

MID-WEST PLANNING DISTRICT MEETING NOTES

Minutes of a regular meeting of the Board of Directors of the Mid-West Planning District held on March 2, 2023, commencing at 9:08 AM, in person at Miniota Prairie View Municipality board room. Board Directors in attendance were Gray, Kleemola, Aaroe, Hyndman, Brethour and Alternate Oliver along with Secretary-Treasurer / Development Officer Lisa Hamilton and Building Inspector, Kent Coulter. Chairperson Clark was in the Chair.

Minutes:

Regular Meeting

Resolution 28/23 Oliver-Aaroe

Resolved that the minutes of the Board Meeting dated February 2, 2023, be adopted as read & distributed.

For: 7 Against: 0 Carried

Finances:

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

- Balance Sheet
- P&L by month for the year to date – was for 2022. S-T to post the revised 2023 version.
- 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 when he returns.

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

Resolution 29/23 Brethour-Hyndman

Be it resolved that the Financial Statement have been reviewed and cheques numbered 4240-4250 totaling \$5,404.91, debit payments totaling \$12,028.68 for expenses, and credit card charges totaling \$416.58 incurred in February 2023 be approved.

For: 7 Against: 0 Carried

Reports of Committees:

Personnel Committee: none.

Policy Committee: none.

Finance Committee: none.

By-Laws:

Resolution 30/23 Aaroe-Kleemola

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 Second Reading.

For: 7 Against: 0 Carried

Resolution 31/23 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 Third and final Reading.

Name	Yes	No	Abstained (state reason for abstaining)
Barry Lowes			Absent
Cheryl Kleemola	X		
Delbert Cole			Absent
Linda Clark	X		
Ed Brethour	X		
Ross Gray	X		
Frank Hyndman	X		
Bill Aaroe	X		
Darcy Oliver	X		

For: 7 Against: 0 Carried

Resolution 32/23 Oliver-Aaroe

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 Second Reading.

For: 7 Against: 0 Carried

Resolution 33/23 Brethour-Kleemola

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 Third and Final Reading.

Name	Yes	No	Abstained (state reason for abstaining)
Barry Lowes			Absent
Cheryl Kleemola	X		
Delbert Cole			Absent
Linda Clark	X		
Ed Brethour	X		
Ross Gray	X		
Frank Hyndman	X		
Bill Aaroe	X		
Darcy Oliver	X		

For: 7 Against: 0 Carried

Resolution 34/23 Hyndman-Oliver

Whereas the Board of the Mid-West Planning District has reviewed the proposed policy of 2-2023: Definitions of Landings, Patios, and Decks, be it resolved to be established to outline the definitions within.

For: 7 Against: 0 Carried

Board Director Gray left the meeting.

Other Permit Fees: The fee line item that is to encompass the projects that are developments, but do not fall under Part 3 or 9 of the building code was discussed. The Board ask the S-T to draft a sliding scale for these fees and to break out Aggregate Pits as its own line item with a flat fee. To be presented at the next board meeting.

Teeth: Building Inspector Coulter presented research into the “teeth” of collecting on penalties and fines through applying unpaid ones to property taxes. DO to discuss with each municipal CAO to see the process they would need to implement this. A policy will need to be written to reflect the process.

Staff Reports:

Building Inspector:

- Completed 1 development on-site review

- Completed 11 building inspections
- 7 new build inquiries
- 1 on-site violation meeting

Development officer:

- 7 Initial Fire Inspections
- 1 Follow-up Fire Inspection
- 1 Requested Inspection
- 1 Planning Meeting
- Submitted Stats Can numbers
- Attended 3 hearings
- Progress on violations
- Conversation with Cloudpermit
- Edited the Employee Manual and Procedures Manual
- Editing a Permit Guide for the public
- Conversation with Jeff Braun – Neepawa Planning District
- Answered questions about hearings
- Fielded Planning/permit questions
- Completed:
 - a. Reconciliation of credit cards are up to date
 - b. Payroll x 2
 - c. Reconciled chequing and savings accounts
 - d. Calculated MEBP, WFG, and CRA payments.
 - e. Investigated investment strategy + asked Board via email

Activity Overview: February 2023

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

Questions for Staff / Concerns: none

Receipt of Petitions and Communications:

Emails & Letters: Labour, Consumer Protection and Government Services: Real Estate Services Branch re: ATV 1-day permit – no concerns.

New Subdivisions: none

General Business:

Cloudpermit: S-T to inquire about the training offered by Cloudpermit and what their assistance looks like. Advertising Cloudpermit through FB and ask CAOs and Board directors to share on their social media. Did not use resolution 35/23.

2023 Tax Insert: The following ideas are to be incorporated into the flyer:

- Myth busting
 - Deck definitions
 - Renovation permits
 - Unconventional housing
- What Development Permits are for, what do we do as part of it and why do you need one.
- When to contact us
- Advertise Cloudpermit

Board Director Oliver noted that in the past a flyer was direct mailed to District communities. S-T will investigate costs.

Minutes: Discussion on posting Meeting Minutes on our website. Board was in favour with posting approved minutes. Start by posting all of 2023 approved minutes.

Training:

Resolution 36/23 Kleemola-Aaroe

The Board of the Mid-West Planning District is supportive of employees to attend the MBOA Spring Conference (April 18-20, 2022, in Winnipeg), therefore; be it resolved that the Board approved the attendance of Czarina Conde and Kent Coulter to the 2023 MBOA Spring Conference, Pre-Conference Seminar plus Day 1 & 2 with registration, lodging, meals and mileage paid by Mid-West Planning District budget.

For: 6 Against: 0 Carried

Employee Manual: Board Directors to review for next meeting.

Procedures Manual: Board Directors to review for next meeting.

Unfinished Business:

Resolution 37/23 Oliver-Aaroe

The Board of the Mid-West Planning District now wished to go in-camera to discuss a Legal Matter; therefore, be it resolved that the Board go in camera.

For: 6 Against: 0 Carried

Resolution 38/23 Brethour-Hyndman

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 39/23 Hyndman-Aaroe

Resolved that this meeting does now adjourn at 11:10 am to meet again on April 20, 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