

MID-WEST PLANNING DISTRICT MEETING NOTES

Minutes of a regular meeting of the Board of Directors of the Mid-West Planning District held on February 2, 2023, commencing at 9:12 AM, in person at Miniota Prairie View Municipality board room. Board Directors in attendance were Lowes, Gray, Kleemola, Aaroe, Hyndman, Brethour and Alternate Oliver along with Secretary-Treasurer/Development Officer Lisa Hamilton and Building Inspector, Kent Coulter. Vice-Chairperson Cole was in the Chair.

Minutes:

Regular Meeting

Resolution 16/23 Aaroe-Oliver

Resolved that the minutes of the Board Meeting dated January 5, 2023, be adopted as read & distributed.

For: 7 Against: 0 Carried

Finance Committee Meeting

Resolution 17/23 Kleemola-Hyndman

Resolved that the minutes of the Finance Committee Meeting dated January 13, 2023, be adopted as read & distributed.

For: 7 Against: 0 Carried

Director Brethour joined the meeting.

Finances:

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

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

Signed cheques – Vice-Chairperson Cole

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

- Chequing and Savings account reconciliations January 2023.
- Credit card reconciliations per card, Jan
- MEBP worksheet, Jan
- PD7A report, Jan
- Review of timesheets
- Reviewed upcoming bill payments, February

Resolution 18/23 Lowes-Brethour

Be it resolved that the Financial Statement have been reviewed and cheques numbered 42-36-4239 totaling \$2,726.85, debit payments totaling \$11,810.42 for expenses, and credit card charges totaling \$381.02 incurred in January 2023 be approved.

For: 8 Against: 0 Carried

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

Reports of Committees:

Personnel Committee: All employee contracts have been signed

Policy Committee: Created new policy 2-2023: Definition of landings, patios, and decks. Reviewed and edited by Board. Revised version to be presented at next meeting for voting. Resolution #19 not used. Revised two by-laws that were reviewed under the by-law section of the agenda.

Finance Committee: Created draft 2023 budget for Board review. Major changes were the levy percentages based on the new Census numbers and running a deficit due to staff costs. As put into the employee contracts, a June review of the financial status and workload to be completed and actions taken if necessary.

Resolution 20/23 Lowes-Aaroe

Be it resolved that Mid-West Planning District hereby approve the presented budget for FY2023 with a deficit of \$36,583.48. Municipal Levy letters and invoices to be sent.

For: 8 Against: 0 Carried

Due to rising interest rates, the Committee had the S-T put together an investment strategy for the money sitting in the Savings account. Options were discussed.

Resolution 21/23 Aaroe-Kleemola

Whereas the Board of the Mid-West Planning District has reviewed the options for an investment strategy for the current savings account being held for the revised Development Plan due in 2028; therefore, be it resolved that the Board will execute the following investment strategy: Move \$10,000 from chequing to savings immediately and put \$80,000 in Fusion Credit Union Elevator Term Deposit.

For: 8 Against: 0 Carried

MB Municipal Relations, Community Planning, Sharla Dillabough: Introductions, Presentation on Planning 101, and Q&A session.

By-Laws:

Review of the proposed amended Organizational by-law that reflects how the organization is currently structured.

Resolution 22/23 Hyndman-Gray

Whereas the Board of the Mid-West Planning District has reviewed the proposed amended Mid-West Planning District Organizational By-Law 2-2023, which would replace current Mid-West Planning District Organizational By-Law 1-2015, Therefore, be it resolved that the by-law received First Reading.

For: 8 Against: 0 Carried

Review of the proposed amended Procedure by-law that reflects how the organization is currently operated.

Resolution 23/23 Oliver-Lowes

Whereas the Board of the Mid-West Planning District has reviewed the proposed amended Mid-West Planning District Procedures By-Law 3-2023, which would replace current Mid-West Planning District Procedures By-Law 2-2015, Therefore, be it resolved that the by-law received First Reading.

For: 8 Against: 0 Carried

Staff Reports:

Building Inspector:

- Completed 80 development on-site reviews, closing 74 files
- Completed 8 building inspections
- 6 meetings with clients
- 6 webinars

Development officer:

- Initial Inspection: Rapid City Library / Nursery School
- Booked all schools and daycare inspections for this year – except Monarch School
- Submitted Stats Can numbers
- Attended Miniota hearing
- Progress on violations
- Booked all office visits with CAOs. Up on website. Posters to CAOs.
- Finished moving over data in past spreadsheet to new one. Started adding old permit numbers
- Status review on outstanding Subdivisions. Emails sent to ones needing CU/VO.
- Interview with University of Guelph student on Energy Planning in Development Plans.

- Letters sent out requesting an Alternate Designated Officer agreement. Reply from Brandon – no. Contact with a freelancer.
- Editing a Permit Guide for the public
- Updated Zoning By-Law Amendments section on website.
- Added the sidebar of notice to the homepage of the website.
- Completed:
 - Reconciliation of credit cards are up to date
 - Payroll x 2
 - Reconciled chequing and savings accounts
 - Calculated MEBP, WFG, and CRA payments.
 - Refund for MEBP overpayment on Brad’s cheque
 - GST filing for 2nd half of 2022
 - WCB 2022 payroll report
 - Issued T4s
 - Finance Committee meeting – finalized first draft of budget
 - Policy writing and by-law amendments
 - Investment strategy
- Virtual training session for the new MB Planning Handbook – Jan. 17th

Activity Overview: January 2023

Type	RMEA	PVM	HM	RMOV
Building Permit		1		
Development Permit		2		
Plumbing Permit				
Occupancy Permit				
Demolition Permit		1		
Conditional Use		1		
Variance		2	3	1
Minor Variance				
Orders				
Violation				

Questions for Staff / Concerns: none

Receipt of Petitions and Communications:

Emails & Letters: Prairie View Municipality re: rental rate increase. S-T to let PVM know MWPD accepts the increase.
New Subdivisions: none

General Business:

Resolution 24/23 Brethour-Kleemola
 Whereas the Board of the Mid-West Planning District agrees that he cost of Cloudpermit per permit is not covered by the current fee structure in some cases. Based on the legal interpretation of the Cloudpermit contract the Board resolves to the following action: Contact Cloudpermit about an early release option and if no option is available request the Planning Module access as per Contract Schedule A 2.
 For: 8 Against: 0 Carried

Ideas for the 2023 tax insert advertising were presented. Board asked to take away to review. Matter to be resolved in the next meeting. Any additional ideas to be sent to the S-T for inclusion.

Unfinished Business:

No updates on the legal matter. Did not used Resolutions 25 and 26.

Adjourn:

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

Resolution 27/23 Brethour-Aaroe

Resolved that this meeting does now adjourn at 11:35 am to meet again on March 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: 8 Against: 0 Carried

CHAIRPERSON

SECRETARY-TREASURER