

MINUTES OF BOARD OF DIRECTORS' MEETING

Held in the Boardroom of the Palliser Regional Municipal Services Building; Hanna, Alberta
at 6:00 P.M. Thursday, the 24th day of September 2009.

Present

Mr. John Kaster
Mr. Don Guidolin
Mr. Barrie Hoover
Mr. Wayne Richardson
Mr. Art Standing
Mr. Ben Armstrong

Representing

Town of Hanna
Town of Drumheller
Starland County
County of Paintearth
Special Area #2
Wheatland County

Staff

Mr. Bradley Wiebe, Interim CEO/ Senior Planner
Mrs. Kari Bott, Executive Assistant

Absent

Mr. Annon Hovde

Representing

Village of Linden

1. **Welcome**

Vice Chairman John Kaster welcomed everyone and called the meeting to order at 6:00 P.M.

2. **Approval of Agenda**

MOTION BY: Mr. Art Standing
"That the agenda be adopted as presented."

CARRIED

3. **Approval of Board Meeting Minutes**

The minutes of the July 21st, 2009 board meeting was reviewed.

MOTION BY: Mr. Wayne Richardson
"That the minutes of the July 21st, 2009 board meeting be adopted as circulated."

CARRIED

4. **Business Arising**

Business arising from the minutes will be dealt with as part of the agenda.

5. **Financial Update**

Brad Wiebe reviewed current expenses and budget items. The reporting period expenses questioned at the July 21st board meeting, including office supplies and computer costs were reviewed in more detail. It was indicated that the update didn't as yet reflect the special projects transfer of money from the CN grant, but that the funds would soon be transferred pending the compilation of invoices. The legal and audit expenses incurred by the termination of David Amos in the amount of \$32,054.86 were discussed.

The current check register since the last Board of Directors Meeting was reviewed.

MOTION BY: Mr. Barrie Hoover
"To accept the financial update as presented."

CARRIED

6. **Activity Update**

A short review of the subdivision activity year to date and the level of activity since the previous Board of Directors meeting was presented by Brad Wiebe.

Brad Wiebe informed the Board of Directors that the Palliser staff members are currently working on a Fieldnotes newsletter that will be mailed out by the end of September. It will highlight current projects, subdivision activity and the date of the annual general meeting.

7. Special Projects Update

Municipal Sustainability Plans - Brad Wiebe informed the Board that the visioning workshop led by Gordon MacIntosh in July went very well. A power point presentation to review the progress thus far is currently being prepared for the 6 municipalities enrolled in the project as well as a report to the respective Councils.

Rail Recovery Project – Brad Wiebe discussed details to date of the progress on the project.

- The feasibility study by RailWest Management Ltd. has been completed.
- The steering committee met on September 23/09 to review the study and participate in a conference call with Art Stacey and Hal Koberinski.
- It was determined that the line from Morrin to Oyen is the most viable section of rail line.
- The steering committee has decided to proceed with the business plan as soon as possible and schedule public meetings to determine the producer interest in the potential of a producer and/or municipal business arrangement to retain the rail line.
- It was determined that 8 public meetings should be held in late October in Oyen, Youngstown, Hanna, Delia, Morrin, Drumheller, Rosebud and Rockyford to see what the interest is and if the equity can be generated.
- The business plan should be available in 2 weeks time.

8. Other Business

New Staff

Brad Wiebe informed the Board members that Michele Buchwitz has been hired by PRMS as a Planning Assistant. She has been hired to assist in the preparation of the Wheatland subdivision files and comes to us with municipal employment experience.

CEO Selection

John Kaster reported that the selection committee is currently reviewing the applications and will be meeting on September 29th to discuss. Ross Rawlusk is doing the background checks in preparation for that meeting.

It was decided by the Board of Directors to hold a special board meeting on October 15th, 2009 at 5pm to interview the prospective candidates.

Annual Meeting

The Fall Annual General Meeting has been set for Friday November 20th at 4pm.

Employee Manual

John Kaster reported on current policy in place in the Staff Regulations and Benefits Manual in regards to the hiring or termination of PRMS' CEO/General Manager.

MOTION BY: Mr. Wayne Richardson

“That page 6 & 7 of the PRMS Staff Regulations and Benefits Manual, (points 2.5 & 2.6) is amended to reflect that the Board of Directors is able to hire or terminate the General Manager/CEO without requirement of ratification from the full membership.”

CARRIED

Articles of Incorporation

Discussion centered on the articles of incorporation and John Kaster encouraged the board to review it for information purposes.

