

MINUTES OF BOARD OF DIRECTORS' MEETING

Held at the Palliser Regional Municipal Services Building; Hanna, Alberta 2:00pm Wednesday the 12th day of June 2014.

Present

Mr. Dale Kent
Mr. Larry Stickel
Mr. Brian Bunbury
Mr. Lawrence Letniak
Mrs. Vanessa Van Der Meer
Mr. Barrie Hoover

Representing

Village of Halkirk
Town of Hanna
County of Paintearth
Special Area #4
Village of Linden
Starland County

Absent

Ms. Sharel Shoff

Town of Drumheller

Staff

Mr. Bradley Wiebe, CEO/ Director of Planning
Mrs. Kari Bott, Executive Assistant

1. **Welcome**

Vice-Chairman Mr. Brian Bunbury welcomed everyone and called the meeting to order at 2:10 P.M.

2. **Approval of Agenda**

The circulated June 12th agenda was reviewed.

MOTION BY: Mr. Larry Stickel

“The June 12th agenda is accepted as circulated.”

CARRIED

3. **Approval of Board Meeting Minutes**

The minutes of the February 5th, 2014 board meeting were reviewed. One item of note is that the Board was unable to meet on the appointed meeting date of April 30 due to conflicting board members' schedules.

MOTION BY: Mr. Lawrence Letniak

“That the minutes of the February 5th, 2014 board meeting be adopted as circulated; with a note indicating that a board meeting was not held on April 30, 2014.”

CARRIED

4. **Business Arising**

- i) *PRISM Web based GIS Aerial Photo Enhancement RCP Grant project*– Palliser along with the Village of Halkirk as the Phase 2 managing partner, received approval for the phase 2 grant which will cover the expense of aerial photos taken of all the villages within the Palliser region. The flights have been completed and the photos are being processed, however Palliser has obtained a sample of the photos and will be presenting them in their draft form at today's general meeting.
- ii) *Safety Codes Administration* – The e-site for electronic reporting has been subscribed to.
- iii) *2014 – 16 Municipal Internship Program for Land Use Planners update* – Jaiden Henry has been hired as the planning intern and began work on May 5th. Jaiden attended the Intern week from June 8 – 10th with Brad attending on June 10th.
- iv) *GST Correspondence* – Revenue Canada is reviewing Palliser's status as a municipal entity under the excise tax act and therefore they have not issued the 2013 GST refund. Endeavor Accounting is acting on Palliser's behalf to ensure the correct documents and supporting evidence are provided to the CRA.
- v) *M.D. of Provost* – Administrator Tyler Lawrason approached Palliser requesting information regarding becoming a member shareholder of Palliser. Brad met with Tyler to discuss the requisition details and the MD of Provost is considering options for future service arrangements.

5. **Financial Update** – Mr. Brad Wiebe

Subdivision revenue has doubled while business expenses have remained as they were at this time last year. The Safety Code permit revenue is 17% lower than last year, however with the upcoming school renovations, the permit activity is expected to increase.

MOTION BY: Mrs. Vanessa Van der Meer
“That the financial update be adopted as presented.”

CARRIED

6. **CEO Report**

Brad Wiebe reported on the CEO activities from February - June 2014 and provided an information update on the 2014 subdivision activity to date, Prism Webmap and Aerial Photo enhancement project, scheduled 2014 projects as well as updates on the unscheduled projects and any outstanding projects from 2013. Brad discussed the 2014 strategic priorities as per the attached CEO report.

Barrie Hoover entered the meeting at 2:35pm.

7. **Correspondence** - none

8. **New Business**

2013 Audit Results

The board reviewed the 2013 financial statements prepared by Endeavor Chartered Accountants. The planning and operating revenue remain relatively neutral with the safety codes catch up appearing as a large increase in revenue. Safety codes is expected to level out however and return to a more normal revenue year in 2014.

MOTION BY: Mr. Lawrence Letniak
“That the 2013 Audit Results be adopted as prepared.”

CARRIED

Online Banking

Online banking was discussed as a method in which to pay bills.

MOTION BY: Mr. Barrie Hoover
“Palliser will implement online banking as an accepted and alternative method of paying bills.”

CARRIED

Group Benefit Review

Renfrew Insurance has reviewed PRMS' current employee benefits plan and determined that money could be saved in premium amounts while enhancing the group benefit coverage available to staff members.

The board has recommended that Dave Ericson of Renfrew Insurance present his recommendations to the staff members for review and consultation prior to any change to the benefit plan.

9. **In Camera**

MOTION BY: Mr. Dale Kent
“To move in camera.” at 3:00pm.

CARRIED

MOTION BY: Mr. Barrie Hoover
“To rise from in camera.” at 3:35pm.

CARRIED

10. Next Meeting

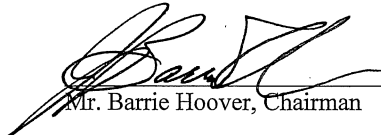
The next board meeting is scheduled for 5pm Thursday, September 11, 2014.


11. Adjournment

MOTION BY: Mr. Brian Bunbury

"The Board of Director's meeting is adjourned at 3:40pm."

CARRIED


Mr. Barrie Hoover, Chairman


Mr. Bradley Wiebe, Recording Secretary