

## MID-WEST PLANNING DISTRICT MEETING NOTES

Minutes of a regular meeting of the Board of Directors of the Mid-West Planning District held on August 3, 2023, commencing at 9:10 AM, in person at Miniota Prairie View Municipality board room. Board Directors in attendance in-person were Gray, Brethour, Aaroe, and Cole along with Secretary-Treasurer / Development Officer Lisa Hamilton. Chairperson Clark was in the Chair. Assistant Development Officer Czarina Conde and Director Kleemola were in attendance via MS Teams.

### **Minutes:**

*Regular Meeting*

Resolution 69/23 Aaroe-Gray

Resolved that the minutes of the Board Meeting dated July 6, 2023, be adopted as read & distributed.

For: 6          Against: 0          Carried

### **Community Planning:**

The new Regional Director of Community Planning for the Brandon office, Yves Richard, joined via MS Teams and introduced himself to the Board.

### **Finances:**

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

The following were reviewed and signed by Chairperson Clark.

- Cheques for August payments
- Employee timesheets
- Employee July expense sheets

The following were reviewed by Finance Committee Chairperson, Cole.

- Credit card reconciliations per card July
- Bank account reconciliations for July
- MEBP worksheet June
- PD7A report July
- Reviewed upcoming bill payments, August

### **Resolution 70/23 Cole-Brethour**

Resolved that the Financial Statement have been reviewed and the cheques numbered 4270 to 4274 totaling \$3,709.19, debit payments totaling \$11,376.70 for expenses, and credit card charges totaling \$372.43 incurred in July 2023 be approved.

For: 6                  Against: 0          Carried

### **Reports of Committees:**

*Personnel Committee:* Request for salary review asked for by the ADO, Committee conversed via text. To be discussed in camera

*Policy Committee:* revised Moving In / Locating Older Buildings policy.

*Finance Committee:* none.

### **By-Laws and Policies:**

Board reviewed revisions to Moving In / Locating Older Buildings policy and had some additions. S-T to make the revisions and send to the Board via email for review. Edited version will be voted on in the next general meeting. Resolution #71/63 Not used.

### **Staff Reports:**

Assistant Development Officer for June:

- 7 Building Inspections
- 1 Requested Inspections
- 9 Final Inspections
- 1 Unsafe Conditions Inspection

- 5 Building Plan reviews
- Mobile office – McAuley

Development officer for June:

- 2 Initial Fire Inspections
- 1 Follow-up Fire Inspection
- 4 Development Reviews
- 1 Occupancy Load measurements
- 1 on-site client meetings
- Submitted Stats Can numbers
- Mobile office – Oak River, Rapid City
- Progress on violations and working with Commissionaires
- Fielded Planning/permit questions
- Attended interview
- Drafted agreements for Alternate Designated Officer
- Attended free seminar: Building Housing Affordability: Levers for Canadian Municipalities
- Signed up for Confined Space Entry and Working From Heights courses
- 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. Filed GST and received payment

**Activity Overview: June 2023**

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

*Questions for Staff / Concerns:* S-T to find out from Trans Canada West Planning District who was responsible for cutting back obstructions in the corner vision triangles this year.

**Receipt of Petitions and Communications:**

*Emails:* none

*Letters:* none

*New Subdivisions:* none

**General Business:**

*MBOA Fall Seminar and Manitoba Planning Conference:*

**Resolution 72/23 Gray-Brethour**

The Board of the Mid-West Planning District is supportive of employees to attend the Manitoba Planning Conference (October 25-27, 2023, in Winnipeg), therefore; be it resolved that the Board approved the attendance of: Lisa Hamilton, Czarina Conde, and Director Aaroe to the 2023 Manitoba Planning Conference with registration, lodging, meals and mileage paid by Mid-West Planning District budget.

The Board of the Mid-West Planning District is supportive of employees to attend the MBOA fall Training Seminar (November 27-28, 2023, in Brandon) therefore be it resolved that the Board approved the attendance of Czarina Conde to the 2023 MBOA fall training seminar, with registration, lodging, meals and mileage paid by Mid-West Planning District budget.

For: 6      Against: 0      Carried

**Unfinished Business:**

Resolution 73/23 Cole-Aaroe

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

For: 6      Against: 0      Carried

Due to technology issues, Director Kleemola dropped out of the meeting upon entering in-camera and did not rejoin.

During the in-camera session Conde and Hamilton were asked to step out for the employee discussion.

Resolution 74/23 Aaroe-Cole

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

Resolution 75/23 Cole-Brethour

Whereas a violation of the R.M. of Ellice-Archie Building By-Law remains unsolved for over a year, the Board agrees to writing a release of liability, to be reviewed by a lawyer and presented to the property owners.

For: 5      Against: 0      Carried

Resolution 76/23 Aaroe-Gray

Whereas a legal matter that was put through insurance has been settled, the Board agrees to signing the Mutual Release forms provided by our lawyer.

For: 5      Against: 0      Carried

*New training: FCIA Existing Building Fire-Resistance symposium*

Resolution 78/63 Cole-Brethour

The Board of the Mid-West Planning District is supportive of Lisa Hamilton to attend the FCIA Existing Building Fire-Resistance Symposium (September 21-22, 2023, in Ottawa) with lodging, meals and air fare/mileage paid by Mid-West Planning District budget.

**Adjourn:**

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

Resolution 77/23 Gray-Aaroe

Resolved that this meeting does now adjourn at 10:57 am to meet again on October 5, 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: 5      Against: 0      Carried

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CHAIRPERSON

\_\_\_\_\_  
SECRETARY-TREASURER