

MINUTES OF BOARD OF DIRECTORS' MEETING

Held in the Boardroom of the Palliser Regional Municipal Services (PRMS) Building; Hanna, Alberta,  
Friday the 20<sup>th</sup> day of November 2020, at 1:00pm.

**Board Members Present**

George Glazier  
Larry Stickel  
Dale Kent  
Brad Slorstad

**Representing**

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

**Board Members Present Remotely**

Kristyne De Mott  
Aaron Skappak  
Dennis Kuiken

**Representing**

Town of Drumheller  
M.D. of Acadia No. 34  
Village of Acme

**PRMS Administration Present**

Devin Diano, CEO/Director of Planning  
Kari Bott, Executive Assistant

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1. **Call to Order**

George Glazier called the meeting to order at 1:40pm (late start due to technical difficulties) and welcomed the PRMS board members, and administration.

2. **Approval of Agenda**

The November 20<sup>th</sup>, 2020 board meeting agenda was reviewed as circulated.

**MOTION BY:** Mr. Brad Slorstad

“The November 20<sup>th</sup>, 2020 board meeting agenda is adopted as circulated.”

**CARRIED**

3. **Approval of PRMS Board Meeting Minutes of September 18<sup>th</sup>, 2020**

The minutes of the September 18<sup>th</sup>, 2020 Board Meeting were reviewed for errors and omissions.

**MOTION BY:** Mr. Larry Stickel

“The September 18<sup>th</sup>, 2020 board meeting minutes are approved as circulated.”

**CARRIED**

4. **Business Update**

***CEO Report***

Devin Diano provided an update of the business activities taking place within the Palliser region and within the PRMS office. Devin highlighted PRMS' upcoming involvement with the Cactus Corridor project and informed the board of the municipalities he has met with since the last board meeting, and the projects currently being undertaken. PRMS is currently in the process of upgrading the organization's website, has instituted a new time tracking program for employees to gather more specific information as it pertains to the planning services being provided to the municipal member shareholders, and employees have been busy preparing for the upcoming AGM. Devin has had opportunity to meet with the employees in one-on-one meetings and has been participating in regular planning, subdivision, GIS, and financial meetings.

**MOTION BY:** Mr. Dale Kent

“Palliser Regional Municipal Services' Board of Directors accepts the CEO/Director of Planning Activity report and information updates provided.

**CARRIED**

**Financial Report**

Devin Diano informed the Board of the interim audit which was conducted by Endeavor Chartered Accountants on October 29, 2020 and shared some of the points that were identified as a result. Devin walked the board through the current financial statement and highlighted some points of interest in relation to revenue, expenditures, and the budgeted 2020 amounts. Subdivision revenue is down from last year, the expense of constructing a front counter is not advised, and it has been recommended that an updated value for the tangible capital asset of the UAV be assigned by year end.

**MOTION BY:** Ms. Kristyne DeMott

“Palliser Regional Municipal Services’ Board of Directors recommends depreciating the value of the UAV (drone) and to seek a purpose for it in the future.”

**CARRIED**

**5. New Business**

i) *ISDAB Member and Clerk Resolution*

The ISDAB member and clerk training was discussed. Brownlee LLP is available to instruct a virtual training program for the members and clerks representing Palliser Regional Municipal Services’ municipal shareholder members.

**MOTION BY:** Mr. Brad Slorstad

“Palliser Regional Municipal Services’ Board of Directors recommends inviting all of PRMS’ municipal shareholder members to participate in the Palliser region ISDAB member and clerk training session provided virtually by Brownlee LLP.”

**CARRIED**

**MOTION BY:** Ms. Kristyne DeMott

“Palliser Regional Municipal Services’ Board of Directors appoints the following Intermunicipal Subdivision and Development Appeal Board Members and Clerks:

**Board Members:** Aaron Skappak, Aaron Dillabough and Todd Turner of the MD of Acadia No. 34, and Dale Norton, Tyler Smith, and Terry Vockerth of the County of Paintearth No. 18.

**Clerks:** Jason Wallsmith of the MD of Acadia No. 34, and Michael Simpson of County of Paintearth No. 18.”

**CARRIED**

ii) *LAPP Employer Policy*

**MOTION BY:** Mr. Dennis Kuiken

Palliser Regional Municipal Services Co. Ltd authorizes the establishment of a written policy determining employee eligibility in the Local Authorities Pension Plan. This policy is to be provided to Alberta Pension Services upon request, and to the external auditor each year.

**CARRIED**

iii) *Executive Review Committee*

Devin provided an update of the Executive Review Committee and terms of reference being developed.

**6. In Camera**

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

“The Board of Directors move In Camera.” at 2:30 pm.

**CARRIED**

**MOTION BY:** Mr. Larry Stickel

“The Board of Directors rise from In Camera.” at 3:20pm.

**CARRIED**

BOARD MEETING WAS RECESSED FOR THE AGM AT 3:30PM.

**MOTION BY:** Mr. George Glazier

“The Board of Directors meeting is called back to order and moved In Camera at 5:20pm.

**CARRIED**

**MOTION BY:** Mr. Brad Slorstad

“The Board of Directors rise from In Camera at 6:15pm.”

**CARRIED**

**MOTION BY:** Mr. Brad Slorstad

“Palliser Regional Municipal Services’ Board of Directors moves to assign an amount of \$200,000 from accumulated surplus to a Capital reserve account for future replacement and/or repairs of PRMS’ infrastructure.

**CARRIED**

**MOTION BY:** Mr. Dennis Kuiken

“Palliser Regional Municipal Services Board of Directors has determined the subdivision application and endorsement fee for the Raptor Ridge RV Development to be as follows:

Application:

\$1,000.00 initial application fee + \$300.00 per 400 proposed lots = \$121,000.00

Plus

Endorsement:

\$300.00 per 400 proposed lots = \$120,000 less 30% discount (\$36,000.) = \$84,000.00”

**CARRIED**

7. **Next Meetings**

Board of Directors Meeting to be held at the call of the PRMS Chairman.

9. **Adjournment**

**MOTION BY:** Mr. Aaron Skappak

“The Board of Directors’ meeting is hereby adjourned.” at 6:20pm.

**CARRIED**

  
George Glazier, PRMS Board Chairman

  
Devin Diano, PRMS CEO