

MINUTES OF BOARD OF DIRECTORS' MEETING

Held virtually on Thursday the 17th day of November 2022, at 9:00am.

Board Members Present

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

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
Kari Bott, Executive Assistant
Tracy Woitenko, Sr. Planner
Garry Wilson, Subdivision Planner
Cody Dale McNair, GIS Coordinator

1. Welcome, Call to Order

Chairman Kyle Olsen called the board meeting to order at 9:00 am.

2. Approval of Agenda

The November 17th circulated board meeting agenda was reviewed. Kyle made an amendment by moving *Item 6. Next Meeting Date* before *Item 5. In Camera*, as the Board will be moving in camera to discuss Board/Chair conduct and will close out the meeting following that.

MOTION BY: Dale Norton

"The November 17th, 2022 board meeting agenda is approved as amended with the next meeting date being determined before the Board of Directors move In Camera."

CARRIED

3. Approval of Board Meeting Minutes of October 20th, 2022

MOTION BY: Trevor Hittel

"The October 20th, 2022 Board Meeting Minutes are adopted as circulated."

CARRIED

4. New Business

i. General Update – PRMS Regional Enhancement Project's Virtual Council Presentation

Devin asked the Board members if their councils had raised any questions following the virtual council presentation on November 3, 2022. The Board members indicated they had not received any questions or concerns, although feedback was that it was an abundant amount of information throughout a meeting that went long. As a result, without notable concerns regarding the content, the PRMS municipal shareholders are supportive of the PRMS Regional Enhancement Project.

ii. Recommended Adjustments to Staff Compensation

Devin presented Nichols Briefing Document which summarized the initial compensation adjustment report brought forward in the October 20th board meeting. Devin answered a few questions regarding the application of the recommendations. Kyle stated this summary was helpful and appreciated by the Board of Directors.

iii. PRMS Staff Salary Grid Review

A third-party review of the PRMS staff salary grid was completed as part of the Palliser Regional Service Enhancement Project. As a professional services-based organization, salaries represent roughly three quarters of annual operating expenses. As such, the salary grid review was a key consideration in determining a sustainable budget and requisitions for the organization.

MOTION BY: Crystal Sereda

"Palliser Regional Municipal Services' Board of Directors adopts the recommended PRMS Salary Grid with the addition to Note #5 that step increases are subject to a satisfactory performance review and are to be effective July 1st each year. The newly adopted salary grid will become effective January 1, 2023."

CARRIED

iv. 2023 PRMS Budget and 2023-2025 Requisition

PRMS has been conducting an organization enhancement project for the past year which has included reviewing operations, assessing organizational capacity given service expectations, confirming needs, priorities and support from members and ongoing financial sustainability of the organization. An outcome of the enhancement project was a new proposed operating budget and three-year requisition. The proposed 2023 budget and 2023-2025 requisition was developed in consultation with (and approved by) the PRMS Funding Formula Committee. PRMS member CAOs and Councils were also consulted and presented a copy of the proposed 2023 budget and 2023-2025 requisitions.

MOTION BY: Chris Reeds

"Palliser Regional Municipal Services' Board of Directors adopts the proposed 2023 Budget and 2023-2025 Requisitions for ratification by the PRMS membership at the AGM."

CARRIED

v. PRMS Strategic Plan 2022 - 2027

PRMS has conducted an organization enhancement project for the past year which has included reviewing operations, assessing organizational capacity given service expectations, confirming needs, priorities and support from members and ongoing financial sustainability of the organization. An outcome of the enhancement project was a new five-year strategic plan to replace the existing 2010 Strategic Plan. The new proposed strategic plan was developed to outline key objectives, actions and expected results that will guide the operations of the organization and decision making over the next five years. The proposed strategic plan also outlines service offerings provided to member municipalities, and a general outline of the PRMS funding structure.

The horizon of this plan is five years (2022-27), with a recommended 'check-in' after three years to adjust where necessary the organization's course including objectives, key service offerings and requisition levels.

MOTION BY: John Kimber

"Palliser Regional Municipal Services' Board of Directors adopts the PRMS Strategic Plan 2022 – 2027 for ratification by the PRMS membership at the AGM."

CARRIED

5. Next Meeting

The next Board of Directors' meeting will be the Organizational Meeting immediately following the December 8th, 2022 AGM.

6. In Camera – Board/Chair Conduct

MOTION BY: Dennis Kuiken

"Palliser Regional Municipal Services' Board of Directors moves In Camera." at 9:40 am

CARRIED

Devin Diano, Tracy Woitenko, Garry Wilson, Cody Dale-McNair, and Kari Bott left the meeting.

MOTION BY: Crystal Sereda

"Palliser Regional Municipal Services' Board of Directors rises from In Camera." at 9:48 am.

CARRIED

7. Adjournment

MOTION BY: Kyle Olsen

"The Board of Directors' meeting is hereby adjourned." at 9:49 am.

CARRIED


Devin Diano, PRMS CEO/Director of Planning


Kyle Olsen, PRMS Chairman of the Board