

MINUTES OF BOARD OF DIRECTORS' MEETING

Held at the Palliser Regional Municipal Services (PRMS) Building; Hanna, Alberta 10:30am Wednesday the 4th day of November 2015.

Present

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

Representing

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

Absent

Mr. Lawrence Letniak  
Mr. Larry Stickel

Special Area #4  
Town of Hanna

Staff

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

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1. Call to Order

Chairman Mr. Barrie Hoover welcomed the board members and called the meeting to order at 10:45 A.M.

2. Approval of Agenda

MOTION BY: Mr. Brian Bunbury

"The November 4<sup>th</sup>, 2015 Agenda is accepted as circulated."

CARRIED

3. Approval of Board Meeting Minutes

The minutes of the October 7<sup>th</sup>, 2015 board meeting were reviewed.

MOTION BY: Ms. Sharel Shoff

"The October 7<sup>th</sup>, 2015 board meeting minutes are accepted as circulated."

CARRIED

4. Introduction of CEO

Cynthia Cvik signed her contract with the PRMS board on October 21<sup>st</sup>, 2015 and began working on a part time basis October 28<sup>th</sup>, 2015. She is familiarizing herself with the office and staff and looks forward to settling in to the workplace and community.

5. Reports

i. Subdivision and Planning Reports – Garry Wilson and Jaiden Henry

*Information was presented by the planning department regarding planning activities to date. Between processing applications, reports, endorsements and attending MPC meetings, the planning department has been quite busy. The long range planning activity will resume as municipal shareholders waiting for policy reviews will be contacted by the CEO.*

ii. GIS Report – Justin Hill

*The GIS department has been involved in updating base maps for Beiseker, and developing new addresses in the village. Justin will be meeting with the staff of the MD of Acadia to provide training on their new GPS. PRMS' website recently underwent a major data update and all ownership, land use, rural address and cadastral mapping data was updated. The website itself requires \$15,000 for upgrades and Justin will research to see if any grants are available for this purpose. He will also provide Board members with individual log in IDs so that they are able to use the Webmap to its fullest potential. Justin attended the GEO Alberta conference in Edmonton and felt the educational sessions and trade show information will benefit the PRMS organization.*

iii. Office Activity – Kari Bott

An email was sent to the Town of Drumheller regarding the intern sharing agreement. An invoice i/a/o \$6,232.95 for the time (28.5 days) Jaiden spent working in the Drumheller development office from March – August 2015 was issued based upon the previous intern sharing agreement and calculations; however Paul Salvatore advised that an agreement had never been signed and some points had yet to be discussed. We requested that he provide our office with the agreement and highlight the points so that they can be reviewed by the CEO.

PRMS' fall property maintenance has been completed. Dave Ericson of Hillcrest Financial will be scheduling a meeting with the staff for an educational session and to renew PRMS' contract with Blue Cross. Work has begun on the annual report in preparation for the general meeting on November 24<sup>th</sup>. Jeff Raab from ATB, attended the PRMS office to meet with Cynthia and prepare the documents necessary in order for her to be granted authorization as a PRMS signing authority as well as an expense credit card. Cynthia's business cards have been ordered and paperwork is being processed to enroll her in the AB Blue Cross benefit program and LAPP.

iv. CEO Report – Cynthia Cvik

Cynthia discussed the findings of her review of the PRMS Safety Code system and recommended the potential of an RFP for future safety code services. Future risk management and minimization within the office was discussed as well as meeting OH&S standards through documentation. She intends to develop a manual for our municipal shareholders; providing them with educational training and templates for the Planning, ASP and MDP processes.

v. Report on Regional Planning Government Investment – Barrie Hoover

Barrie Hoover had nothing to report on the strategy at this time due to the reorganization of the provincial NDP government. The lobbying process will continue and Barrie will provide Cynthia with Dionne Comeau (PCPS) contact information.

vi. Meeting with Drumheller Safety Codes – Barrie Hoover

A meeting took place regarding the administration of PRMS' safety code permitting system with Barrie Hoover, Sharel Shoff, Ray Romanetz and Barb Miller in attendance, and Cynthia can expect to hear from Drumheller in this regard.

6. Correspondence – none

Vanessa Van der Meer left the meeting at 12:45pm.

7. New Business

- a. Budget 2016 – The board members reviewed 2015 revenue and expenses to date and determined the 2016 budget.

**MOTION BY:** Ms. Sharel Shoff

“To recommend that the proposed 2016 Budget be presented at the November general meeting for approval.”

**CARRIED**

- b. 2016 Requisitions - The board members reviewed 2015 revenue and expenses to date and determined the 2016 shareholder requisitions would remain the same as the 2015 amounts with no increase.

**MOTION BY:** Ms. Sharel Shoff

“To recommend that the proposed 2016 Requisition be presented at the November general meeting for approval.”

**CARRIED**

8. Next Meeting

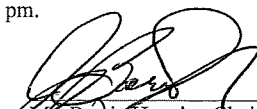
The next organizational Board Meeting will be held on Tuesday November 24<sup>th</sup>, 2015 following the AGM.

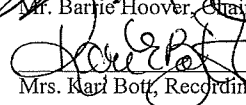
9. Adjournment

**MOTION BY:** Mr. Dale Kent

“The Board of Director's meeting is adjourned.” at 2:00 pm.

**CARRIED**

  
Mr. Barrie Hoover, Chairman

  
Mrs. Kari Bott, Recording Secretary