

MINUTES OF BOARD OF DIRECTORS' MEETING

Held at the Palliser Regional Municipal Services (PRMS) Building; Hanna, Alberta 10:30am Wednesday the 3rd day of February 2016.

Present

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

Representing

Starland County
 Village of Halkirk
 Village of Linden
 County of Paintearth
 Town of Drumheller

Absent

Mr. Lawrence Letniak
 Mr. Larry Stickel

Special Area #4
 Town of Hanna

Staff

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

1. Call to Order

Chairman Mr. Barrie Hoover welcomed the board members and called the meeting to order at 10:25 A.M.

2. Approval of Agenda

MOTION BY: Mr. Brian Bunbury

“The February 2nd, 2016 Agenda is accepted as circulated.”

CARRIED

3. Approval of Board Meeting Minutes

The minutes of the January 6th board meeting were reviewed.

MOTION BY: Mrs. Vanessa Van der Meer

“The January 6th, 2016 board meeting minutes are accepted as circulated.”

CARRIED

4. Business Update

Subdivision – Garry Wilson

An update of the subdivision activity was provided to the board members and the final 2015 year end results are as follows;

M.D. of Acadia No. 34	3
Village of Carbon	1
Town of Drumheller	4
Village of Munson	1
Town of Oyen	1
County of Paintearth No. 18	7
Special Area No. 2	8
Special Area No. 3	5
Special Area No. 4	7
Starland County	6
M.D. of Provost No. 52	7
2015 Subdivision Total	47

For comparison purposes the totals for the previous five (5) year totals were:

2010	47 applications
2011	38 applications
2012	60 applications
2013	46 applications
2014	56 applications

Of these 47 files within 2015, 16 have had the final survey plan submitted to us and have been endorsed and sent back to the client or surveyor for final registration at the Land Titles Office (LTO). One of these files has been appealed, 23 have gone to MPC/Council for review or decision, and thus approved. Four of these 2015 files are at the pending stage, meaning they are in the circulation stage prior to them being presented and reviewed by MPC/Council and three (3) files are still in the pre-approved stage meaning that the applicant has asked us to hold onto them for a while or essentially they have not had the form signed and dated by the applicant. Palliser recently received 2 subdivision applications and Garry recently attended an appeal and has been cleaning and reorganizing the subdivision file system so is keeping very busy.

GIS – Justin Hill

Justin informed the board members of the upcoming ACP grant application which will be submitted with Trochu as the managing partner. If approved, the grant will provide funding for \$15,000 worth of infrastructure document upgrades for the Palliser webmap as well as the implementation of the cemetery data collection and entry project. Justin reported on the GIS Tech job posting and informed the board that numerous applications had been received to date and with another couple of weeks left before the competition closes it is expected that we will have a large selection of candidates to choose from.

Justin recently attended meetings in Empress and Drumheller to provide information regarding the webmap and has been busy verifying and upgrading infrastructure mapping for Castor, Coronation, Oyen and Hanna.

Office Activity – Kari Bott

Town of Hanna crews noticed a patch of ice forming on the west side of the building during the first week of January and it was determined that the underground sprinkler system was leaking. The valve was tightened and labeled for future information purposes. Requisitions were invoiced and mailed on January 11th and the 2015 audit by Endeavor Accounting has been scheduled for March 7-9, 2016. The Journey recently had an oil change done by Hanna Chrysler and we were provided with an estimate for new winter tires and rims i/a/o \$1,699.74 for future purchase considerations. Doug's Electric replaced spot and eave lighting and replaced the ballast in one of the offices. Preparations are underway for the audit, the T4s & T4As have been issued and the LAPP final year end reporting has taken place. A list is currently being compiled for future office maintenance and repair considerations.

5. Financial Update – Cynthia Cvik

Cynthia Cvik presented a financial update to the Board which included a 2015 end of year preliminary summary of revenue and expenses.

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 January as per the attached report. Palliser's CEO advised the Board that an RFP will be issued for the Safety Codes services and is currently in the process of considering the criteria required for the delivery of this service. Cynthia recently attended a regional planning service commissions meeting in Red Deer as the group continues to pursue their provincial funding request. A filing/tracking system has been created within the office for rezoning, statutory and non-statutory documents. 29 applications have been received to date for the GIS Technician position and the intern sharing agreement issue of non-payment has been resolved and the invoice has been paid by Drumheller. Cynthia informed the Board of the governance training available through AUMA on March 5th regarding board member roles, annual general meetings, diversity and liability of members. Cynthia will be attending an upcoming Brownlee seminar in Calgary and while there she will enquire about the available Brownlee legal presentations, in preparation for the June 16th full membership meeting's topic of interest, as well as an estimate of the expense.

7. New Business

Meeting regarding Drumheller Safety Codes administration – Cynthia will provide the Board members with a copy of the Safety Codes Service contract RFP once it has been created by PRMS and the Town of Drumheller.

8. Next Meeting


The next board meeting will be held on March 2, 2016 at 10:30am.

9. Adjournment


MOTION BY: Mr. Brian Bunbury

"The Board of Director's meeting is adjourned." at 1:00 pm.

CARRIED



Mr. Barrie Hoover, Chairman



Mrs. Kati Bött, Recording Secretary