

MINUTES OF BOARD OF DIRECTORS' MEETING

Held in the Palliser Regional Municipal Services (PRMS) Building; Hanna, Alberta, on Thursday the 23rd day of June 2022, at 9:00am.

Board Members Present

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

Representing

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

PRMS Administration Present

Devin Diano, CEO/Director of Planning
 Kari Bott, Executive Assistant
 Garry Wilson, Subdivision Planner
 Tracy Woitenko, Senior Planner (remotely)

Guest Speakers

Ian Gray, Nichols Applied Management Inc. (remotely)

1. Welcome, Call to Order and Introduction of PRMS Senior Planner

Chairman Kyle Olsen called the board meeting to order at 9:03am. Kyle introduced himself and opened the floor for introductions of board members to Tracy Woitenko, PRMS' newly hired Senior Planner.

2. Approval of Agenda

The June 23rd, 2022, circulated board meeting agenda was reviewed.

MOTION BY: Dale Norton
 "The June 23rd, 2022, board meeting agenda is approved as presented."
CARRIED

3. Approval of Board Meeting Minutes of April 6th, 2022

MOTION BY: Dennis Kuiken
 "The April 6th, 2022, Board Meeting Minutes are approved as circulated."
CARRIED

4. Business Update

i. Strategic Plan Update – Ian Gray, Nichols Applied Management

Ian Gray provided an update of the work being performed on the PRMS strategic plan and a review of the CAO meeting presentation from June 16, 2022. Considerations for Discussion were the relative importance of services; sharing of costs across the region; and the realities of the organization.

MOTION BY: Dennis Kuiken
 "Palliser Regional Municipal Services' Board of Directors accepts Nichols Applied Management's strategic plan update as information for future consideration."
CARRIED

ii. CEO Report – Devin Diano

Devin presented an update of 2021 & 2022 planning and development activity in the PRMS region; subdivision activity of 18 applications received to date; the GIS management project; AMDSP, training & asset management; the Senior Planner position; a current financial update; and provided context for new PRMS policies. Devin will continue to present orientations at council meetings if requested and will be attending the CIP conference in July.

MOTION BY: Chris Reeds

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

CARRIED

5. **New Business**

i. Whistleblower Policy RFD – Devin Diano

The program managed by the CEO of Palliser Regional Municipal Services Agency (PRMS) is intended to facilitate the reporting and/or investigation of activities that may be considered waste, wrongdoing and/or misconduct, a manner of general public or membership concern or illegal activity. The program ensures the confidentiality of the information collected and the protection of the person disclosing information. The PRMS Whistleblower Policy has been developed to improve governance and transparency policies and procedures. The policy will form Appendix 8 of the Palliser Regional Municipal Services Staff Regulations and Benefits Manual.

MOTION BY: Trevor Hittel

“Palliser Regional Municipal Services’ Board of Directors adopts the PRMS Whistleblower Policy with the definition of ‘protected employee of PRMS’ to include the PRMS Board of Directors. The policy will form an appendix of the Palliser Regional Municipal Services Staff Regulations and Benefits Manual”

CARRIED

ii. PRMS Employee and CEO Performance Evaluations RFD – Devin Diano

The purpose of the performance evaluation is to provide a means of positive and open communication and to focus on areas requiring improvement to ensure PRMS is the most efficient and effective organization, meeting and exceeding the expectations of our member municipalities. The performance evaluations form an appendix to the Palliser Regional Municipal Services Staff Regulations and Benefits Manual.

MOTION BY: Crystal Sereda

“Palliser Regional Municipal Services’ Board of Directors adopts the updated PRMS Employee and CEO Performance Evaluations as an appendix to the Palliser Regional Municipal Services Staff Regulations and Benefits Manual.”

CARRIED

iii. Replacement of the 2012 Dodge Journey - Discussion

An end of life and replacement conversation took place regarding the 2012 Dodge Journey. PRMS Board of Directors advised Devin to obtain quotes and communicate through email regarding the process to replace it.

6. **In Camera** – Not needed.

7. **Next Meeting**

The next meeting is scheduled for **Thursday September 8th at 9:00am.**

8. **Adjournment**

MOTION BY: Kyle Olsen

“The Board of Directors’ meeting is hereby adjourned.” at 10:42am.

CARRIED



Kyle Olsen, PRMS Board Chairman



Devin Diano, PRMS CEO