils, he is willing to provide a 30 minute presentation to councils and he is able to provide a planning 101 presentation outlining land use planning to anyone who may be interested.

### 10. 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.

Dr. John Kaster will represent Town of Hanna on the Board of Directors.

Ms. Sharel Shoff will represent Town of Drumheller 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

It is undetermined at this time who will represent Special Areas on the Board of Directors. The Special Areas Advisory Council meeting will be held December 1-3 and the member will be chosen at that time.

Mr. Rocky Dahmer will represent County of Paintearth on the Board of Directors.

# ANNUAL GENERAL MEETING—Spring 2011

## NOVEMBER 2010 GENERAL MEETING MINUTES

c) Three other representatives elected by the shareholders:

Mr. Barrie Hoover nominated Mr. Annon Hovde of Linden as a representative on the Board of Directors. Mr. Annon Hovde agreed to let his name stand.

Dr. John Kaster nominated Mr. Barrie Hoover of Starland County as a representative on the Board of Directors. Mr. Barrie Hoover agreed to let his name stand.

Mr. Rocky Dahmer nominated Mr. Dale Kent of Halkirk as a representative on the Board of Directors. Mr. Dale Kent agreed to let his name stand.

**MOTION BY:** Mr. Barrie Hoover

“There being no further nominations; nominations cease.”

**SECONDED BY:** Dr. John Kaster **CARRIED**

The Board of Directors for 2010- 2011 consists of Dr. John Kaster (Town of Hanna), Ms. Sharel Shoff (Town of Drumheller), yet to be determined (Special Area No. 2,3,4), Mr. Rocky Dahmer (County of Paintearth), Mr. Annon Hovde (Village of Linden), Mr. Barrie Hoover (Starland County) and Mr. Dale Kent (Village of Halkirk).

11. **Other – Door prizes** - were drawn and the winners were: Dale Kent, Rod Briggs, Caroline Siverson and Janice Allison.

12. **Next Meeting** – June 2011; date to be announced

13. **Adjournment** (5:30 p.m.)

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

**MOTION BY:** Mr. Gerald Rehman

“That the meeting be adjourned.”

**CARRIED**

\_\_\_\_\_  
Mr. Annon Hovde, Chairman

\_\_\_\_\_  
Mr. Brad Wiebe, Recording Secretary

# ANNUAL GENERAL MEETING—Spring 2011

## CEO Report – Spring 2011 – from Plan to Action

A year has passed since the Palliser Regional Municipal Services (PRMS) new strategic business plan was adopted and, since that time, many positive steps have been taken. The focus has been to ensure we are effectively meeting the needs of our member municipalities in the core service areas of municipal land use planning, subdivision, mapping, GIS, Safety Codes, and Regional Solutions to common issues.

PRMS has developed a much improved website. The new website provides a simpler navigating experience and will continue to be updated to include all current planning policies and mapping products for each member municipality. The improvements were developed to provide improved public and municipal access to the service areas provided by PRMS including planning, mapping, safety codes and regional solutions.

PRMS has successfully accessed grant funding for a Land Use Planning Intern to assist in the sustainable funding model developed in 2010 designed to meet the service level expectations of the members. A Regional Bylaw Enforcement exploration study to determine the potential feasibility of options to provide these services has also been approved.

We have taken on a big challenge with the 5 year policy planning cycle and are working to meet those requirements. Planning Policy work is well underway this year to meet the objectives of the 5 year policy planning schedule with projects in the communities of Special Areas, Hanna, M.D. of Acadia, and Standard underway with Delia and Empress to be started in the coming months.

GIS and mapping strategies are also being developed and implemented. The PRISM regional GIS strategy is nearing completion and will be followed by a review and implementation plan.

Safety Codes contracts are currently under negotiation for inspection services with changes to be developed and reviewed by year end and to be ready for implementation in 2012.

PRMS appreciates the regional thinking in the rural communities we serve and we will continue to strive to be a vibrant regional organization that provides relevant, effective and sustainable services and solutions to local governments.

