

**PRMS BOARD OF DIRECTORS' MEETING MINUTES**

**Held in the PRMS Boardroom on Thursday the 1st day of February 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  
Kari Bott, Office Manager

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**1. Welcome, Call to Order**

Chairman Kyle Olsen called the board meeting to order at 12:22pm.

**2. Approval of Agenda**

The February 1st, 2024, circulated board meeting agenda was reviewed. Devin requested that the In Camera portion of the meeting follow #4. CEO Business Update.

**MOTION BY: Dale Norton**

“The February 1st, 2024, board meeting agenda is approved as amended.”

**CARRIED**

**3. Approval of Board Meeting Minutes of September 21, 2023**

**MOTION BY: Dale Norton**

“The September 21st, 2023 Board Meeting Minutes are adopted as circulated.

**CARRIED**

**Approval of Board Meeting Minutes of November 30, 2023**

**MOTION BY: Crystal Sereda**

“The November 30, 2023 Board Meeting Minutes are adopted as circulated.

**CARRIED**

**4. Business Update**

CEO Devin Diano provided a planning activity update. The Starland County LUB is currently underway. The public hearing provided some challenges which has resulted in the process becoming lengthier and more time consuming than initially expected.

MD of Acadia’s LUB public engagement and open house went very well but progress has halted because CAO Jason Wallsmith has relocated to St. Paul County.

**MOTION BY: Chris Reeds**

“The PRMS Board of Directors accepts for information the CEO Business update.”

**CARRIED**

**5. In Camera**

**MOTION BY: Trevor Hittel**

“Palliser Regional Municipal Services’ Board of Directors moves In Camera.” at 12:27pm.

**CARRIED**

**MOTION BY: Dennis Kuiken**

“Palliser Regional Municipal Services’ Board of Directors rises from In Camera.” at 1:11pm.

**CARRIED**

**6. New Business**

- i. Safety Code Services RFP – presented by Devin Diano  
At the 2023 Annual General Meeting the PRMS membership passed a motion to complete an RFP process for safety code inspection services. PRMS issued the RFP directly to accredited agencies within the province of Alberta on December 21, 2023, with a submission proposal deadline of February 2, 2024. Devin provided the RFP to the Board of Directors for their perusal.

**MOTION BY: Crystal Sereda**

“The PRMS Board of Directors accepts the RFP for safety code inspection services for information purposes.”

**CARRIED**

- ii. RFD – Safety Codes RFP Evaluation Committee  
At the 2023 Annual General Meeting the PRMS membership passed a motion to form an RFP evaluation committee to review proposals submitted for the safety code inspection services contract. The role of the Inspections Contract Evaluation Committee will be to review and evaluate proposals, interview proponents as needed, and bring forward a final recommendation to the Board of Directors to award the contract. 2-3 meetings are anticipated to be held.

**MOTION BY: Dale Norton**

“The PRMS Board of Director’s move to form the Inspection Contract Evaluation Committee and appoint the following individuals: Dennis Kuiken (Village of Acme), Chris Reeds (Town of Trochu), Dave Mohl (Town of Hanna), Devin Diano (PRMS), Linda Taylor (PRMS), Kari Bott (PRMS).”

**CARRIED**

- iii. RFD – 2024 Cost of Living Adjustment  
According to the PRMS Staff Regulations & Benefits Manual, a cost-of-living adjustment is to be considered annually and applied at the Board of Directors discretion. The adjustment is to consider Statistics Canada CPI rate, ensuring the salary grid maintains pace with the general cost of living over time and if applied, becomes effective January 1 of the subsequent year, and applied to the entire grid. The Federal CPI for Alberta at the end of December 2023 was 3.4%.

**MOTION BY: John Kimber**

“The Board of Directors approve a budgeted-for 3% cost-of-living adjustment effective January 1, 2024.”

**CARRIED**

**7. Next Meeting**

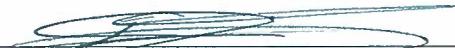
A virtual teams Board Meeting will be held on March 7, 2024 at 1:00pm.

**8. Adjournment**

**MOTION BY: Kyle Olsen**

“The Board of Directors’ meeting is hereby adjourned.” at 1:31 pm.

**CARRIED**

  
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Devin Diano, PRMS CEO/Director of Planning

  
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Kyle Olsen, PRMS Chairman of the Board