

MINUTES OF BOARD OF DIRECTORS' MEETING

Held at the Palliser Regional Municipal Services (PRMS) Building; Hanna, Alberta 10:30am Wednesday the 7th day of February 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 February 7th, 2018 board meeting agenda was reviewed and Board member Aaron Skappak requested a discussion regarding the webmap enhancement project.

MOTION BY: Mr. Larry Stickel

“The February 7th, 2018 board meeting agenda is accepted as amended with a discussion regarding the webmap enhancement project to follow Justin Hill’s GIS report.”

CARRIED

3. Approval of December 13th, 2017 Board Meeting Minutes

The minutes of the December 13th, 2017 board meeting were reviewed.

MOTION BY: Mr. Dale Kent

“The December 13th, 2017 board meeting minutes are approved as circulated.”

CARRIED

4. **Business Update**

Subdivision Activity Report – Garry Wilson

Garry presented a report recapping 2017 subdivision activity and indicated that PRMS has received 5 subdivision applications to date. There have been additional subdivision enquiries, meetings attended and an appeal in the near future that he will soon begin preparations for.

MOTION BY: Mr. Aaron Skappak

“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. UAV flights have been requested for ‘as soon as the weather permits’ and spring flights have already been booked. The MD of Acadia has spearheaded discussion on ways to upgrade the webmap to better accommodate constantly changing infrastructure layers. A group of CAOs from Trochu, Acadia, Hanna and Consort met in the PRMS boardroom on January 24th to propose changes to the webmap, and the funding necessary in order to upgrade the features. There are a couple of upgrades that can be done, as well as a few funding options depending upon which upgrades are undertaken, however more discussion among the members and the Board of Directors is needed if the project is to move ahead.

Webmap training is ongoing and Justin recently visited the Village of Empress to provide training. General mapping continues to be a major role of Palliser’s GIS staff as well as addressing and other base mapping updates. Cemetery mapping and weed inspections are performed as time allows.

Discussion focused on the general strategies for upgrading the webmap and the funding options available to PRMS

MOTION BY: Mr. Brad Slorstad

“CEO Cynthia Cvik will approach the interested members of Palliser Regional Municipal Services, on behalf of the Board of Directors, to obtain financial contributions towards the \$12,000 webmap development.”

CARRIED

MOTION BY: Mr. Dale Kent

“The GIS activity report is accepted as presented.”

CARRIED

Office Report – Kari Bott

Kari provided the Board with updated information regarding the office activities. Requisition letters and invoices were mailed on January 3, 2018 with a reminder email issued on January 30, 2018. To date all but two payments have been received from PRMS shareholders. The Local Authorities Pension Plan annual year end reporting was submitted, successfully balanced, and closed on January 22nd. T4s and T4As were issued and submitted electronically to the CRA on January 23 and 24th and the 2017 WCB year-end reporting was submitted on January 23rd. The 2017 annual audit by Endeavor Accounting is scheduled for April 4-6th, 2018 and PRMS’ audit procedures are well underway in preparation.

MOTION BY: Mr. Brad Slorstad

“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 last Board meeting. She recently held a Municipal Planning Commission (MPC) training workshop in the PRMS boardroom on January 31st with 20 people in attendance. Cynthia continues to provide input into Wheatland County’s IDPs with Rockyford, Standard & Hussar, and the MDPs of Rockyford, Hussar and Acme.

Cynthia created a bylaw amendment package for our 24 municipal members regarding development permit application requirements, and appeal timeline changes as per the amended MGA. Based on correspondence that was sent out to all municipal shareholders on October 6, 2017 the following municipalities responded that they ‘might’ be interested in participating in an Intermunicipal Subdivision and Development Appeal Board (ISDAB); Hussar, Trochu, Acme, Coronation, Halkirk, Starland County, Rockyford, Oyen, Veteran and Delia. The Province of Alberta has yet to create the mandatory training program.

In relation to the Regional Assessment Review Board (December 19, 2017) memo, PRMS has received only 2 responses. Veteran and Castor indicated that they will remain with the County of Paintearth as their service provider in this respect.

Mr. Aaron Skappak enquired about the ACP grant i/a/o \$200,000 that was received June 2017 for the development of IDPs for Acadia No. 34, Special Areas 2,3,&4, Starland County, County of Paintearth No. 18 & the Town of Drumheller, however there is no progress to report on at this time.

MOTION BY: Mrs. Kristyne DeMott
“The CEO report is accepted as presented.”

CARRIED

5. New Items for Discussion

Cost of Living Allowance

Cynthia presented the monthly budget report and the Consumer Price Index report for Alberta with a request of a 2.5% cost of living allowance retroactive to January 1, 2018.

MOTION BY: Mr. Larry Stickel
“The Board of Directors accepts the financial information provided and will address COLA In Camera.”

CARRIED

Planner Recruitment

Cynthia informed the Board that she will place a job posting advertisement for a Planner on the APPI website.

6. In Camera

MOTION BY: Mr. Aaron Skappak at 12pm.
“The Board of Directors moves In Camera.”

CARRIED

MOTION BY: Mr. Brad Slorstad at 12:15pm
“The Board of Directors rises from In Camera.”

CARRIED

MOTION BY: Mr. Dale Kent
“The Board of Directors grants the PRMS employees a 2.5% COLA increase retroactive to January 1, 2018.”

CARRIED

PALLISER REGIONAL MUNICIPAL SERVICES COMPANY LIMITED

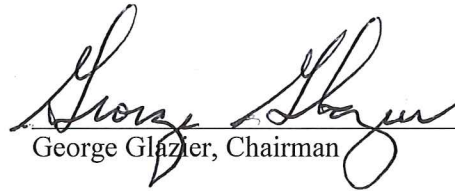
7. Next Meeting - Tuesday April 3rd, 2018 at 10:30am.

8. Adjournment

MOTION BY: Mr. Stickel

“The Board of Directors’ meeting is adjourned.” at 12:20 pm.

CARRIED


George Glazier, Chairman


Cynthia Cvik, CEO/Director of Planning