- Brad Wiebe RPP, MCIP -



## PALLISER REGIONAL MUNICIPAL SERVICES

### BUILDING PERMITS

**Palliser Regional Municipal Services  
Building Permits 2010 - 2011  
(Excluding Drumheller)**

| Category                        | Values             | Date             |  |                    |                    |                    | Grand Total        |
|---------------------------------|--------------------|------------------|--|--------------------|--------------------|--------------------|--------------------|
|                                 |                    | Jan              | Feb  | Mar                | Apr                | May                |                    |
| <b>COMMERCIAL</b>               | Construction Value |                  | \$105,000                                  | \$195,000          | \$295,000          | \$445,516          | \$1,040,516        |
|                                 | Permits Issued     |                  | 1  | 2                  | 2                  | 10                 | 15                 |
| <b>INDUSTRIAL</b>               | Construction Value | \$121,466        |  |                    |                    | \$475,566          | \$597,032          |
|                                 | Permits Issued     | 2                |  |                    |                    | 3                  | 5                  |
| <b>INSTITUTIONAL</b>            | Construction Value | \$250,000        |  | \$1,400,000        |                    |                    | \$1,650,000        |
|                                 | Permits Issued     | 2                |  | 1                  |                    |                    | 3                  |
| <b>RESIDENTIAL</b>              | Construction Value | \$90,033         | \$315,000                                  | \$650,057          | \$1,086,290        | \$1,377,964        | \$3,519,344        |
|                                 | Permits Issued     | 4                | 3  | 6                  | 11                 | 18                 | 42                 |
| <b>Total Construction Value</b> |                    | <b>\$461,499</b> | <b>\$420,000</b>                           | <b>\$2,245,057</b> | <b>\$1,381,290</b> | <b>\$2,299,046</b> | <b>\$6,806,892</b> |
| <b>Total Permits Issued</b>     |                    | <b>8</b>         | <b>4</b>                                   | <b>9</b>           | <b>13</b>          | <b>31</b>          | <b>65</b>          |
| Morrin                          | Institutional      | \$1,400,000      | Addition to Office Building                |                    | Starland County    |                    |                    |
| Hanna                           | Commercial         | \$250,000        | Renovation to Convenience Store            |                    | Husky Energy       |                    |                    |
| Castor                          | Residential        | \$600,000        | New Construction of Single Family Dwelling |                    |                    |                    |                    |

**Building Permit Stats Ending May 31, 2010**

| Category                        | Data               | Date             |                           |                    |                            |                    | Grand Total        |
|---------------------------------|--------------------|------------------|---------------------------|--------------------|----------------------------|--------------------|--------------------|
|                                 |                    | Jan              | Feb                       | Mar                | Apr                        | May                |                    |
| <b>COMMERCIAL</b>               | Construction Value | \$12,000         | \$2,000                   |                    | \$18,000                   | \$339,500          | \$371,500          |
|                                 | Permits Issued     | 1                | 1                         |                    | 1                          | 4                  | 7                  |
| <b>INDUSTRIAL</b>               | Construction Value |                  |                           | \$6,000            | \$85,000                   |                    | \$91,000           |
|                                 | Permits Issued     |                  |                           | 1                  | 1                          |                    | 2                  |
| <b>INSTITUTIONAL</b>            | Construction Value | \$126,000        |                           | \$507,920          | \$40,000                   | \$150,000          | \$823,920          |
|                                 | Permits Issued     | 1                |                           | 4                  | 1                          | 1                  | 7                  |
| <b>RESIDENTIAL</b>              | Construction Value | \$120,000        | \$290,292                 | \$756,500          | \$1,346,864                | \$1,206,000        | \$3,719,656        |
|                                 | Permits Issued     | 4                | 6                         | 19                 | 22                         | 21                 | 72                 |
| <b>Total Construction Value</b> |                    | <b>\$258,000</b> | <b>\$292,292</b>          | <b>\$1,270,420</b> | <b>\$1,489,864</b>         | <b>\$1,695,500</b> | <b>\$5,006,077</b> |
| <b>Total Permits Issued</b>     |                    | <b>6</b>         | <b>7</b>                  | <b>24</b>          | <b>25</b>                  | <b>26</b>          | <b>88</b>          |
| Trochu                          | Institutional      | 126,000          | Elevator Installation     |                    | Trochu & Dist Hall Society |                    |                    |
| Paintearth                      | Institutional      | 250,000          | Water Storage             |                    | County of Paintearth       |                    |                    |
| Oyen                            | Institutional      | 362,850          | Addition to Seniors Lodge |                    | Acadia Foundation          |                    |                    |

