

MINUTES OF BOARD OF DIRECTORS' MEETING

Held in the Boardroom of the Palliser Regional Municipal Services Building; Hanna, Alberta  
at 5:00 P.M. Wednesday the 19th day of October 2011.

**Present**

Mr. Annon Hovde  
Dr. John Kaster  
Ms. Sharel Shoff  
Mr. Dale Kent  
Mr. Barrie Hoover  
Mr. Brian Bunbury (alternate)

**Representing**

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

**Absent**

Mr. Lawrence Letniak

**Representing**

Special Area #4

**Staff**

Mr. Bradley Wiebe, CEO/ Director of Planning

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1. **Welcome**

Chairman Annon Hovde welcomed everyone and called the meeting to order at 5:15 P.M.

2. **Approval of Agenda**

MOTION BY: Ms. Sharel Shoff

“That the agenda be adopted as presented.”

CARRIED

3. **Approval of Board Meeting Minutes**

The minutes of the May 25<sup>th</sup>, 2011 board meeting were reviewed.

MOTION BY: Mr. Barrie Hoover

“That the minutes of the May 25<sup>th</sup>, 2011 board meeting be adopted as circulated.”

CARRIED

4. **Business Arising**

Safety Codes contract (effective 2012): 3 year agreement in place with Superior Safety Codes. SCC's fee schedule increase of 5%-10% will lead to customer permit fee increases. Further discussion on this topic is below in new business.

Palliser's Safety Codes Administration agreement with Drumheller expired December 2009. Brad is still currently negotiating the renewal contract with Ray Romanetz of the Town of Drumheller.

5. **Financial Update**

Brad Wiebe discussed the current financial position and that PRMS has remained within budget in all expense categories with lower than projected revenues requiring more reliance on special projects and grant funding than anticipated. Further information is available in the Budget evaluation report as attached.

MOTION BY: Dr. John Kaster

“That the Financial Update be accepted as presented.”

CARRIED

6. **CEO Report**

Brad Wiebe reported on activities to date as per attached report.

MOTION BY: Mr. Dale Kent

“That the CEO Report be adopted as presented.”

CARRIED

9. **New Business**

Janitorial/ Landscape Services RFP

PRMS sent out an RFP for services and received 2 responses. Discussion followed on the current service and proposed contract requirements.

**MOTION BY:** Mr. Barrie Hoover  
"To accept the lower cost proposal."

**CARRIED**

Budget Discussions/ Evaluation

The current 2011 budget was evaluated with year end projections provided as per the attached Budget report. Discussion followed on options regarding the ratified three year financial plan and the requisition increases needed to reach a sustainable funding level with three options presented as per the report. The CEO to provide a copy of the proposed Budget and requisitions to the member municipalities for review prior to the November General Meeting. The Board has requested to see the monthly budget report for review at the Board meetings.

**MOTION BY:** Mr. Barrie Hoover  
"To approve option 2 in the budget report with an increase in requisitions from \$340,000 to \$388,000 rather than the original \$410,000 that was proposed in the financial plan and extend the 3 year financial plan in consideration of an annual evaluation."

**CARRIED**

Safety Codes fees

The Board reviewed the proposed safety codes fees schedule. The schedule includes an increase in the inspection agency fees (Superior Safety Codes) as per a 3 year proposal for extension of the current agreement and changes to the customer fees. The customer fees have not been adjusted since 2001 and were reviewed for consistency across jurisdictions and to be consistent with the agency fee changes as well as to ensure that minimum fees are set at an appropriate level where PRMS is recovering costs on permits. The Safety Codes Council levy will be calculated separate from our fees as PRMS has no control over this fee and how it may change over time.

**MOTION BY:** Ms. Sharel Shoff  
"That PRMS accept the proposal from Superior safety Codes for a 3 year extension to the current contract and agreement at the rates provided in the 2011-04-14 fee schedule with options for a further extension and that the Customer Fee Schedule be adopted as presented."

**CARRIED**

CEO Performance Evaluation

The evaluation was held in camera.

**MOTION BY:** Mr. Barrie Hoover  
"That the CEO salary level be increased to Grade VII Step 3 effective November 1, 2011."

**CARRIED**

10. **In Camera**

**MOTION BY:** Mr. Barrie Hoover  
"To move in camera" at 6:45pm.

**CARRIED**

**MOTION BY:** Mr. Barrie Hoover  
"To move out of the in camera session" at 7:40pm.

**CARRIED**

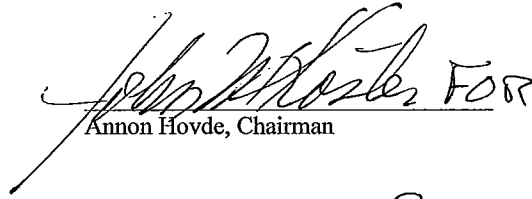
11. **Next Meeting - AGM**

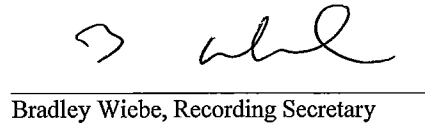
November 30, 2011 at 4:00pm with supper and networking to follow.

10. **Adjournment**

PALLISER REGIONAL MUNICIPAL SERVICES COMPANY LIMITED

MOTION BY: Mr. Dale Kent  
"That the meeting be adjourned at 7:47pm."  
CARRIED

  
Annon Hovde, Chairman

  
Bradley Wiebe, Recording Secretary