

PALLISER REGIONAL MUNICIPAL SERVICES FULL MEMBERSHIP MEETING

Held virtually from the Boardroom of Palliser Regional Municipal Services Co. Ltd.
At 4:00 p.m. on Tuesday November 9th, 2021

PRESENT

Aaron Skappak
Jason Wallsmith
Dennis Kuiken
Gary Sawatzky
Trina Anderson
Vanessa VanderMeer
Cecil Yates
Christopher Robblee
Dylan Bullick
Quinton Flint
Jordan Elliott
Crystal Sereda
Darryl Drohomerski
Dale Kent
Kyle Olsen
Sandra Beaudoin
Kim Neill
Coralee Schindel
Kate Brandt
Reg Wiebe
Lynda VanderWoerd
Mary Taylor
Trevor Hittel
George Glazier
Leah Smith
Mark Blair
John Kimber
Doug Noble
Trent Caskey
Adam Sommerfeldt
Yvette April
Mark Landry
Chris Reeds
Carl Peterson
Bertha Lafontaine
Robert Blagen

ABSENT

Sandy Walters
Yet to be determined

GUEST PRESENTERS

Ian Gray
Jeff Bellinger
Dan Schiffner

STAFF

Devin Diano, Chief Executive Officer
Garry Wilson, Subdivision Planner
Shahira Jalal, Planner

REPRESENTING

MD of Acadia No. 34
MD of Acadia No. 34, CAO
Village of Acme
Village of Acme, CAO
Village of Carbon
Village of Carbon, CAO
Town of Castor
Town of Castor, CAO
Town of Coronation
Town of Coronation, CAO
Village of Delia
Town of Drumheller
Town of Drumheller, CAO
Village of Halkirk
Town of Hanna
Town of Hanna
Town of Hanna, CAO
Village of Hussar
Village of Hussar, CAO
Village of Linden
Village of Linden, CAO
Village of Munson
Town of Oyen
County of Paintearth No. 18
Village of Rockyford
Special Area No. 2
Special Area No. 3
Special Area No. 4
Director of Property Admin., SAB
Village of Standard
Village of Standard, CAO
Starland County
Town of Trochu
Town of Trochu, CAO
Village of Veteran
Village of Youngstown

REPRESENTING

Town of Consort
Village of Morrin

Nichols Applied Management Inc.
Nichols Applied Management Inc.
Nichols Applied Management Inc.

Kari Bott, Executive Assistant
Cody Dale-McNair, GIS Coordinator
Linda Taylor, Safety Code Clerk

Ashley Bancroft Uwins, Reality Bytes

Devin Diano, the Agency's CEO, called the meeting to order at 4:02 p.m.

1. Welcome and Roll Call

Devin welcomed everyone and congratulated the new PRMS representatives recently elected to their council positions during the 2021 Alberta municipal election.

Ashley Bancroft Uwins of Reality Bytes provided instructions of how to participate in the virtual meeting utilizing the Teams platform.

Following the roll call, Devin provided a review of the meeting items on the agenda and informed the newly elected municipal officials of the upcoming PRMS presentation which is also available to their municipal councils if the municipal shareholder members wish to have PRMS attend any council orientation meetings.

2. PRMS 2020-2021 Chairman's Message – George Glazier

George provided the general membership with a review of the year's high points and thanked the PRMS staff and his fellow board members for their contributions and dedication to the organization.

3. Approval of November 9, 2021, AGM Agenda

MOTION BY: Kyle Olsen, Town of Hanna
 "The November 9, 2021, Annual General Meeting Agenda is accepted as presented and circulated."
CARRIED

4. Approval of November 20, 2020, Full Membership Meeting Minutes

MOTION BY: George Glazier, County of Paintearth No. 18
 "The minutes of the November 20, 2020, Full Membership meeting are adopted as circulated and reviewed."
CARRIED

5. Business Arising from the November 20, 2020, AGM Minutes –

None.

6. New Business – Village of Cereal's Dissolution and subsequent removal as a PRMS Shareholder

PRMS received a copy of an Order in Council dated December 9, 2020, from the Alberta Minister of Municipal Affairs stating that the Village of Cereal has been dissolved as a Village. The former area of the village has become part of Special Area No. 3 and is to be known as the Hamlet of Cereal.

MOTION BY: Robert Blagen, Village of Youngstown
 "To recognize that the Village of Cereal has been dissolved and became part of Special Area No. 3, and as a result will be removed as a municipal shareholder member of Palliser Regional Municipal Services."
CARRIED

7. Budget Review – 2022 Budget and 2022 Requisition – Devin Diano

PRMS CEO, Devin Diano explained the budgeted revenue and expenditures of PRMS for 2022, with an eye to the Palliser Regional Enhancement Project results which may include recommendations regarding the planning capacity of the organization and the future cost funding model. Devin called for questions regarding the 2022 Budget which was accepted by the PRMS Board of Directors at the September 29th, 2021, and there being none, he requested a motion to adopt the 2022 Budget for ratification by the full membership.

MOTION BY: Dale Kent, Village of Halkirk
 “That the 2022 Budget, as recommended by the PRMS Board of Directors, be adopted and ratified as presented.”

