

PRMS BOARD OF DIRECTORS' MEETING MINUTES

Held in the PRMS Boardroom on Wednesday the 18<sup>th</sup> day of June 2025 at 12:00pm.

**Board Members in Attendance**

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

**Representing**

Town of Hanna  
Town of Trochu  
Starland County  
Town of Oyen  
Village of Acme  
Town of Drumheller  
Special Areas Board

**Board Members Absent**

Dale Norton

**Representing**

County of Paintearth No. 18

**PRMS Administration**

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 12:07 pm.

**2. Approval of Agenda**

The June 18th, 2025 circulated board meeting agenda was reviewed and the AGM date was added as agenda item #6.

**MOTION BY: Dennis Kuiken**

“The June 18th, 2025, board meeting agenda is approved as amended.”

**CARRIED**

**3. Approval of Board Meeting Minutes of April 16th, 2025**

**MOTION BY: Trevor Hittel**

“The April 16th, 2025, Board Meeting Minutes are adopted as circulated.”

**CARRIED**

**4. New Business**

**i) 2025 Planning Fee Schedule – RFD attached**

Devin introduced the amended 2025 Planning fee schedule regarding rezoning/land use amendments applications in relation to advertising expenses for municipal shareholders.

**MOTION BY: Chris Reeds**

“Palliser Regional Municipal Services’ Board of Directors approves the Planning Fee Schedule amendment to add a municipal advertising fee for statutory plan or land use bylaw amendment applications effective July 1, 2025.”

**CARRIED**

**ii) Village of Beiseker 2026 Membership – RFD attached**

The Village of Beiseker has confirmed their interest in rejoining PRMS in 2026 as municipal shareholder members, following the PRMS presentation by Devin Diano and Elliot Hall on March 24, 2024.

**MOTION BY: Dennis Kuiken**

“Palliser Regional Municipal Services’ Board of Directors accepts the Village of Beiseker as a municipal shareholder member of PRMS effective January 1, 2026, at the determined 2026 requisition amount of \$20,000.”

**CARRIED**

5. **Business Update**

Devin Diano provided the Board of Directors with a report updating PRMS office and planning activities to date. The Planner I posting has been filled and Zacharie Forest will be joining the PRMS team on July 21, 2025. The CAO meeting held on May 29<sup>th</sup> included topics regarding high intensity residential fires – building code requirements, subdivision application processes, amendment application fees, GIS core services updates and aerial photography for 2026. Public and council public hearing information brochures were made available and development permit processing e-site updates were released. Devin’s updates included the upcoming Town of Oyen Development permit appeal scheduled for June 23<sup>rd</sup> in the PRMS office and development officer and MPC training, manuals and resources as well as a subdivision update and status of planning projects currently being undertaken. Safety Code activity has been busy to date with 6 building project values exceeding \$500,000. to date in 2025.

PRMS will be providing Planning and GIS webmap orientation presentations to shareholder councils following the upcoming 2025 municipal election.

**MOTION BY: Chris Reeds**  
“Palliser Regional Municipal Services’ Board of Directors authorizes the purchase of computer equipment up to an amount of \$5,000. for the new Planner I position.”  
**CARRIED**

6. **AGM Date**

Following the October 20, 2025 municipal election, the 2025-2026 PRMS Board of Directors will be formed from the newly elected officials appointed as PRMS representatives. An early AGM will facilitate the process of establishing the new PRMS signing authorities.

**MOTION BY: Crystal Sereda**  
“The AGM is set for November 6, 2025.”  
**CARRIED**

7. **In Camera**


Not needed.

8. **Next Meeting**

The next Board meeting has been set for September 17<sup>th</sup>, 2025 at 12 pm.

9. **Adjournment**

**MOTION BY: Kyle Olsen**  
“The Board of Directors’ meeting is hereby adjourned.” at 1:26pm.  
**CARRIED**

  
Devin Diano, PRMS CEO/Director of Planning

  
Kyle Olsen, PRMS Chairman of the Board