

## PALLISER REGIONAL MUNICIPAL SERVICES FULL MEMBERSHIP MEETING

Held virtually from the Boardroom of Palliser Regional Municipal Services Co. Ltd.  
At 4:00 p.m. on Thursday November 30, 2023

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### PRESENT

Dennis Kuiken  
Gary Sawatzky  
Trina Anderson  
Michelle Lomond  
Tera Little  
Cecil Yates  
Donna Rowland  
Marcel Michaels  
Quinton Wintfley  
Jim Adams  
Jordan Elliott  
Lena Beninger  
Bill Wulff  
Crystal Sereda  
Denise Lines  
Reg Johnston  
Colt Maddock  
Dawna Martin  
Kyle Olsen  
Sandra Beaudoin  
Kim Neill  
Liz Santerre  
Reg Wiebe  
Lynda Vanderwoerd  
Chris Hall  
Mary Taylor  
Trevor Hittel  
Dale Norton  
Bill Goodfellow  
Lori Miller  
Mark Blair  
John Kimber  
Jordon Christianson  
Adam Sommerfeldt  
Jen Sommerfeldt  
Mark Landry  
Christopher Robblee  
Chris Reeds  
Robert Blagen

### ABSENT

Aaron Skappak  
Sandy Walters  
Ron Checkel  
Coralee Schindel  
Dale Kent  
Doug Noble  
Unknown

### STAFF

Devin Diano, Chief Executive Officer  
Tracy Woitenko, Senior Planner  
Cody Dale-McNair, GIS Coordinator

### REPRESENTING

Village of Acme  
Village of Acme, CAO  
Village of Carbon  
Village of Carbon  
Village of Carbon, Acting CAO  
Town of Castor  
Town of Castor, CAO  
Village of Consort, CAO  
Town of Coronation, CAO  
Village of Delia  
Village of Delia  
Village of Delia, CAO  
Village of Delia  
Town of Drumheller  
Town of Drumheller  
Town of Drumheller  
Town of Drumheller  
Village of Empress  
Town of Hanna  
Town of Hanna  
Town of Hanna, CAO  
Village of Hussar, CAO  
Village of Linden  
Village of Linden, CAO  
Village of Morrin  
Village of Munson  
Town of Oyen  
County of Paintearth No. 18  
Village of Rockyford  
Village of Rockyford, CAO  
Special Area No. 2  
Special Area No. 3  
Special Areas Board Chairman  
Village of Standard  
Village of Standard  
Starland County  
Starland County, CAO  
Town of Trochu  
Village of Youngstown

### REPRESENTING

MD of Acadia No. 34  
Town of Consort  
Town of Coronation  
Village of Hussar  
Village of Halkirk  
Special Area No. 4  
Village of Veteran

Kari Bott, Office Manager  
Garry Wilson, Subdivision Planner  
Linda Taylor, Safety Code Administrator

**Kyle Olsen, the Agency's Chairman, called the meeting to order at 4:09 p.m.**

**1. Welcome and Roll Call**

Kyle welcomed everyone and opened the meeting with round table introductions.

**2. PRMS 2022-2023 Chairman's Message – Kyle Olsen**

Kyle provided the general membership with a review of the year's activity, particularly the engagement required by the PRMS staff for the municipal land use bylaw review projects. A recent big change in PRMS operations was to bring the safety codes program to the PRMS office in Hanna. Kyle acknowledged the PRMS staff and his fellow board members for their valued contributions and dedication to the organization throughout the year.

**3. Approval of November 30, 2023, AGM Agenda**

**MOTION BY:** John Kimber, Special Areas Board  
 "The November 30, 2023, Annual General Meeting Agenda is accepted as presented and circulated."

**CARRIED**

**4. Approval of December 8, 2022, Full Membership Meeting Minutes**

**MOTION BY:** Mary Taylor, Village of Munson  
 "The minutes of the December 8, 2022, Full Membership meeting are adopted as circulated and reviewed."

**CARRIED**

**5. Business Arising from the December 8, 2022, AGM Minutes –**

None.

**6. New Business – PRMS Safety Codes Administration**

Devin Diano outlined the history of the PRMS Safety Codes Program and the recent changes to the safety codes department as a result of the town of Drumheller's change in staff capacity and inability to provide contract services. Safety Codes and permit issuing operations have been relocated to the PRMS office and Linda Taylor has been hired as the safety code administrator. Superior Safety Codes has been issuing permits on behalf of PRMS through this transitional period, and the PRMS office will begin issuing permits effective January 1, 2024. An RFP for inspection services will be issued prior to December 31, 2023 and an RFP Evaluation committee will be formed to evaluate the proposals.

**MOTION BY:** Crystal Sereda, Town of Drumheller  
 "To transition the PRMS Safety Codes program, and all responsibilities, from the Town of Drumheller to the PRMS office in the Town of Hanna."

**CARRIED**

**MOTION BY:** Chris Reeds, Town of Trochu  
 "PRMS is to complete an RFP process requesting submissions from Safety Code Inspection Agencies for the delivery of safety code permitting and inspection services."