LAPP Audit

Brad Wiebe reported that the LAPP audit was successfully completed by Endeavor Chartered Accountants in August 2009.

Wheatland Planning Arrangements

Ben Armstrong reviewed the letters of communication between Ms. Jennifer Deak, CAO of Wheatland County and Brad Wiebe, Interim CEO of PRMS regarding the proposed planning arrangements. Ben stated that the Wheatland County council wishes to terminate the original contract dated August 10, 2006 as they believe that Palliser has been unable to fulfill their obligations. The Wheatland County council has requested to terminate the agreement effective December 31, 2009.

Discussion ensued regarding David Yee's departure in July 2009 and the fact that PRMS did not hire a replacement planner or place someone in the Wheatland office four days a week. Ben addressed their lack of confidence in Palliser over the past year and the fact that Dave Amos provided no support to Wheatland. Dave had walked away from the annexation issue and left Wheatland in the position of hiring a consultant, costing them \$25,000.

Brad Wiebe discussed that negotiations between Wheatland County and PRMS began as soon as David Yee resigned to ensure PRMS was meeting the requirements of Wheatland County. At that time, Wheatland County was interested in PRMS continuing to provide administrative and technical services and Wheatland County would hire a planner that had already been in contact with Wheatland County seeking employment. These arrangements would provide the Wheatland County planner with increased support services for the large volume of planning activity in the County. A letter stating a tentative agreement to this effect was received from Jennifer Deak, CAO of Wheatland County on July 9, 2009.

Wayne Richardson questioned Ben on Wheatland County's ability to go on without PRMS and while he and Art Standing stated that they understood some of the concerns expressed by Ben, Barrie Hoover stated that PRMS did in effect break the agreement by not hiring a replacement planner.

MOTION BY: Mr. Wayne Richardson

"That the meeting be moved in-camera without staff members present" at 7:40pm

CARRIED

Out of camera with staff members present: 8:00pm

John Kaster advised that Wheatland County will be leaving PRMS effective December 31, 2009.

Ben Armstrong discussed the error that had occurred on the Thiessen Municipal Reserve but Brad Wiebe indicated that because the insurance adjustor is handling this issue he is unable to discuss any details. Ben was advised that if Wheatland County has questions they must be addressed to the adjustor as this will be covered by PRMS errors and omissions insurance.

Ben Armstrong indicated that Jennifer Deak, CAO Wheatland County wants the requisition formula and hasn't been provided with it. Brad Wiebe did not provide it as Wheatland/PRMS were negotiating a new agreement. Wayne Richardson and Ben Armstrong agree that the formula should be made available and Brad stated that he believes that Wheatland County would have been provided with it originally.

Further discussion was had regarding:

- services that PRMS has provided to Wheatland since July 10th – David Yee's last day of employment. All subdivision planning support has been provided.
- outstanding requisition fee in relation to the insurance investigation. Wheatland would like to withhold the requisition fee until the MR is settled.
- John Kaster asked if the requisition fee will be negotiated.
- Wayne Richardson stated that it isn't fair to expect Wheatland to pay for mistakes made by Dave Amos in calculating the requisition fee in 2008 & 2009.

MOTION BY: Mr. Barrie Hoover

PALLISER REGIONAL MUNICIPAL SERVICES COMPANY LIMITED

"That PRMS acknowledge Wheatland County's letter and allow them to leave effective December 31, 2009 and forgive them the 1 years notice as stated in the original contract."

CARRIED

Discussion was had regarding the payment of the Requisition Fee.

MOTION BY: Mr. Wayne Richardson

"That the PRMS requisition fee be revised to the amount as calculated in Wheatland County's letter dated September 17, 2009 addressed to PRMS, in the amount of \$87,845 and that PRMS services to Wheatland County are in accordance with the letter dated August 31, 2009 addressed to Wheatland County."

CARRIED

Brad Wiebe presented a card of appreciation from PRMS staff to the Board Members for the support shown during the past year.

9. **Next Meeting**

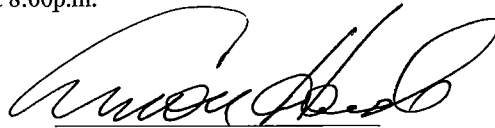
The next regularly scheduled meeting is at 6:00 pm Wednesday October 28th, 2009.

10. **Adjournment**

MOTION BY: Mr. Ben Armstrong

"That the meeting be adjourned at 8:00p.m."

CARRIED



Annon Hovde, Chairman



Recording Secretary

Bradley Wiebe, Interim Chief Executive Officer