# ANNUAL GENERAL MEETING—Spring 2011

## BUILDING PERMITS

### Building Permit Statistics By Municipality - 2010 (Including Drumheller)

| Municipality                    | Values             | Date       |            |              |              |              | Grand Total  |
|---------------------------------|--------------------|------------|------------|--------------|--------------|--------------|--------------|
|                                 |                    | Jan        | Feb        | Mar          | Apr          | May          |              |
| <b>ACADIA</b>                   | Permits Issued     |            |            |              | 1            | 1            | 2            |
|                                 | Construction Value |            |            | \$ 85,000    | \$ 30,000    |              | \$ 115,000   |
| <b>ACME</b>                     | Permits Issued     |            | 1          | 1            | 1            | 2            | 7            |
|                                 | Construction Value |            | \$ 4,000   | \$ 2,500     | \$ 36,500    | \$ 167,000   | \$ 210,000   |
| <b>CARBON</b>                   | Permits Issued     |            |            |              |              | 1            | 1            |
|                                 | Construction Value |            |            |              |              | \$ 12,000    | \$ 12,000    |
| <b>CASTOR</b>                   | Permits Issued     |            |            |              |              | 1            | 2            |
|                                 | Construction Value |            |            |              | \$ 280,000   | \$ 35,000    | \$ 315,000   |
| <b>CONSORT</b>                  | Permits Issued     |            |            |              | 2            | 2            | 5            |
|                                 | Construction Value |            |            | \$ 20,000    | \$ 28,000    | \$ 7,500     | \$ 55,500    |
| <b>CORONATION</b>               | Permits Issued     |            |            |              |              | 2            | 2            |
|                                 | Construction Value |            |            |              | \$ 86,260    |              | \$ 86,260    |
| <b>Drumheller</b>               | Permits Issued     |            | 4          | 3            | 12           | 13           | 44           |
|                                 | Construction Value | \$ 465,590 | \$ 14,000  | \$ 979,110   | \$ 1,852,000 | \$ 1,275,060 | \$ 4,585,760 |
| <b>EMPRESS</b>                  | Permits Issued     |            | 1          |              |              |              | 2            |
|                                 | Construction Value |            | \$ 18,000  |              |              | \$ 4,500     | \$ 22,500    |
| <b>HANNA</b>                    | Permits Issued     |            |            | 2            | 3            | 2            | 10           |
|                                 | Construction Value |            | \$ 4,000   | \$ 130,070   | \$ 48,000    | \$ 397,500   | \$ 579,570   |
| <b>LINDEN</b>                   | Permits Issued     |            |            |              | 1            |              | 1            |
|                                 | Construction Value |            |            | \$ 5,000     |              |              | \$ 5,000     |
| <b>MORRIN</b>                   | Permits Issued     |            |            |              |              | 2            | 4            |
|                                 | Construction Value |            |            |              | \$ 30,000    | \$ 179,400   | \$ 209,400   |
| <b>OYEN</b>                     | Permits Issued     |            |            |              | 4            | 1            | 5            |
|                                 | Construction Value |            |            | \$ 458,850   | \$ 20,104    |              | \$ 478,954   |
| <b>PAINTEARTH</b>               | Permits Issued     |            | 3          | 1            | 1            | 3            | 10           |
|                                 | Construction Value | \$ 102,000 | \$ 266,292 | \$ 200,000   | \$ 350,000   | \$ 300,000   | \$ 1,218,292 |
| <b>SA2</b>                      | Permits Issued     |            |            |              |              | 1            | 2            |
|                                 | Construction Value |            |            |              | \$ 20,000    | \$ 300,000   | \$ 320,000   |
| <b>SA3</b>                      | Permits Issued     |            |            |              | 1            | 1            | 2            |
|                                 | Construction Value |            |            | \$ 10,000    | \$ 30,000    |              | \$ 40,000    |
| <b>SA4</b>                      | Permits Issued     |            |            |              | 1            | 2            | 3            |
|                                 | Construction Value |            |            | \$ 109,000   | \$ 531,000   |              | \$ 640,000   |
| <b>STARLAND</b>                 | Permits Issued     |            |            |              | 1            |              | 4            |
|                                 | Construction Value |            |            | \$ 250,000   |              | \$ 270,000   | \$ 520,000   |
| <b>TROCHU</b>                   | Permits Issued     |            | 1          |              |              |              | 3            |
|                                 | Construction Value | \$ 126,000 |            |              |              | \$ 22,600    | \$ 148,600   |
| <b>YOUNGSTOWN</b>               | Permits Issued     |            | 1          |              |              |              | 1            |
|                                 | Construction Value | \$ 30,000  |            |              |              |              | \$ 30,000    |
| <b>Total Permits Issued</b>     |                    |            | 9          | 8            | 28           | 34           | 111          |
| <b>Total Construction Value</b> |                    | \$ 723,590 | \$ 306,292 | \$ 2,249,530 | \$ 3,341,864 | \$ 2,970,560 | \$ 9,591,836 |

