

MID-WEST PLANNING DISTRICT MEETING NOTES

Minutes of a regular meeting of the Board of Directors of the Mid-West Planning District held on January 5, 2023, commencing at 9:00 AM, in person at Miniota Prairie View Municipality board room. Board Directors in attendance were Kleemola, Aaroe, Hyndman, Cole, Brethour along with Secretary-Treasurer/Development Officer Lisa Hamilton and Building Inspector, Kent Coulter. Chairperson Clark started in the Chair.

Annual Elections:

Resolution 01/23 Cole-Aaroe

Whereas it is required that the Board of the Mid-West Planning District appoint at its first regular meeting of the year a Chairperson and a Vice-Chairperson;

Therefore, be it resolved that the Board of the Mid-West Planning District has duly elected / appointed: Linda Clark for the position of the Mid-West Planning District Board Chairperson and Delbert Cole for the position of the Mid-West Planning District Vice-Chairperson for 2023.

For: 6 Against: 0 Carried

Resolution 02/23 Hyndman-Kleemola

Whereas the Board of the Mid-West Planning District appoint at its first regular meeting of the year members of each sub-committee;

Therefore, be it resolved that the Board of the Mid-West Planning District has duly elected / appointed: Linda Clark, Barry Lowes, Cheryl Kleemola to be on the Personnel Committee of the Mid-West Planning District, with Linda Clark elected / appointed as Personnel Committee Chairperson for 2023,

AND, be it resolved that the Board of the Mid-West Planning District has duly elected / appointed: Bill Aaroe, Frank Hyndman, Ed Brethour to be on the Policy Committee of the Mid-West Planning District, with Bill Aaroe elected / appointed as Policy Committee Chairperson for 2023,

AND, be it resolved that the Board of the Mid-West Planning District has duly elected / appointed: Delbert Cole, Barry Lowes, Ross Gray to be on the Finance Committee of the Mid-West Planning District, with Delbert Cole elected / appointed as Finance Committee Chairperson for 2023.

For: 6 Against: 0 Carried

Minutes:

Regular Meeting

Resolution 03/23 Brethour-Cole

Resolved that the minutes of the Board Meeting dated December 1, 2022, be adopted as read & distributed.

For: 6 Against: 0 Carried

Finances:

The financial statements for December were reviewed. This included the following documents/reports:

- Balance Sheet
- P&L by month for the year to date
- P&L Budget vs. Actuals
- A/R outstanding invoices
- Payments made in each month broken down by cheques, debits (online payments) and credit card charges

Signed cheques – Chairperson Clark

The following will be reviewed by Finance Committee Chairperson, Cole in the next week.

- Chequing and Savings account reconciliations Dec 2022. S-T to ask Sensus if these should be reviewed by more than the Finance Committee Chair
- Credit card reconciliations per card, Dec
- MEBP worksheet, Dec
- PD7A report, Dec
- Review of timesheets
- Reviewed upcoming bill payments, January

Credit card balance from old employee card was transferred to current employee's, LH, card

Resolution 04/23 Kleemola-Aaroe

Be it resolved that the Financial Statement have been reviewed and cheques numbered 4233-4235 totaling \$2,487.01, debit payments totaling \$29,940.65 for expenses, and credit card charges totaling \$758.08 incurred in December 2022 be approved.

For: 6 Against: 0 Carried

Resolution 05/23 Brethour-Aaroe

Resolved that the Board of the Mid-West Planning District appoints the firm of Sensus to audit the 2022 MWPD Financial Statements.

For: 6 Against: 0 Carried

Board reviewed the answers to the Sensus questionnaires. S-T to send to Sensus.

Reports of Committees:

Personnel Committee: Contracts delivered. Replies to be reviewed in camera.

Policy Committee: Reviewed edits to Policy 4-2022: Travel Expenditures and Reimbursements.

Resolution 06/23 Cole-Hyndman

Whereas the Board of the Mid-West Planning District has reviewed the proposed 1-2023: Travel Expenditures and Reimbursements policy, which would replace current policy 4-2022.

For: 6 Against: 0 Carried

Finance Committee: Schedule a January committee meeting to review the 2023 budget.

By-Laws:

Review of the proposed new Fee Schedule by-law.

Resolution 07/23 Aaroe-Brethour

Whereas the Board of the Mid-West Planning District has reviewed the proposed Fees By-Law No. 1-2023, which would replace current Fees By-Law 2-2022, Therefore, be it resolved that the by-law received Second Reading.

For: 6 Against: 0 Carried

Resolution 08/23 Kleemola-Cole

Whereas the Board of the Mid-West Planning District has reviewed the proposed Fees By-Law No. 1-2023, which would replace current Fees By-Law 2-2022, Therefore, be it resolved that the by-law received Third and final Reading.

Name	Yes	No	Abstained (stated reason)
Barry Lowes			Not in attendance
Cheryl Kleemola	x		
Linda Clark	x		
Delbert Cole	x		
Ed Brethour	x		
Ross Gray			Not in attendance
Frank Hyndman	x		
Bill Arroo	x		

For: 6 Against: 0 Carried

Resolution 15/23 Kleemola-Aaroe

The Board of Mid-West Planning District has resolved that the Fire Inspection fees from the newly accepted Fee Schedule 1-2023 be retroactive for the Community Centre/Club inspections billed in 2022. Any fees paid above the amount of \$250, will be issued as a refund in January 2023.