**CARRIED**

**MOTION BY:** Dale Norton, County of Paintearth No. 18  
 "PRMS Board of Directors is to form an RFP Evaluation Committee for the review of proposals, and interviews of the candidates, with a final recommendation to be presented to the PRMS Board of Directors."

**CARRIED**

**7. Budget Review – 2024 Budget and 2023 - 2025 Requisition – Devin Diano**

PRMS conducted an organization enhancement project in 2022 which included a review of operations, assessment of organizational capacity and service expectations, while ensuring ongoing financial sustainability of the organization. An outcome of the enhancement project was a new proposed operating budget and three-year requisition.

The 2024 budget was developed based on the fundamentals of the strategic plan and has been adopted by the PRMS Board for ratification at the annual general meeting.

The 2023-2025 requisition was developed in consultation with, and approved by, the PRMS Funding Formula Committee. PRMS member CAOs and Councils were consulted and presented a copy of the proposed 2023-2025 requisitions which was adopted by the annual general meeting membership on December 8, 2022.

**MOTION BY:** Mark Blair, Special Area 2

“That the 2024 Budget, as recommended by the PRMS Board of Directors, be adopted and ratified as presented.”

**CARRIED**

**8. PRMS Services & Yearly Activities:**

Devin Diano introduced a slide presentation highlighting the Planning, Subdivision, GIS & Webmap, and Safety Code services provided by Palliser Regional Municipal Services throughout the past year. Tracy Woitenko, Garry Wilson, Cody Dale-McNair, and Linda Taylor outlined the projects being undertaken and provided updates of the year’s activities.

Devin thanked the PRMS employees for their contributions to the organization.

**MOTION BY:** Mary Taylor, Village of Munson

“The PRMS membership accepts the PRMS planning activity, subdivision activity, GIS activity and safety code activity as presented in the slide show.”

**CARRIED**

**9. Information Session – Adopting Planning Bylaws – Tracy Woitenko**

Tracy provided a slide presentation and highlighted the ‘Public Hearing Tips’ for Council Members document available on the downloads page for municipalities.

**10. Election of Board of Directors**

- a) *Two acclaimed members of **Urban** Municipal Authorities who pay the highest requisition: Town of Drumheller and the Town of Hanna.*

Crystal Sereda represents the Town of Drumheller on the PRMS Board of Directors.

Kyle Olsen represents the Town of Hanna on the PRMS Board of Directors.

- b) *Two acclaimed members of **Rural** Municipal Authorities who pay the highest requisition: Special Areas Board and the County of Paintearth No. 18*

John Kimber represents the Special Areas Board on the PRMS Board of Directors.

Dale Norton represents the County of Paintearth No. 18 on the PRMS Board of Directors.

- c) *Three other representatives elected by the shareholders:*

**Kyle Olsen opened the floor for nominations to the Board of Directors.**

**MOTION BY:** Chris Reeds, Town of Trochu nominated Mark Landry of Starland County as a representative on the PRMS Board of Directors. Mark Landry agreed to let his name stand.

**MOTION BY:** Crystal Sereda, Town of Drumheller nominated Dennis Kuiken of the Town of Acme as a representative on the PRMS Board of Directors. Dennis Kuiken agreed to let his name stand.

**MOTION BY:** Mark Landry, Starland County nominated Chris Reeds of the Town of Trochu as a representative on the PRMS Board of Directors. Chris Reeds agreed to let his name stand.

**MOTION BY:** Kyle Olsen, Town of Hanna nominated Trevor Hittel of the Town of Oyen as a representative on the PRMS Board of Directors. Trevor Hittel agreed to let his name stand.

**Kyle Olsen called for nominations a second time.**

**No further nominations.**

**MOTION BY:** Kyle Olsen "Nominations Cease."  
**CARRIED**

**MOTION BY:** Crystal Sereda, Town of Drumheller  
"To increase the number of Directors permitted by Article 32(a)(iii) from 7 members to 8 for the 2023-2024 term."  
**CARRIED**

**The Board of Directors for 2023-2024 consists of Crystal Sereda (Town of Drumheller), Kyle Olsen (Town of Hanna), John Kimber (Special Areas Board), Dale Norton (County of Paintearth No. 18), Chris Reeds, (Town of Trochu), Trevor Hittel (Town of Oyen), Mark Landry (Starland County), Dennis Kuiken (Town of Acme).**

**An organizational meeting will take place following the AGM to determine the Chairman and the Vice Chairman of the Board.**

- 11. **General Discussion – None.**
- 12. **Next Meeting – November 2024**
- 13. **Adjournment**

**MOTION BY:** Mark Landry, Starland County  
"The November 2023 annual general meeting is adjourned." At 5:35pm.  
**CARRIED**

Door prizes were won by Gary Sawatzky, Cecil Yates, Reg Wiebe, Lena Beninger, Sandra Beaudoin.

  
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Kyle Olsen, PRMS Chairman of the Board

  
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Devin Diano, PRMS CEO & Director of Planning