# ANNUAL GENERAL MEETING—Spring 2011

## BUILDING PERMITS

Building Permit Statistics By Municipality - 2011  
(Including Drumheller)

| Municipality                    | Values             | Date             |                  |                    |                    |                    | Grand Total        |
|---------------------------------|--------------------|------------------|------------------|--------------------|--------------------|--------------------|--------------------|
|                                 |                    | Jan              | Feb              | Mar                | Apr                | May                |                    |
| ACME                            | Permits Issued     |                  |                  | 1                  | 1                  |                    | 2                  |
|                                 | Construction Value |                  |                  | \$20,000           | \$25,000           |                    | \$45,000           |
| CASTOR                          | Permits Issued     | 1                | 1                |                    | 1                  | 5                  | 8                  |
|                                 | Construction Value | \$29,966         | \$10,000         |                    | \$600,000          | \$575,964          | \$1,215,930        |
| CEREAL                          | Permits Issued     |                  |                  | 1                  |                    |                    | 1                  |
|                                 | Construction Value |                  |                  | \$8,000            |                    |                    | \$8,000            |
| CONSORT                         | Permits Issued     |                  |                  |                    | 1                  |                    | 1                  |
|                                 | Construction Value |                  |                  |                    | \$30,000           |                    | \$30,000           |
| CORONATION                      | Permits Issued     |                  |                  | 1                  |                    | 1                  | 2                  |
|                                 | Construction Value |                  |                  | \$150,000          |                    | \$5,000            | \$155,000          |
| DRUMHELLER                      | Permits Issued     | 2                | 7                | 4                  | 7                  | 16                 | 36                 |
|                                 | Construction Value | \$22,000         | \$197,000        | \$197,500          | \$489,780          | \$658,000          | \$1,564,280        |
| EMPRESS                         | Permits Issued     |                  |                  |                    | 1                  | 1                  | 2                  |
|                                 | Construction Value |                  |                  |                    | \$35,290           | \$5,000            | \$40,290           |
| HANNA                           | Permits Issued     | 2                |                  | 2                  | 4                  | 4                  | 12                 |
|                                 | Construction Value | \$40,000         |                  | \$22,000           | \$515,000          | \$242,526          | \$819,526          |
| LINDEN                          | Permits Issued     |                  |                  | 1                  |                    | 2                  | 3                  |
|                                 | Construction Value |                  |                  | \$45,000           |                    | \$9,000            | \$54,000           |
| MORRIN                          | Permits Issued     |                  |                  | 1                  |                    | 1                  | 2                  |
|                                 | Construction Value |                  |                  | \$1,400,000        |                    | \$68,000           | \$1,468,000        |
| OYEN                            | Permits Issued     | 1                | 2                |                    |                    | 2                  | 5                  |
|                                 | Construction Value | \$180,000        | \$385,000        |                    |                    | \$30,000           | \$595,000          |
| PAINTEARTH                      | Permits Issued     |                  |                  | 1                  | 1                  | 5                  | 7                  |
|                                 | Construction Value |                  |                  | \$300,000          | \$20,000           | \$811,040          | \$1,131,040        |
| SA2                             | Permits Issued     | 2                |                  | 1                  |                    | 2                  | 5                  |
|                                 | Construction Value | \$139,833        |                  | \$300,057          |                    | \$238,016          | \$677,906          |
| SA3                             | Permits Issued     |                  |                  |                    |                    | 1                  | 1                  |
|                                 | Construction Value |                  |                  |                    |                    | \$34,000           | \$34,000           |
| SA4                             | Permits Issued     | 1                |                  |                    | 2                  | 3                  | 6                  |
|                                 | Construction Value | \$70,000         |                  |                    | \$91,000           | \$220,000          | \$381,000          |
| STARLAND                        | Permits Issued     | 1                |                  |                    | 2                  | 2                  | 5                  |
|                                 | Construction Value | \$1,700          |                  |                    | \$65,000           | \$38,500           | \$105,200          |
| TROCHU                          | Permits Issued     |                  | 1                |                    |                    |                    | 1                  |
|                                 | Construction Value |                  | \$25,000         |                    |                    |                    | \$25,000           |
| VETERAN                         | Permits Issued     |                  |                  |                    |                    | 2                  | 2                  |
|                                 | Construction Value |                  |                  |                    |                    | \$22,000           | \$22,000           |
| <b>Total Permits Issued</b>     |                    | <b>10</b>        | <b>11</b>        | <b>13</b>          | <b>20</b>          | <b>47</b>          | <b>101</b>         |
| <b>Total Construction Value</b> |                    | <b>\$483,499</b> | <b>\$617,000</b> | <b>\$2,442,557</b> | <b>\$1,871,070</b> | <b>\$2,957,046</b> | <b>\$8,371,172</b> |





