

MINUTES OF BOARD OF DIRECTORS' MEETING

Held in the Boardroom of the Palliser Regional Municipal Services (PRMS) Building; Hanna, Alberta,  
Wednesday the 12<sup>th</sup> day of August 2020, at 9:00am.

**Board Members Present**

George Glazier  
Larry Stickel  
Dale Kent  
Dennis Kuiken  
Kristyne De Mott

**Representing**

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

**Board Members Absent**

Aaron Skappak  
Brad Slorstad

**Representing**

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

**PRMS Administration Present**

Tim Fox, Interim CEO  
Kari Bott, Executive Assistant

**Guest** Aiden Mcdonald, Endeavor Chartered Accountants

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1. **Call to Order**

George Glazier called the meeting to order at 9:00 am and welcomed the PRMS board members, administration, and Chartered Accountant Aiden Mcdonald.

2. **Approval of Agenda**

The August 12<sup>th</sup>, 2020 board meeting agenda was reviewed as circulated.

**MOTION BY:** Mr. Dennis Kuiken

“The August 12<sup>th</sup>, 2020 board meeting agenda is adopted as circulated.”

**CARRIED**

3. **Approval of PRMS Board Meeting Minutes of June 23<sup>rd</sup>, 2020**

The minutes of the June 23<sup>rd</sup>, 2020 Board Meeting were reviewed for errors and omissions.

**MOTION BY:** Mr. Dale Kent

“The June 23<sup>rd</sup>, 2020 board meeting minutes are approved as circulated.”

**CARRIED**

4. **Financial Update – 2019 Audited Financial Statement**

Aiden Mcdonald, Endeavor Chartered Accountants presented PRMS' 2019 audited financial statements to the Board of Directors and answered questions in relation to the planning, safety codes and ACP grant accounts. Aiden stated that the 2019 audit was a clean audit with no concerns and resulted in a final revenue over expenditures amount of \$38,996.21.

Aiden Mcdonald left the meeting at 9:50am.

**MOTION BY:** Mr. Dale Kent

“The PRMS Board of Directors adopts the 2019 audited financial statements and appoints Endeavor Chartered Accounts as the auditors for 2020.”

**CARRIED**

5. **Business Update**

**Planning Report** – Tim Fox presented the information from the circulated planning report and provided an update of the activities the PRMS planners are currently undertaking.

**GIS Report** – Cody Dale-McNair entered the meeting at 10am and presented the GIS office activity report and more specifically provided an update of the municipal cohort grants and training, and the FCM grant.

Cody Dale-McNair left the meeting at 10:10am.

**MOTION BY:** Mr. Dennis Kuiken

“Palliser Regional Municipal Services’ Board of Directors accepts the Planning Activity report provided, as information.”

**CARRIED**

**MOTION BY:** Mr. Larry Stickel

“Palliser Regional Municipal Services’ Board of Directors accepts the GIS Activity report provided, as information.”

**CARRIED**

6. **2020 Financial Update**

The current 2020 SAMCO financial statement was provided

**MOTION BY:** Mr. Dennis Kuiken

“Palliser Regional Municipal Services’ Board of Directors accepts the 2020 Financial update provided, as information.”

**CARRIED**

7. **New Business**

**Drumheller Development Officer/Safety Codes Administration**

Tim Fox read the report he had written as a result of a recent meeting that he had participated in with George Glazier, Larry Stickel, Kristyne De Mott, Darryl Drohomerski (CAO of Drumheller), Heather Colberg (Drumheller Mayor), and Darwin Durnie (CAO of Drumheller Flood Mitigation Group). The Town of Drumheller has requested that PRMS hire a development officer and a safety codes administrator assistant to provide a development officer service on a regional basis to PRMS’ municipal shareholders and to ease the safety codes workload within the Drumheller office. As the Town of Drumheller would utilize this service on a regular basis, they are prepared to adequately compensate PRMS for the expense through a contract agreement; much like the current contract between PRMS and Drumheller for the delivery of the Safety Codes permitting system.

The PRMS Board of Directors discussed the potential and have determined that they will require additional information before making any decisions.

**Covid-19 Protocol Update**

Tim Fox provided the Board of Directors with an update of the health and safety protocols currently being practiced in the office.

**Future Board Meeting Dates**

Kristyne De Mott will be attending school full time in the fall but will be available during the day on Fridays, or in the evenings from Monday through Thursday. She has requested that Board meetings be scheduled for a time when she is able to attend.

**MOTION BY:** Mr. Dennis Kuiken

“The PRMS Board of Directors will hold future board meetings on the third Friday of the month in which a meeting is called. The Board of Directors will meet on September 18<sup>th</sup> at 9am.”

**CARRIED**

**MOTION BY:** Mr. George Glazier

“The PRMS Board of Directors will meet on Friday September 4<sup>th</sup> at 9am to review the CEO/Director of Planning applications received as of August 31, 2020.”

**CARRIED**

**ISDAB Agreements**

Tim Fox provided an update of the PRMS Intermunicipal Subdivision & Development Appeal Board in relation to the participants and agreements received to date.

**8. In Camera**

**MOTION BY:** Ms. Kristyne De Mott

“The Board of Directors move In Camera.” at 11:20am.

**CARRIED**

**MOTION BY:** Ms. Kristyne De Mott

“The Board of Directors rise from In Camera.” at 12:00pm.

**CARRIED**

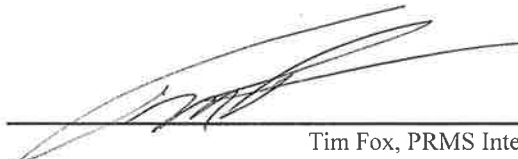
**9. Adjournment**

**MOTION BY:** Ms. Kristyne DeMott

“The Board of Directors’ meeting is hereby adjourned.” at 12:00pm.

**CARRIED**

  
George Glazier, PRMS Board Chairman

  
Tim Fox, PRMS Interim CEO