

MINUTES OF BOARD OF DIRECTORS' MEETING

Held at the Palliser Regional Municipal Services (PRMS) Building; Hanna, Alberta 10:30am Wednesday the 13th day of December 2017.

Present

Mr. George Glazier
Mr. Larry Stickel
Mrs. Kristyne DeMott
Mrs. Vanessa Van Der Meer
Mr. Dale Kent
Mr. Brad Slorstad
Mr. Aaron Skappak

Representing

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

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**

CEO Cynthia Cvik welcomed the PRMS board members and called the meeting to order at 10:35am.

2. **Approval of Agenda**

The December 13th, 2017 board meeting agenda was reviewed.

MOTION BY: Mr. Larry Stickel

“The December 13th, 2017 board meeting agenda is accepted as presented.”

CARRIED

3. **Election of Board Chairman and Vice Chairman**

Chairman

Larry Stickel nominated George Glazier as Chairman of the PRMS Board of Directors. George Glazier agreed to let his name stand.

Vanessa Van der Meer nominated Larry Stickel as Chairman of the PRMS Board of Directors; however Larry declined to let his name stand.

MOTION BY: Mr. Dale Kent

“There being no further nominations; nominations cease.”

George Glazier is the acclaimed Chairman of the PRMS Board of Directors.

Vice Chairman

George Glazier nominated Larry Stickel as Vice Chairman of the PRMS Board of Directors. Larry Stickel agreed to let his name stand.

MOTION BY: Mr. Dale Kent

“There being no further nominations; nominations cease.”

Larry Stickel is the acclaimed Vice Chairman of the PRMS Board of Directors.

Cynthia Cvik passed the chair to George Glazier.

4. Approval of Board Meeting Minutes

The minutes of the September 6th, 2017 board meeting were reviewed.

MOTION BY: Mrs. Vanessa Van der Meer

“The September 6th, 2017 board meeting minutes are approved as circulated.”

CARRIED

5. Business Update

Subdivision Activity Report – Garry Wilson

2017 has been a busy year for subdivision activity in the Palliser region with 53 applications received to date. This is above the five year average of 49 applications for this time of the year. Farmstead separation parcels are the most commonly applied for subdivision this year followed by urban residential lots which are down from previous years. Garry’s report provided further breakdowns through visual aids of charts and tables.

MOTION BY: Mrs. Vanessa Van der Meer

“The Subdivision activity report is accepted as presented.”

CARRIED

GIS Report – Justin Hill

Justin provided an overview of projects that are currently being worked on and services delivered to the municipal shareholders. UAV flights are still being requested; even during the month of December and webmap training is being provided to anyone interested in learning about the lesser known features of the webmap. Justin will be looking for infrastructure grants from the province in the upcoming year in order to fund future development of the webmap services. General mapping continues to be a major role of Palliser’s GIS staff, and several large orders have been produced for our members.

MOTION BY: Mr. Aaron Skappak

“The GIS activity report is accepted as presented.”

CARRIED

Office Report – Kari Bott

Kari provided the Board with updated information regarding the office activities. The winter tires have been put on the Journey, the four furnaces have been inspected in preparation for the winter season and Dave Shields has been clearing the parking lot of snow. Kari attended a Local Authorities Pension Plan workshop in Drumheller on November 22nd in preparation for the year end reporting, and reported that due to the improved funding position of the Plan over the past few years, that the member and employer contribution rates will be reduced by 1% in 2018.

MOTION BY: Mr. Dale Kent

“The office activity report is accepted as presented.”

CARRIED

PALLISER REGIONAL MUNICIPAL SERVICES COMPANY LIMITED

CEO Report – Cynthia Cvik

Cynthia provided an update of the CEO activities and meetings that she has attended since the last Board meeting. She is currently developing a Municipal Planning Commission (MPC) power point presentation for an upcoming training session in January 2018. Cynthia is currently at the editing stage of the ‘Municipal Development Plan Guide for Municipal Affairs’ grant project being developed cooperatively with the other 4 regional planning organizations in Alberta. The project is expected to be complete by January with all monies received by April 2018. Cynthia continues to wait for response from Carbon and Munson in relation to their LUBs, and is providing input into Kneehill County’s MDP and IDP in relation to Trochu and Carbon, as well as Wheatland County’s IDP in respect to Rockyford, Standard & Hussar. Cynthia provided the Board with Builder Licensing information and the new rules that took effect on December 1, 2017.

MOTION BY: Mrs. Kristyne DeMott

“The CEO report is accepted as presented.”

CARRIED

6. New Items for Discussion

Joint Assessment Review Board

Cynthia presented the results obtained in response to the apparent interest in a PRMS regional assessment review board as requested by the Town of Oyen at the November AGM. Proposals were obtained from the Red Deer Central Alberta Regional Assessment Review Board and the County of Paintearth No. 18 Assessment Review Board services. Board discussion took place and it was decided to move forward and present the PRMS municipal members with the Board’s recommendation.

MOTION BY: Mr. Aaron Skappak

“The Board of Directors move that the Joint Assessment Review Board information be provided to the municipal shareholder members with a recommendation to obtain the services of the Central Alberta Regional Assessment Review Board’s proposal.”

CARRIED

7. **In Camera** Not required.

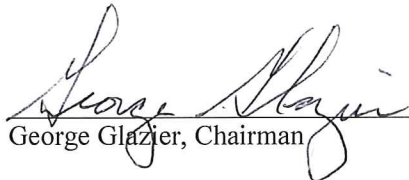
8. **Next Meeting** - February 7th, 2018 at 10:30am.

9. Adjournment

MOTION BY: Mr. Dale Kent

“The Board of Directors’ meeting is adjourned.” at 12:15 pm.

CARRIED


George Glazier, Chairman


Cynthia Cvik, CEO/Director of Planning