

MINUTES OF BOARD OF DIRECTORS' MEETING

Held in the Boardroom of the Palliser Regional Municipal Services (PRMS) Building; Hanna, Alberta, Friday the 28th day of February 2020, at 10:00am.

Board Members Present

George Glazier
Larry Stickel
Dale Kent
Kristyne De Mott
Dennis Kuiken
Brad Slorstad

Representing

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

Board Members Absent

Aaron Skappak

Representing

M.D. of Acadia No. 34

Delegation Present from Drumheller Resiliency and Flood Mitigation Office

Darwin Durnie
Robert Jenkins
Michelle Tetreault
Rhonda King
Charlene Preston

PRMS Administration Present

Tim Fox, Interim CEO
Ryan Carriere, CEO
Ross Rawlusk, Planner
Kari Bott, Executive Assistant

1. **Call to Order**

George Glazier called the meeting to order at 10:00am and welcomed the PRMS board members, DRFM delegation and PRMS administration, followed by round table introductions.

2. **Drumheller Resiliency and Flood Mitigation**

The DRFM delegation members presented information regarding the Disaster Mitigation and Adaptation Fund and a power point presentation of the *Concept and Approach to Development of new Municipal Development Plan and Land Use Bylaw* for the Town of Drumheller.

The DRFM delegation left the meeting at 11:00am.

3. **Approval of Agenda**

The February 10th, 2020 board meeting agenda was reviewed, and the addition of a Whistleblower Policy and an Administration and Finance Policy were added to the agenda.

MOTION BY: Mr. Dennis Kuiken

“The February 10th, 2020 board meeting agenda is accepted as circulated with the additions of the Whistleblower Policy and the Administration and Finance Policy.”

CARRIED

4. **Approval of Board Meeting Minutes of February 10th, 2020**

The minutes of the February 10th, 2020 Board Meeting were reviewed for errors and omissions.

MOTION BY: Mr. Dale Kent

“The February 10th, 2020 board meeting minutes are approved as circulated.”

CARRIED

5. **New Business**

a) **Drumheller Resiliency and Flood Mitigation – Letter**

MOTION BY: Mr. Brad Slorstad

“Palliser Regional Municipal Services approves to support the alignment of the Town of Drumheller’s Land Use Planning with resiliency and flood mitigation measures, by guiding and supervising the consultants in the preparation of the MDP and LUB with assistance from the management team of the Drumheller Resiliency and Flood Mitigation program (DRFM).”

CARRIED

6. **Business Update**

a) **Interim CEO Report – Tim Fox**

Tim Fox presented an update on the office activities and advised that March 2nd will be his last day of employment with PRMS. George Glazier, on behalf of the PRMS Board of Directors and employees, thanked Tim for his support of the organization.

MOTION BY: Mr. Dennis Kuiken

“That Palliser Regional Municipal Services Co. Ltd. approve the Interim CEO Report.”

CARRIED

b) **PRMS Planning Document Review Cycle Work Plan – Ross Rawlusk**

Ross Rawlusk presented the Planning Document Review Cycle and provided additional information in order to explain the timelines to the PRMS municipal member shareholders. The Planning Document Review Cycle work plan will be presented to the CAOs at the upcoming CAO meeting to be held on March 2, 2020

MOTION BY: Ms. Kristyne DeMott

“That Palliser Regional Municipal Services Co. Ltd. accepts the Planning Document Review Cycle workplan as information.

CARRIED

c) **Board Meeting Schedule**

MOTION BY: Mr. Dennis Kuiken

“That Palliser Regional Municipal Services Co. Ltd. hold Board Meetings on the second Thursday of the month at 9:00am.”

CARRIED

d) **CEO Signing Authority**

MOTION BY: Mr. Larry Stickel

“That Palliser Regional Municipal Services Co. Ltd. appoints Ryan Carriere as the permanent full time CEO of PRMS and as such is provided signing authority on behalf of Palliser Regional Municipal Services and on the PRMS bank accounts with ATB.”

CARRIED.

e) **Whistle Blower Policy – Ross Rawlusk**

MOTION BY: Ms. Kristyne DeMott

“Palliser Regional Municipal Services Co. Ltd. accepts the Whistle Blower Policy as information.”

CARRIED

f) **Administration and Finance Policies 1,2,3 – Tim Fox**

MOTION BY: Ms. Kristyne DeMott

“That Palliser Regional Municipal Services Co. Ltd. accepts the Administration and Finance Policies 1,2, & 3 as information.

CARRIED

7. **Correspondence**

a) **County of Westaskiwin – RFP for Planning Consulting Services (second request received)**

PRMS has received a second RFP and while it was initially determined that PRMS would not submit a proposal now that a second one has been received, Ryan Carriere suggested that PRMS bid on it to explore the planning opportunities.

MOTION BY: Mr. Brad Slorstad

“That Palliser Regional Municipal Services Co. Ltd. will investigate the possibility of providing planning services and submit an expression of interest to the County of Wetaskiwin.

CARRIED

8. **In Camera**

MOTION BY: Mr. Larry Stickel

“The Board moves In Camera at 11:05 am.”

CARRIED

MOTION BY: Mr. Brad Slorstad

“The Board rises from In Camera at 11:40 am.”

CARRIED

MOTION BY: Mr. Dennis Kuiken

“Palliser Regional Municipal Services Co. Ltd. accepts the salary grid as information.

CARRIED

MOTION BY: Mr. Larry Stickel

“Palliser Regional Municipal Services Co. Ltd. will assist the CEO in finding temporary accommodation until March 20th, 2020.

CARRIED

9. **Next Meeting** – April 9, 2020 at 9:00 am.

10. **Adjournment** –

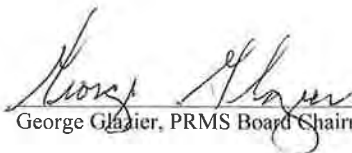
MOTION BY: Mr. George Glazier

“The Board of Directors’ meeting is hereby adjourned.” at 11:45am.

CARRIED



Ryan Carriere, PRMS CEO and Recording Secretary



George Glazier, PRMS Board Chairman