

MINUTES OF BOARD OF DIRECTORS' MEETING

Held at the Palliser Regional Municipal Services (PRMS) Building; Hanna, Alberta 10:30am Wednesday the 4th day of May 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. Justin Hill, GIS Coordinator  
Mr. Scott McCullough, GIS Technician

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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. **2015 Financial Audit Presentation**

Monica Faupel of Endeavor Chartered Accountants presented the 2015 audit results.

**MOTION BY:** Ms. Sharel Shoff

"The 2015 Audit is accepted as presented."

**CARRIED**

3. **Approval of Agenda**

The May 4<sup>th</sup>, 2016 agenda was reviewed.

**MOTION BY:** Mr. Dale Kent

"The May 4<sup>th</sup>, 2016 Agenda is accepted as circulated."

**CARRIED**

4. **Approval of Board Meeting Minutes**

The minutes of the April 6<sup>th</sup>, 2016 board meeting were reviewed.

**MOTION BY:** Mrs. Vanessa Van der Meer

"The April 6<sup>th</sup>, 2016 board meeting minutes are accepted as circulated."

**CARRIED**

5. **Business Update**

*Subdivision – Garry Wilson, presented by Scott McCullough*

PRMS has received 13 subdivision applications as of April 30, 2016 and indications are that the activity has increased as we enter into the construction season. Garry's report outlined the numerous duties and work performed over the past month in relation to the subdivision files.

*GIS Tech Report – Scott McCullough*

Scott provided the Board members with a status update on the UAV work, collection of assessment data, and the Special Flight Operation Certificate which is required by Transport Canada for certain types of unmanned aerial vehicles. Scott has been researching this document and is building the framework of the document. The AMDSP has changed their data specifications in order to accommodate more outside users of the data and therefore each AMDSP municipality must be changed and Scott has been reviewing the status of PRMS' data to see how much change is needed. Scott has also been helping Kronos Solar Projects with their application for a new solar installation; however, during a phone meeting with the regulator he informed Kronos that they should be hiring a consultant and the regulator would no longer be helping them with the project.

*GIS Coordinator Report – Justin Hill*

Justin reported on his activity to date and informed the Board that with the ACP grant not going through, PRMS is resuming the backup plan on gathering support and financing for the proposed infrastructure upgrades rather than wait on the potential of receiving grant funding next year. PRMS will proceed with the work once the full amount of the project committed to has been received from the members.

Justin continues to work with the Town of Hanna verifying and improving upon their infrastructure records as well as continuing infrastructure work with Castor, Coronation, Oyen, Empress and the MD of Acadia Valley.

Starland County has ordered flights for all of their hamlets and villages and once the ground is free from snow the GIS department will be making those flights with the UAV. Other projects that have already been flown are a gravel pit for Provost, as well as the Villages of Hussar and Empress.

Justin continues to work with Drumheller on their off-site levy by-law project by providing maps based upon the progress of the Engineer working on the project.

General mapping requests continue to be lighter than usual; however the GIS department had been working with Oyen, Veteran and Rowley to provide GIS maps for their solar farm projects.

*Office Activity – Kari Bott, presented by Cynthia Cvik*

Hanna Building Supplies replaced the countertop and sinks in the ladies washroom and the overgrown trees on the PRMS property will be pruned by Joel Ross of Eclipse Tree Care services. The 2015 Audit's adjusting journal entries have been performed and the 2015 year has been formally closed off in the SAMCO program. The 2016 budget amounts have been calculated and entered in to the accounting program and the 2015 actual amounts entered into the excel budget spreadsheet. A schedule of budget definitions was created to provide for a more comprehensive understanding of the accounts outlined in the SAMCO monthly budget report, as well as provide a level of knowledge for how expenses and revenues are coded. The PRMS board room was rented out once during the month of April. Kari continues to provide subdivision assistance to Garry on an ongoing basis when required and as it fits with the workload of her position.

5. **CEO Report** – Cynthia Cvik

Cynthia reported on the CEO activity, work in progress, and strategic priorities during the month of April. Meetings were attended in Drumheller, Hanna and Cereal. Cynthia attended the CPAA conference in Red Deer and the Board members will consider attending the CPAA conference in the future. PRMS is currently waiting for completed municipality agreements from each of the municipal members before issuing an RFP for a safety code services provider. Cynthia is creating an Introduction to Planning and Development Officer Training presentation and provided the updated Staff Regulations and Benefits manual to the Board for approval.

**MOTION BY:** Mr. Brian Bunbury

“Palliser Regional Municipal Services Ltd. hereby approves the revised PRMS Staff Regulations and Benefits manual.”

**CARRIED**

6. **Financial Update** – Cynthia Cvik

Cynthia Cvik presented a SAMCO financial statement update to the board members. There were no pressing issues as a result of the financial statement; however, the Board advised Cynthia to send Drumheller a reminder that according to the PRMS Articles of Association, requisitions were to be paid within 30 days of such invoicing by the Company.

**MOTION BY:** Mrs. Vanessa Van der Meer

“The Board of Directors accepts the financial update as presented.”

**CARRIED**

7. **Correspondence** – none

8. **New Business** – none

9. **In Camera** – not required

10. **Next Meeting**

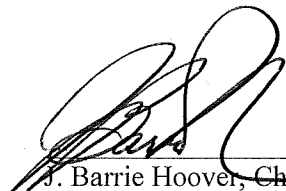
The next board meeting will be held on July 6<sup>th</sup>, 2016 at 10:30am as the spring full membership meeting will take place at 4pm on June 16<sup>th</sup>, 2016.

11. **Adjournment**

**MOTION BY:** Mr. Brian Bunbury

“The PRMS Board of Directors meeting is adjourned.” at 12:09 pm.

**CARRIED**

  
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J. Barrie Hoover, Chairman

  
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Cynthia Cvik, PRMS CEO & Director of Planning