

MINUTES OF BOARD OF DIRECTORS' MEETING

Held at the Palliser Regional Municipal Services (PRMS) Building; Hanna, Alberta 12:00pm Monday the 16<sup>th</sup> day of April 2018.

**Present**

Mr. George Glazier  
Mr. Larry Stickel  
Mrs. Kristyne De Mott  
Mr. Dale Kent  
Mr. Brad Slorstad  
Mr. Aaron Skappak  
Mrs. Vanessa Van Der Meer

**Representing**

County of Paintearth No. 18  
Town of Hanna  
Town of Drumheller  
Village of Halkirk  
Special Area #2  
M.D. of Acadia No. 34  
Village of Linden

**Staff**

Mr. Justin Hill, Acting CEO & GIS Coordinator  
Mrs. Kari Bott, Executive Assistant  
Mr. Garry Wilson, Subdivision Planner

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1. **Call to Order**

Chairman George Glazier welcomed the PRMS board members and called the meeting to order at 12:15pm.

2. **Approval of Agenda**

The April 16<sup>th</sup>, 2018 board meeting agenda was reviewed.

**MOTION BY:** Mrs. Vanessa Van Der Meer

“The April 16<sup>th</sup>, 2018 board meeting agenda is accepted as presented.”

**CARRIED**

3. **Approval of April 3<sup>rd</sup>, 2018 Board Meeting Minutes**

The minutes of the April 3<sup>rd</sup>, 2018 board meeting were reviewed.

**MOTION BY:** Mr. Larry Stickel

“The April 3<sup>rd</sup>, 2018 board meeting minutes are approved as circulated.”

**CARRIED**

4. **Business Update**

*Interim CEO Report - Justin Hill*

Mr. Hill provided an update on the recent activities that he has performed in the Acting CEO role from April 4<sup>th</sup> - present, as well as the scheduled upcoming activities and meetings he has planned. The Board of Directors

obtained assurance from Justin that he is able to continue to fulfill the GIS role in addition to the interim CEO role activities.

**MOTION BY:** Mr. Dale Kent

“The Interim CEO Report is accepted as presented.”

**CARRIED**

**5. Interim CEO Work Plan – Justin Hill**

Mr. Hill outlined his proposed *Interim CEO Work Plan* regarding a CEO/Director of Planning title change, staffing requirements, a long range planner contract position, salary review, the long range planner recruitment process as well as a stakeholder engagement plan.

**MOTION BY:** Mrs. Vanessa Van Der Meer

“PRMS Board of Directors will discuss a salary review of the grid at an upcoming undetermined Board of Director’s meeting.”

**CARRIED**

**MOTION BY:** Mr. Aaron Skappak

“PRMS will advertise for a *Long Range Planner* position for Palliser Regional Municipal Services.”

**CARRIED**

**MOTION BY:** Mrs. Vanessa Van Der Meer

“PRMS Board of Directors will not change the PRMS CEO/Director of Planning title at this time.”

**CARRIED**

**The Board of Directors recessed the meeting at 1:25pm until 2:00pm in order to conduct an interview for the Planner position.**

**6. In Camera**

**MOTION BY:** Mr. George Glazier at 2:00 pm.

“The Board of Directors moves In Camera.”

**CARRIED**

**MOTION BY:** Mr. Larry Stickel at 2:25pm

“The Board of Directors rise from In Camera.”

**CARRIED**

**MOTION BY:** Mr. Dale Kent

“The PRMS Board of Directors has chosen to offer Devin Diano the PRMS Planner position at an annual salary of \$65,000.00 with 6 month probation, and a 3 month performance review.”

**SECONDED BY:** Mr. Aaron Skappak

**CARRIED.**

**MOTION BY:** Mr. Brad Slorstad

“The Board of Directors recommends that Justin Hill obtain a PRMS ATB mastercard for expenses incurred while conducting business on Palliser’s behalf.”

**SECONDED BY:** Mr. Aaron Skappak

**CARRIED**

PALLISER REGIONAL MUNICIPAL SERVICES COMPANY LIMITED

**MOTION BY:** Mrs. Vanessa Van Der Meer

“The Board of Directors provides updated signatures on the PRMS QMP for submission to the Safety Codes Council.”

**MOTION BY:** Mr. Brad Slorstad at 2:30pm

“The Board of Directors moves In Camera.”

**CARRIED**

**MOTION BY:** Mrs. Vanessa Van Der Meer at 2:45pm.

“The Board of Directors rise from In Camera.”

**CARRIED**

**MOTION BY:** Mr. Brad Slorstad

“The Board of Directors will compensate Mr. Justin Hill for acting as the Interim CEO of PRMS in the amount of \$750 per pay period, effective April 4, 2018.”

**CARRIED**

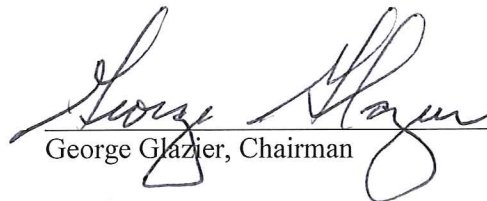
7. **Next Meeting** - Wednesday May 30<sup>th</sup>, 2018 at 1:00pm. (lunch provided)


8. **Adjournment**

**MOTION BY:** Mr. Larry Stickel

“The Board of Directors’ meeting is hereby adjourned.” at 2:50 pm.

**CARRIED**

  
George Glazier, Chairman

  
Justin Hill, Acting PRMS CEO