

PRMS BOARD OF DIRECTORS' MEETING MINUTES

Held in the PRMS Boardroom on Wednesday the 26<sup>th</sup> day of February 2025 at 12:00pm.

**Board Members in Attendance**

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

**Representing**

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

**PRMS Administration Present**

Devin Diano, CEO/Director of Planning  
Kari Bott, Office Manager

**1. Welcome, Call to Order**

Chairman **Kyle Olsen** called the board meeting to order at 12:03pm.

**2. Approval of Agenda**

The February 26th, 2025, circulated board meeting agenda was reviewed.

**MOTION BY: John Kimber**

“The February 26th, 2025, board meeting agenda is approved with an amendment to move the new business discussion with Park Enterprises Inspection Services to Item #7 of the meeting.”

**CARRIED**

**3. Approval of Board Meeting Minutes of September 19, 2024**

**MOTION BY: Dale Norton**

“The September 19th, 2024, Board Meeting Minutes are adopted as circulated.

**CARRIED**

**4. New Business**

**i. Village of Beiseker –**

PRMS Administration received a letter of request to join Palliser Regional Municipal Services Co. Ltd. as a municipal shareholder member. The registered PRMS Articles of Association were read to determine the eligibility of becoming a member of corporation.

***Article 5. Persons Entitled to be Shareholders***

*(1) The Shareholders of the Company shall be:*

*(a) the subscribers to its Memorandum of Association who must be Municipal Authorities; and*

*(b) such other Persons as shall apply for admission as Shareholders of the Company and who are accepted by the Board, provided that such Persons are:*

*(i) a Municipal Authority in Alberta which is admitted to the Company as a Shareholder by a seventy-five (75%) percent majority vote of the Board.*

*(ii) The initial Shareholders of the Company shall be determined prior to incorporation.*

*(2) No share shall be issued other than when it is fully paid and non-assessable.*

*(3) Each Shareholder is entitled to appoint one (1) representative.*

*(4) Any Shareholder may change its representative at any time, upon written notice to the Company.*

**MOTION BY: Dennis Kuiken**

“The PRMS Board of Directors is supportive of the Village of Beiseker becoming a municipal shareholder member of Palliser Regional Municipal Services Co. Ltd., at an annual requisition amount of \$20,000, by a 100% majority vote of the Board.”

**CARRIED**



ii. ISDAB Resolution - RFD

MOTION BY: Mark Landry

“The PRMS Board of Directors appoints the following Intermunicipal Subdivision and Development Appeal Board Members and Clerks as per the requirements of the ISDAB municipal shareholder agreements:

Board Members:

Brett Adams (Starland County)  
Lillian Morrison (Starland County)  
Maurice Wiart (County of Paintearth)  
Stan Schulmeister (County of Paintearth)  
George Glazier (County of Paintearth)  
Bruce McLeod (Village of Acme)  
Rhonda Laking (Village of Acme)  
Carl Peterson (Town of Trochu)

Clerks:

Christopher Robblee (Starland County)  
Heather Flaman (Starland County)  
Katelyn Beaudoin (Town of Hanna)  
Angela Keibel (Town of Drumheller)  
Mitchel Visser (Town of Drumheller)  
Sarah Hardy (Village of Linden)

CARRIED

iii. Cost of Living Allowance - RFD

MOTION BY: Dale Norton

“The PRMS Board of Directors moves In Camera at 12:17pm.”

CARRIED

MOTION BY: Kyle Olsen

“The PRMS Board of Directors rises from In Camera at 12:20pm.”

CARRIED

MOTION BY: Chris Reeds

“The PRMS Board of Directors approves a 2% Cost of Living increase to all employees, effective January 1, 2025.”

CARRIED

5. Business Update

Devin provided updates of Planning, Subdivision and GIS activity to the PRMS Board as per the attached report. Items of note are that PRMS will be advertising for a Planner I/II position and will be hiring a summer student. Apex has contributed \$8,000 financial compensation for the repairs of the parking lot, and the financial audit is scheduled for March 10-12. Bill 20 changes are being implemented, and PRMS is providing examples of templates to municipal shareholder members. Development officer and MPC training is well underway, with manuals and resources being created and provided. Sessions are currently being held for municipal frontline staff but can be tailored to meet the needs and held for several municipalities at a time. Subdivisions are on par with previous years, and new forms for Urban and Rural applications have been produced along with a review of the fee schedule. The GIS department completed a large project preparing provincial elections data of 20 municipalities for Elections Alberta, in addition to the webmap updates, mapping, asset management, civic address reviews and mapping support for the planning department. The safety codes permit department is expecting another busy year. The 2024 year end final numbers were provided to the Board, and the Rockyford arena CO2 incident report was reviewed by the board.

MOTION BY: Mark Landry

“The PRMS Board of Directors accepts the business update on activity provided by CEO Devin Diano.”

CARRIED

6. In Camera

MOTION BY: Chris Reeds

“The PRMS Board of Directors moves In Camera at 12:44pm.”

CARRIED

MOTION BY: Kyle Olsen

“The PRMS Board of Directors moves In Camera at 1:14pm.”

CARRIED



7. **Park Enterprises Inspection Services** – Amanda Fox, VP Operations/Owner & Martin Proksa, Sr. Electrical SCO

Amanda and Martin held an informative Q & A safety code information session for the PRMS Board of Directors.

8. **Next Meeting** –

April 16<sup>th</sup> at 12:00pm

9. **Adjournment**

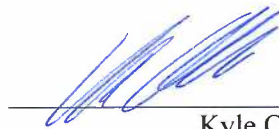
**MOTION BY:** Kyle Olsen

“The Board of Directors’ meeting is hereby adjourned.” at 2:29pm.

**CARRIED**



Devin Diano, PRMS CEO/Director of Planning



Kyle Olsen, PRMS Chairman of the Board