

MINUTES OF BOARD OF DIRECTORS' MEETING

Held at the Palliser Regional Municipal Services (PRMS) Building; Hanna, Alberta 10:30am Wednesday the 7th day of October 2015.

Present

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

Representing

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

Absent

Mr. Lawrence Letniak
Mrs. Vanessa Van Der Meer

Special Area #4
Village of Linden

Staff

Mr. Garry Wilson, Planning/GIS Technician
Mr. Justin Hill, GIS Coordinator
Ms. Jaiden Henry, Planning Intern
Mrs. Kari Bott, Executive Assistant

1. Call to Order

Chairman Mr. Barrie Hoover welcomed the board members and called the meeting to order at 10:30 A.M.

2. Approval of Agenda

MOTION BY: Mr. Brian Bunbury

"The October 7th, 2015 Agenda is accepted as circulated."

CARRIED

3. Approval of Board Meeting Minutes

The minutes of the September 16th, 2015 board meeting were reviewed.

MOTION BY: Mr. Dale Kent

"The September 16th, 2015 board meeting minutes are accepted as circulated."

CARRIED

4. In Camera

MOTION BY: Mr. Larry Stickel

"To move in camera at 10:35am."

CARRIED

MOTION BY: Mr. Dale Kent

"To rise from in camera at 11:10am."

CARRIED

Staff members entered the meeting; Justin Hill, Garry Wilson, Jaiden Henry, Kari Bott

5. Reports

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

Information was presented by the planning department regarding planning activities to date. PRMS has received 40 subdivision file applications as of October 7th which is an average amount when compared to 33 files in October 2013 and 44 files in October 2014. The planning staff has been compiling reports, attending MPC meetings and providing information to surveyors and clientele regarding applications, LUBs & ASPs when required. Jaiden attended the APPI conference in September and attended an open house LUB meeting in Trochu.

ii. GIS Report – Justin Hill

Justin presented information regarding; the 3D flood models that have been created for Drumheller's ongoing flood mitigation meetings with Stantec, new mapping and addressing updates for Beiseker and creation of new addresses for the Grasslands subdivision which will be added to PRMS' Webmap, providing maps for Hussar's lagoon project, recent day spent meeting with Brent Williams of Acadia Valley and development of a strategic plan that will enable them to maximize their daily municipal administration, MRF's AVL SPOT program, and

preparation for potential upcoming grant application opportunities. Justin informed the board that if any of our municipal shareholders were interested in implementing the AVL system, the PRMS GIS department is available to provide assistance at this opportune time. Justin requested Board approval to attend the Geo Alberta Conference.

MOTION BY: Ms. Sharel Shoff

“To approve Justin Hill’s request to attend the Geo AB Conference in Edmonton from October 26-28, 2015.”

CARRIED

iii. *Office Activity – Kari Bott*

Jerry and Brenda Scott have been contacted to paint the garbage box & fence and perform PRMS' fall yard maintenance. Dave Ericson and Jillian Reimer from Hillcrest visited the office on September 18th to review the health benefit claims experience over the past year and will visit the office again in November to meet with the staff and provide information on the upcoming Blue Cross renewal rates. The Town of Drumheller has been invoiced for the intern sharing agreement i/a/o \$6,232.95 for the development officer services provided to Drumheller by PRMS intern Jaiden Henry from March – August 2015. Safety Code Administration issues were discussed and the board was provided with Monica Faupel’s professional opinion regarding Drumheller’s recent bank depositing errors. Annual maintenance has been performed on the furnaces in preparation for the winter season. Notice has been sent to municipal shareholder CAOs and PRMS representatives for the upcoming general meeting on November 24th at 4pm.

Board recessed for a 30 minute lunch break.

o. **New Business**

a) *CEO Position*

MOTION BY: Sharel Shoff

“The PRMS Board of Directors has chosen to offer Cynthia Cvik, RPP, MCIP the position of CEO/Director of Planning.”

CARRIED

b) *Safety Codes Administration*

Discussion regarding the safety code system took place and it was decided that Barrie Hoover will meet with Ray Romanetz to discuss the Safety Code system and administration issues before advertising for the position of a Safety Code Administrator/Clerk within the PRMS office in Hanna.

Next Meeting


The next Board Meeting will be held on Wednesday November 4th, 2015 at 10:30am.

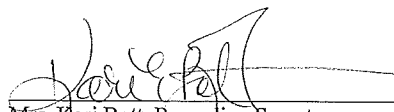
8. **Adjournment**

MOTION BY: Mr. Larry Stickel

“The Board of Director’s meeting is adjourned.” at 1:30pm.

CARRIED


Mr. Barrie Hoover, Chairman


Mrs. Kari Bott, Recording Secretary