

MID-WEST PLANNING DISTRICT MEETING NOTES

Minutes of a regular meeting of the Board of Directors of the Mid-West Planning District held on July 6, 2023, commencing at 9:00 AM, in person at Miniota Prairie View Municipality board room. Board Directors in attendance were Gray, Kleemola, Aaroe, Lowes, and Cole along with Secretary-Treasurer / Development Officer Lisa Hamilton and Assistant Development Officer Czarina Conde. Chairperson Clark was in the Chair.

Minutes:

Regular Meeting

Resolution 60/23 Kleemola-Aaroe

Resolved that the minutes of the Board Meeting dated June 1, 2023, be adopted as read & distributed.

For: 6 Against: 0 Carried

Finances:

The financial statements for May were posted to the Directors' OneDrive after the June 1st meeting. The June financial statements were reviewed in 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 – Chairperson Clark

The following were reviewed by Finance Committee Chairperson, Cole.

- Credit card reconciliations per card June
- Bank account reconciliations for May and June
- MEBP worksheet June
- PD7A report June
- Review of timesheets
- Reviewed upcoming bill payments, July

Resolution 61/23 Cole-Gray

Resolved that the Financial Statement have been reviewed and the cheques numbered 4260 to 4264 totaling \$3,383.77, debit payments totaling \$15,531.77 for expenses, and credit card charges totaling \$322.19 incurred in May 2023 AND

Cheques numbered 4265 to 4269 totaling \$4,136.63, debit payments totaling \$13,829.86 for expenses, and credit card charges totaling \$1,308.61 incurred in June 2023 be approved.

For: 6 Against: 0 Carried

Resolution 62/23 Aaroe-Cole

We, The Board Members of Mid-West Planning District hereby approve the audited financial statements and take full responsibility for the financial statements for the year ended December 31, 2022.

For: 6 Against: 0 Carried

Reports of Committees:

Personnel Committee: Committee met with a potential Part 3 candidate but would like to also keep pursuing an Alternate Designated Officer and Part 3 mentorship agreements with Neepawa Planning District. S-T to write up a first draft to send to the Board via email for approval.

Policy Committee: none.

Finance Committee: none.

Staff Reports:

Assistant Development Officer for June:

- 1 Follow up Fire Inspection and Group presentation
- 7 Building Inspections
- 4 Requested Inspections
- 5 Final Inspections

- 3 on-site client meetings
- Attended Meeting for proposed Zoning by-law amendment for PVM
- Progress on violations and working with Commissionaires
- 4 Cloudpermit projects created for clients
- 1 Violation letter sent
- Passed Part 3 Large Buildings course

Development officer for June:

- 2 Initial Fire Inspections
- 3 Follow-up Fire Inspection and Group presentation
- 2 Development Reviews
- 6 on-site client meetings
- Submitted Stats Can numbers
- Attended municipal office hours: Rapid City, St. Lazare, Hamiota and Birtle
- Attended Meeting for proposed Zoning by-law amendment for PVM and wrote up draft amendment
- Progress on violations and working with Commissionaires
- 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.

Activity Overview: June 2023

Type	RMEA	PVM	HM	RMOV
Building Permit	1		1	1
Development Permit	2	4	2	4
Plumbing Permit				
Occupancy Permit				
Demolition Permit		1	2	1
Conditional Use			1	
Variance				
Minor Variance				
Zoning By-Law Amend				
Orders				
Violation				

Questions for Staff / Concerns: none

Receipt of Petitions and Communications:

Emails: MBOA re: timing for Adoption of 2020 Code – acknowledged; Community Planning re: staffing changes and resources to use – acknowledged; MB Planners Conference re conference dates - acknowledged

Letters: RM of Yellowhead – Development Plan - acknowledged

New Subdivisions: Ferguson – RMOV – no issues

General Business:

Physical Training Courses:

Resolution 63/23 Aaroe-Lowes

Training is required for employees of the planning district, therefore; be it resolved that the Board of the Mid-West Planning District approves the enrollment of Czarina Conde and Lisa Hamilton in the Elite Security in-person courses and associated exams, with registration and expenses paid, namely:

Confined Space Entry & Rescue (Non-IDLH) course at the Brandon Office

Working at Heights course at the Brandon Office.

For: 6 Against: 0 Carried

MB Planners Conference Attendance: Some Board members are interested in attending. MBOA’s fall seminar usually happens at the same time. Resolution 64 not used. Holding until we get confirmation of MBOA’s fall seminar details.

Vacation Coverage: BO will be taking some vacation days in a row during the end of July and start of August. For building inspections that come up during that time, S-T to reach out to Neepawa Planning District to see if coverage can be arranged. If not, DO will do an on-site visit for each inspection taking pictures as listed by the BO. Those inspections will be done via Photographic Audit when the BO returns.

Moving an older renovated and new additions home:

Resolution 68/23 Aaroe-Gray

A bungalow home located on NE10-13-25W in Prairie View Municipality, was brought before the Board for a ruling on an older building classification.

The original house was renovated down to the studs and two additions were done in the last 10-15 years.

Be it resolved that the Board agrees that this changes the effective age of the building and the house is not classified as an older building as per the Mid-West Planning District policy for moving older buildings (5-2022).

For: 6 Against: 0 Carried

S-T to edit the current policy to reflect this decision.

Unfinished Business:

Resolution 65/23 Aaroe-Lowes

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 66/23 Cole-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: 6 Against: 0 Carried

Adjourn:

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

Resolution 67/23 Aaroe-Gray

Resolved that this meeting does now adjourn at 11:10 am to meet again on August 3, 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