## PLANNING

### **Municipal Statutory Planning Activity Update**

In 2011 Palliser Regional Municipal Services (PRMS) began to implement the statutory plan work schedule that was developed as part of the current strategic plan in 2010. Previously PRMS followed a first-come first-served approach for the development of statutory plans such as Municipal Development Plans (MDP's), Inter-Municipal Development Plans (IDP's), Area Structure Plans (ASP's), Area Redevelopment Plans (ARP's), and Land Use Bylaw reviews. ***The current model is intended to provide a more structured delivery model where a 5 year policy cycle will be utilized for all Palliser municipalities to ensure up-to-date policies and bylaws.***

***The 2011 Planning Policy work plan contains the following projects:***

#### Rural:

- |                       |   |
|-----------------------|---|
| <b>M.D. of Acadia</b> | — Municipal Development Plan (drafted)<br>— Land Use Bylaw (drafted)                          |
| <b>Special Areas</b>  | — Land Use Order (under development)<br>— Inter-municipal Development Plan with Town of Hanna |

#### Urban:

- |                            |  |
|----------------------------|--|
| <b>Town of Hanna</b>       | — Inter-municipal Development Plan with Special Area No. 2<br>— Municipal Development Plan (under development)<br>— Land Use Bylaw (to follow) |
| <b>Town of Drumheller</b>  | — Land Use Bylaw Amendments Package June 2011 and Office Consolidation of LUB  |
| <b>Village of Empress</b>  | — Land Use Bylaw   |
| <b>Village of Delia</b>    | — Land Use Bylaw   |
| <b>Village of Standard</b> | — Municipal Development Plan<br>— Land Use Bylaw   |

#### Other Projects and Services:

- Village of Standard** - Integrated Community Sustainability Plan  
**Village of Hussar** - Integrated Community Sustainability Plan  
**ATCO Work Camp siting proposals in Hanna, Oyen, Consort**

## SUBDIVISION ACTIVITY

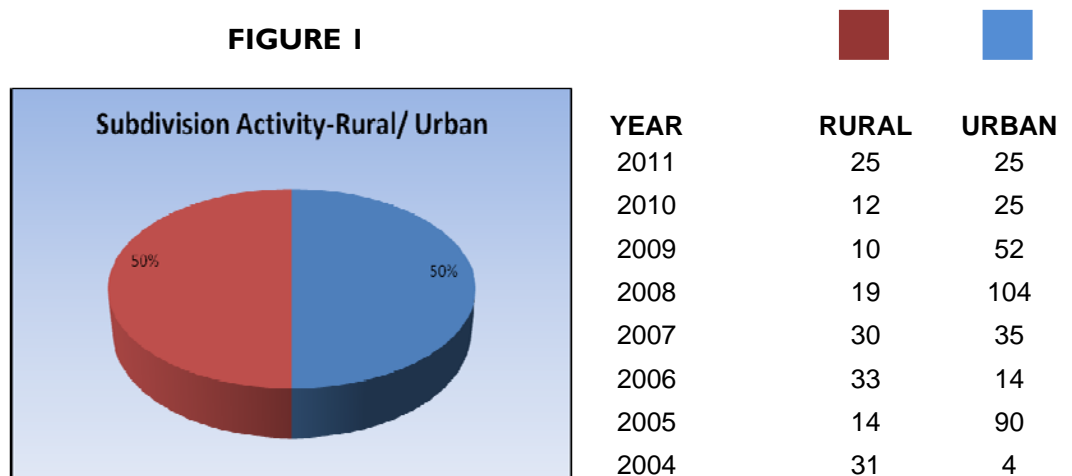
### Mid 2011 SUBDIVISION ACTIVITY

Table I entitled “Subdivision Applications to June 15 by Municipality” depicts the total subdivision activity for the previous 7 (seven) years up to and including June 15 of each year for comparison purposes. The number in front of the brackets indicates the number of applications made for each municipality while the number inside the brackets represents the number of lots or parcels applied for. Table II “Number of Lots per Classification by Municipality” is a breakdown of the types of subdivisions being applied for, showing the number of parcels created per municipality by classification. Urban residential type parcels are by far the most being created, followed by country residential and commercial. The number of applications, although down slightly, fall within the average for the last three (3) years, while the number of parcels created are up 25% over those at this time last year.

Nine of the twenty-eight (28) communities serviced by Palliser Regional Municipal Services (PRMS) have experience subdivision activity so far to date which is on par for previous years. The rural member communities of Special Areas and Starland County have five (5) and three (3) applications respectively while the non-member municipality of the M.D. of Provost has two (2) applications to this point in time. The Village of Acme has two (2) applications, while the other urban municipalities of Delia, Drumheller, Hussar and Trochu each have one application. Figure I depicts the even split of 25 parcels being created for both the urban and rural municipalities.

