

MINUTES OF BOARD OF DIRECTORS' MEETING

Held in the Boardroom of the Palliser Regional Municipal Services (PRMS) Building; Hanna, Alberta,  
Friday the 18<sup>th</sup> day of September 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**

Tim Fox, Interim CEO  
Devin Diano, Senior Planner  
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 September 18<sup>th</sup>, 2020 board meeting agenda was reviewed as circulated.

**MOTION BY:** Ms. Kristyne DeMott

“The September 18<sup>th</sup>, 2020 board meeting agenda is adopted as circulated.”

**CARRIED**

**3. Approval of PRMS Board Meeting Minutes of August 12th, 2020**

The minutes of the August 12th, 2020 Board Meeting were reviewed for errors and omissions.

**MOTION BY:** Mr. Dennis Kuiken

“The August 12<sup>th</sup>, 2020 board meeting minutes are approved as circulated.”

**CARRIED**

**4. Business Update**

*Planning Report*

Devin Diano provided an update of the planning activity; highlighting the planning projects, documents and subdivision statistic updates and files being worked on, as well as a pending subdivision appeal as outlined in the circulated planning report.

**MOTION BY:** Mr. Aaron Skappak

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

**CARRIED**

**GIS Report**

Devin Diano presented the circulated GIS report and provided updates to the cohort training grant, asset management training, mapping activities and the new PRMS webmap. Devin noted the increased webmap usage and provided information regarding the training available to municipalities wishing to utilize this valuable tool.

**MOTION BY:** Mr. Larry Stickel

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

**CARRIED**

**5. In Camera**

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

“The Board of Directors move In Camera.” at 9:25am.

**CARRIED**

Devin Diano and Kari Bott left the meeting.

**MOTION BY:** Mr. Dennis Kuiken

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

**CARRIED**

Devin Diano and Kari Bott re-entered the meeting.

**MOTION BY:** Mr. Brad Slorstad

“The Board of Directors of Palliser Regional Municipal Services Co. Ltd. appoints Devin Diano as the permanent full time CEO & Director of Planning of PRMS and delegates the signing authority of the organization and financial accounts to him.”

**CARRIED**

**6. Financial Update**

***2021 Budget and 2021 – 2023 Requisition***

Tim Fox presented the 2021 Budget and the 2021 – 2023 Requisition which was reviewed by the Board of Directors.

**MOTION BY:** Mr. Aaron Skappak

“The Board of Directors moves to adopt the 2021 Budget and 2021-2023 Requisition of a 3% per year increase, which will be presented for ratification by the full membership at the Annual General Meeting on November 20, 2020.”

**CARRIED**

**7. New Business**

***Intermunicipal Subdivision and Development Appeal Board***

Administration requested a resolution authorizing ISDAB agreements with municipal member shareholders.

**MOTION BY:** Mr. Dennis Kuiken

“Palliser Regional Municipal Services Co. Ltd. is authorized to enter into Intermunicipal Subdivision and Development Appeal Board Agreements with the MD of Acadia No. 34, County of Paintearth No. 18, Village of Acme, Village of Consort, Village of Empress, Village of Hussar, Village of Morrin, Village of Standard, Village of Veteran, Village of Youngstown, Town of Hanna and the Town of Oyen.”

**CARRIED**

***Security System for PRMS Building***

Administration was requested by the Board of Directors on October 30, 2019 to research and provide the Board of Directors with a recommendation of security company systems for the purchase and/or subscription of a security system for Palliser Regional Municipal Services. Total Control Security.ca provided a quote which was presented to the Board of Directors.

**MOTION BY:** Ms. Kristyne DeMott

“The PRMS Board of Directors delays the decision until a second opinion and quote are obtained.”

**CARRIED**

***Construction of Front Counter and security of Server Room***

Administration recommended that PRMS acknowledge the health concerns caused by Covid-19 and create a front reception counter with plexiglass panels. The counter will provide a barrier to control the flow of the public from accessing the corridors and board room area prior to being screened. At this time, the PRMS office doors are locked, and office attendance by the public is restricted to appointments or pre-arranged agreement. By constructing the counter, it will allow for the doors to be unlocked and open for business, while protecting the health and safety of the PRMS employees. Two contractors were contacted, and a quote has been obtained from 2169746 Alberta Ltd. It was recommended that the server room be reinforced at the time the counter is constructed.

**MOTION BY:** Mr. Dennis Kuiken

“The PRMS Board of Directors defers the decision of constructing a front counter and the security of the server room until further quotes are obtained.”

**CARRIED**

**8. Next Meetings**

Board of Directors Meeting – November 20<sup>th</sup> at 1:00pm

Full Membership Annual General Meeting – November 20<sup>th</sup> at 3:30pm

**9. Adjournment**

George Glazier thanked Tim Fox for his contributions to Palliser Regional Municipal Services as the interim CEO from July – September 30<sup>th</sup> and wished him well in his retirement.

**MOTION BY:** Mr. Dennis Kuiken

“The Board of Directors’ meeting is hereby adjourned.” at 12:10pm.

**CARRIED**



George Glazier, PRMS Board Chairman



Devin Diano, PRMS CEO