

MINUTES OF BOARD OF DIRECTORS' MEETING

Held at the Palliser Regional Municipal Services Building; Hanna, Alberta 5:00pm Thursday the 11th day of September 2014.

Present

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

Representing

Starland County
Town of Drumheller
Village of Halkirk
Town of Hanna
County of Paintearth
Special Area #4
Village of Linden

Staff

Mr. Bradley Wiebe, CEO/ Director of Planning
Mrs. Kari Bott, Executive Assistant

Welcome

Chairman Mr. Barrie Hoover welcomed the board members and called the meeting to order at 5:15 P.M.

2. Approval of Agenda

The circulated September 11th, 2014 agenda was reviewed.

MOTION BY: Mr. Brian Bunbury

"The September 11th, 2014 agenda is accepted as circulated."

CARRIED

3. Approval of Board Meeting Minutes

The minutes of the June 12th, 2014 board meeting were reviewed.

MOTION BY: Mrs. Vanessa Van der Meer

"That the minutes of the June 12th, 2014 board meeting be adopted as circulated.

CARRIED

4. Business Arising

- i) *PRISM Web based GIS Aerial Photo Enhancement RCP Grant project*– Updates are being completed to enhance the Webmap usage by uploading additional data sets and information. The aerial photo images are expected to be on the Webmap in the next 4-6 weeks.
- ii) *Safety Codes Administration* – The e-site training for electronic reporting has been delivered to the staff in the Drumheller office.
- iii) *M.D. of Provost* – Administrator Tyler Lawrason of the M.D. of Provost has indicated that the MD is interested in subscribing to Palliser's Webmap and will continue utilizing Palliser's subdivision services on a contract basis.
- iv) *On line Banking update* – Online banking has been successfully implemented for payments of most invoices.
- v) *GST Correspondence* – Palliser's status as a municipal entity under the excise tax act remains under review by Revenue Canada. Endeavor Accounting acted on Palliser's behalf to ensure the correct documents and supporting evidence were provided to the CRA. Palliser provided additional information in order to apply for municipal status, however a decision has not been received to date nor has the 2013 GST refund been received.
- vi) *Benefits Review* – Dave Ericson of Renfrew Insurance attended the office on September 4th and presented their recommendation of an enhanced group benefit plan through Blue Cross to the Palliser employees. The proposal was well received by the staff and the cost savings in premiums would be a benefit to Palliser.

MOTION BY: Mr. Dale Kent

“To accept the enhanced Blue Cross benefit plan proposed by Renfrew Insurance, and to include the revision that 100% of the dental health benefit premium be paid by Palliser.”

CARRIED

5. Financial Update – Mr. Brad Wiebe

2014 subdivision activity and revenue remains higher than at this time in 2013, however the Safety Code permit activity and revenue is 33% lower. Palliser’s expenses remain within budgeted amounts.

6. CEO Report

Brad Wiebe reported on the CEO activities from June - September 2014 and provided an information update on the 2014 subdivision activity to date, Prism Webmap and Aerial Photo enhancement project, scheduled 2014 projects as well as updates on the unscheduled projects and any outstanding projects from 2013. Brad discussed the 2014 strategic priorities as per the attached CEO report.

Correspondence - none

8. New Business

Photocopier/Fax/Scanner: Ricoh proposed a renewal of Palliser’s current lease to upgrade the existing machine to a new system with additional features, and a reduction in leasing costs, resulting in 15-20% annual savings of approximately \$1,000/yr.

MOTION BY: Ms. Sharel Shoff

“To accept the proposed lease agreement of the Ricoh system upgrade.”

CARRIED

9. In Camera

MOTION BY: Mr. Brian Bunbury

“To move in camera.” at 6:20pm.

CARRIED

MOTION BY: Mr. Dale Kent

“To rise from in camera.” at 7:10pm.

CARRIED

10. Next Meeting

The next board meeting is scheduled for 2pm Wednesday November 26th, 2014.

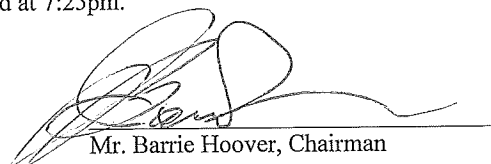
The November General Meeting is scheduled for 4pm Wednesday November 26th, 2014.

11. Adjournment

MOTION BY: Mr. Brian Bunbury

“The Board of Director’s meeting is adjourned at 7:25pm.”

CARRIED


Mr. Barrie Hoover, Chairman


Mr. Bradley Wiebe, Recording Secretary