

MINUTES OF BOARD OF DIRECTORS' MEETING

Held at the Palliser Regional Municipal Services (PRMS) Building; Hanna, Alberta 10:30am Wednesday the 6th day of April 2016.

Present

Mr. Barrie Hoover
Mr. Dale Kent
Mrs. Vanessa Van Der Meer
Mr. Brian Bunbury
Ms. Sharel Shoff
Mr. Larry Stickel
Mr. Lawrence Letniak

Representing

Starland County
Village of Halkirk
Village of Linden
County of Paintearth
Town of Drumheller
Town of Hanna
Special Area #4

Staff

Ms. Cynthia Cvik, CEO & Director of Planning
Mr. Garry Wilson, Subdivision Planner
Mr. Justin Hill, GIS Coordinator
Mr. Scott McCullough, GIS Technician

1. Call to Order

Chairman Mr. Barrie Hoover welcomed the PRMS board members and called the meeting to order at 10:31 A.M.

2. Approval of Agenda

Chairman Mr. Barrie Hoover will be adding an item to the in camera session.

MOTION BY: Ms. Sharel Shoff
"The April 6th, 2016 Agenda is accepted as circulated."

CARRIED

3. Approval of Board Meeting Minutes

The minutes of the March 2nd, 2016 board meeting were reviewed.

MOTION BY: Ms. Sharel Shoff
"The March 2nd, 2016 board meeting minutes are accepted as circulated."

CARRIED

4. Business Update

Introduction of GIS Technician – Scott McCullough

Subdivision – Garry Wilson

An update of the January- April 2016 subdivision activity was provided to the board members

Village of Consort	1
Town of Drumheller	1
Special Area No. 3	3
M.D. of Acadia No. 34	1
M.D. of Provost No. 52	3

2016 Subdivision Total to date 9

The subdivision applications have fallen behind the average numbers of the previous 5 years however the department continues to be busy with processing the active files and addressing potential applicants' questions, as well as the continued re-organization of the file system.

GIS – Justin Hill

Justin and Scott provided the Board members with a status update on the ACP grant application and reported that PRMS was not successful in obtaining the Alberta Community Partnership grant.

The GIS department has been working on infrastructure verification for the Town of Hanna, Town of Castor, Town of Coronation and the Town of Oyen as well as the Village of Empress and the MD of Acadia Valley.

A request has been received from Starland to fly all of their hamlets and villages with the UAV which will take place in spring before the trees leaf out. Scott has been trained on the drone and it is expected that the flights will take place at the end of April to very early May.

Justin has been providing assistance to Drumheller with their offsite levy bylaw and will be providing assistance with the contour line mapping as well as the Digital Elevation Model to create off-site levy zones within the valley. General mapping requests have been down this month but Veteran and Hanna requests were fulfilled and mapping for the webmap has been performed. The assessment data information is being collected and these will be packaged together and placed on the PRMS webmap. The point of interest layer driving the Tourism and Recreation theme of the webmap will be enhanced with additional information being obtained.

A Special Flight Operation Certificate is required by Transport Canada for certain types of flights with an unmanned aerial vehicle. While most of the PRMS area is covered under the exemptions which do not require an SFOC, there are certain flights where it would be beneficial to have and the GIS department is researching this document and building the framework.

AMDSP has changed their data specifications to accommodate more outside users of the data and therefore all of PRMS' data for each municipality must be changed to reflect this new specification.

Office Activity – Kari Bott, presented by Cynthia Cvik

Endeavor performed the audit from March 7-9, 2016 with positive initial results. Hanna Building Supplies has been retained to replace the countertop and sinks in the ladies washroom and will begin construction on April 7th, 2016. The 2016 requisitions have been paid to date excepting there out Castor, Beiseker, Munson and Drumheller; whose requisition is being received on a month by month basis. During the month of February the board room was rented out once. An accumulation of confidential paperwork in the office requires shredding, and options will be explored for providing this service. Kari attended a LAPP training seminar in Drumheller on April 6th in preparation for the launch of the new employer portal on May 30th.

5. Financial Update – Cynthia Cvik

Cynthia Cvik presented a SAMCO financial statement update to the board members. An additional spreadsheet, (the approved yearly budget), will be available at each meeting in order to provide in-depth details and comparisons of the monthly reports to the board.

MOTION BY: Mrs. Vanessa Van der Meer

“The Board of Directors accepts the financial update as presented.”

CARRIED

6. CEO Report – Cynthia Cvik

Cynthia reported on the CEO activity, work in progress, and strategic priorities during the month of March. Meetings were attended in Drumheller, Hanna and Acme during March. She is in the process of developing a GIS Strategic Plan work program; preparing and revising the Safety Codes Uniform Quality Management Plan

PALLISER REGIONAL MUNICIPAL SERVICES COMPANY LIMITED

(UQMP); and working with Drumheller for an upcoming Request for Proposals to be issued for the delivery of the Safety Code services. Cynthia has created procedural processing documents for rezoning and area structure plan requests, and is currently revising the Staff Regulations and Benefits manual. The board reviewed and discussed the CEO's activities as well as the amendments being made to the Benefits Manual and the UQMP.

MOTION BY: Mr. Larry Stickel

"Palliser Regional Municipal Services Ltd. hereby provides agreement and signature to the Palliser Regional Municipal Services Ltd. revised Joint Quality Management Plan for the purposes of the delivery of Safety Codes."

CARRIED

7. In Camera

MOTION BY: Mr. Dale Kent

"The meeting will move in camera." at 11:50am.

CARRIED

MOTION BY: Mrs. Vanessa VanderMeer

"The meeting will move out of camera." at 1:25 pm.

CARRIED

MOTION BY: Ms. Sharel Shoff

"The PRMS Board of Directors requests Monica Faupel of Endeavor Chartered Accounting to present the audit results at the next regularly scheduled board meeting."

CARRIED

MOTION BY: Ms. Sharel Shoff

"The PRMS Board of Directors waives Cynthia Cvik's employment probationary period outlined within the CEO contract and grants Cynthia Cvik full time permanent employment effective immediately."

CARRIED

8. Next Meeting

The next board meeting will be held on May 4th, 2016 at 10:30am.

9. Adjournment

MOTION BY: Ms. Sharel Shoff

"The PRMS Board of Directors meeting is adjourned." at 1:30 pm.

CARRIED



J. Barrie Hoover, Chairman



Cynthia Cvik, PRMS CEO

April 6, 2016