

MINUTES OF BOARD OF DIRECTORS' MEETING

Held in the PRMS Boardroom on Thursday the 23rd day of March 2023 at 1:00pm.

Board Members Present

Kyle Olsen
Chris Reeds
Mark Landry

Representing

Town of Hanna
Town of Trochu
Starland County

Board Members Present Virtually

Dale Norton
Crystal Sereda

Representing

County of Paintearth No. 18
Town of Drumheller

Board Members Absent

John Kimber
Trevor Hittel

Representing

Special Areas Board
Town of Oyen

PRMS Administration Present

Devin Diano, CEO/Director of Planning
Kari Bott, Office Manager
Tracy Woitenko, Sr. Planner (virtually)

Guest

Peter Stone, Ascend LLP

1. **Welcome, Call to Order**

Chairman Kyle Olsen called the board meeting to order at 1:06pm.

2. **Approval of Agenda**

The March 23rd circulated board meeting agenda was reviewed.

MOTION BY: Chris Reeds

"The March 23rd, 2023 board meeting agenda is approved as circulated."

CARRIED

3. **Approval of Board Meeting Minutes of November 17th, 2022 and December 8th, 2022**

MOTION BY: Dale Norton

"The November 17th, 2022 Board Meeting Minutes are adopted as circulated.

CARRIED

MOTION BY: Crystal Sereda

"The December 8th, 2022 Board Meeting Minutes are adopted as circulated.

CARRIED

4. **Financial Update** - Peter Stone, Ascend LLP

Peter presented the audited financial statements of PRMS as at December 31, 2022 and the statements of operations, fund balances and cash flows for the year ended.

MOTION BY: Mark Landry

"The PRMS Board of Directors accepts the 2022 audited Financial Statement by Ascend LLP, as presented by Peter Stone.

CARRIED

Peter Stone left the meeting.

5. **CEO Business Update**

Devin Diano presented the PRMS business activity to date. He advised the Board of Directors that the Regional Development advisor position has been posted with little response at this point. Devin will be presenting at the Community Planning Assoc. of Alberta in May with Bluerock Planning, on the economic benefits of planning in rural areas using completed ASPs. The subdivision activity is down at this time with only 1 application for subdivision received to date, however the endorsement activity has been busy. Devin provided an overview of the status of 2021, 2022 and 2023 municipal shareholder member planning projects to date. The GIS activity update as per the circulated report outlining asset management, mapping, civic address review, and the GIS business plan was provided.

MOTION BY: Chris Reeds

"The PRMS Board of Directors accepts the CEO Business update."

CARRIED

Tracy Woitenko left the meeting.

6. New Business

i. ISDAB Appointments

MOTION BY: Dale Norton

"Palliser Regional Municipal Services Co. Ltd. appoints the following individual(s) as a Board Member or Clerk of the PRMS Intermunicipal Subdivision and Development Appeal Board as per the requirements of the ISDAB municipal member shareholder agreements:

Board Members: Bruce McLeod (Mayor-Village of Acme), Ray Deschaine (Member at Large- County of Paintearth), Tom Zariski (Councillor- Town of Drumheller), Stephanie Price (Councillor- Town of Drumheller), Kevin McDougall (Councillor- Town of Castor), Kevin Sabo (Member at Large- Town of Castor), Christopher Warwick (Member at Large- Town of Hanna)

Clerks: Jennifer Sommerfeldt (Municipal Staff- Village of Standard), Juanita Waugh (Municipal Staff- Village of Acme), Diane Piltengsrud (Municipal Staff- Village of Acme)"

CARRIED

ii. Purchase of New Large Format Plotter Printer

Our current HP 4000ps Plotter has reached end of life. HP has discontinued parts including printheads and ink cartridges. Further, the current plotter has had several printing issues in the past year including printheads breaking long before they should. We currently have all working printheads for the plotter, but it is not clear how long they will last.

MOTION BY: Mark Landry

"Palliser Regional Municipal Services' Board of Directors authorizes PRMS to purchase a new plotter printer up to the cost of \$10,000."

CARRIED

Crystal Sereda left the meeting at 2:30pm

iii. Beiseker Membership

The Village of Beiseker recently contacted PRMS CEO Devin Diano requesting municipal development support. Beiseker's planning documents are up to date, they administer their own safety codes and they do not require any GIS services. Devin presented various scenarios for providing service but believes a fee for service contract would be most suitable.

MOTION BY: Mark Landry

"Palliser Regional Municipal Services' Board of Directors authorizes PRMS to enter a fee for service contract with the Village of Beiseker for Development support."

CARRIED

7. In Camera –

MOTION BY: Dale Norton

"Palliser Regional Municipal Services' Board of Directors moves In Camera." at 2:43 pm.

CARRIED

Kari Bott left the meeting.

MOTION BY: Mark Landry

"Palliser Regional Municipal Services' Board of Directors rises from In Camera." at 3:15 pm.

CARRIED

8. Next Meeting

The next Board of Directors' meeting will be held on Thursday June 8th at 1:00pm. Lunch will be provided at noon for the board members and staff.

9. Adjournment

MOTION BY: Chris Reeds

"The Board of Directors' meeting is hereby adjourned." at 3:20 pm.

CARRIED


Devin Diano, PRMS CEO/Director of Planning


Kyle Olsen, PRMS Chairman of the Board