

MINUTES OF BOARD OF DIRECTORS' MEETING

Held at the Palliser Regional Municipal Services (PRMS) Building; Hanna, Alberta 10:30am Wednesday the 7th day of September 2016.

Present

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

Representing

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

Absent

Mr. Lawrence Letniak

Special Area #4

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 10:32 A.M.

2. **Approval of Agenda**

The September 7th, 2016 agenda was reviewed and it was noted that an In Camera session will be required, and while setting the next board meeting date the November general meeting date will be determined.

MOTION BY: Mr. Brian Bunbury

“The September 7th, 2016 agenda is accepted as amended.”

CARRIED

3. **Approval of Board Meeting Minutes**

The minutes of the July 6th, 2016 board meeting were reviewed.

MOTION BY: Ms. Sharel Shoff

“The July 6th, 2016 board meeting minutes are accepted as circulated.”

CARRIED

4. **Business Update**

Subdivision Report – Garry Wilson

The subdivision activity has remained steady with applications coming in throughout the summer months as well as an increase in the number of endorsements being processed throughout the summer. PRMS has received a total of 35 applications to date, a slight increase from the 32 applications received during the same time frame in 2015.

GIS Report – Justin Hill and Scott McCullough

Justin and Scott updated the Board on the status of Palliser's webmap upgrades, UAV flights, infrastructure mapping, assessment data, AMDSP updates and ongoing mapping projects for our member municipalities.

Office Activity – Kari Bott

Kari provided an update of the general office activity, as well as the property and building maintenance over the summer months. Roof repairs have been completed, extensive yard maintenance performed and the vehicle's power steering hose recall has been addressed. All of the 2016 requisition revenue has been received.

5. **Financial Update** – Cynthia Cvik

Cynthia Cvik presented a SAMCO financial statement update to the board members and touched upon the upcoming budget which will be presented for their review during the October board meeting.

6. **CEO Report** – Cynthia Cvik

Cynthia reported on the CEO meeting activity, the completion of an MDP and the 7 rezoning applications processed so far this year. Cynthia is currently reviewing LUBs with municipal shareholders; has completed all staff performance reviews; and provided a sample council code of conduct document to all the municipalities. Her strategic priorities are to review the subdivision, rezoning and ASP processes; create templates for subdivision form letters; and address staffing levels that will be required in order to meet the expectations of the upcoming MGA amendments.

Board recessed for lunch at 12pm and reconvened at 12:30pm.

7. **Correspondence** – none

8. **New Business** – Amendment to Articles of Association

Article 41 and Article 69 were discussed and it was decided no amendments would be made at this time.

9. **Next Meeting**

The next board meeting will be held on October 19th, 2016 at 10:30am.
The November AGM will be held on November 9th, 2016 at 4:00pm.

PALLISER REGIONAL MUNICIPAL SERVICES COMPANY LIMITED

10. In Camera – required

MOTION BY: Mr. Larry Stickel

“The Board will move in camera” at 1pm.

CARRIED

MOTION BY: Mrs. Vanessa Van Der Meer

“The Board will rise from in camera” at 1:30pm.

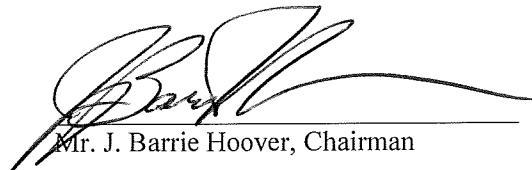
CARRIED

11. Adjournment

MOTION BY: Mr. Bob Gainer

“The PRMS Board of Directors meeting is adjourned.” at 1:30pm.

CARRIED



Mr. J. Barrie Hoover, Chairman



Mrs. Kari Bott, Recording Secretary

September 7, 2016