

MID-WEST PLANNING DISTRICT MEETING NOTES

Minutes of a regular meeting of the Board of Directors of the Mid-West Planning District held on October 5, 2023, commencing at 8:59 AM, in person at Miniota Prairie View Municipality board room. Board Directors in attendance in-person were Gray, Kleemola, Hyndman, Aaroe, Lowes and Cole along with Secretary-Treasurer / Development Officer Lisa Hamilton and Assistant Development Officer Czarina Conde. Chairperson Clark was in the Chair. Director Brethour joined at approximately 9:18 am.

Minutes:

Regular Meeting

Resolution 79/23 Aaroe-Cole

Resolved that the minutes of the Board Meeting dated August 3, 2023, be adopted as read & distributed.

For: 7 Against: 0 Carried

Community Planning: None

Finances:

The August and September financial statements were reviewed in the meeting.

- Balance Sheet – to September 30
- P&L by month for the year to date – included both August & September
- A/R outstanding invoices – as of September 30
- Budget vs. Actuals to date – as of September 30
- Payments made in each month broken down by cheques, debits (online payments) and credit card charges – August & September

The following were reviewed and signed by Chairperson Clark.

- Cheques for October payments
- Employee timesheets
- Employee August and September expense sheets

The following were reviewed by Finance Committee Chairperson, Cole.

- Credit card reconciliations per card August and September
- Bank account reconciliations for August and September
- MEBP worksheet August and September
- PD7A report August and September
- Reviewed upcoming bill payments, October

Resolution 80/23 Gray-Hyndman

Resolved that the Financial Statement have been reviewed and the cheques numbered 4275 to 4281 totaling \$12,189.19, debit payments totaling \$12,130.68 for expenses, and credit card charges totaling \$2,606.13 incurred in August 2023 AND the cheque numbered 4282 totaling \$1,848.64, debit payments totaling \$13,964.99 for expenses, and credit card charges totaling \$661.03 incurred in September 2023 be approved.

For: 8 Against: 0 Carried

Reports of Committees:

Personnel Committee: ADO's contract was signed. Chair signed in meeting.

Policy Committee: none.

Finance Committee: none.

By-Laws and Policies:

Resolution 81/23 Brethour-Cole

Be it resolved that the Board of the Mid-West Planning District has reviewed the proposed policy of 3-2023: Moving in / Locating Older Buildings policy, which would replace current policy 5-2022 and approved.

For: 8 Against: 0 Carried

Staff Reports:

Assistant Development Officer for August & September:

- 5 Plan Reviews
- 18 Building Inspections
- 1 Requested Inspections

- 3 Final Inspections
- 2 Development Reviews
- 1 Occupancy certificate
- Paperwork and mailing for 2xVO for RMEA
- Hearings: Oak River
- Passed Part 3 Complex Building Course
- Passed Confined Spaces entry course
- Mobile office – St. Lazare, Birtle, McAuley, Hamiota

Development officer for August & September:

- 5 Initial Fire Inspections
- 6 Follow-up Fire Inspection
- 5 Development Reviews
- 1 Occupancy Load measurements
- 6 on-site client meetings
- 2 audit photo pictures
- Hearings: Hamiota x2, Prairie View, Oak River
- Submitted Stats Can numbers x2
- Mobile office – Hamiota, Oak River, Rapid City, St. Lazare, Birtle
- Progress on violations
- Fielded Planning/permit questions
- Attended the FCIA Existing Building Fire-Resistance Symposium in Ottawa
- Prairie IT on-site installation of server and new laptops
- Completed:
 - a. Reconciliation of credit cards are up to date – August & September
 - b. Payroll x 4 (August & September)
 - c. Reconciled chequing and savings accounts – August & September
 - d. Calculated MEBP, WFG, and CRA payments. – August & September

Activity Overview: August 2023

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

Activity Overview: September 2023

Type	RMEA	PVM	HM	RMOV
Building Permit		2	2	4
Development Permit	1		2	7
Plumbing Permit		1		3
Occupancy Permit				
Demolition Permit	1	1		
Conditional Use			2	3
Variance				2
Minor Variance				
Zoning By-Law Amend				
Orders				
Violation				

Questions for Staff/ Concerns: Chair requested that if all Board members could RSVP to Board meetings by the Tuesday before the meeting along with any requests for printed copies of the documents and confirmation if attendance will be in-person or via MS Teams.

Receipt of Petitions and Communications:

Email From: Western Financial Group – name change – noted by the Board

Letters From: Keystone Planning District – Zoning By-Law hearings – noted by the Board, MEBP – late fees – noted by the Board.

New Subdivisions: Haggarty – RMOV – DO to check the remaining parcel in the subdivision for existing access and to add the notes to the reply to Community Planning.

General Business:

I.T. upgrade

Resolution 82/23 Lowes-Kleemola

Be it resolved that the Board of the Mid-West Planning District has reviewed the proposed I.T. upgrades to the staff computers and revised service plan from Prairie IT Services and agrees to the hardware upgrade and the new service plan outlined in estimates 1513 and 1514 from Prairie IT Services.

For: 8 Against: 0 Carried

Alternate Designated Officer/Part 3 mentorship – Revised contracts reviewed. Edits to be made and returned to Neepawa and Area Planning District for review/approval. Resolution 83/23 not used.

Unfinished Business:

Corner Vision Triangle – Reviewed the process used in Virden. The Board agreed that it should be dealt with in all urban areas but asked that the DO send an email to each CAO explaining the proposal and to add it to their Council’s agendas for discussion.

Resolution 85/23 Brethour-Cole

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: 8 Against: 0 Carried

Resolution 86/23 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: 8 Against: 0 Carried

Adjourn:

Resolution 84/23 Hyndman-Gray

Resolved that this meeting does now adjourn at 11:16 am to meet again on November 2, 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: 8 Against: 0 Carried

CHAIRPERSON

SECRETARY-TREASURER