2011 was the beginning of the three year financial plan that included an increase in subdivision fees. The reason for the increase was to ensure, as much as possible, that the subdivision application and processing costs are paid by the developer without relying on requisitions to help cover these costs. The fee schedules were based on average application numbers and input costs. The 2011 fee schedule brings the costs of applications more in line with other jurisdictions. For the most part there have been few complaints and an engineering company commented that compared to some planning authorities PRMS is very reasonably priced.

**FIGURE I**



# ANNUAL GENERAL MEETING—Spring 2011

## SUBDIVISION APPLICATIONS

Table I

SUBDIVISION APPLICATIONS TO JUNE 15 BY MUNICIPALITY

| Municipality   | 2004          | 2005           | 2006          | 2007          | 2008           | 2009          | 2010          | 2011          |
|----------------|---------------|----------------|---------------|---------------|----------------|---------------|---------------|---------------|
| M.D. Acadia    |               |                | 2(2)          | 3(2)          | 2(1)           |               |               |               |
| Acme           |               |                |               |               | 1(1)           |               |               | 2(4)          |
| Beiseker       | N/A           | N/A            | N/A           | N/A           |                |               |               |               |
| Carbon         |               |                |               |               | 1(41)          |               |               |               |
| Castor         | 1(1)          |                | 1(1)          | 2(8)          | 1(20)          |               |               |               |
| Cereal         |               |                |               |               |                |               |               |               |
| Consort        |               |                |               |               |                |               |               |               |
| Coronation     |               |                |               | 3(4)          |                | 1(4)          |               |               |
| Delia          |               |                |               | 1(2)          |                |               |               | 1(1)          |
| Drumheller     | 1(1)          | 7(66)          | 3(6)          | 7(17)         | 1(2)           | 3(35)         | 4(20)         | 1(1)          |
| Empress        |               |                | 1(1)          |               | 3(9)           |               |               |               |
| Hanna          | 1(2)          | 2(16)          | 2(2)          | 2(2)          |                | 1(7)          | 1(1)          |               |
| Halkirk        |               |                | 1(1)          |               | 1(1)           | 1(1)          | 1(3)          |               |
| Hussar         | N/A           | N/A            | N/A           | N/A           |                |               | 1(1)          | 1(1)          |
| Linden         |               | 1(2)           |               |               |                | 1(1)          |               |               |
| Morrin         |               | 1(1)           |               |               |                |               |               |               |
| Munson         |               |                | 1(1)          |               |                |               |               |               |
| Oyen           |               |                |               |               |                |               |               |               |
| Paintearth     | 3(4)          | 1(1)           | 3(3)          | 2(2)          | 3(4)           | 1(1)          | 3(3)          | 1(9)          |
| Rockyford      | N/A           | N/A            | N/A           | N/A           |                |               |               |               |
| Special Areas  | 7(16)         | 4(5)           | 12(12)        | 8(7)          | 1(1)           | 8(10)         | 3(3)          | 5(9)          |
| Standard       | N/A           | N/A            | N/A           | N/A           |                |               | 1(0)          |               |
| Starland       | 3(3)          | 4(4)           | 7(7)          | 10(9)         | 5(5)           | 1(1)          | 3(3)          | 3(3)          |
| Trochu         | 1(0)          | 2(5)           | 1(1)          |               | 1(30)          |               |               | 1(18)         |
| Veteran        |               |                |               | 1(0)          |                |               |               |               |
| Youngstown     |               |                |               |               |                |               |               |               |
| Gadsby**       |               |                | 1(1)          | 1(2)          |                |               |               |               |
| M.D. Provost** | 7(8)          | 3(4)           | 9(9)          | 8(10)         | 8(8)           | 2(2)          | 3(3)          | 2(4)          |
| <b>TOTALS</b>  | <b>24(35)</b> | <b>24(104)</b> | <b>44(47)</b> | <b>48(65)</b> | <b>28(123)</b> | <b>19(62)</b> | <b>20(37)</b> | <b>17(50)</b> |

