

## MID-WEST PLANNING DISTRICT MEETING NOTES

Minutes of a regular meeting of the Board of Directors of the Mid-West Planning District held on June 1, 2023, commencing at 9:07 AM, in person at Miniota Prairie View Municipality board room. Board Directors in attendance were Gray, Kleemola, Aaroe, Hyndman, Lowes, and Oliver along with Secretary-Treasurer / Development Officer Lisa Hamilton and Assistant Development Officer Czarina Conde. Vice-Chairperson Cole was in the Chair.

### **Minutes:**

#### *Regular Meeting*

#### Resolution 53/23 Aaroe-Gray

Resolved that the minutes of the Board Meeting dated May 4, 2023, be adopted as read & distributed.

For: 6          Against: 0          Carried

### **Finances:**

The financial statements for May could not be completed in time for the meeting. The following documents and reports will be uploaded to the Directors' OneDrive after the meeting:

- Balance Sheet
- P&L by month for the year to date
- A/R outstanding invoices
- Budget vs. Actuals to date
- 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.

- Credit card reconciliations per card May
- MEBP worksheet May
- PD7A report May
- Review of timesheets
- Reviewed upcoming bill payments, June

#### Resolution 59/23 Aaroe-Lowes

Whereas the annual Audit is not ready for review, but the municipalities require our Audit in June, be it resolved that when the draft Audit comes in, it will be distributed and voted on via email.

For: 6                          Against: 0          Carried

### **Reports of Committees:**

*Personnel Committee:* none. Committee to meet as soon as possible.

*Policy Committee:* none.

*Finance Committee:* none.

### **By-Laws:**

#### Resolution 54/23 Gray-Aaroe

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 Second Reading.

For: 6          Against: 0          Carried

Resolution 55/23 Hyndman-Gray

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 Third Reading.

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

For: 6          Against: 0          Carried

**Staff Reports:**

Assistant Development Officer for May:

- 2 Initial Fire Inspections
- 5 Building Inspections
- 3 on-site client meetings
- 2 Unsafe Conditions inspections
- Attended municipal office hours: Oak River
- Progress on violations and working with Commissionaires
- 5 Cloudpermit projects created for clients
- 5 Building plan reviews
- Started Part 3 Large Buildings course

Development officer for May:

- 5 Initial Fire Inspections
- 2 Follow-up Fire Inspection
- 5 on-site client meetings
- Submitted Stats Can numbers
- 2 Unsafe Conditions inspections
- Attended municipal office hours: St. Lazare, Hamiota, Birtle, McAuley
- Progress on violations and working with Commissionaires
- Fielded Planning/permit questions
- Networking
- Completed:
  - a. Reconciliation of credit cards are up to date
  - b. Payroll x 3
  - c. Calculated MEBP, WFG, and CRA payments.

**Activity Overview: May 2023**

Type	RMEA	PVM	HM	RMOV
Building Permit		1	1	8
Development Permit	1	1	1	2
Plumbing Permit		1		2
Occupancy Permit				
Demolition Permit				
Conditional Use		2		3
Variance				1
Minor Variance				
Zoning By-Law Amend				
Orders				
Violation				3

*Questions for Staff / Concerns: none*

**Receipt of Petitions and Communications:**

*Emails:* Community Planning – staffing changes - acknowledged

*Letters:* none

*New Subdivisions:* none

**General Business:**

*Director Oliver joined the meeting.*

*Possible policy for stamped drawings requirements.* Board does not want to proceed and will go with Building Code.

*Old Files:* Board recommends trying to close all dwelling files with an inspection.

*Violations Report:* One violation was due to be completed by June 1, but has not been because of budget constraints. The client mentioned the engineer would sign off on the current foundation. Board agreed that this would satisfy the requirement for the foundation. Final inspection will be conducted in the next few days.

**Unfinished Business:**

**Resolution 56/23 Gray-Oliver**

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: 7      Against: 0      Carried

**Resolution 57/23 Aaroe-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: 7      Against: 0      Carried

**Adjourn:**

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

**Resolution 58/23 Hyndman-Oliver**

Resolved that this meeting does now adjourn at 10:30 am to meet again on July 6, 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: 7      Against: 0      Carried

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CHAIRPERSON

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SECRETARY-TREASURER