

MINUTES OF BOARD OF DIRECTORS' MEETING

Held Virtually in the Boardroom of the Palliser Regional Municipal Services (PRMS) Building; Hanna, Alberta, Wednesday the 29th day of September 2021, at 9:00am.

**Board Members Present Remotely**

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

**Representing**

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

**Board Members Absent**

Brad Slorstad

**Representing**

Special Area #2

**PRMS Administration Present**

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

**Guests Present Remotely**

Darryl Drohomerski, CAO  
Ian Gray  
Jeff Bellinger

Town of Drumheller  
Nichols Applied Management Inc.  
Nichols Applied Management Inc.

1. **Call to Order**

George Glazier called the meeting to order at 9:18 am and welcomed the PRMS board members and administration.

2. **Approval of Agenda**

The September 29<sup>th</sup>, 2021 board meeting agenda was reviewed as circulated.

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

"The September 29<sup>th</sup>, 2021 board meeting agenda is adopted as circulated."

**CARRIED**

3. **Approval of PRMS Board Meeting Minutes of May 28<sup>th</sup>, 2021**

The minutes of the May 28<sup>th</sup>, 2021 board meeting were reviewed for errors and omissions.

**MOTION BY:** Mr. Dennis Kuiken

"The May 28<sup>th</sup>, 2021 board meeting minutes are approved as circulated."

**CARRIED**

4. **Safety Codes Contract – Darryl Drohomerski**

Devin Diano reviewed the 2005 contract between the Town of Drumheller and Palliser Regional Municipal Services for the provision of safety code permitting services to PRMS. The existing contract expired December 31, 2006 but does allow for inflationary adjustments to reflect the Alberta annualized CPI as of Dec 31<sup>st</sup> of each given year. The contract that PRMS and the Town of Drumheller have with Superior Safety Codes expired June 30, 2020.

Through discussion it was determined by the Board that the contract between PRMS and the Town of Drumheller will be renewed. In conjunction with the contract renewal, the Town of Drumheller will issue a Request for Proposal for the safety code services provided by an authorized accredited agency to the Town of Drumheller and PRMS for safety code permits and inspection services. PRMS and the Town of Drumheller will jointly negotiate the contract and permit fees.

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

"Palliser Regional Municipal Services' Board of Directors has determined that PRMS will continue to contract the Town of Drumheller for the provision of Safety Code permitting services. Once the contract with the Town of Drumheller has been renegotiated, it is to be brought forward to the Board for final approval.

**CARRIED**

5. CEO Performance Review

**MOTION BY:** Mr. Aaron Skappak  
"Palliser Regional Municipal Services' Board of Directors moves In Camera." at 9:56am.  
**CARRIED**

Kari Bott left the meeting.

Larry Stickel entered the meeting at 10:30am

Devin Diano left the meeting at 10:35am

Devin Diano re-entered the meeting at 11:05am

**MOTION BY:** Mr. Dennis Kuiken  
"Palliser Regional Municipal Services' Board of Directors rises from In Camera." at 11:22am.  
**CARRIED**

Kari Bott re-entered the meeting.

6. New Business

i) *2022 Budget and Requisition*

*Devin Diano presented the 2022 Budget and 2022 Requisition and provided information to support.*

**MOTION BY:** Mr. Dale Kent  
"The Board of Directors moves to adopt the 2022 Budget and 2022 Requisition of a 3% increase, which will be presented for ratification by the full membership at the Annual General Meeting."  
**CARRIED**

**MOTION BY:** Mr. Larry Stickel  
"To Second the adoption of the 2022 Budget and 2022 Requisition of a 3% increase for ratification by the full membership at the Annual General Meeting."  
**CARRIED**

ii) *Intermunicipal Subdivision and Development Resolutions*

**MOTION BY:** Ms. Kristyne DeMott  
"Palliser Regional Municipal Services' Board of Directors authorizes the PRMS organization to enter an ISDAB Agreement with the Town of Coronation and the Town of Drumheller."  
**CARRIED**

