

MINUTES OF BOARD OF DIRECTORS' MEETING

Held in the Palliser Regional Municipal Services (PRMS) Building; Hanna, Alberta, on Thursday the 20th day of October 2022, at 9:00am.

**Board Members Present**

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

**Representing**

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

**PRMS Administration Present**

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

**Guest Speakers**

Ian Gray, Nichols Applied Management Inc. (remotely)

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1. **Welcome, Call to Order**

Chairman Kyle Olsen called the board meeting to order at 9:03am.

2. **Approval of Agenda**

The October 20<sup>th</sup> circulated board meeting agenda was reviewed. Devin requested the new business be addressed before the business update to accommodate Ian Gray's presentation.

**MOTION BY:** Dennis Kuiken

"The October 20<sup>th</sup>, 2022 board meeting agenda is approved as amended with new business presented before the CEO's business update."

**CARRIED**

3. **Approval of Board Meeting Minutes of June 23rd, 2022**

**MOTION BY:** Dale Norton

"The June 23<sup>rd</sup>, 2022 Board Meeting Minutes are approved as circulated.

**CARRIED**

4. **New Business**

*i. PRMS Salary Study – Ian Gray, Nichols Applied Management*

Ian Gray presented the comprehensive *Review of Salary Grid* report. Ian outlined the in-depth findings contained within the report and made a recommendation of a new grid and job classification system.

**MOTION BY:** Chris Reeds

"Palliser Regional Municipal Services' Board of Directors accepts the Nichols Applied Management's *Review of Salary Grid* report as information."

**CARRIED**

*ii. PRMS Draft 2023 Budget and Requisitions*

Ian Gray presented Nichols Applied Management's *Recommended Changes and Funding Requirements* report based upon numerous CAO meetings and Funding Formula Committee meetings held throughout the year. Ian provided a presentation of the 2023 budget as well as the requisitions which were recommended to be phased in over the next 3 years.

Ian and Devin have met with the Starland County council members and the Special Areas Board's Advisory Council and will be presenting the *Recommended Changes and Funding Requirements* information to all municipal council members during a virtual evening meeting on November 3, 2022.

**MOTION BY:** Trevor Hittel

"Palliser Regional Municipal Services' Board of Directors accepts Nichols Applied Management's *Recommended Changes and Funding Requirements* report for information."

**CARRIED**

iii. ***PRMS Draft Strategic Plan 2022-2027***

Ian Gray presented Nichols Applied Management's *PRMS Strategic Plan 2022-2027* report to the Board. The Vision, Mission and Strategies were expanded upon as well as the Service Offerings covered by the requisition and those services available as a fee for service. Ian reviewed the Value Proposition and summarized the advantages of membership with PRMS.

**MOTION BY:** Dennis Kuiken

"Palliser Regional Municipal Services' Board of Directors accepts the *PRMS Strategic Plan 2022-2027* prepared by Nichols Applied Management for information."

**CARRIED**

**Ian Gray and Garry Wilson left the meeting at 11:15am.**

iv. ***ISDAB Request for Decision – Town of Castor***

**MOTION BY:** Dale Norton

"Palliser Regional Municipal Services' Board of Directors authorizes the PRMS organization to enter an ISDAB Agreement with the Town of Castor."

**CARRIED**

Devin noted that 18 of the 24 PRMS municipal members are now members of the PRMS ISDAB.

v. ***Board of Directors Council Communications***

Kyle recently sent out an email communication to municipal member CAOs and PRMS representatives to keep the channels of communication open between the PRMS Board of Directors and the representatives and their municipalities. Kyle advised he will include the PRMS adopted meeting minutes in his future email correspondence to ensure everyone is receiving information of PRMS activities.

The PRMS Board of Director Orientation Package will be amended to reflect this initiative by Kyle and will be included in the duties of the PRMS Chairman of the Board.

vi. ***AGM Date***

**MOTION BY:** Crystal Sereda

"Palliser Regional Municipal Services' Board of Directors sets December 8<sup>th</sup>, 2022, at 4pm as the date and time for the 2022 AGM. The meeting will be held in the PRMS Boardroom, and a meal and door prizes will be provided."

**CARRIED**

5. **Business Update**

i. ***CEO Report – Devin Diano***

Devin presented an update of the 2022 planning and development activity in the PRMS region; subdivision activity of 31 applications received to date; the GIS management project & FCM Grants; and a current financial update.

**MOTION BY:** Dennis Kuiken

"Palliser Regional Municipal Services' Board of Directors accepts the CEO's Business Activity Report for information."

**CARRIED**

6. **In Camera** – CEO Performance Review

**MOTION BY:** Dale Norton

“Palliser Regional Municipal Services’ Board of Directors moves In Camera.” At 12:00pm

**CARRIED**

**Devin Diano and Kari Bott left the meeting.**

**MOTION BY:** Chris Reeds

“Palliser Regional Municipal Services’ Board of Directors rises from In Camera.” At 12:18pm.

**CARRIED**

**PRMS Board of Director member Crystal Sereda left the meeting at 12:18pm.**

**MOTION BY:** John Kimber

“Palliser Regional Municipal Services’ Board of Directors performed the review of CEO Devin Diano. Kyle Olsen will present the review to Devin Diano at a future date to be determined by them.”

**CARRIED**

7. **Next Meeting**

The next meeting scheduled for November 24<sup>th</sup> will be rescheduled to November 17<sup>th</sup> due to unavailability of the PRMS Boardroom.

8. **Adjournment**

**MOTION BY:** Kyle Olsen

“The Board of Directors’ meeting is hereby adjourned.” at 12:25 pm.

**CARRIED**



Devin Diano, PRMS CEO/Director of Planning



Kyle Olsen, PRMS Chairman of the Board