\*\* Non member Municipality

(#) – number of parcels created are shown in the brackets

# ANNUAL GENERAL MEETING—Spring 2011

SUBDIVISION—Number of Lots per Classification by Municipality—Table II

PALLISER REGIONAL MUNICIPAL SERVICES

| Municipality   | Country Residential | Farmstead Separation | Agricultural | Urban Residential | Industrial | Commercial | Recreational |
|----------------|---------------------|----------------------|--------------|-------------------|------------|------------|--------------|
| M.D. Acadia    |                     |                      |              |                   |            |            |              |
| Acme           |                     |                      |              | 4                 |            |            |              |
| Beiseker       |                     |                      |              |                   |            |            |              |
| Carbon         |                     |                      |              |                   |            |            |              |
| Castor         |                     |                      |              |                   |            |            |              |
| Cereal         |                     |                      |              |                   |            |            |              |
| Consort        |                     |                      |              |                   |            |            |              |
| Coronation     |                     |                      |              |                   |            |            |              |
| Delia          |                     |                      |              |                   | 1          |            |              |
| Drumheller     |                     |                      |              | 1                 |            |            |              |
| Empress        |                     |                      |              |                   |            |            |              |
| Hanna          |                     |                      |              |                   |            |            |              |
| Halkirk        |                     |                      |              |                   |            |            |              |
| Hussar         |                     |                      |              |                   |            | 1          |              |
| Linden         |                     |                      |              |                   |            |            |              |
| Morrin         |                     |                      |              |                   |            |            |              |
| Munson         |                     |                      |              |                   |            |            |              |
| Oyen           |                     |                      |              |                   |            |            |              |
| Paintearth     |                     |                      |              |                   |            | 9          |              |
| Rockyford      |                     |                      |              |                   |            |            |              |
| Special Areas  | 5                   | 1                    | 2            |                   | 1          |            |              |
| Standard       |                     |                      |              |                   |            |            |              |
| Starland       | 2                   | 1                    |              |                   |            |            |              |
| Trochu         |                     |                      |              | 18                |            |            |              |
| Veteran        |                     |                      |              |                   |            |            |              |
| Youngstown     |                     |                      |              |                   |            |            |              |
| Gadsby**       |                     |                      |              |                   |            |            |              |
| M.D. Provost** | 3                   |                      |              |                   | 1          |            |              |
| <b>TOTALS</b>  | <b>10</b>           | <b>2</b>             | <b>2</b>     | <b>23</b>         | <b>3</b>   | <b>10</b>  | <b>0</b>     |

# ANNUAL GENERAL MEETING—Spring 2011

## PRISM

Palliser Regional Municipal Services (PRMS) has completed a 6 month evaluation of the existing PRISM (Palliser Regional Information System Management) program, and has found it lacking in several key areas. The recommendation from the evaluation is that a full redesign of the system is needed.

The new system will be based on the results of surveys, site visits and consultation with many of the PRMS membership. One of the major changes is that PRISM will be switching from using MapGuide to ArcGIS Server as the software backbone of the system. This will allow greater customized options for map production, while also providing a clean user friendly interface.

Some of the other major changes are the addition of a public access side to the website, where members of the region, will be able to more quickly find regional recreation and tourism information through the linking of existing databases. The municipal side of PRISM will also see some major changes with the addition of live work order tracking and functionality, as well as an integrated infrastructure mapping system. The new version of PRISM will allow for a new level of customized options allowing the production of various maps and sketches to be done on the fly, with little effort or extensive GIS knowledge.

PRMS is currently scheduled for a site visit from ESRI Canada, where a closer look at the technical hardware and data needed for this project will be taken. This site visit will also roll into an implementation and development strategy that will be used to calculate budgets and timelines for the redevelopment of PRISM. The new version of PRISM will be a useful tool that will simplify and enhance the mapping capabilities of the PRMS membership.



## MIMS

Alberta's Municipal Infrastructure Mapping System (MIMS) has recently announced that they will no longer be supporting or updating their system. This is due in part to the lack of funding from Alberta Municipal Affairs. Therefore, PRMS 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 that will perform in a similar manner to MIMS allowing the membership the ability to better monitor, track, and update municipal infrastructure.

## WEBSITE

PRMS is in the final stages of a website redevelopment that will better reflect the future of our organization. The new website will have a fresh design and will make site navigation more user-friendly. Some of the new features of the website will be fillable forms, news feeds and events calendars. PRMS is also creating and integrating social media applications such as Facebook and Twitter feeds into the website, enabling more direct notification of current events.

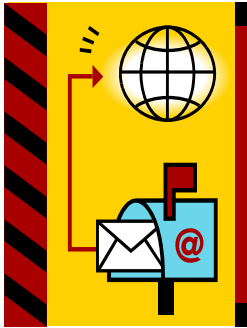
Please check out the new site



[www.palliserservices.ca](http://www.palliserservices.ca)

# ANNUAL GENERAL MEETING—Spring 2011

## Alberta Municipal Data Sharing Partnership (AMDSP)



Recently Spatial Data Warehouse released a couple letters to municipalities looking for rural address data as part of their “Address Alberta” initiative. This initiative was in conflict with a similar project being under taken by the Alberta Municipal Data Sharing Partnership (AMDSP). Palliser Regional Municipal Services agrees with the methods and procedures of the AMDSP and currently sits on the AMDSP board of directors.

