

MINUTES OF BOARD OF DIRECTORS' MEETING

Held at the Palliser Regional Municipal Services (PRMS) Building; Hanna, Alberta 10:30am Wednesday the 18th day of January 2017.

Present

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

Representing

Starland County
County of Paintearth
Village of Halkirk
Town of Drumheller
Town of Hanna
Special Area #2
Village of Linden

Absent

Mr. Lawrence Letniak

Special Area #4

Staff

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

Absent

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 10:35 A.M.

2. **Approval of Agenda**

The January 18th, 2017 agenda was reviewed as circulated.

MOTION BY: Mr. Brian Bunbury

“The January 18th, 2017 meeting agenda is accepted as presented.”

CARRIED

3. **Approval of Board Meeting Minutes**

The minutes of the October 19th, 2016 board meeting were reviewed.

The minutes of the November 9th, 2016 organizational board meeting were reviewed.

MOTION BY: Ms. Sharel Shoff

“The October 19th, 2016 board meeting minutes are accepted as circulated.”

CARRIED

MOTION BY: Mr. Bob Gainer

“The November 9th, 2016 organizational board meeting minutes are accepted as presented.”

CARRIED

4. **Business Update**

Subdivision Report – Garry Wilson

PRMS processed 49 subdivision applications in 2016, an increase from 2015 but right on par with the 5 year average. Of these 49 files, 20 have had final survey plans endorsed and registered at Land Titles. 2017 began with 2 applications received within the first week and activity appears to be steady and promising for the future with several subdivision enquiries received by telephone.

GIS Report – Justin Hill

Justin updated the Board on the status of PRMS' GIS department activity. Justin has been working on infrastructure mapping; cemetery mapping; webmap training and general mapping. Scott has been working on the AMDSP updates; subdivision mapping; parcel layer updates; assessment data and providing the MD of Acadia assistance in setting up their weed program. Justin and Scott will be working collaboratively on writing the Special Flights Operation Certificate required by Transport Canada, and expect that UAV activity will increase in the spring with gravel pit and cemetery flights.

Office Activity – Kari Bott

The 2017 requisitions were issued to PRMS' municipal shareholders on January 4th. Shareholders were also notified of the increase in Safety Code permit fees effective January 1st and the PRMS website was updated with the current fee schedule.

The 2016 year-end processes and reporting are taking place for LAPP, SAMCO, WCB, T4& T4A preparations, and Endeavor Accounting has booked the 2016 audit for March 13-15, 2017.

The Dodge Journey was outfitted with winter tires installed by OK Tire; and the office/building maintenance of heating, plumbing and lighting was performed by Wecker's Plumbing & Heating and Doug's Electric. The carpets were cleaned over the Christmas holiday by Davies Contracting; and David Shields Sr. cleared the parking lot of snow.

5. **Financial Update** – Cynthia Cvik

Cynthia provided the Board of Directors with the December 2016 reconciled financial statement and indicated to them that PRMS continues to operate within budgeted amounts. The Board stated they would discuss COLA in camera.

6. **CEO Report** – Cynthia Cvik

Cynthia reported on her meeting attendance from October 21, 2016 - January 17, 2017; provided information on the Starland, Carbon and Trochu LUB projects currently underway; her discussions with 5 regional service providers to create Provincial "guidelines" for creation of new MDPs and the potential for obtaining funding from Municipal Affairs. She recently completed Acme's LUB, the Superior Safety Codes contract and text amendments &/or rezonings for Hussar x 2, Carbon, Hanna and Drumheller.

Cynthia informed the board that she submitted an ACP grant application with the MD of Acadia No. 34 as the managing partner, and recently met with PRMS' newly formed budget committee to review PRMS' funding formula. The committee will be meeting once again and will present their recommendation at the June AGM. Cynthia updated the templates for all subdivision form letters and correspondence.

7. **In Camera**

MOTION BY: Mr. Brian Bunbury

"The Board will move in camera" at 12:00 noon.

CARRIED

PALLISER REGIONAL MUNICIPAL SERVICES COMPANY LIMITED

MOTION BY: Ms. Sharel Shoff

“The Board will rise from in camera” at 1:20 pm.

CARRIED

MOTION BY: Mrs. Vanessa VanderMeer

“The Board of Directors approves a COLA increase of 1.2% as set by the November CPI to be effective January 1, 2017.

CARRIED

MOTION BY: Ms. Sharel Shoff

“To accept the Board of Directors’ recommendation of Cynthia Cvik’s performance review retroactively effective November 1, 2016.”

CARRIED

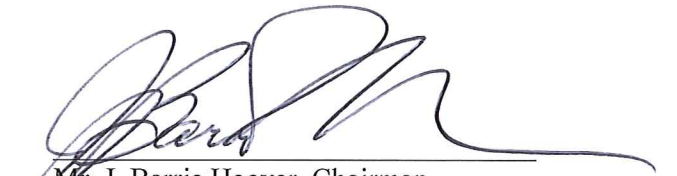
8. **Next Meeting** - March 1, 2017 at 10:30am.

9. **Adjournment**

MOTION BY: Mr. Bob Gainer

“The PRMS Board of Directors’ meeting is adjourned.” at 1:25pm.

CARRIED



Mr. J. Barrie Hoover, Chairman



Mrs. Kari Bott, Recording Secretary