

MINUTES OF BOARD OF DIRECTORS' MEETING

Held at the Palliser Regional Municipal Services (PRMS) Building; Hanna, Alberta 10:30am Wednesday the 6th day of January 2016.

Present

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

Representing

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

Absent

Mr. Lawrence Letniak
Mr. Garry Wilson

Special Area #4
PRMS Staff member

Staff

Ms. Cynthia Cvik, CEO & Director of Planning
Mr. Justin Hill, GIS Coordinator
Ms. Jaiden Henry, Planning Intern
Mrs. Kari Bott, Executive Assistant

1. **Call to Order**

Chairman Mr. Barrie Hoover welcomed the board members and called the meeting to order at 10:35 A.M.

2. **Approval of Agenda**

MOTION BY: Mr. Brian Bunbury

"The January 6th, 2016 Agenda is accepted as circulated."

CARRIED

3. **Approval of Board Meeting Minutes**

The minutes of the November 4th board meeting, the minutes of the special board meeting on November 24th and the November 24th, 2015 organizational board meeting minutes were reviewed.

MOTION BY: Mr. Dale Kent

"The November 4th, 2015 board meeting minutes are accepted as circulated."

"The November 24th, 2015 special board meeting minutes are accepted as circulated."

"The November 24th, 2015 organizational board meeting minutes are accepted as circulated."

CARRIED

4. **Business Update**

Subdivision – Jaiden Henry

The subdivision activity continues to be performed at a steady rate with 5 applications received, 8 applications approved, 6 subdivisions endorsed and 3 meetings attended since the last reporting provided at the AGM on November 24, 2015.

GIS – Justin Hill

The GIS department has been busy providing Webmap training and assisting municipalities who wish to update their webmap infrastructure data. Justin recently attended the Alberta Municipal Data Sharing Partnership's general meeting and will be submitting the latest updates from our municipalities to AMDSP for rural addressing purposes. Justin has been asked to attend a Starland council meeting and present on the UAV, and there has been a renewed interest in cemetery mapping so some fine tuning and modifications to the mapping structure are being undertaken.

Technical Services – Garry Wilson (report submitted)

Garry has been assisting in the subdivision process, updating tax rolls and making changes to civic address mapping for various municipalities, updating the point of interest layer for the webmap, and providing assistance and archived information when requested by municipal members.

January 6, 2016

Office Activity – Kari Bott

Information was provided regarding a leaking urinal in the washroom and a water leak in the janitor's closet which were both repaired by Wecker's Plumbing. Doug's Electric has PRMS on his wait list as the ballast in one of the office's needs to be replaced as well as several lights in the entry and eave lighting. The parking lot was recently cleared of snow by Greenslade's Welding and the arrangement is that we contact them when the amount of snowfall warrants it. Requisition invoices will be mailed out in the upcoming week and preparations are underway for year-end reporting requirements. Dave Ericson of Hillcrest Financial will be attending the office in January to review the Alberta Blue Cross health benefits with the PRMS staff and to renew the policy currently in place.

5. **Financial Update** – Cynthia Cvik

2016 COLA adjustment – board member Vanessa Van der Meer requested that it be dealt with in camera.

6. **CEO Report** – Cynthia Cvik

Cynthia provided an update on the CEO activities to date, the meetings she has attended, and has been working on Acme, Carbon and Castor's MDPs and LUBs. Cynthia will be scheduling a meeting with Ray Romanetz to review the potential of renewing PRMS' Safety Codes contract with Superior as well as the expired agreement currently in place with Drumheller for the delivery of PRMS' safety code services. Cynthia discussed the projects carried over from 2015 as well as her strategic priorities for the future as per the attached report.

The board members were informed that Jaiden Henry tendered her resignation on January 5, 2016 with the last day of employment to be January 26, 2016. Garry will administer the subdivision process and revert to the "paper" file tracking system PRMS previously had in place.

Cynthia is planning a meet-and-greet with the member municipality CAOs during the spring and will set up a process with Justin so that together they are able to provide several regionally located demonstrations of the UAV to PRMS' shareholders at the same time.

7. **Correspondence** – Cynthia Cvik

An update was provided to the board regarding PCPS' discussions with Municipal Affairs and the joint appeal from the province's 5 regional planning organizations for funding. As more detailed funding information has been requested by Municipal Affairs, the representatives of the organizations will meet on January 28, 2016 for further discussion and to develop a strategy. Cynthia will attend this meeting on behalf of PRMS.

8. **New Business**

- a. *Meeting with Drumheller Safety Codes office* – The contract with Superior has expired and a meeting will be held with Drumheller to discuss whether to extend the contract for a period of 1 year or issue an RFP.
- b. *Audit date* – has not been set as of yet but is expected to take place during March. Discussion took place regarding an RFP for the upcoming tax year, or dependent upon the agreement currently in place.
- c. *Enforcement Issues* – Presentation on bylaw enforcement provided by a lawyer for the spring meeting. Cynthia is attending a Brownlee seminar on February 11th and will investigate the details further at that time.
- d. *June 2016 Spring AGM* – The board set the date of the spring meeting for Thursday June 16, 2016 at 4pm.

9. **In Camera**

MOTION BY: Mrs. Vanessa Van der Meer at 12:00pm

"To move in Camera"

CARRIED

MOTION BY: Mr. Larry Stickel at 12:45pm

"To rise from in Camera"

CARRIED

MOTION BY: Mrs. Vanessa Van der Meer

"The PRMS Board approves the COLA increase of 2.0% effective January 1, 2016."

CARRIED

MOTION BY: Mr. Barrie Hoover

"The PRMS Board approves the request to fill a vacant position and place a job posting for either the PRMS Municipal/Subdivision Planner or the PRMS GIS Planning Technician."

CARRIED

10. Next Meeting

The next board meeting will be held on February 3rd at 10:30am with lunch provided.

11. Adjournment

MOTION BY: Mr. Brian Bunbury

“The Board of Director’s meeting is adjourned.” at 1:00 pm.

CARRIED



Mr. Barrie Hoover, Chairman



Mrs. Karl Bott, Recording Secretary