

MINUTES OF BOARD OF DIRECTORS' MEETING

Held at the Palliser Regional Municipal Services (PRMS) Building; Hanna, Alberta 10:30am Tuesday the 3rd day of April 2018.

Present

Mr. George Glazier
Mr. Larry Stickel
Mrs. Kristyne DeMott
Mr. Dale Kent
Mr. Brad Slorstad
Mr. Aaron Skappak

Representing

County of Paintearth No. 18
Town of Hanna
Town of Drumheller
Village of Halkirk
Special Area #2
M.D. of Acadia No. 34

Absent

Mrs. Vanessa Van Der Meer

Representing

Village of Linden

Staff

Ms. Cynthia Cvik, CEO & Director of Planning
Mrs. Kari Bott, Executive Assistant
Mr. Garry Wilson, Subdivision Planner
Mr. Justin Hill, GIS Coordinator

1. **Call to Order**

Chairman George Glazier welcomed the PRMS board members and called the meeting to order at 10:30am.

2. **Approval of Agenda**

The April 3rd, 2018 board meeting agenda was reviewed.

MOTION BY: Mr. Aaron Skappak

“The April 3rd, 2018 board meeting agenda is accepted as presented.”

CARRIED

3. **Approval of February 7th, 2018 Board Meeting Minutes**

The minutes of the February 7th, 2018 board meeting were reviewed.

MOTION BY: Mrs. Kristyne DeMott

“The February 7th, 2018 board meeting minutes are approved as circulated.”

CARRIED

4. **Business Update**

Subdivision Activity Report – Garry Wilson

Garry presented a report of the first quarter subdivision activity and indicated that PRMS has received 9 subdivision applications to date. There have been additional subdivision enquiries, endorsements issued and Garry attended two subdivision appeals in the month of March. The outcome from the M.D. of Provost has been received by Palliser with a ruling in favour of the applicant while we are still awaiting the decision from the Drumheller Municipal Government Board appeal.

MOTION BY: Mr. Larry Stickel

“The Subdivision activity report is accepted as presented.”

CARRIED

GIS Report – Justin Hill

Justin provided an overview of GIS projects that are currently being worked on and services delivered to the municipal shareholders.

Justin reported on the webmap enhancement tool and the positive response to a letter that was sent to municipal members on March 1, 2018. So far 12 municipalities have responded saying that they are indeed interested in the project moving forward. In addition to the formal responses received, 4 others confirmed by telephone that they are in support of this project. Palliser is now ready to proceed with a discussion regarding the funding component of the project. The proposal will cost around \$12,000 which could likely be funded either by Palliser or by the interested participating members. In addition to webmap upgrades, work continues on verifying and correcting infrastructure data, updating base maps and fulfilling general mapping requests.

MOTION BY: Mrs. Kristyne DeMott

“The GIS activity report is accepted as presented.”

CARRIED

Discussion continued regarding the funding options available for upgrading the webmap through the enhancement tool.

MOTION BY: Mr. Brad Slorstad

“Palliser Regional Municipal Services will provide the funding for the webmap enhancement tool that allows members more control over their data and will allow for a member municipality to create, edit and maintain their infrastructure data directly on the Palliser webmap.”

CARRIED

Office Report – Kari Bott

Kari provided the Board with updated information regarding the office activities. Requisition invoices were fully paid by February 13th, 2018. An advertisement for a Planner position was placed on the APPI site on February 21st, 2018 with a closing date of April 6, 2018. To date we have received 3 applications. Final 2017 audit preparations have taken place and the audit will be performed by Endeavor Accounting on April 4-6th, 2018. Palliser’s parking lot has been well and regularly maintained by Kevin Bossert, and due to the continued winter conditions there are currently no plans to rotate the Journey’s winter tires to the summer tires just yet. The financial statement was provided with updated revenue and expense amounts for the first quarter of 2018.

MOTION BY: Mr. Aaron Skappak

“The office activity report is accepted as presented.”

CARRIED

CEO Report – Cynthia Cvik

Cynthia provided an update of the CEO activities and meetings that she has attended since the February 7th Board meeting. She attended a Brownlee seminar in Calgary, an MDP & LUB public hearing in Linden, and attended a public hearing in Hanna for 2 rezonings in the month of February. Cynthia attended an MGB appeal and an Alberta Employment seminar in Drumheller in the month of March.

Cynthia created a bylaw amendment package for Palliser’s municipal members regarding cannabis amendments to their LUBS, and it was emailed on March 15, 2018. Draft IDPs have been sent out to Rockyford, Standard and Hussar for their IDPs with Wheatland County. Draft LUBs are still out for municipal review for Carbon, Consort and Munson and they have been in a position for 1st reading for 1 year. A draft MDP was sent to Acme in February for their review. There continues to be no interest shown in the Regional Assessment Review Board proposal brought forward at November’s annual general meeting.

