

MINUTES OF BOARD OF DIRECTORS' MEETING

Held at the Palliser Regional Municipal Services (PRMS) Building; Hanna, Alberta 10:30am Wednesday the 19th day of October 2016.

Present

Mr. Barrie Hoover
Mr. Brian Bunbury
Mr. Dale Kent
Ms. Sharel Shoff
Mr. Larry Stickel
Mr. Bob Gainer

Representing

Starland County
County of Paintearth
Village of Halkirk
Town of Drumheller
Town of Hanna
Special Area #2

Absent

Mr. Lawrence Letniak
Mrs. Vanessa Van Der Meer

Special Area #4
Village of Linden

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 10:31 A.M.

2. **Approval of Agenda**

The October 19th, 2016 agenda was reviewed as circulated.

MOTION BY: Mr. Brian Bunbury

“The October 19th, 2016 meeting agenda is accepted as presented.”

CARRIED

3. **Approval of Board Meeting Minutes**

The minutes of the September 7th, 2016 board meeting were reviewed.

MOTION BY: Ms. Sharel Shoff

“The September 7th, 2016 board meeting minutes are accepted as circulated.”

CARRIED

4. Business Update

Subdivision Report – Garry Wilson

The subdivision activity has remained steady with 40 applications to date, which is on par for the past five years' activity. Garry provided a breakdown by municipality and an analysis of activity within the region. He shared information with the Board regarding the APPI conference he attended in Jasper, and the upcoming Municipal Government appeal regarding the subdivision of a residential property along the Red Deer River within Drumheller.

GIS Report – Justin Hill and Scott McCullough

Justin and Scott updated the Board on the status of Palliser's GIS department activity. Webmap upgrades are now complete and live on the server and Justin is providing training and support to the member municipalities. Justin has been working on infrastructure mapping; cemetery mapping; and recently arranged for maintenance to be performed on the plotter. Scott has been working on the Provost data; AMDSP updates; subdivision mapping; and mapping for municipal shareholders. As well, Scott recently returned from a week of UAV training in Calgary.

Office Activity – Kari Bott

Calculations of the 2017 requisitions and budget have been underway in preparation for today's meeting. Kari attended a LAPP seminar in Drumheller on October 4th with the focus on year-end pension reporting. Work has begun on the November general meeting and creation of the meeting report. Arrangements were made to have the Dodge Journey professionally cleaned, and we are currently seeking contacts for this winter season's snow removal.

CEO Report – Cynthia Cvik

Cynthia reported on her travel for meeting and conference attendance over the past month. Cynthia reported on the projects she is currently working on as well as the projects that were recently completed. Additionally, she has been conducting research on municipal funding for the development of the Intermunicipal Development Plans and Municipal Development Plans that will be required by the Municipal Government Act's legislation in the near future. Cynthia discussed the creation of a Subdivision Review Board and the required education sessions as several municipalities are not clear on who the subdivision approving authority is and often make changes to the conditions which are illegal and contrary to ours. Cynthia has been researching commercial solar installations and has arranged for Jordan Webber to present on this topic at the November general meeting.

Board recessed for lunch at 12pm and reconvened at 12:15pm.

5. Financial Update – Cynthia Cvik

Cynthia Cvik presented a budget scenario to the board members and explained that as there was no documented record of how the previous years' requisition splits were determined, PRMS has returned to the original funding formula as defined in PRMS' Master Agreement. In this regard, it should be noted that the requisition spreadsheet reflects the formula's corrections. The 2017 budget and requisition spreadsheets were reviewed by the board members.

MOTION BY: Mr. Brian Bunbury

“The 2017 Budget and Requisition are approved by the PRMS Board of Directors for recommendation and ratification at the November 9th, 2016 General Meeting.”

CARRIED

PALLISER REGIONAL MUNICIPAL SERVICES COMPANY LIMITED

6. Safety Codes Services Contract

Cynthia presented the 3 year safety codes permitting services partnership contract, awarding Superior Safety Codes Inc. as Palliser Regional Municipal Services' safety code provider, to the PRMS Board for approval and signature.

MOTION BY: Ms. Sharel Shoff

"The 3 year contract between PRMS and Superior Safety Codes Inc. is approved by the Board of Directors."

CARRIED

7. Next Meeting

November AGM on November 9th, 2016 at 4:00pm.

8. In Camera – required

MOTION BY: Ms. Sharel Shoff

"The Board will move in camera" at 1:34pm.

CARRIED

MOTION BY: Mr. Brian Bunbury

"The Board will rise from in camera" at 2:05pm.

CARRIED

9. Adjournment

MOTION BY: Mr. Barrie Hoover

"The PRMS Board of Directors' meeting is adjourned." at 2:05pm.

CARRIED



Mr. J. Barrie Hoover, Chairman



Mrs. Kati Bott, Recording Secretary