

# PALLISER REGIONAL MUNICIPAL SERVICES FULL MEMBERSHIP MEETING

Held in the Boardroom of Palliser Regional Municipal Services Co. Ltd  
at 4:00 p.m. on Thursday November 4<sup>th</sup>, 2010.

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## PRESENT

Mr. Annon Hovde, Chairman  
Dr. John Kaster  
Mr. Rocky Dahmer  
Ms. Sharel Shoff  
Mr. Barrie Hoover  
Mr. Dale Kent  
Mr. Norman Storch  
Ms. Shirley Buyer  
Ms. Mary Crowe  
Mr. Lloyd Hodge  
Mr. Ross Rawlusyk  
Mr. Gerald Rehman  
Ms. Janice Allison  
Mr. Charles Girard  
Mr. Paul Salvatore  
Mr. Rod Briggs  
Mrs. Tarolyn Peach  
Mr. Chris Reeds  
Mrs. Geraldine Gervais  
Mrs. Caroline Siverson  
Mr. Robert Sargent  
Mr. Vince Grudeki

## ABSENT

Mr. Bruce Rowe  
Mr. Don Cuthill  
Mr. Dennis Filipenko  
Mr. Fred Theaker  
Mr. Robert Blagen  
Ms. Lois Bedwell  
Ms. Dawna Elliot  
Ms. Tami Olds  
Mr. Kevin Wilson  
Mr. Lawrence Letniak  
Ms. Tracey Anderson  
Mr. Steve Hayes  
Ms. Julie Gaudett  
Mr. Gordon Isaac

## STAFF

Mr. Brad Wiebe, Chief Executive Officer/Director of Planning  
Mrs. Kari Bott, Executive Assistant  
Mr. Garry Wilson, Planner I  
Mrs. Michele Buchwitz, Planning Assistant  
Mr. Justin Hill, GIS Coordinator  
Ms. Cindy Woods, Safety Codes Officer

## REPRESENTING

Village of Linden  
Town of Hanna  
County of Paintearth No. 18  
Town of Drumheller  
Starland County  
Village of Halkirk  
Special Area No. 2  
Village of Carbon  
Village of Carbon  
Village of Morrin  
Starland County  
Village of Consort  
Village of Veteran  
Town of Hanna  
Town of Drumheller  
Village of Empress  
County of Paintearth No. 18  
Town of Trochu  
Town of Hanna  
Village of Delia  
Starland County  
M.D. of Acadia No. 34

## REPRESENTING

Village of Beiseker  
Village of Standard  
Town of Castor  
Village of Acme  
Village of Youngstown  
Town of Oyen  
Town of Coronation  
Village of Cereal  
Special Area No. 3  
Special Area No. 4  
Village of Hussar  
Village of Munson  
Village of Rockyford  
Village of Delia

Mr. Annon Hovde, the Agency's Chairperson, called the meeting to order at 4:10 p.m.

**1. Introductions**

Mr. Annon Hovde welcomed all members and thanked them for attending. Round table introductions were made.

**2. Approval of Agenda**

Mr. Rod Briggs requested that the discussion of a Regional Bylaw Officer be added to the agenda as an item under General Discussion.

**MOTION BY:** Mr. Barrie Hoover

"That the November 4<sup>th</sup>, 2010 agenda be accepted with the amended addition of the general discussion of the Regional Bylaw Officer."

**CARRIED**

**3. Approval of June 23, 2010, Full Membership Meeting Minutes**

**MOTION BY:** Dr. John Kaster

"That the minutes of the June 23, 2010 Full Membership Meeting be approved."

**CARRIED**

**4. Business Arising from the Minutes**

No business arising.

**5. Chairman's Report – Mr. Annon Hovde**

Mr. Annon Hovde thanked his fellow board members for their dedication over the past year. The Chairman reported on Palliser's successful year and the 2010-2013 Strategic Business Plan that was developed as a result of the participation of municipal representatives, which will continue to implement positive change within the organization. Mr. Hovde thanked the staff for their performance over the past year, acknowledging the staff changes that have taken place and introduced Justin Hill PRMS' newly hired GIS Coordinator.

**6. CEO's Report – Mr. Brad Wiebe**

Mr. Brad Wiebe discussed the year in review and the restructuring of PRMS which will ensure that Palliser is effectively meeting the needs of planning, subdivision, mapping, GIS and Safety Codes. A solid strategy was developed and will be utilized for the upcoming years. The staffing structure is in the process of being redeveloped along with the 3 year financial plan. There have been various staff changes this year as Ed Hart and Charlene Hoffman vacated their positions, and Justin Hill joined the organization.

**7. Financial Report – Mr. Brad Wiebe**

Mr. Brad Wiebe advised that 2010 has seen a significant reduction in subdivision and building activity which negatively affects PRMS revenues in those areas. Unfortunately the expenses related to these activities are consistent, or in some cases, increasing. In 2010 PRMS will have an operating deficit in the range of 30% when grants and special projects are not considered. The 4 special projects that are currently ongoing should provide for a near break-even annual financial report by the end of 2010. The existing special project revenues will be near completion at the end of 2010 and a sustainable funding formula will need to be established to maintain and provide for the core service expectations.

Brad Wiebe advised of the financial plan changes to expect over a 3 year period according to the implementation of the 2010-2013 Strategic Business Plan and opened the floor for discussion.

