

**MINUTES OF BOARD OF DIRECTORS' MEETING**

**Held in the PRMS Boardroom on Thursday the 8th day of June 2023 at 1:00pm.**

**Board Members Present**

Kyle Olsen  
Chris Reeds  
Mark Landry  
John Kimber  
Trevor Hittel

**Representing**

Town of Hanna  
Town of Trochu  
Starland County  
Special Areas Board  
Town of Oyen

**Board Members Absent**

Dale Norton  
Crystal Sereda

**Representing**

County of Paintearth No. 18  
Town of Drumheller

**PRMS Administration Present**

Devin Diano, CEO/Director of Planning  
Kari Bott, Office Manager  
Garry Wilson, Planner II  
Cody Dale-McNair, GIS Coordinator

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**1. Welcome, Call to Order**

Chairman Kyle Olsen called the board meeting to order at 1:00pm.

**2. Approval of Agenda**

The June 8th circulated board meeting agenda was reviewed.

**MOTION BY:** John Kimber

“The June 8th, 2023 board meeting agenda is approved as circulated.”

**CARRIED**

**3. Approval of Board Meeting Minutes of March 23, 2023**

**MOTION BY:** Mark Landry

“The March 23, 2023 Board Meeting Minutes are adopted as circulated.”

**CARRIED**

**4. CEO Business Update**

Devin Diano presented the PRMS business activity to date outlining the recent activities of the CPAA conference, and the recent PRMS CAO Meeting that 11 of 24 PRMS municipal member CAOs attended. Devin provided an update regarding the Regional Development Advisor interviews, the new plotter purchase and the recently completed service contract between PRMS and Beiseker for the provision of planning & development assistance. Subdivision activity is picking up but with only 8 applications to date the activity is less than previous years. Devin provided an update of all municipal planning projects from 2021, 2022 & 2023 and presented financial information outlining the 2023 expenses to date, as well as the GIS activity update. Devin outlined the recent webmap updates, asset management, civic address review, planning mapping and a potential fee for service acquisition.

**MOTION BY:** Chris Reeds

“The PRMS Board of Directors accepts for information the CEO Business update.”

**CARRIED**

**5. New Business**

**i. Performance Evaluation Updates and RFD**

The updated performance reviews for CEO and employees will add definitions for the employee’s key performance factors and performance summary. The updates also propose to have the employee fill out the key performance factors before review by the CEO or Board of Directors.

**MOTION BY:** Trevor Hittel

“The PRMS Board of Directors accepts the proposed updates to the Employee and CEO performance evaluations which are to be added to the appendices within the PRMS Staff Regulations and Benefits Manual.”

**CARRIED**

**ii. GIS Webmap Demonstration – Cody Dale-McNair**

Cody provided the Board of Directors with an overview of the PRMS webmap. The recent FCM grant contributed to the further development and standardization of the webmap and while only 8 PRMS municipal shareholder members received grant money all PRMS members are receiving these benefits.

6. In Camera

**MOTION BY:** Chris Reeds

“Palliser Regional Municipal Services’ Board of Directors moves In Camera.” at 3:02 pm.

**CARRIED**

**Cody Dale-McNair, Garry Wilson and Kari Bott left the meeting.**

**MOTION BY:** Mark Landry

“Palliser Regional Municipal Services’ Board of Directors rises from In Camera.” at 3:43 pm.

**CARRIED**

7. Next Meeting

The next Board of Directors’ meeting will be held on Thursday September 21st at 1:00pm. Lunch will be provided at noon for the board members and staff.

8. Adjournment

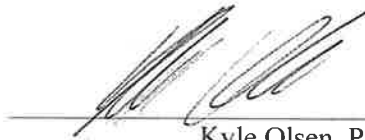
**MOTION BY:** Chris Reeds

“The Board of Directors’ meeting is hereby adjourned.” at 3:47 pm.

**CARRIED**



Devin Diano, PRMS CEO/Director of Planning



Kyle Olsen, PRMS Chairman of the Board