

MINUTES OF BOARD OF DIRECTORS' MEETING

Held Virtually in the Palliser Regional Municipal Services (PRMS) Building; Hanna, Alberta, on Friday the 21st day of January 2022, at 9:00am.

Board Members Present Remotely

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

Representing

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

PRMS Administration Present

Devin Diano, CEO/Director of Planning
Kari Bott, Executive Assistant

1. **Welcome and Call to Order**

Devin Diano called the board meeting to order at 9:04 am and welcomed the PRMS Board of Directors.

2. **Approval of Agenda**

The January 21st, 2022, board meeting agenda was reviewed as circulated, and Devin requested that a new business item be added for discussion regarding the 2022 Cost of Living Allowance and RFD.

MOTION BY: Kyle Olsen

"The 2022 Cost of Living Allowance RFD is added to the January 21st Board Meeting Agenda as a New Business item for discussion.

CARRIED

MOTION BY: Chris Reeds

"The January 21st, 2022, Board Meeting Agenda is approved as amended.

CARRIED

3. **Approval of Board Meeting Minutes of September 29, 2021 and January 11, 2022**

MOTION BY: Dale Norton

"The September 29th, 2021, Board Meeting Minutes and the January 11, 2022, Board Meeting Minutes are approved as circulated.

CARRIED

4. **Organizational Meeting**

i. **Board Member Roles and Responsibilities**

Devin Diano outlined the roles and responsibilities required of Board members and the job descriptions of the Chairman and Vice Chairman positions.

ii. **Election of the Chairman**

Devin Diano opened the floor for nominations to the position of Chairman of the Board.

MOTION BY: Trevor Hittel

"To Nominate Kyle Olsen as Chairman of the Board."

CARRIED

Kyle Olsen agreed to let his name stand.

Devin called for additional nominations. Hearing no further nominations, Devin called for a motion to accept.

MOTION BY: Trevor Hittel

"To Accept Kyle Olsen as Chairman of the Board."

CARRIED

Devin Diano turned the floor over to Kyle Olsen, PRMS Chairman of the Board

iii. **Election of the Vice Chairman**

Kyle Olsen opened the floor for nominations to the position of Vice Chairman of the Board.

MOTION BY: Kyle Olsen

“To Nominate Trevor Hittel as Vice Chairman of the Board.”

CARRIED

Trevor Hittel agreed to let his name stand.

Kyle called for additional nominations. Hearing no further nominations, Kyle requested a motion to accept.

MOTION BY: John Kimber

“To Accept Trevor Hittel as Vice Chairman of the Board.”

CARRIED

PRMS Chairman of the Board – Kyle Olsen

PRMS Vice Chairman of the Board – Trevor Hittel

5. **Board Member Orientation – Devin Diano**

Devin presented the information provided in the electronically circulated Board Member orientation package. The hard copy format has been organized in binders for upcoming distribution to individual members. Devin outlined the PRMS strategic plan in more detail, focusing on Palliser’s mission and defining the core services provided. For information sharing purposes, Kyle requested that board members email any questions they may have to Devin, and in turn Devin will provide an email reply to all the board members.

6. **Business Update**

Devin provided an information update to the Board regarding the activities currently being undertaken by the PRMS organization: Palliser Regional Service Enhancement project; PRMS planning activity and review cycle; subdivision activity – 2021 year-end statistics and 2022 applications; GIS Asset Management & FCM grants; ISDAB process and activity; PRMS Safety Codes activity; and the projected 2021 year-end budget report.

MOTION BY: Chris Reeds

“Palliser Regional Municipal Services’ Board of Directors accepts the Business Activity Report presented by Devin Diano.”

CARRIED

7. **New Business**

i) **2022 Cost of Living Adjustment - RFD**

Devin provided the Request for Decision as an introduction to the COLA discussion undertaken by the Board each calendar year during the month of January.

Devin presented the information and answered Board member questions regarding PRMS policy & process; and the financial implications regarding the budgeted COLA amount of 3% in relation to the 2021 year-end CPI of 4.8% for Alberta.

The discussion will be moved to the next scheduled board meeting at which time additional supporting documentation will be taken into consideration by the Board, and the 2022 budget can be reviewed in relation to the 2021 audited financial statements.

8. **Next Meeting**

The PRMS Board of Director's set Wednesday afternoons as the preferred day/time for meetings.

The next meeting is scheduled for **Wednesday April 6th at 1pm** if the audited financial statements will be available by this date.

9.

Adjournment

MOTION BY: Kyle Olsen

"The Board of Directors' meeting is hereby adjourned." at 10:59 am.

CARRIED



Kyle Olsen, PRMS Board Chairman



Devin Diano, PRMS CEO