

MINUTES OF BOARD OF DIRECTORS' MEETING

Held at the Palliser Regional Municipal Services Building; Hanna, Alberta Thursday the 12th day of December 2013.

Present

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

Representing

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

Absent

Mr. Larry Stickel

Town of Hanna

Staff

Mr. Bradley Wiebe, CEO/ Director of Planning
Mrs. Kari Bott, Executive Assistant

1. Welcome

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

2. Approval of Agenda

The circulated December 12th agenda was reviewed and a Safety Codes update pertaining to the Acadia Foundation was added to item #7 Correspondence.

MOTION BY: Ms. Sharel Shoff

"The December 12th agenda is accepted as presented with the addition of a Safety Codes update."

CARRIED

3. Approval of Board Meeting Minutes

i) The minutes of the October 2nd, 2013 board meeting were reviewed.

MOTION BY: Mr. Lawrence Letniak

"That the minutes of the October 2nd, 2013 board meeting be adopted as circulated."

CARRIED

ii) The minutes of the November 6th, 2013 board meeting were reviewed.

MOTION BY: Mr. Brian Bunbury

"That the minutes of the November 6th, 2013 board meeting be adopted as circulated."

CARRIED

4. Business Arising

PRISM Web based GIS Aerial Photo Enhancement RCP Grant application – Palliser has purchased regional imagery and an RFP has been drafted for the high resolution areas which will be reviewed with municipalities prior to advertising before the year end.

5. Financial Update – Brad Wiebe

Mr. Wiebe reported that while Palliser's expenses are under budget the subdivision revenues have remained below average and Special Projects revenue continues to be used to stabilize revenue shortfalls.

6. CEO Report

Brad Wiebe reported on the CEO activities from October - December 2013 and provided an information update on the special grant projects, scheduled 2013 projects as well as updates on the unscheduled projects and any outstanding projects from 2012.

7. **Correspondence**

Brad Wiebe reported on and reviewed with the board the following correspondence received; Alberta Blue Cross premium reduction is almost 14% for 2014. Government of Alberta proposed changes to LAPP expected in 2014, PRMS Employee Policy Manual and PRMS Strategic Plan was distributed for new board members' information purposes. Municipal Affairs 2014-2016 Land Use Planner Internship approval letter – Brad explained the process and the grant amounts and expenses in each year. Information was distributed outlining the Hanna Acadia Lodge's safety code deficiencies as provided by Cindy Woods. Discussion took place regarding the ongoing issues and possible solutions to prevent further inadequacies.

8. **New Business**

Interim Audit

Endeavor Chartered Accountants performed the interim audit November 28/13 and informed Brad that PRMS will have a good year however nothing specific was indicated at this time.

Salary Review 2013

The AAMDC is no longer doing the annual salary survey; therefore PRMS will no longer be able to consult it as a benchmark for the annual salary review. Brad will investigate if other references might be available and what the other municipalities will be using for their information purposes and present it at the next board meeting. Brad reviewed the PRMS salary grid policy with the board and the changes that have taken place since 2009.

The Alberta COLA released for October is 1% however PRMS uses the November rate which will be available soon. Chairman Hoover called for recommendations and learned that while the Village of Linden and the County of Paintearth is setting a 3% COLA increase, the County of Starland is increasing their COLA by 1%.

MOTION BY: Ms. Sharel Shoff

“Grant a 1% COLA increase and review at the next board meeting to evaluate if any change is necessary once the November COLA is released and evaluate any additional changes necessary based upon Brad's investigation of the AAMDC salary survey replacement.”

CARRIED

Budget 2014

Reviewed the 2014 Annual Budget Evaluation and Recommendations as attached and the proposed 2014 Requisition scenarios. The board members discussed the options and evaluated the most mutually beneficial scenario for PRMS and our member municipalities.

MOTION BY: Ms. Sharel Shoff

“To accept the 2014 Municipal Requisitions of \$483,000 total requisition (overall 18% increase) with a mill rate requisition change.”

CARRIED

8. **Next Meeting**

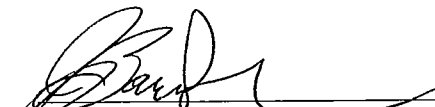
The next meeting is scheduled for Wednesday February 5, 2014 at 5pm.


9. **Adjournment**

MOTION BY: Mr. Brian Bunbury

“The board of director's meeting is adjourned at 7:45pm.”

CARRIED


Barrie Hoover, Chairman


Bradley Wiebe, Recording Secretary