

MINUTES OF BOARD OF DIRECTORS' MEETING

Held in the Boardroom of the Palliser Regional Municipal Services (PRMS) Building; Hanna, Alberta, Thursday the 30th day of April 2020, at 9:00am.

Board Members Present

George Glazier
Larry Stickel
Dale Kent
Dennis Kuiken

Representing

County of Paintearth No. 18
Town of Hanna
Village of Halkirk
Village of Acme

Board Member Virtually Present

Kristyne De Mott

Representing

Town of Drumheller

Board Members Absent

Aaron Skappak
Brad Slorstad

Representing

M.D. of Acadia No. 34
Special Area #2

PRMS Administration Present

Ryan Carriere, CEO
Kari Bott, Executive Assistant

1. **Call to Order**

George Glazier called the meeting to order at 9:00 am and welcomed the PRMS board members.

2. **Approval of Agenda**

The April 30th, 2020 board meeting agenda was reviewed.

MOTION BY: Mr. Larry Stickel

"The April 30th, 2020 board meeting agenda is accepted as circulated."

CARRIED

3. **Approval of Board Meeting Minutes of February 28th, 2020**

The minutes of the February 28th, 2020 Board Meeting were reviewed for errors and omissions.

MOTION BY: Mr. Dale Kent

"The February 28th, 2020 board meeting minutes are approved as circulated."

CARRIED

4. **Old Business**

a) **Staffing**

Devin Diano was promoted to the Senior Planner role effective March 3, 2020.

b) **Salary Grid – Request for Decision**

The current PRMS salary grid does not have enough bands, does not accurately reflect progressive steps for growth within the organization, and is out of step with the APPI. The recommendation is to acknowledge and ratify the proposed salary grid.

MOTION BY: Mr. Dennis Kuiken

"The PRMS Board of Directors approves the proposed salary grid based upon the presented issues and recommendations."

CARRIED

c) **County of Wetaskiwin RFP**

PRMS will not be submitting a proposal in response to the County of Wetaskiwin's second RFP as PRMS does not have the planning capacity to provide the level of service they would require.

5. New Business

a) **6 Month, 5 Year, 10 Year Strategy – Request for Decision, Ryan Carriere**

Ryan informed the Board of Directors of his intention for PRMS to create a 10-year strategy in order to redefine PRMS' vision, mission, goals and values and create a business action plan to re-align core services, reduce costs and improve services. In order to move forward towards this goal, it is recommended that PRMS hire an organization to create these strategic plans.

MOTION BY: Ms. Kristyne De Mott

"Palliser Regional Municipal Services' Board of Directors approves to hire Glenda Reynolds to provide strategic planning services for the development of a 10-year strategic plan as per her proposal in the amount of \$13,560 – \$17, 150 over a 6-month period.

CARRIED

b) **PRMS CEO's Assessment – Ryan Carriere**

The CEO has observed that the needs from municipal shareholder members outmatches the current staffing capacity. The funding model is not sustainable, and the overall processes should be audited to realign and streamline the services provided. The municipalities need more support, more staff to help with all aspects of planning and an education of how Palliser can assist them. The Board requested that the CEO spend time contacting municipal member shareholders to ascertain what their needs might be and to ensure the lines of communication are being maintained through the covid-19 pandemic.

c) **New Staff Plan – Request for Decision, Ryan Carriere**

The CEO advised that more staff is required to help with the current and future workloads. An advertisement has been placed for a Planner I employee and PRMS attracted numerous high-quality applicants. The County of Newell may be looking for planning services in the near future and if we "staff up" now we will be able to approach them confidently. Additionally, Drumheller has indicated that they are struggling to fulfill the requirements of the Safety Codes Contract and have requested that PRMS hire a Safety Codes Officer. The recommendation of the RFD is that Palliser hire 2 new planners and 1 Safety Codes Officer.

MOTION BY: Mr. Dennis Kuiken

"Palliser Regional Municipal Services' Board of Directors approves to hire 2 planners; 1 planner to replace Ross Rawlusk and 1 planner on a 2-year contract."

CARRIED

6. In Camera

MOTION BY: Mr. Larry Stickel

"The Board of Directors move In Camera." at 11:10am.

CARRIED

MOTION BY: Mr. Dale Kent

"The Board of Directors rise from In Camera." at 11:25pm.

CARRIED

7. Adjournment

MOTION BY: Mr. George Glazier

"The Board of Directors' meeting is hereby adjourned." at 11:25am.

CARRIED



Ryan Carriere, PRMS CEO and Recording Secretary



George Glazier, PRMS Board Chairman