

**PRMS BOARD OF DIRECTORS' MEETING MINUTES**

**Held Virtually Thursday the 28th day of March 2024.**

**Board Members Present**

Kyle Olsen  
Chris Reeds  
Mark Landry  
Trevor Hittel  
Dale Norton  
Crystal Sereda  
John Kimber  
Dennis Kuiken

**Representing**

Town of Hanna  
Town of Trochu  
Starland County  
Town of Oyen  
County of Paintearth No. 18  
Town of Drumheller  
Special Areas Board  
Village of Acme

**PRMS Administration Present**

Devin Diano, CEO/Director of Planning

**PRMS Staff Present**

Linda Taylor, Safety Codes Administrator

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**1. Welcome, Call to Order**

Chairman Kyle Olsen called the board meeting to order at 12:31pm.

**2. Approval of Agenda**

The March 28<sup>th</sup>, 2024, circulated board meeting agenda was reviewed and amended to include a discussion regarding the locations of the upcoming Park Enterprises Ltd. safety code open houses.

**MOTION BY: Crystal Sereda**

“The March 28<sup>th</sup>, 2024, board meeting agenda is adopted as amended.”

**CARRIED**

**3. New Business**

- i) **Park Enterprises' Safety Codes Open Houses** - Discussion took place and it was determined that Carbon, Youngstown, and Coronation would be the most ideal locations for the upcoming open houses, however this might change based on circumstance.
  
- ii) **PRMS Safety Codes Policy** – PRMS recently reorganized the deliverance of safety codes permitting services by moving the administration office from the Town of Drumheller to the PRMS office in Hanna. With Devin Diano as the QMP manager PRMS has developed a policy outlining the permit application processes.

**MOTION BY: Chris Reeds**

“The PRMS Board of Directors adopts the PRMS Safety Codes Services Policy as presented.”

**CARRIED**

- iii) **Superior Safety Codes** – Letter of Appreciation to be issued on behalf of PRMS.

**MOTION BY: Trevor Hittel**

“The PRMS Board of Directors would like to acknowledge the 17 years of permitting and inspection services provided by Superior Safety Codes Inc. in a letter of appreciation.”

**CARRIED**

- iv) **PRMS Safety Codes Fee Schedule** – The current fee schedule has not been reviewed and updated since 2017. As PRMS enters a 3-year contract with Park Enterprises Ltd. it is an appropriate time to review and update the PRMS safety codes fee schedule. The PRMS Board of Directors requested an in-depth review of the building permit fee scenarios at the April 25<sup>th</sup>, 2024 board meeting.

**MOTION BY: Dennis Kuiken**

“The PRMS Board of Directors approves the PRMS Safety Codes Fee Schedule as presented.”

**CARRIED**

4. **Next Meeting**

A Board Meeting will be held on April 25<sup>th</sup>, 2024, at 12:00pm.

5. **Adjournment**

**MOTION BY: Kyle Olsen**

“The Board of Directors’ meeting is hereby adjourned.” at 1:00 pm.

**CARRIED**



Devin Diano, PRMS CEO/Director of Planning



Kyle Olsen, PRMS Chairman of the Board