

MINUTES OF BOARD OF DIRECTORS' MEETING

Held in the Boardroom of the Palliser Regional Municipal Services Building; Hanna, Alberta
at 5:30 P.M. Thursday the 28th day of January 2010.

Present

Mr. Annon Hovde
Mr. Art Standing
Mr. Barrie Hoover
Mr. Dale Kent
Mr. Bryce Nimmo

Representing

Village of Linden
Special Area #2
Starland County
Village of Halkirk
Town of Drumheller

Staff

Mr. Bradley Wiebe, CEO/ Senior Planner
Mrs. Kari Bott, Executive Assistant

Absent

Mr. Wayne Richardson
Dr. John Kaster
Mr. Don Guidolin

County of Paintearth
Town of Hanna
Town of Drumheller

1. **Welcome**

Chairman Annon Hovde welcomed everyone and called the meeting to order at 5:30 P.M.

2. **Approval of Agenda**

The following additions were requested to be made to the agenda: ERB report, Safety Codes, Permit Pro and the interim audit letter.

MOTION BY: Mr. Art Standing

“That the agenda be adopted to include the following agenda items: ERB report, Safety codes, Permit Pro and the interim audit letter.”

CARRIED

3. **Approval of Board Meeting Minutes**

The minutes of the October 28, 2009 and November 20, 2009 board meetings were reviewed.

MOTION BY: Mr. Barrie Hoover

“That the minutes of the October 28, 2009 and November 20, 2009 board meetings be adopted as circulated.”

CARRIED

4. **Business Arising**

Business arising from the minutes will be dealt with as part of the agenda.

5. **Financial Update**

Brad Wiebe reviewed current expenses and budget items, indicating that Palliser is on par with the 2009 budgeted amounts.

The most recent check registers since the October 28th/09 Board of Directors Meeting was reviewed.

6. **Salary Review – ERB report**

Brad Wiebe presented information received from Ross Rawlusk outlining the Executive Review Board's findings pertaining to the staff salary grid; analyzing the ranges for each role. The ERB meetings have been set for the 3rd Friday of each month and they will review all aspects of the PRMS CEO Interim Work Plan.

7. **CEO Contract Review and Approval** will be dealt with in camera as last item on agenda.

8. **2010 Budget**

Brad Wiebe presented the 2010 budget and reflected on the changes from last year's budget. Wheatland is no longer a shareholder and with subdivision activity down, a 5% shareholder requisition increase is required. Brad indicated that it is difficult to be sustainable when relying upon grant money and therefore with the grants wrapping up we will have to increase revenue and decrease expenses. The ERB will provide Brad with a focus for the future.

Discussion ensued.

MOTION BY: Mr. Bryce Nimmo

"That Palliser issues a request for proposal to auditors for the 2011 tax year to be presented at the annual general meeting where a decision will be made by the shareholders."

CARRIED

MOTION BY: Mr. Art Standing

"The Board of Directors accepts the 2010 Budget as presented."

CARRIED

9. **Service contracts renewal**

Safety Codes- Brad Wiebe indicated to the board that the Superior Safety Codes service fees and contract proposal will remain the same as in the previous year. Additionally PRMS is currently in negotiations with the Town of Drumheller to continue to manage the safety codes contract. It was discussed that the general feedback has been very positive.

MOTION BY: Mr. Bryce Nimmo

"That Palliser accepts the renewal of the safety codes contract with Superior Safety Codes."

CARRIED

Permit Pro – Brad Wiebe discussed details of the issue to date. It would be in Palliser's best interest to pay out the outstanding invoices to date rather than hire a lawyer and proceed with court action. Superior Safety Codes will perform the inspections that Permit Pro failed to do.

MOTION BY: Mr. Barrie Hoover

"That Palliser pays the outstanding amount of \$26,186.39 to Permit Pro."

CARRIED

10. **CEO Report**

Brad Wiebe presented the CEO report outlining the meetings that were attended and general planning activity to date.

MOTION BY: Mr. Bryce Nimmo

"That the Board of Directors accepts the CEO report as presented."

CARRIED

11. **Planning Activity**

Brad Wiebe presented Palliser's subdivision activity over the last 5 years and the safety codes management fee revenues.

12. **Special Projects Update**

Brad Wiebe presented information pertaining to the projects currently being undertaken; the Exploration Grant 1, PRISM II Exploration Grant, Rail Recovery Plan, MSP AUMA pilot project, Hanna MSP, Rockyford MSP, policy planning for 10 municipalities and the need for a joint assessment review board.

Discussion ensued.

MOTION BY: Mr. Barrie Hoover

"That Palliser is to make a payment of approximately \$19,000 owing to Rail West Management for services provided to the rail recovery plan from October 2009 to March 2010."

CARRIED

13. **Other Business**

Brad Wiebe informed the Board of the following:

- \$50,000. GIC recently matured and put into a t bill fund. When rates go up PRMS will re-invest at that time.
- Jurgen Kautz completed the painting of the building interior December 2009.
- Palliser received a letter from Endeavor providing information for the 2009 audit. Brad signed the acknowledgement and returned it to the accountants.

MOTION BY: Mr. Dale Kent

"The board move in-camera at 7:15pm."

CARRIED

MOTION BY: Mr. Art Standing

"The board move out of in-camera at 7:40pm."

CARRIED

14. **CEO Contract & ERB Recommendation**

MOTION BY: Mr. Barrie Hoover

"Re: Item 9.1 Palliser shall pay mileage costs (not expenses) at government rates; rates to be reviewed on a quarterly basis."

CARRIED

MOTION BY: Mr. Barrie Hoover

"To increase the Executive Assistant salary & move grid range up by \$2,000.00 as recommended by the ERB."

CARRIED

15. **Next Meeting**


The next regularly scheduled meeting will be held at 5:00 pm Wednesday February 24th, 2010.


16. **Adjournment**

MOTION BY: Mr. Barrie Hoover

"That the meeting be adjourned at 8:00 p.m."

CARRIED


Annon Hovde, Chairman


Bradley Wiebe, Recording Secretary