**MOTION BY:** Mr. Aaron Skappak  
"Palliser Regional Municipal Services' Board of Directors appoints the following Intermunicipal Subdivision and Development Appeal Board Members and Clerks:

**Board Members:** Jackie Brigley of the Town of Coronation; Sharon Clark and Keith Hodgson of the Town of Drumheller

**Clerks:** Denise Lines, Libby Vant, and Linda Taylor of the Town of Drumheller

**CARRIED**

iii) *National Day for Truth and Reconciliation - September 30<sup>th</sup> 2021*

**MOTION BY:** Mr. Dennis Kuiken  
"Palliser Regional Municipal Services' Board of Directors has determined that PRMS will not observe September 30<sup>th</sup> as a statutory holiday in 2021 but will review the discussion of observing the federal holiday in 2022 with the upcoming 2021-2022 Board of Directors."  
**CARRIED**

Aaron Skappak left the meeting at 12:25pm.

The Board of Directors broke for lunch at 12:25pm and reconvened at 12:55pm.

7. **Business Update**

*i. CEO Report*

Devin Diano presented information to the Board of Directors regarding the ACP Grant being undertaken in partnership with the Village of Acme for the development of the Palliser Regional Service Enhancement Project.

**MOTION BY:** Ms. Kristyne DeMott

“Palliser Regional Municipal Services’ Board of Directors has selected Nichols Applied Management Inc. as the consultants for the provision of the Palliser Regional Service Enhancement Project.”

**CARRIED**

Devin Diano presented the CEO Report to the Board of Directors providing CEO activity and business information regarding the Executive Support Committee, Safety Codes, Acme LUB, ISDAB appeal activity, Sheerness Industrial Park ASP, Employee performance reviews, Budgeting and an upcoming U of A Brownlee session.

**MOTION BY:** Mr. Larry Stickel

“Palliser Regional Municipal Services’ Board of Directors accepts the CEO Activity Report information provided.”

**CARRIED**

*ii. GIS Report*

Devin Diano presented the GIS Report information supplied by GIS Coordinator Cody Dale McNair, with the addition of an FCM grant opportunity.

**MOTION BY:** Mr. Dennis Kuiken

“Palliser Regional Municipal Services’ Board of Directors provides support to explore and pursue the FCM grant application opportunity if determined to be appropriate for the PRMS organization.”

**CARRIED**

**MOTION BY:** Mr. Dennis Kuiken

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

**CARRIED**

*iii. Planning Report*

Devin Diano reported on the planning activity within the Palliser region and updated the Board members on the progress of the 2021 planning projects being undertaken for PRMS’ municipal shareholder members by Shahira Jalal and Levi Hayworth. Subdivision Planner Garry Wilson supplied information indicating that subdivision activity continues to be high with 33 applications received to date, which will lead to the creation of 225 parcels of land.

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

“Palliser Regional Municipal Services’ Board of Directors accepts the Planning & Subdivision Activity Report information provided.”

**CARRIED**

8. **New Business**

**Palliser Regional Service Enhancement Project – Nichols Applied Management Inc.**

Ian Gray and Jeff Bellinger introduced themselves and provided information regarding the Nichols Applied Management Inc. organization, and the process they will be following for the implementation of the Palliser Regional Service Enhancement Project.

9. **Next Meeting**

The next meeting will be the PRMS Annual General Meeting which will be determined at the call of the CEO following the October 18<sup>th</sup> municipal election.

George Glazier thanked the PRMS Board of Directors for their years of service with a particular acknowledgment given to outgoing members Larry Stickel and Kristyne DeMott who are not seeking re-election.

10. **Adjournment**

**MOTION BY:** Mr. Larry Stickel

"The Board of Directors' meeting is hereby adjourned." at 2:05pm.

**CARRIED**



George Glazier, PRMS Board Chairman

Kyle Olsen



Devin Diano, PRMS CEO