**MOTION BY:** Ms. Shirley Buyer  
 "To accept the November 2010 Financial Report as presented."  
**CARRIED**

## 8. Activity Review

- i) **Safety Codes** – Mr. Paul Salvatore provided a report on building permit activity in the Region. Including the Town of Drumheller, there has been a construction value of over \$43 million worth of permits issued to the end of October 2010; a decrease of \$14 million from October 2009.
- ii) **Planning Activity** - Mr. Brad Wiebe informed the members present of the policy planning activity of 2010 outlined in the report. Discussion centered on regulations regarding wind energy and the municipal bylaws governing this activity.
- iii) **Subdivision Activity** – Mr. Garry Wilson provided the members with a detailed update on the subdivision activity over 2010 indicating that while subdivision application numbers are down, the number of parcels being subdivided has increased.
- iv) **PRISM GIS Special Projects**– Mr. Justin Hill presented a report outlining the Prism program development in progress, the Alberta Municipal Data Sharing Project, railway valuation, GIS data management, general file management & the PRMS website update.
- v) **Exploration Grant** – Mr. Brad Wiebe indicated that the exploration grant received from Municipal Affairs in 2008 with Special Areas as the managing partner contains a regional profile, strategic business plan update and communications strategy. While the regional profile and strategic business plan have been completed, the communications strategy is in draft form and will be completed before year end.
- vi) **AUMA MSP Pilot Project**– Mr. Brad Wiebe informed those present that the AUMA MSP Pilot Project providing municipal sustainability planning to the communities of Beiseker, Irricana, Carbon, Acme, Linden and Drumheller has been completed.
- vii) **Rail Discontinuance Recovery Project** - Mr. Brad Wiebe provided a detailed report on the status of the CN Rail Discontinuance project. Mr. Wiebe outlined the steps taken to date, the details of the present stage; the government offer stage and the next steps to be taken. Mr. Barrie Hoover, Rail Company Chairperson offered additional information regarding the offer of intent to purchase.

## 9. General Discussion

Rod Briggs, Empress expressed a concern that as a small municipality they are unable to obtain a bylaw officer. The bylaws are in place however as they have insufficient funds to hire a bylaw officer, provide a vehicle and pay the court fees they are without one. Mr. Briggs proposed that the expense of a bylaw officer should ideally be shared among municipalities with Palliser coordinating a group effort. Discussion took place in this regard and it was suggested by Mr. Paul Salvatore that they contact Alberta Animal Services, Red Deer for animal control issues.

Mr. Brad Wiebe informed the members that the PRMS Strategic Business Plan can be shared with municipalities. In light of the recent election and newly formed councils, he is willing to provide a 30 minute presentation to

councils and he is able to provide a planning 101 presentation outlining land use planning to anyone who may be interested.

#### 10. Election of Board of Directors

The Board of Directors consists of:

- a) Two acclaimed members of **Urban** Municipal Authorities who pay the highest requisition: Town of Drumheller and the Town of Hanna.

Dr. John Kaster will represent Town of Hanna on the Board of Directors.

Ms. Sharel Shoff will represent Town of Drumheller on the Board of Directors.

- b) Two acclaimed members of **Rural** Municipal Authorities who pay the highest requisition: Special Areas Board and County of Paintearth

It is undetermined at this time who will represent Special Areas on the Board of Directors. The Special Areas Advisory Council meeting will be held December 1-3 and the member will be chosen at that time.

Mr. Rocky Dahmer will represent County of Paintearth on the Board of Directors.

- c) Three other representatives elected by the shareholders:

Mr. Barrie Hoover nominated Mr. Annon Hovde of Linden as a representative on the Board of Directors. Mr. Annon Hovde agreed to let his name stand.

Dr. John Kaster nominated Mr. Barrie Hoover of Starland County as a representative on the Board of Directors. Mr. Barrie Hoover agreed to let his name stand.

Mr. Rocky Dahmer nominated Mr. Dale Kent of Halkirk as a representative on the Board of Directors. Mr. Dale Kent agreed to let his name stand.

**MOTION BY:** Mr. Barrie Hoover  
"There being no further nominations, nominations cease."

**SECONDED BY:** Dr. John Kaster  
**CARRIED**

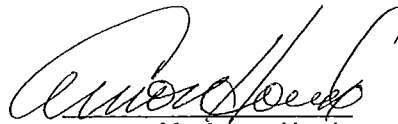
The Board of Directors for 2010- 2011 consists of Dr. John Kaster (Town of Hanna), Ms. Sharel Shoff (Town of Drumheller), yet to be determined (Special Area No. 2,3,4), Mr. Rocky Dahmer (County of Paintearth), Mr. Annon Hovde (Village of Linden), Mr. Barrie Hoover (Starland County) and Mr. Dale Kent (Village of Halkirk).

- 11. **Other – Door prizes** - were drawn and the winners were: Dale Kent, Rod Briggs, Caroline Siverson and Janice Allison.
- 12. **Next Meeting** – June 2011; date to be announced
- 13. **Adjournment** (5:30 p.m.)

Chairman Mr. Annon Hovde reminded those in attendance of the Dinner & networking to occur following the meeting.

**MOTION BY:** Mr. Gerald Rehman  
"That the meeting be adjourned."

**CARRIED**



Mr. Annon Hovde  
Chairman



Mr. Brad Wiebe  
Recording Secretary