

MINUTES OF BOARD OF DIRECTORS' MEETING

Held in the Boardroom of the Palliser Regional Municipal Services (PRMS) Building; Hanna, Alberta,  
Tuesday the 23<sup>rd</sup> day of June 2020, at 9:00am.

**Board Members Present**

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

**Representing**

County of Paintearth No. 18  
Town of Hanna  
Village of Halkirk  
Village of Acme  
Town of Drumheller  
M.D. of Acadia No. 34  
Special Area #2

**PRMS Administration Present**

Ryan Carriere, CEO  
Kari Bott, Executive Assistant

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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 and administration.

**2. Approval of Agenda**

The June 23<sup>rd</sup>, 2020 board meeting agenda was reviewed and amended to move the In-Camera portion to business item No. 3.

**MOTION BY:** Mr. Aaron Skappak

"The June 23<sup>rd</sup>, 2020 board meeting agenda is adopted as amended."

**CARRIED**

**3. In Camera –**

- CEO Performance Review within the probationary period

**MOTION BY:** Mr. Larry Stickel

"The Board of Directors move In Camera." at 9:02 am.

**CARRIED**

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

"The Board of Directors rise from In Camera." at 10:00am.

**CARRIED**

**4. Approval of PRMS Board Meeting Minutes of April 30<sup>th</sup>, 2020**

The minutes of the April 30<sup>th</sup>, 2020 Board Meeting were reviewed for errors and omissions.

**MOTION BY:** Mr. Larry Stickel

"The April 30<sup>th</sup>, 2020 board meeting minutes are approved as circulated."

**CARRIED**

5. **Business Arising from the Minutes**

County of Newell Planning RFP (Issuance April 17, 2020 – Closing May 14, 2020)

Ryan Carriere informed the Board of Directors that he missed the RFP deadline and therefore did not submit a planning proposal on behalf of PRMS. He told the Board that he did reach out to the County of Newell through an email on June 3<sup>rd</sup> and asked them to consider Palliser Regional Municipal Services as their planning service provider. The County of Newell did not choose PRMS to assist them through a planning re-organization.

6. **Business Update**

**Office Activity Reports (March 1 – June 23, 2020)**

Comprehensive office activity reports were provided by each individual staff member outlining the projects and undertakings that they have been working on from March 1 – June 23, 2020. Ryan presented the information to the board, touching upon the activities being performed by the PRMS employees, and fielded questions posed by the Board.

**MOTION BY:** Mr. Dennis Kuiken

“Palliser Regional Municipal Services’ Board of Directors accepts the Employee Office Activity reports provided as information.”

**CARRIED**

7. **Financial Update**

A detailed financial report including the 2020 Budget, Statement of Expenditures from January 1 – June 23, 2020, Service Vendors and Suppliers, and End of Year 2020 projections was provided to the Board of Directors. Ryan presented the information and fielded questions posed by the Board.

**MOTION BY:** Mr. Dale Kent

“Palliser Regional Municipal Services’ Board of Directors accepts the Financial Reports presented for adoption.”

**CARRIED**

8. **New Business**

**a) PRMS Strategic Plan**

Ryan provided the 2020 Strategic Planning Key Milestones report and outlined the components; form of engagement to be undertaken by the Employees, CEO and Board members; as well as the anticipated timelines PRMS will be working within.

**MOTION BY:** Mr. Dale Kent

“Palliser Regional Municipal Services’ Board of Directors accepts the Strategic Plan report provided as information.”

**CARRIED**

**b) Member Engagement**

PRMS recently conducted a comparative analysis in order to obtain feedback pertaining to PRMS' current service levels, and CAO/Municipal Member satisfaction in contrast to the JR McDonald survey that was performed during the 2019 HR review. It was reported that 22 of 27 members participated in the Survey Monkey poll. Ryan touched upon the high points of the Member Engagement report and informed the Board that the survey results will be a good conversation starter for upcoming discussion.

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

"Palliser Regional Municipal Services' Board of Directors accepts the Member Engagement report provided as information."

**CARRIED**

**e) PRMS Letter of Commitment - FCM Grant Application**

A letter of support from the PRMS Board of Directors was requested as a component of the Federation of Canadian Municipalities grant application being applied for by the PRMS municipal shareholder members participating in the Palliser Regional Asset Management Project.

**MOTION BY:** Mr, Dennis Kuiken

"Palliser Regional Municipal Services' Board of Directors supports the Palliser Regional Asset Management Project and provides a Letter of Commitment in support of the FCM grant application."

**CARRIED**

**MOTION BY:** Mr, Larry Stickel at 12 noon.

"Palliser Regional Municipal Services' Board of Directors will recess for a lunch break."

**CARRIED**

Chairman George Glazier called the meeting back to order at 12:55pm.

**MOTION:** "The recess is ended, and the meeting will come to order."

**CARRIED**

**9. In Camera**

- Personnel Matter

**MOTION BY:** Mr. Aaron Skappak

"The Board of Directors move In Camera." at 12:55pm.

**CARRIED**

**MOTION BY:** Mr. Larry Stickel

"The Board of Directors rise from In Camera." at 2:58pm.

**CARRIED**

**MOTION BY:** Mr. Larry Stickel

“The Board of Directors terminate Ryan Carriere as the CEO of Palliser Regional Municipal Services Co. Ltd. (PRMS) effective immediately on Tuesday June 23, 2020.”

**CARRIED**

10. **Next Meeting**

Will be held at the call of the PRMS Chairman of the Board.

11. **Adjournment**

**MOTION BY:** Mr. Dennis Kuiken

“The Board of Directors’ meeting is hereby adjourned.” at 4:30pm.

**CARRIED**



George Glazier, PRMS Board Chairman



Larry Stickel, PRMS Board Vice Chairman