

PRMS BOARD OF DIRECTORS' MEETING MINUTES

Held in the PRMS Boardroom on Tuesday the 19th day of September 2024 at 12:30pm.

Board Members in Attendance

Kyle Olsen
Chris Reeds
Mark Landry
Dale Norton
Trevor Hittel
Dennis Kuiken
Crystal Sereda

Representing

Town of Hanna
Town of Trochu
Starland County
County of Paintearth No. 18
Town of Oyen
Village of Acme
Town of Drumheller

Board Members Absent from the Meeting

John Kimber

Special Areas Board

PRMS Administration Present

Devin Diano, CEO/Director of Planning
Kari Bott, Office Manager

1. Welcome, Call to Order

Chairman Kyle Olsen called the board meeting to order at 12:32pm.

2. Approval of Agenda

The September 19th, 2024, circulated board meeting agenda was reviewed.

MOTION BY: Dale Norton

“The September 19th, 2024, board meeting agenda is approved with the addition of a safety code discussion during the in-camera portion of the meeting.”

CARRIED

3. Approval of Board Meeting Minutes of June 18th, 2024

MOTION BY: Chris Reeds

“The June 18th, 2024, Board Meeting Minutes are adopted as circulated.

CARRIED

4. New Business

i. 2025 Budget and Requisition

PRMS Administration requests the adoption of the 2025 Budget and 2025 Requisition. It was noted by Devin Diano that the organization did not experience a shortfall in revenue over expenditures in 2023 and in consideration that a Planner II was not hired during 2024, despite the best efforts to obtain one, it would be difficult to justify an increase in requisitions for 2025. It was proposed that requisitions remain at \$681,600 for the 2025 budget year rather than the 10.62% increase which was projected as part of the 2022-2027 strategic plan.

MOTION BY: Dale Norton

“The PRMS Board of Directors approves the 2025 Budget for ratification by the full membership at the November AGM .”

CARRIED

MOTION BY: Dennis Kuiken

“The PRMS Board of Directors approves the amended 2025 Requisition of \$681,600 for ratification by the full membership at the November AGM .”

CARRIED

ii. Town of Hardisty – fee for service request

The Town of Hardisty has requested PRMS’ planning and subdivision processing services on an hourly contract basis.

MOTION BY: Mark Landry

“The PRMS Board of Directors approves the Town of Hardisty’s request for planning and subdivision processing services. PRMS will enter into a service agreement providing planning services to the Town of Hardisty on an hourly basis.”

CARRIED

5. **Business Update**

Devin provided updates of Planning, Subdivision and GIS activity to the PRMS Board. The parking lot repaving has been completed, and the curb repair is anticipated to be finished by the end of September. The final invoicing has been received and provided to the board. Devin outlined general planning activities and status updates of 2023 and 2024 projects.

Development Officer training, manuals and resources have been developed and procedural manuals and templates for compliance letter reviews, municipal encroachments and bylaw enforcement will be made available. Training and resources related to these development items was identified as a requested service from the membership during PRMS' strategic planning and core services review.

Subdivision activity throughout 2024 is consistent and comparable to PRMS' 2023 activities.

GIS activity is busy with webmap updates and mapping requests and requirements related to planning, asset management and civic addressing.

MOTION BY: Chris Reeds

"The PRMS Board of Directors accepts the business update on activity provided by CEO Devin Diano."

CARRIED

6. **In Camera**

MOTION BY: Trevor Hittel

"The PRMS Board of Directors moves In Camera at 1:32pm."

CARRIED

MOTION BY: Crystal Sereda

"The PRMS Board of Directors moves In Camera at 2:50pm."

CARRIED

7. **AGM – November 28, 2024, at 4:00pm.**

8. **Next Meeting –**

To be determined, when required.

9. **Adjournment**

MOTION BY: Kyle Olsen

"The Board of Directors' meeting is hereby adjourned." at 2:55pm.

CARRIED



Devin Diano, PRMS CEO/Director of Planning



Kyle Olsen, PRMS Chairman of the Board