The main focus of each of these programs is to define rural addresses for the use of Emergency Services and Emergency Vehicle Routing. In many rural areas, address are tied to parcels and not to actual residences and will therefore calls originating from these addresses effectively show up in the center of the parcel and not at the actual location of the emergency which is the residence on the parcel. The goal of both of these programs is to move the address point onto the actual residence location.

The differences arise from complementary data layers. SDW is currently only collecting address points, which while beneficial, will not route an Emergency Vehicle to the call location. The AMDSP approach uses additional data layers such as Road Networks and Point of Interest data to complement the address data. The road network data allows for vehicles to be routed via GPS to the residence location, this is especially useful when marking proper driveways and access points to rural residences which may not be obvious. Point of Interest data is also particularly useful for calls originating from a campground or when a caller is unsure of his exact location. Knowing that he is near a coded point of interest will facilitate a speedy response by emergency personnel. The main advantage of the AMDSP data is that it all stems from local knowledge. The data is collected and verified locally to ensure its accuracy.

All of our 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 shortly be starting to create and verify this data with each of our members.

# ANNUAL GENERAL MEETING—Spring 2011

PALLISER REGIONAL MUNICIPAL SERVICES

## SPECIAL PROJECTS

### **Regional Bylaw Enforcement Feasibility Study – Funding approved and project work plan developed**



A municipal request was made at the 2010 November AGM for PRMS to research regional bylaw enforcement for interested municipalities. A request for grant funding from the Alberta Municipal Affairs Regional Collaboration Program was developed and submitted in early 2011 with the Town of Coronation as the managing partner municipality. 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 bylaw enforcement should be pursued. Regional Bylaw Enforcement Services will be implemented if a cost effective and viable option is determined through the project. As many of the supporting municipalities are small and remote, regional services are often seen as the most viable option to ensure the necessary expertise and abilities are retained to provide critical municipal services.

The project work plan will be implemented in the coming months with site visits and discussions with administrative personnel to determine project needs with a final report to be prepared for the PRMS November AGM.

## RAIL RECOVERY PROJECT—HANNA TO LYALTA STILL UNDER NEGOTIATION



The municipalities of 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 on the interest expressed on the east end when the terms of the agreement are structured. The railway business plan has been revised to use the Hanna/ Delia to Lyalta

rail sections to determine the business structure and viability potential. A list of items will be reviewed with C.N., once the next meeting date has been established.





# ANNUAL GENERAL MEETING—Spring 2011

## PRMS STRATEGIC BUSINESS PLAN 2010-2013—IMPLEMENTATION

The PRMS Strategic Plan was ratified by the full membership at the 2010 Spring General Meeting. Since that time the staff have been working diligently to implement the goals and objectives of the plan. The strategic objectives defined in the plan are ongoing and will continue to require consistent monitoring and progress as we move forward to ensure PRMS services are in alignment with service expectations of the municipal members. The defined strategies for success include:

**Fee Schedules** – developed based on actual costs to deliver services in user pay areas (ie. Subdivision) and delineate between consulting rates and member rates for additional projects.

**Timely Planning Policy review** – a 5 year rotating schedule has been developed and adopted by the Board of Directors, 2011 as Year One with Hanna, Special Areas, Delia, Standard, M.D. of Acadia and Empress on the schedule. Progress is being made on developing plans for these municipalities.

**Bylaw amendments process formalized** – An application form and process developed to provide amendment services for the member municipalities similar to the subdivision services structure while meeting all statutory requirements of the process including application, circulation, planning reports and attendance at public hearings similar to the services provided by a municipal planning department.

**PRISM Group/ GIS Leadership** - PRMS to provide the regional leadership necessary to implement the vast potential for GIS uses in the municipal framework. A succinct regional vision and strategy to be developed that defines the role of PRMS in municipal GIS development. The PRISM group to be re-established and regular forums held where communication, training and information dissemination is completed effectively.

**Mapping quality and consistency** – great improvements in GIS skills – mapping products have improved greatly and continue to be updated as time permits

**Training opportunities for safety codes basics** (municipal office admin staff) discussed with Superior SC – dates tbd

**Application forms/ process for safety codes online availability** – to be part of revised website

**PRMS website overhaul** – professional web presence (under development)

**Other Services/ Special Projects** – Ensure core services are effectively and efficiently provided before additional services are considered. Ensure additional projects/ services are sufficiently funded to be user-pay.

*Thank you for attending our annual meeting. Have a great summer!*

