

MINUTES OF BOARD OF DIRECTORS' MEETING

Held in the Boardroom of the Palliser Regional Municipal Services (PRMS) Building; Hanna, Alberta,  
Monday the 10<sup>th</sup> day of February 2020, at 9:00am.

**Board Members Present**

Mr. George Glazier  
Mr. Larry Stickel  
Mr. Dale Kent  
Ms. Kristyne De Mott  
Mr. Dennis Kuiken  
Mr. Brad Storstad

**Representing**

County of Paintearth No. 18  
Town of Hanna  
Village of Halkirk  
Town of Drumheller  
Village of Acme  
Special Area #2

**Board Members Absent**

Mr. Aaron Skappak

**Representing**

M.D. of Acadia No. 34

**Administration Present**

Mr. Tim Fox, Interim CEO  
Ms. Rawlusk Planner

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1. **Call to Order**  
George Glazier welcomed the PRMS board members and administration and called the meeting to order at 9:00am.
  2. **Approval of Agenda**  
The February 10th, 2020 board meeting agenda was reviewed.  
**MOTION BY:** Mr. Dennis Kuiken  
"The February 10th, 2020 board meeting agenda is accepted as circulated."  
**CARRIED**  
**Approval of Board Meeting Minutes of January 13<sup>th</sup>, 2020**  
The minutes of the January 13<sup>th</sup>, 2020 Board Meeting were reviewed for errors and omissions.  
**MOTION BY:** Ms. Kristyne De Mott  
"The January 13th, 2020 board meeting minutes are approved as circulated."  
**CARRIED**

**In Camera.**

**MOTION BY:** Mr. Dale Kent  
"That Board moves in Camera at 9:05am."  
**CARRIED**

**MOTION BY:** Mr. Dale Kent  
"The Board rises from in Camera at 10:16am."  
**CARRIED**

4. New Business

a) **CEO Offer of Employment**

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

“That Palliser Regional Municipal Services approve to offer Ryan Carriere from Lethbridge, AB the CEO position of PRMS as per conditions agreed to by the Board, and the Chairman and Vice Chairman have the authority to execute the employment contract on behalf of the Board of Directors.”

**CARRIED**

5. Salary Grid

**MOTION BY:** Mr. Larry Stickel

“That Palliser Regional Municipal Services Co. Ltd. approve the proposed Salary Grid as presented.

**CARRIED**

6. Next Meeting – February 28, 10:00 am.

7. Adjournment –

**MOTION BY:** Mr. George Glazier

“The Board of Directors’ meeting is hereby adjourned.” at 10:30pm.

**CARRIED**



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Tim Fox, PRMS Interim CEO and Recording Secretary



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George Glazier, PRMS Board Chairman



## **BOARD OF DIRECTORS MEETING**

### **AGENDA**

**February 10, 2020 at 9:00AM**

**Palliser Regional Municipal Services Boardroom**

**Hanna, Alberta**

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1. Approval of February 10, 2020 Agenda
2. Approval of Board of Director's Minutes of January 13, 2020
3. Business update
  - a. Interim CEO Report
4. In Camera
  - a. CEO position
  - b. Salary Grid
  - c. Staffing Update
5. Next Meeting – March 3, 2020 at 9:00am
6. Adjournment



Date: February 10, 2020

To: Palliser Regional Municipal Services Board of Directors

From: Tim Fox, CEO

RE: Board Meeting CEO Report

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## **Activities:**

### **Drumheller Flood Mitigation**

Back in November 2019, Drumheller's Council approved Bylaw 15.19 which established the Drumheller Resiliency and Flood Mitigation Office. Darwin Durnie was also appointed as Flood Mitigation Officer, and Council also created an advisory committee to oversee the program implementation.

The responsibilities of the program will be to administer and manage flood readiness, oversee drought management and direct infrastructure projects related to the flood resiliency project. The general mandate of the group is to be "proactive and change the channel on flood readiness by developing a sustainable plan to protect Drumheller from future flooding."