The Provincial MDP guidebook project has been completed and submitted to Municipal Affairs in late February. They approved the document and are considering how and when to distribute it Province wide. An invoice has been sent to PCPS (project manager) and PRMS will receive a total of approximately \$28,000 of the \$500,000 for Cynthia’s contribution to the Regional Planning organizations’ grant project.

At the request of the Alberta Safety Codes Council an award application was submitted by PRMS and co-signed by the Town of Hanna, Village of Delia and Starland County. The level of Safety Codes Services provided by PRMS as an umbrella organization for 26 municipalities is unique in the Province and has been used by Municipal Affairs as a model for service provision elsewhere.

MOTION BY: Mr. Dale Kent
“The CEO report is accepted as presented.”
CARRIED

5. New Items for Discussion

Signature for Quality Management Plan (QMP) for Safety Codes

As a result of the annual review an update of signing authorities is required.

MOTION BY: Mr. Larry Stickel
“PRMS will provide an updated Chairman’s signature on our QMP for submission to the Safety Codes Council.”
CARRIED

Planner Recruitment

Cynthia informed the Board that 3 resumes for the Planner position have been received and the competition closes on April 6th.

Public Participation Policies and Council Code of Conduct

Cynthia provided the Board with copies of the documents created by AAMDC and AUMA in partnership with Brownlee LLP. The documents are available online in electronic format.

Palliser Webmap Presentation

Justin Hill provided the Board of Directors with an interactive demonstration of the capabilities of the PRMS webmap.

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6. In Camera

MOTION BY: Mr. Brad Slorstad at 12:30pm.

“The Board of Directors moves In Camera.”

CARRIED

MOTION BY: Mrs. Kristyne DeMott at 1:05pm

“The Board of Directors rise from In Camera.”

CARRIED

MOTION BY: Mr. Brad Slorstad

“The PRMS Board of Directors terminates the Chief Executive Officer’s Employment Agreement with Palliser Regional Municipal Services Co. Ltd. dated October 13, 2015, and dismisses Cynthia Cvik as the CEO and Director of Planning effective immediately.”

SECONDED BY: Mrs. Kristyne DeMott

UNANIMOUSLY CARRIED at 1:10pm by Members Present: George Glazier, Larry Stickel, Dale Kent, Aaron Skappak, Brad Slorstad, Kristyne DeMott

Cynthia Cvik was invited back into the meeting, informed of the motion by the Board of Directors, and escorted from the building at 1:35pm.

The PRMS staff of Justin Hill, Garry Wilson and Kari Bott re-entered the PRMS Board of Directors’ meeting.

MOTION BY: Mr. Aaron Skappak

“The Board of Directors appoints Justin Hill as the Interim CEO of Palliser Regional Municipal Services.”

SECONDED BY: Mr. Brad Slorstad

CARRIED

MOTION BY: Mr. Larry Stickel

“The Board of Directors appoints Justin Hill as a signing authority on Palliser Regional Municipal Services’ financial accounts with ATB.”

SECONDED BY: Mrs. Kristyne DeMott

CARRIED

MOTION BY: Mr. Brad Slorstad

“The Board of Directors appoints Garry Wilson as the signing authority of Palliser Regional Municipal Services’ subdivision approval authority.”

SECONDED BY: Mr. Aaron Skappak

CARRIED

MOTION BY: Mr. Aaron Skappak

“The Board of Directors will provide Cynthia Cvik four months’ base salary less the deductions and withholdings required by law, in addition to the base salary equivalent less the deductions and withholdings required by law of 22 days accrued vacation time that remains unused.”

SECONDED BY: Mr. Larry Stickel

CARRIED

PALLISER REGIONAL MUNICIPAL SERVICES COMPANY LIMITED

The Board of Directors discussed a plan moving forward with the staff and; directed Justin to make contact with PRMS' municipal shareholders and schedule time to meet with them; to continue with the upcoming scheduled IDP meeting; and to proceed with interviews in order to hire a Planner. The Board of Directors will be in attendance at the interviews scheduled for April 16th, 2018.

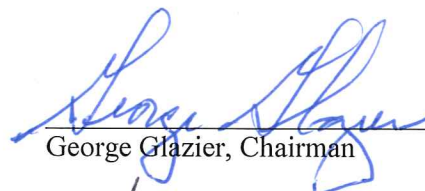
7. **Next Meeting** - Monday April 16th, 2018, time yet to be determined.

8. **Adjournment**

MOTION BY: Mr. Brad Slorstad

"The Board of Directors' meeting is hereby adjourned." at 2:20 pm.

CARRIED



George Glazier, Chairman



Justin Hill, Acting PRMS CEO