

MINUTES OF BOARD OF DIRECTORS' MEETING

Held in the Palliser Regional Municipal Services (PRMS) Building; Hanna, Alberta, on Wednesday the 6<sup>th</sup> day of April 2022, at 1:00pm.

**Board Members Present**

Kyle Olsen (remotely)  
John Kimber  
Crystal Sereda  
Dennis Kuiken  
Trevor Hittel (remotely)  
Chris Reeds (remotely)

**Representing**

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

**Board Members Absent**

Dale Norton

County of Paintearth No. 18

**PRMS Administration Present**

Devin Diano, CEO/Director of Planning  
Kari Bott, Executive Assistant  
Garry Wilson, Subdivision Planner  
Cody Dale-McNair, GIS Coordinator

**Guest Speakers**

Monica Faupel, Ascend LLP (remotely)  
Ian Gray, Nichols Applied Management Inc. (remotely)

1. **Welcome, Call to Order and Introductions**

Chairman Kyle Olsen called the board meeting to order at 1:00 pm. Kyle introduced himself and opened the floor for introductions of board members and employees.

2. **Approval of Agenda**

The April 6, 2022, circulated board meeting agenda was reviewed.

**MOTION BY:** Crystal Sereda

"The April 6<sup>th</sup>, 2022, board meeting agenda is approved as presented."

**CARRIED**

3. **Approval of Board Meeting Minutes of January 21st, 2022**

**MOTION BY:** John Kimber

"The January 21<sup>st</sup>, 2022, Board Meeting Minutes are approved as circulated.

**CARRIED**

4. **Financial Update – 2021 Audit**

Monica Faupel of Ascend LLP presented the findings of the 2021 audited financial statements. There were no significant risks or difficulties encountered and all materials were in accordance with Canadian not for profit organizations. The 2021 audited financial statement resulted in an overall total excess of revenue over expenditures i/a/o \$145,176. When Devin was asked what a typical financial year looks like, he responded by telling the Board of Directors that each year is unique as it is based on activity, projects undertaken and applications. 2021 was a productive year on all levels.

**MOTION BY:** Chris Reeds

"The PRMS Board of Directors accepts the 2021 audited financial statement."

**CARRIED**

Monica Faupel, Ascend LLP left the meeting.

5. **Business Update**– Devin Diano

Devin provided an information update to the Board regarding the activities currently being undertaken by the PRMS organization. The Palliser Regional Service Enhancement Project is well under way with many tasks completed to date which Nichols Applied Management will be presenting on later in the meeting. Planning work is currently taking place on the Sheerness Industrial Park ASP; and LUB and MDP amendment applications for the Town of Oyen, SAB, Town of Trochu and Rockyford are being undertaken. Devin provided an update on the planning projects scheduled for 2021 & 2022, the subdivision activity to date and the GIS department's FCM activity. Devin provided information regarding the Safety Codes activity, ISDAB activity, and other general updates as well as Palliser's need for a Sr. Planner. Advertisements were placed in February, interviews have taken place and it is expected that the position will be filled in the upcoming month.

**MOTION BY:** Dennis Kuiken

"Palliser Regional Municipal Services' Board of Directors accepts the Business Activity Report presented by Devin Diano."

**CARRIED**

6. **New Business** Ian Gray, Nichols Applied Management

Ian presented the Current State of Assessment of PRMS to the Board of Directors, providing for an in-depth discussion of findings; next steps to be taken; and recognition of efforts to date. Nichols Applied Management focused their presentation on aligning services with member priorities while ensuring the organization can function effectively and operate from a place of financial sustainability. Ian drew comparisons between other Alberta regional planning organizations to provide perspective and suggested that this may be a time of change for PRMS in order to accomplish some of Nichols Applied Management's recommendations for a successful future.

**MOTION BY:** Trevor Hittel

"Palliser Regional Municipal Services' Board of Directors accepts for future consideration the Current State of Assessment update provided by Nichols Applied Management."

**CARRIED**

7. **Old Business**

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

Devin provided a CPI update to the RFD for 2022 COLA as well as additional information requested by the Board of Directors during the January 21, 2022, board meeting. Kyle Olsen opened the floor to discussion.

**MOTION BY:** Kyle Olsen

"Palliser Regional Municipal Services' Board of Directors moves to grant a 2.5% COLA salary increase retroactive to January 1, 2022."

Further discussion took place.

**MOTION BY:** Dennis Kuiken

"Palliser Regional Municipal Services' Board of Directors moves to amend the motion made by Kyle Olsen and grant a 3% COLA salary increase retroactive to January 1, 2022."

**CARRIED**

ii) **Board Orientation Follow Up – Q & A Session**

Devin answered questions in relation to the ISDAB services being provided and the need for more trained board members to meet the demand of the number of appeals. Devin has put out the call to PRMS shareholders for members-at-large to be trained.

The Board of Directors discussed Nichols Applied Management Inc. current state of assessment and the need for continued use of planning consultants, remote working employees, and the potential of relocating the PRMS office.

Devin answered a question regarding the Safety Codes program: PRMS contracts the Town of Drumheller to provide the service which is administered by the municipality's personnel.

Kyle Olsen gave Devin credit for his capable leadership of Palliser Regional Municipal Services, and Devin thanked the PRMS team.

8. Next Meeting

The next meeting is scheduled for **Thursday June 23, 2022 at 9:00am.**

9. Adjournment

**MOTION BY: Kyle Olsen**

“The Board of Directors’ meeting is hereby adjourned.” at 4:21pm.

**CARRIED**



Kyle Olsen, PRMS Board Chairman



Devin Diano, PRMS CEO