This program is being funded by the Federal Disaster Mitigation and Adaptation Fund, the Alberta Community Resilience Program and the Town of Drumheller. These funds are aimed to help Canadian communities mitigate future flooding disasters and support the design and construction of projects that protect critical infrastructure from flooding and drought, and to help ensure public safety.

Palliser has been participating on this committee for some time, but only recently have we provided direct input to the committee. We have provided access for the committee members to a full web map service for the Town of Drumheller, and we have been in active discussions on the development of a Municipal Development Plan (MDP) and updated Land Use Bylaw (LUB) for the Town.

Some consulting funding is available within the program to assist Palliser in getting these documents upgraded within a very tight timetable. The Committee meets on a weekly basis as developments occur, and at a meeting scheduled in Calgary on February 11<sup>th</sup>, we will be meeting with 02 Planning + Design Inc. to develop a term of reference for the planning documents required. The goal will be to align Drumheller's planning framework with the objectives of the Flood Planning group.

## **IDP UPDATE**

With the passing of Bill 25 *Red Tape Reduction Act*, the *Municipal Government Act* no longer requires municipalities to adopt an intermunicipal development plan with each other if they agree that they do not require one. The majority of our municipal shareholders have chosen to opt out of completing IDPs with their municipal neighbours where they feel an IDP is not necessary. Below is a list and status of all IDPs within the PRMS region that will still be adopted:

### **IDPs with Kneehill County**

Village of Carbon: Adopted

Village of Linden: Adopted

Town of Trochu: Adopted

Village of Acme: **Status Unknown**

Town of Drumheller: Draft complete, currently in adoption process with both councils

### **IDPs with Wheatland County**

Village of Hussar: Draft complete, currently in adoption process with both councils

Village of Standard: Draft complete, currently in adoption process with both councils

Village of Rockyford: Draft complete, currently in adoption process with both councils

Town of Drumheller: Draft complete, currently in adoption process with both councils

### **IDPs with Starland County**

Village of Morrin: Adopted

Village of Munson: Adopted

Village of Delia: Adopted

Town of Drumheller: Consultant working on completing final draft for adoption

### **IDPs within Special Areas:**

Village of Veteran: Draft complete, currently in adoption process with Board/Council

Village of Consort: Draft complete, currently in adoption process with Board/Council

County of Paintearth No. 18: Draft complete, currently in adoption process with Board/Council

M.D. of Provost No. 52: Draft complete, currently in adoption process with Board/Council

M.D. of Acadia No. 34: Draft complete, currently in adoption process with Board/Council

Town of Drumheller: Draft complete, currently in adoption process with Board/Council

Wheatland County: Draft complete, currently in adoption process with Board/Council

County of Newell: Draft complete, currently in adoption process with Board/Council

### **County of Paintearth IDPs:**

County of Stettler: Adopted

Special Areas: Adopted by Paintearth council, in adoption process with Special Areas Board

Castor: Adopted

Coronation: Adopted

MD of Provost: Adopted

Halkirk: Draft in progress, adoption status unknown

### **CAO Meeting March 2, 2020**

**On March 2<sup>nd</sup>, 2020 Palliser Regional Municipal Services will be hosting a CAO Meeting and Asset Management Conference in the PRMS Boardroom.**

The Draft Agenda will cover the following;

CAO Meeting

-3-year work plan presentation for planning documents (PRMS Planners: Ross Rawlusyk & Devin Diano and CEO: Tim Fox)

-Round table discussion

Asset Management -GIS Introduction to asset management presentation – (GIS Coordinator: Cody Dale-McNair)

-Asset management web map module and mobile app presentation – (MRF Geosystems President: Gary Zhang)

-Round table discussion on implementation, funding strategies and regional cost sharing.

The finalized Agenda and specific times will be provided during the month of February.

### **ISDAB**

I have only heard from a few Municipalities on the ISDAB so I will be following up with them. Likely targeting an April date for final approval.