

MINUTES OF BOARD OF DIRECTORS' MEETING

Held in the Boardroom of the Palliser Regional Municipal Services Building; Hanna, Alberta  
at 5:00 P.M. Wednesday the 24th day of March 2010.

**Present**

Mr. Annon Hovde  
Mr. Art Standing  
Mr. Barrie Hoover  
Mr. Dale Kent  
Dr. John Kaster  
Mr. Don Guidolin

**Representing**

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

**Staff**

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

**Absent**

Mr. Wayne Richardson County of Paintearth

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1. **Welcome**

Chairman Annon Hovde welcomed everyone and called the meeting to order at 5:00 P.M.

2. **Approval of Agenda**

MOTION BY: Mr. Barrie Hoover  
"That the agenda be adopted as presented."

CARRIED

3. **Approval of Board Meeting Minutes**

The minutes of the February 24<sup>th</sup>, 2010 board meeting were reviewed.

MOTION BY: Dr. John Kaster  
"That the minutes of the February 24<sup>th</sup>, 2010 board meeting be adopted as circulated."

CARRIED

4. **Business Arising**

Legal interpretation on Articles – a letter has been prepared and sent to Guy Miki requesting clarification of several points of concern.

5. **Financial Update**

Brad Wiebe reviewed expenses to date and informed the board members that the requisitions have been paid and that we are on par with our budget.

The check registers from Feb 24<sup>th</sup> – March 24th 2010 were reviewed by the board members.

MOTION BY: Mr. Dale Kent  
"That the financial information be accepted as presented."

CARRIED

6. **Staff Regulations & Benefits Manual**

Brad Wiebe presented an update to the Staff Regulations and Benefits manual with highlighted areas indicating the changes made. Brad requested that the board members take the time to review and consider the changes made.

MOTION BY: Dr. John Kaster  
"That the review of changes made to the Staff Regulations and Benefits manual be discussed at the next board meeting."

CARRIED

7. **Strategic Business Plan**

Brad Wiebe provided information regarding the questionnaire that will be delivered to the member municipalities and the facilitated session reviewing the results that will be held in May.

8. **RFP for Professional Audit Services**

Brad Wiebe presented the draft of the RFP for auditing services. Discussion took place regarding who it should be sent to. An association website will be looked at to obtain the necessary contact information.

**MOTION BY:** Mr. Barrie Hoover  
"To accept the RFP for auditing services as presented."

**CARRIED**

9. **CEO Report**

Brad Wiebe informed the board members of his activity to date during the month of March. The highlighted activities were: Strategic Business Plan, RCAP Phase 2 application, a time extension was requested for the Special Areas Partnership grant as the deadline is March 31<sup>st</sup>, Brad attended a meeting with the Old Man River Group, rail meetings have been ongoing, the AAMDC spring convention was March 16<sup>th</sup>, meeting with ERB took place on March 18<sup>th</sup> and upcoming commitments and projects were outlined.

**MOTION BY:** Mr. Art Standing  
"To accept the CEO report as presented."

**CARRIED**

10. **ERB Report**

Brad Wiebe provided an update of information that was discussed with his Executive Review Board when they met on March 18th. The Articles of Association, Strategic Business Plan, MIMS and Governance – board structures and organizational capacity were covered with his ERB members.

**MOTION BY:** Dr. John Kaster  
"To accept the ERB report as presented."

**CARRIED**

11. **Planning Activity Update**

Brad Wiebe provided the planning activity update for the board members. Currently being worked on are the MSPs for Rockyford, Hanna, Delia and the Kittler file. Provost requires some planning input regarding their wind management issues. Potential revenue generated for planning services other than subdivision applications looks favourable. Palliser could use another planner on staff however until the strategic plan review is done, no decision will be made. Additionally the requisition formula will be reviewed at that time as well.

12. **Special Projects Update**

Brad Wiebe indicated to the board members that Palliser staff is currently continuing work on the AUMA MSP pilot project, CN railroad grant with a phase 2 application made, Exploration Grant I with an extension of deadline requested, implementing PRISM 2 and drafting bylaws for the Joint Assessment Review Board.

**MOTION BY:** Mr. Dale Kent  
"To accept the Planning Activity Update and the Special Projects Update as presented."

**CARRIED**

13. **Other Business**


The 2009 audit was performed on March 18<sup>th</sup> & 19<sup>th</sup> by Endeavor Chartered Accountants and based on initial feedback things went well. Monica Ell will be meeting with Brad on March 30<sup>th</sup> for the review.

**MOTION BY:** Mr. Don Guidolin  
"That we move in camera" at 6:15pm.  
**CARRIED**

**MOTION BY:** Mr. Barrie Hoover  
"That we move out of camera" at 6:25pm.  
**CARRIED**

**14. Next Meeting:**  
The next regularly scheduled meeting will be held at 5:00pm on Wednesday April 28<sup>th</sup>, 2010.

**15. Adjournment**  
**MOTION BY:** Mr. Barrie Hoover  
"That the meeting be adjourned at 6:30 p.m."  
**CARRIED**



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Annon Hovde, Chairman



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Bradley Wiebe, Recording Secretary