

MINUTES OF BOARD OF DIRECTORS' MEETING

Held in the Boardroom of the Palliser Regional Municipal Services (PRMS) Building; Hanna, Alberta,  
Friday the 22nd day of January 2021, at 9:00am.

**Board Members Present Remotely**

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

**Representing**

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

**PRMS Administration Present Remotely**

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

---

1. **Call to Order**

George Glazier called the meeting to order at 9:00am and welcomed the PRMS board members and administration.

2. **Approval of Agenda**

The January 22, 2021 board meeting agenda was reviewed as circulated. Two items for discussion were added as new business: the sale of an external hard drive and a Safety Codes concern.

**MOTION BY:** Mr. Aaron Skappak

"The January 22, 2021 board meeting agenda is adopted as amended."

**CARRIED**

3. **Approval of PRMS Board Meeting Minutes of November 20<sup>th</sup>, 2020 & the PRMS Organizational Board Meeting Minutes of November 20<sup>th</sup>, 2020**

The minutes of the November 20<sup>th</sup>, 2020 Board Meeting were reviewed for errors and omissions.

**MOTION BY:** Mr. Dale Kent

"The November 20<sup>th</sup>, 2020 board meeting minutes are approved as circulated."

**CARRIED**

The minutes of the November 20<sup>th</sup>, 2020 Organizational Board Meeting were reviewed for errors and omissions.

**MOTION BY:** Mr. Dale Kent

"The November 20<sup>th</sup>, 2020 organizational board meeting minutes are approved as circulated."

**CARRIED**

4. **Business Update**

Devin Diano provided an update of the business activities taking place within the Palliser region and within the PRMS office. Devin provided the information contained within the Planner Report, the GIS Report and the CEO Report as well as the 2020 SAMCO financial statement.

**MOTION BY:** Mr. Dennis Kuiken

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

**CARRIED**

5. **Correspondence:** Ascend LLP  
Letter dated January 4, 2021 from Peter Stone informing that Jeff and Monica Faupel of Endeavor Chartered Professional Accountants have retired and their accounting business has transitioned to Ascend LLP, Chartered Professional Accountants.  
**MOTION BY:** Mr. Dennis Kuiken  
“Palliser Regional Municipal Services’ Board of Directors accepts the letter as information.”  
**CARRIED**

6. **New Business**

i) **External Hard Drive**

A request was made by Reality Bytes to purchase the external hard drive purchased in October 2019, which remains unused at this time. The Board of Directors is not willing to sell it for less than what PRMS paid for it, and therefore will retain it in the event it is needed within the office.

ii) **ACP Grant**

Devin Diano provided the 2021 ACP Grant application to the Board of Directors for information. The application was made with the Village of Acme as the managing partner and was well supported by the PRMS municipal shareholders. If awarded the grant funding, the Palliser Regional Service Enhancement Project will produce a strategic plan that addresses current gaps, financial viability and long-term goals of PRMS in context of shareholder needs, wants and aspirations. A decision from Municipal Affairs is expected in April 2021.

iii) **Executive Support Committee**

Devin Diano provided information regarding the purpose of the Executive Support Committee as well as the objectives and roles and responsibilities of the committee which has been established to provide support, mentorship, and oversight to the CEO/Director of Planning at PRMS.

**MOTION BY:** Mr. Dennis Kuiken  
“Palliser Regional Municipal Services’ Board of Directors accepts the information provided regarding the Executive Support Committee.”  
**CARRIED**

**MOTION BY:** Ms. Kristyne DeMott  
“Palliser Regional Municipal Services’ Board of Directors wishes to invite the Town of Drumheller and the County of Paintearth No. 18 to be a member of the Executive Support Committee, in addition to the previously invited Special Areas Board.”  
**CARRIED**

iv) **Intermunicipal Subdivision and Development Appeal Board Resolution – to accept the Village of Delia as a member of the PRMS ISDAB**

**MOTION BY:** Mr. Aaron Skappak  
“Palliser Regional Municipal Services Co. Ltd. is authorized to enter into an Intermunicipal Subdivision and Development Appeal Board Agreement with the Village of Delia.”  
**CARRIED**

v) **Senior Planner Position**

**MOTION BY:** Ms. Kristyne DeMott  
“Palliser Regional Municipal Services’ Board of Directors move to proceed with the advertisement for the Senior Planner position.”  
**CARRIED**

vi) **Tentative Plan of Survey – as a requirement of subdivision application**

Devin Diano provided the Board of Directors with a report outlining the benefits of requiring a tentative plan of survey prepared by an Alberta Land Surveyor at the time of subdivision application.

**MOTION BY:** Mr. Brad Slorstad  
“As a subdivision approving authority, Palliser Regional Municipal Services Co. Ltd Board of Directors authorizes that tentative survey plans be a requirement of the subdivision process and must be provided at the time an application is made to be considered a complete application. This amendment to the subdivision process is effective January 22, 2021.”  
**CARRIED**

vii) *Covid 19 Office Workplan*

Devin provided an updated report of the PRMS Covid 19 office workplan.

**MOTION BY:** Mr. Dale Kent

"The Board of Directors accepts the PRMS Covid 19 workplan for information."

**CARRIED**

viii) *2021 Cost of Living Adjustment*

Devin Diano provided a Request for Decision with the recommendation to consider approving a cost-of-living increase to all staff effective January 1, 2021 based upon the published Federal CPI for Alberta.

ix) *Safety Code Inspection Concern – MD of Acadia*

It has come to the attention of Board Member Aaron Skappak that there have been concerns raised regarding safety code inspectors not performing inspections in the MD of Acadia. Devin will contact Superior Safety Codes and address these concerns.

7. **In Camera**

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

"The Board of Directors move In Camera." at 11:03 am.

**CARRIED**

**MOTION BY:** Mr. Larry Stickel

"The Board of Directors rise from In Camera." at 11:44 am.

**CARRIED**

**MOTION BY:** Mr. Brad Slorstad

"Palliser Regional Municipal Services' Board of Directors moves to approve a 1% COLA increase retroactive to January 1, 2021, which due to the current economic situation with PRMS shareholders, is an appropriate balance between the published CPI and the COLA granted."

**CARRIED**

8. **Next Meetings**


Board of Directors Meeting to be held Friday March 12<sup>th</sup> at 9:00am.

9. **Adjournment**

**MOTION BY:** Mr. Larry Stickel

"The Board of Directors' meeting is hereby adjourned." at 11:50am.

**CARRIED**

  
George Glazier, PRMS Board Chairman

  
Devin Diano, PRMS CEO