

MINUTES OF BOARD OF DIRECTORS' MEETING

Held at the Palliser Regional Municipal Services (PRMS) Building; Hanna, Alberta 10:30am Wednesday the 1st day of March 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
Mr. Scott McCullough, GIS Technician
Mrs. Kari Bott, Executive Assistant

1. Call to Order

Chairman Mr. Barrie Hoover welcomed the PRMS board members and called the meeting to order at 10:30 A.M.

2. Approval of Agenda

The March 1st, 2017 agenda was reviewed as circulated and it was noted that an "In Camera" session will be required.

MOTION BY: Ms. Sharel Shoff

"The March 1st, 2017 meeting agenda is accepted as presented with an "In Camera" session."

CARRIED

3. Approval of Board Meeting Minutes

The minutes of the January 18th, 2017 board meeting were reviewed.

MOTION BY: Mr. Brian Bunbury

"The January 18th, 2017 board meeting minutes are accepted as circulated."

CARRIED

4. Business Update

Subdivision Report – Garry Wilson

Subdivision activity has been steady and consistent with an average of 1 application per week received since the beginning of January. There have been multiple inquiries from potential applicants as well, making the first two

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months of 2017 quite busy. To date PRMS has received 9 applications which is significantly more than the 5 year average of 4.2 for the first two months of each year.

Garry reported on the Special Areas MPC meeting he attended in Hanna on February 7th. The meeting was held for wind energy presentations by BluEarth Renewables Inc. and Suncor Energy, as both companies are making submissions for wind farms, adjacent to each other on the northern slope of the Hand Hills, spanning the Special Area #2 and Starland County common boundary.

GIS Report – Justin Hill & Scott McCullough

Justin and Scott provided the Board with updated information regarding PRMS' GIS department activity. Justin continues to work on infrastructure mapping (currently on a project with Castor); cemetery mapping; County of Paintearth weed mapping; the Town of Oyen/Special Areas' Transload project; as well as webmap training. Justin provided an analysis of webmap use and reported that it is being used regularly and on a daily basis. He will target those municipalities not using the webmap as frequently, and provide them with training in order to increase their usage. Justin has been researching UAV insurance for 2017 and is anticipating the arrival of spring and the ability to use the UAV for mapping gravel pits, cemeteries and other points of interest such as campgrounds and rural recreation areas.

Scott has been working on subdivision mapping; the development of 2 data collection applications for the MD of Acadia's weed program; and will also be creating a rat inspection application for them. Scott updated the county maps for the MD of Provost and is printing a large map order for them. Scott now represents Palliser on the Alberta Municipal Data Sharing Partnership, (AMDSP) Board and as it continues to gain traction it will mean that the PRMS members will be better represented to a larger audience, as well as ensuring that outside entities have accurate information. Obtaining funding is a goal for the partnership.

Office Activity – Kari Bott

Year-end processes and end of year reporting for LAPP, SAMCO, WCB, T4 & T4A preparations have been completed and 2016 audit preparations are well underway for the March 13-15, 2017 audit by Endeavor. An expression of interest was completed for the government's NEET (Non-profit Energy Efficiency Transition Program) and they will be in contact with PRMS once the details of the grant program are finalized. Dave Ericson of Hillcrest Financial attended the office and presented the Blue Cross Group Health Benefit review. Doug's Electric installed LED light bulbs which will last significantly longer than the previous flood light bulbs. The Journey had an oil change and a check engine light indicated a low charge on the battery. The parking lot was cleared once of snow in February by Dave Shields Sr.; the PRMS boardroom was booked once; and 9 municipal requisition payments remain outstanding.

5. Financial Update – Cynthia Cvik

Cynthia provided the Board of Directors with the January & February 2017 SAMCO financial statement. There were no questions or concerns in this regard.

6. CEO Report – Cynthia Cvik

Cynthia reported on her meeting attendance from January 20 – February 22, 2017 which included: Subdivision Appeal Board training at the PRMS office; a meeting with the PRMS budget committee; attendance at a Brownlee LLP seminar in Calgary; a public hearing in the Town of Drumheller; as well as Starland County's 1st LUB reading in Morrin. Cynthia continues to work on Starland County's LUB and the Village of Carbon's LUB.

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7. Correspondence

i. Budget Committee Report – prepared by Ross Rawlusk

Cynthia presented the findings of the PRMS Budget Committee consisting of Special Areas Board Chair Jordon Christianson, Starland County CAO Ross Rawlusk, Town of Drumheller Director of Community Services Paul Salvatore, Town of Trochu CAO Carl Peterson and Palliser Regional Municipal Services CEO and Director of Planning Cynthia Cvik. The Board of Directors reviewed the budget committee's funding formula recommendations and will take the information back to their councils for further discussion. As the committee recommendations would require an amendment to the Articles of Association, the Board proposed the following amendments for ratification at the Spring AGM in June;

- 6 Board of Director meetings to be held in a calendar year.
- 1 annual general meeting in a calendar year; to be held in the fall.
- 2% interest per month will be charged for outstanding requisition payments not received on or before the last day of February of each calendar year in which the requisition is issued.
- Municipal shareholders will be responsible for the payments of meeting fees and travel reimbursement of their PRMS representatives' attendance at PRMS board of director meetings.

The meeting recessed for lunch at 11:55am and reconvened at 12:30pm.

ii. Blue Cross Group Health Renewal Report Hillcrest Financial – prepared by Dave Ericson

The Board of Directors reviewed the report provided and is opposed to the increase in premiums as well as the proposed reduction of the employee health insurance coverage recommended by Hillcrest Financial. The Board of Directors recommended that PRMS obtain proposals from Terry Blocksom of Blocksom Financial Services and Jay Garbutt of Garbutt Financial Services Corp., for a Group Health Benefit package that would provide the amount of health insurance coverage the employees currently receive without reductions.

8. Village of Beiseker – Request of Withdrawal from PRMS

The Village of Beiseker has made the decision to withdraw as a shareholder from Palliser Regional Municipal Services as per their letter dated February 15, 2017, and received by PRMS on February 21, 2017. C. Cvik responded with an acknowledgement letter dated February 22, 2017 advising Beiseker of the Articles of Association and informed them that she would be seeking direction from the Board of Directors at the March 1st Board meeting. The Board recommended that Beiseker's request be taken to the spring AGM and presented to all of the Shareholders for consideration. In the meantime, as the requisition fee remains unpaid, all PRMS services are being withheld with the exception of the Webmap access.

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9. **Next Meeting** - April 20, 2017 Board Meeting at 10:30am.
June 22, 2017 Spring AGM at 4pm.

10. **In Camera**

MOTION BY: Ms. Sharel Shoff
"The Board will move in camera" at 1:15pm.
CARRIED

11. **Adjournment**

MOTION BY: Mr. Larry Stickel
"The Board will rise from in camera and adjourn" at 2:00 pm.
CARRIED



J. Barrie Hoover, Chairman



Cynthia Cvik, CEO/Director of Planning