CARRIED

CEO Devin Diano called for questions regarding the 2022 Requisition which was accepted by the PRMS Board of Directors at the September 29th, 2021, and there being none, he requested a motion to adopt the 2022 Requisition for ratification by the full membership.

MOTION BY: Chris Reeds, Town of Trochu
 “That the 2022 Requisition increase of 3%, as recommended by the PRMS Board of Directors, be adopted and ratified as presented.”

CARRIED

8. PRMS Services & Yearly Activities:

Devin Diano introduced a slide presentation showcasing the Planning, Subdivision, GIS & Webmap, and Safety Code services provided by Palliser Regional Municipal Services. Shahira Jalal, Garry Wilson, Cody Dale McNair and Linda Taylor outlined the projects being undertaken and gave updates of the year’s activities.

Devin thanked the PRMS employees for their contributions to the organization.

9. Palliser Regional Service Enhancement Project Update

Devin provided information that through PRMS’ successful ACP grant application, made in partnership with the Village of Acme, that the Palliser Regional Service Enhancement Project was formed. The PRMS organization engaged Nichols Applied Management Inc. to create a 3-year Strategic Plan as well as a new cost funding model. Devin shared his enthusiasm for the future of Palliser and introduced the Nichols management and economic team members before turning the meeting over to them.

Ian Gray, Jeff Bellinger and Dan Schiffner of Nichols Applied Management Inc. provided an overview of the enhancement project as well as a summary of their initial engagements with the PRMS organization and the municipal shareholder members. Nichols Applied Management highlighted the key points of Focus, Function and Funding, and provided an analysis of the financial review. Moving forward they will be undertaking further operational research, analyzing financial sustainability, reviewing requisition formula options with members, and developing a 3-year strategic plan with clear priorities and performance measures.

Ian Gray, Jeff Bellinger and Dan Schiffner exited the meeting at 5:35pm.

10. Election of Board of Directors

- a) *Two acclaimed members of **Urban** Municipal Authorities who pay the highest requisition: Town of Drumheller and the Town of Hanna.*

Crystal Sereda represents the Town of Drumheller on the PRMS Board of Directors.

Kyle Olsen represents the Town of Hanna on the PRMS Board of Directors.

- b) *Two acclaimed members of **Rural** Municipal Authorities who pay the highest requisition: Special Areas Board and the County of Paintearth No. 18*

John Kimber represents the Special Areas Board on the PRMS Board of Directors.

Dale Norton represents the County of Paintearth No. 18 on the PRMS Board of Directors.

- c) *Three other representatives elected by the shareholders:*

Devin Diano opened the floor for nominations to the Board of Directors.

MOTION BY: Aaron Skappak, MD of Acadia No. 34 nominated Trevor Hittel of the Town of Oyen as a representative on the PRMS Board of Directors. Trevor Hittel agreed to let his name stand.

MOTION BY: Trina Anderson, Village of Carbon nominated Chris Reeds of the Town of Trochu as a representative on the PRMS Board of Directors. Chris Reeds agreed to let his name stand.

MOTION BY: Aaron Skappak nominated Dennis Kuiken of the Village of Acme as a representative on the PRMS Board of Directors. Dennis Kuiken agreed to let his name stand.

Devin Diano called for nominations a second time.

MOTION BY: George Glazier nominated Dale Kent of the Village of Halkirk as a representative on the PRMS Board of Directors. Dale Kent agreed to let his name stand.

Devin Diano called for nominations a third time.

No further nominations.

MOTION BY: Aaron Skappak "Nominations Cease."
CARRIED

AN ELECTION WAS HELD TO DETERMINE THE REMAINING 3 BOARD MEMBERS

The election by recorded phone in/text in ballot, with 24 eligible voters present, and a recount of votes resulted in the following:

Trevor Hittel - 21
Chris Reeds - 17
Dale Kent - 17
Dennis Kuiken - 17

The steps to be taken to settle the 3-way tie for second and third place was discussed. The 3 candidates agreed to a draw of names in order to determine the remaining two board members.

MOTION BY: Trina Anderson

“As in a municipal election the tie will be determined by drawing 2 names from a hat.”

CARRIED

Garry Wilson drew: Chris Reeds, (Town of Trochu) and Dennis Kuiken, (Village of Acme).

The Board of Directors for 2021-2022 consists of Crystal Sereda (Town of Drumheller), Kyle Olsen (Town of Hanna), John Kimber (Special Areas Board), Dale Norton (County of Paintearth No. 18), Trevor Hittel (Town of Oyen), Chris Reeds, (Town of Trochu), Dennis Kuiken (Village of Acme).

An organizational meeting will take place at the time of the first Board of Directors’ meeting to determine the Chairman and the Vice Chairman of the Board.

11. General Discussion/Questions - None

12. Next Meeting – The next AGM will be held November 2022, however a Special Meeting will be held in the Spring of 2022 at the call of the PRMS Chairman to review the Palliser Regional Enhancement Project results.

13. Adjournment

CEO Devin Diano thanked everyone for attending today’s AGM.

MOTION BY: Mary Taylor, Village of Munson

“The November 2021 annual general meeting is adjourned.” At 6:15pm.

CARRIED



Kyle Olsen, PRMS Chairman of the Board



Devin Diano, PRMS CEO & Director of Planning