

MINUTES OF BOARD OF DIRECTORS' MEETING

Held at the Palliser Regional Municipal Services (PRMS) Building; Hanna, Alberta 10:30am Wednesday the 2nd day of March 2016.

Present

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

Representing

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

Absent

Mr. Lawrence Letniak

Special Area #4

Staff

Ms. Cynthia Cvik, CEO & Director of Planning
 Mr. Garry Wilson, Subdivision Planner
 Mr. Justin Hill, GIS Coordinator
 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: Ms. Sharel Shoff
 "The March 2nd, 2016 Agenda is accepted as circulated."
CARRIED

3. Approval of Board Meeting Minutes

The minutes of the February 3rd board meeting were reviewed.

MOTION BY: Mr. Brian Bunbury
 "The February 3rd, 2016 board meeting minutes are accepted as circulated."
CARRIED

4. Business Update

Subdivision – Garry Wilson

An update of the January & February subdivision activity was provided to the board members

Village of Consort	1
Town of Drumheller	1
Special Area No. 3	2
M.D. of Provost No. 52	3

2016 Subdivision Total to date 7

The subdivision department has been very busy in bringing the files up to date and meeting time line requirements. Customer service has been improved upon as PRMS is now sending out notices to the applicants and municipalities when we are made aware that a parcel or plan has been registered at Land Titles.

GIS – Justin Hill

Justin provided the Board members with a status update on the ACP grant application and reported the final list of participating municipalities as follows: Town of Trochu, (managing partner), Town of Hanna, Town of Oyen, Town of Castor, Town of Coronation, Town of Drumheller, Village of Empress, Village of Youngstown, Village of Linden, Village of Veteran, Village of Acme, Village of Hussar, Village of Cereal, the MD of Acadia Valley and the Special Areas Board. ACP grant application results will be announced by the end of March.

The GIS technician position application date has closed, and 4 applicants were interviewed between February 25 and 29th. Justin indicated that he is very optimistic that a strong employee will be hired for this role.

Justin has been working with the Town of Hanna to verify and improve their infrastructure records and with Drumheller on their existing spot elevation data in order to generate volume calculations for their landfill site.

Starland has requested that PRMS fly all of their hamlets and village with the UAV when the ground is free of snow in the spring. Additionally, Justin has been providing general GIS training to the MD of Acadia for their weed and rat mapping program. General mapping has been done for the Village of Youngstown and the Village of Cereal.

Office Activity – Kari Bott

Quotes have been received for the replacement of the sinks and faucets in the ladies washroom. Dave Ericson and Jillian Reimer of Hillcrest Financial attended the office on Feb 23/16 to renew the Alberta Blue Cross health benefit plan and present a review of the health benefits available to the staff. The PRMS boardroom was rented out twice during the month of February and preparations continue for the 2015 audit by Endeavor Chartered Accountants scheduled for March 7-9, 2016.

5. **Financial Update** – Cynthia Cvik

Cynthia Cvik presented a SAMCO financial statement update of the January and February financial activity to the board members.

MOTION BY: Mrs. Vanessa Van der Meer
“The Board of Directors accepts the financial update as presented.”

CARRIED

6. **CEO Report** – Cynthia Cvik

Cynthia reported on the CEO activity, work in progress, and strategic priorities during the month of February as per the attached report. Palliser’s CEO is in the process of administering a rezoning for the Town of Drumheller, Habitat for Humanity property and jointly drafting the RFP for Safety Code Services with the Town of Drumheller. Cynthia is updating Acme’s LUB and will meet with them on March 14/16. She is waiting for Carbon to contact her when they are ready to move forward on their review. Cereal is rezoning for a new town equipment storage yard and work shop. Strategic priorities are as follows: bringing the subdivision filing system back in line; developing a file tracking system for statutory and non-statutory document applications; creating procedural processing documents; updating PRMS’ website; and filling the GIS technician position.

7. **Correspondence**

PCPS – Cynthia provided an update on the communication from Dionne Comeau and the status of the government lobbying.

AAMDC – Cynthia provided the Board members with AAMD&C’s inter-municipal finance survey results and invited them to share with their municipal councils.

8. **New Business**

Notification of Alternates for Board meeting attendance – Cynthia has requested that in order to obtain quorum at Board meetings and AGMs it would be a good business practice for the PRMS representative to notify their alternate in the event they are unable to attend. Cynthia will contact Board member Lawrence Letniak to enquire about his schedule and preference of days for board meetings.

Brownlee LLP – Cynthia discussed the guest speaker options available for the June AGM and informed the board that she has been in contact with Derek King of Brownlee LLP. He would be available to provide a 1 hour presentation on enforcement and the scope of issues from unsightly premises to construction without permit.

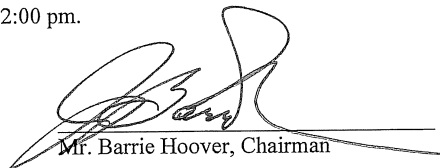
9. **Next Meeting**

The next board meeting will be held on April 6th, 2016 at 10:30am.

10. **Adjournment**

MOTION BY: Ms. Sharel Shoff
“The Board of Director’s meeting is adjourned.” at 12:00 pm.

CARRIED


Mr. Barrie Hoover, Chairman


Mrs. Kari Bott, Recording Secretary