This applies to the following customers: Birtle Drop In Centre: \$550 refund, Foxwarren Leisure Centre: \$550 refund, and Club Fort Ellice: \$550 refund

For: 6 Against: 0 Carried

Staff Reports:

Building Inspector:

- Plumbing course completed
- December slower than previous months

Development officer:

- Cory Nixon has not billed MWPD yet
- Submitted Stats Can numbers
- Attending hearings: Birtle & Rapid City
- Movement on some violations, others still waiting on action for tenants or landowners.
- There are potentially three Planning Districts that could be approached for an Alternate Designated Officer reciprocal agreement. DO to reach out to all three.

Activity Overview: December 2022

Type	RMEA	PVM	HM	RMOV
Building Permit	1			1
Development Permit				1
Plumbing Permit	1			1
Occupancy Permit	2		1	2
Demolition Permit				
Conditional Use				
Variance				
Minor Variance				
Orders				
Violation				

Fire Inspector:

- Follow-Up Inspections: McAuley Rink
- Occupancy Certificates: Ecole St. Lazare, Hamiota & District Sports Complex, Oak River Memorial Arena, McAuley Rink

Secretary-Treasurer:

- Completed:
 - Reconciliation of credit cards are up to date
 - Payroll x 2
 - Reconciled chequing and savings accounts
 - Calculated MEBP, WFG, and CRA payments.
 - Year end MEBP reporting

Questions for Staff / Concerns: none

Receipt of Petitions and Communications:

Emails & Letters: Community Planning re: training session on new Planning Handbook – S-T to forward invite to CAOs and attend.

Hamiota Municipality re: new Board Members - received

New Subdivisions: Twin Valley Co-op (PVM) – no issues

MB Municipal Relations, Community Planning, Peter Andersen and Sharla Dillabough: Declined

General Business:

Resolution 09/23 Brethour-Aaroe

Be it resolved that the Board of the Mid-West Planning District has reviewed the 2023 MWPD Meeting Schedule and approves said schedule.

February 2, 2023	September – no scheduled meeting
March 2, 2023	October 5, 2023
April 20, 2023	November 2, 2023
May – no scheduled meeting	December 7, 2023
June 1, 2023	January 4, 2024
July 6, 2023	
August 3, 2023	

For: 6 Against: 0 Carried

Resolution 10/23 Kleemola-Cole

Be it resolved that the Board of the Mid-West Planning District has reviewed the proposed 2023 MWPD municipal office visits and approves said schedule. With hours of 10:00am to 3:00pm at the municipal office to allow for on-site inspections/visits and town area touring for violations pre- and post-office hours.

March 21: Hamiota	June 7: Rapid City	August 23: Oak River
March 29: Birtle	June 14: St. Lazare	August 30: McAuley
April 12: Oak River	June 20: Hamiota	September 6: Rapid City
April 19: McAuley	June 28: Birtle	September 13: St. Lazare
April 26: Rapid City	July 12: Oak River	September 19: Hamiota
May 3: St. Lazare	July 19: McAuley	September 27: Birtle
May 9: Hamiota	July 25: Rapid City	October 4: Oak River
May 17: Birtle	August 2: St. Lazare	October 11: McAuley
May 24: Oak River	August 8: Hamiota	October 18: Rapid City
May 31: McAuley	August 16: Birtle	October 25: St. Lazare

For: 6 Against: 0 Carried

Resolution 11/23 Hyndman-Aaroe

Be it resolved that the Board of the Mid-West Planning District has decided for the following office closures, as determined by employee contract, that fall on weekend days, the office closure will be held in lieu on the following weekdays.

Canada Day: Monday, July 3, 2023
 Truth and Reconciliation Day: Monday, October 3, 2023
 Remembrance Day: Monday, November 13, 2023
 ½ day for Christmas Eve: Friday, December 22, 2023.
 ½ day for New Year’s Eve: Friday, December 29, 2023.

For: 6 Against: 0 Carried

Reply from the lawyer about the Cloudpermit contract. S-T to send reply to Board for review and add to agenda for next meeting to decide on course of action.

Unfinished Business:

Resolution 12/23 Cole-Hyndman

Whereas the Board of the Mid-West Planning District now wished to go in camera to discuss a legal and personnel matter; Therefore, be it resolved that the Board to in camera.

For: 6 Against: 0 Carried

Resolution 13/23Aaroe-Hyndman

Whereas the Board of the Mid-West Planning District has completed the in-camera session; Therefore, be it resolved that the Board meeting now resume.

For: 6 Against: 0 Carried

Adjourn:

Next meeting location to be primarily the Prairie View Miniota Board Room.

Resolution 14/23 Brethour-Aaroe

Resolved that this meeting does now adjourn at 11:45 am to meet again on February 2, 2023 @ 9:00 am via video conference on MS Teams or in the Board room at Miniota Prairie View Municipality office, or at the call of the chair.

For: 6 Against: 0 Carried

CHAIRPERSON

SECRETARY-TREASURER