

## MID-WEST PLANNING DISTRICT MEETING NOTES

Minutes of a regular meeting of the Board of Directors of the Mid-West Planning District held on May 4, 2023, commencing at 9:00 AM, in person at Miniota Prairie View Municipality board room. Board Directors in attendance were Gray, Kleemola, Aaroe, Hyndman, and Brethour along with Secretary-Treasurer / Development Officer Lisa Hamilton. Vice-Chairperson Cole was in the Chair.

### **Minutes:**

#### *Regular Meeting*

#### Resolution 40/23 Gray-Brethour

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

For: 6            Against: 0            Carried

### **Finances:**

The financial statements for March and April 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 were reviewed by Finance Committee Chairperson, Cole.

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

#### Resolution 41/23 Hyndman-Aaroe

Resolved that the Financial Statement have been reviewed and cheques numbered 4251 to 4256 totaling \$12,144.69, debit payments totaling \$11,749.02 for expenses, and credit card charges totaling \$1,169.46 incurred in March AND cheques numbered 4257 to 4259 totaling \$2,863.95, debit payments totaling \$12,576.97 for expenses, and credit card charges totaling \$1,045.96 incurred in April 2023 be approved.

For: 6            Against: 0            Carried

### **Reports of Committees:**

*Personnel Committee:* none.

*Policy Committee:* none.

*Finance Committee:* none.

### **By-Laws:**

#### Resolution 42/23 Kleemola-Brethour

Whereas the Board of the Mid-West Planning District has reviewed the proposed amended Mid-West Planning District Fee By-Law 4-2023, which would replace current Mid-West Planning District Fee By-Law 1-2023, Therefore, be it resolved that the by-law received First Reading with changes.

For: 6            Against: 0            Carried

*Teeth:* Decision for DO to make calls to other Development Officers to see what they do and if they have had legal advice. Resolution 43/23 not used.

### **Staff Reports:**

#### Development officer for March and April:

- 3 Initial Fire Inspections
- 8 Follow-up Fire Inspection
- 3 on-site client meetings

- 1 Zoning Confirmation letter
- Submitted Stats Can numbers
- Attended 5 hearings
- Progress on violations
- First draft of Fee By-Law
- Fielded Planning/permit questions
- Completed:
  - a. Reconciliation of credit cards are up to date
  - b. Payroll x 4
  - c. Reconciled chequing and savings accounts
  - d. Calculated MEBP, WFG, and CRA payments.
  - e. Added Czarina back to payroll
  - f. Kent’s ROE and last pay cheque

**Activity Overview: March 2023**

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

**Activity Overview: April 2023**

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

*Questions for Staff / Concerns:* none

**Receipt of Petitions and Communications:**

*Emails:* QuickBooks fees increasing. Noted

*Letters:* Kent Coulter resignation.

Resolution 44/23 Gray-Aaroe

Whereas the Board of the Mid-West Planning District has read the resignation letter of Kent Coulter and accepts his resignation.

For: 6           Against: 0       Carried

*New Subdivisions:* Hyndman – RMOV – no concerns; Hodgins / Wurtz – HM – no concerns

**General Business:**

*2023 Tax Insert:* Content was approved. S-T to get pricing for black and white vs. colour and if it is reasonable, go with colour.

*RRC Courses:*

Resolution 45/23 Brethour-Hyndman

The Board of the Mid-West Planning District acknowledges the need for ongoing training for employees. The Board agrees to register the following employee for the following courses paid by Mid-West Planning District budget.

Czarina Conde: Red River College Part 3 Large Buildings and exam

Czarina Conde: Red River College Part 3 Complex Buildings and exam

For: 6      Against: 0      Carried

*Employee Manual:*

Resolution 46/23 Aaroe-Kleemola

The Board of the Mid-West Planning District acknowledges the need for an Employee Manual that sets out the expectations of the Board for all employees. The presented 2023 Employee manual is adopted for use.

For: 6      Against: 0      Carried

*Procedures Manual:*

Resolution 47/23 Brethour-Hyndman

The Board of the Mid-West Planning District acknowledges the need for an Procedures Manual that sets out the expectations of the Board for all employees. The presented 2023 Procedures manual is adopted for use.

For: 6      Against: 0      Carried

*Post Office Access:*

Resolution 48/23 Aaroe-Kleemola

Due to the resignation of Kent Coulter, the Mid-West Planning District resolves that his signing authority and access to Box 96 be revoked as of now.

For: 6      Against: 0      Carried

*Banking Access:*

Resolution 49/23 Gray-Hyndman

Due to the resignation of Kent Coulter, the Mid-West Planning District resolves that his signing authority and access to the Fusion banking information be revoked as of now.

For: 6      Against: 0      Carried

**Unfinished Business:**

Resolution 50/23 Hyndman-Aaroe

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

For: 6      Against: 0      Carried

Resolution 51/23 Gray-Kleemola

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: 5      Against: 0      Carried

**Adjourn:**

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

Resolution 352/23 Kleemola-Hyndman

Resolved that this meeting does now adjourn at 11:00 am to meet again on June 1, 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

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CHAIRPERSON

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SECRETARY-TREASURER