

MID-WEST PLANNING DISTRICT MEETING NOTES

Minutes of a regular meeting of the Board of Directors of the Mid-West Planning District held on November 2, 2023, commencing at 9:20 AM, in person at Miniota Prairie View Municipality board room. Board Directors in attendance in-person were Aaroe, Brethour, Gray, and Cole, along with Secretary-Treasurer / Development Officer Lisa Hamilton and Assistant Development Officer Czarina Conde. Director Kleemola via MS Teams. Chairperson Clark was in the Chair. Director Gray joined at approximately 9:34 am.

Minutes:

Regular Meeting

Resolution 87/23 Cole-Aaroe

Resolved that the minutes of the Board Meeting dated October 5, 2023, be adopted as read & distributed.

For: 5 Against: 0 Carried

Community Planning: None

Finances:

The October financial statements were reviewed in the meeting.

- Balance Sheet – to October 31
- P&L by month for the year to date
- A/R outstanding invoices – as of October 31
- Budget vs. Actuals to date
- Payments made in each month broken down by cheques, debits (online payments) and credit card charges – October

The following were reviewed and signed by Chairperson Clark:

- Cheques for November payments
- Employee timesheets
- Employee and Director October expense sheets

The following were reviewed by Finance Committee Chairperson, Cole:

- Credit card reconciliations
- Bank account reconciliations
- MEBP worksheet
- PD7A report
- Reviewed upcoming bill payments for November

Resolution 88/23 Brethour-Gray

Be it resolved that the Mid-West Planning District October 2023 Financial Statements have been reviewed and the cheques numbered 4282 to 4286 totaling \$10,066.56, debit payments totaling \$14,874.04, and credit card charges totaling \$1,653.91 incurred in October 2023 be approved.

For: 6 Against: 0 Carried

Reports of Committees:

Personnel Committee: DO to email committee to book employee reviews.

Policy Committee: DO to email committee to review policies for inconsistencies.

Finance Committee: DO to email committee to set up a fee schedule planning session.

Staff Reports:

Director Aaroe for Manitoba Planning Conference:

Attended the pre-conference seminar – Planning 101

Attended the following conference sessions:

- Capacity or values? Investigation barrier to planning for net-zero in rural Manitoba
- Plans and Registrations with Teranet (Land Titles Office) with a Brief overview of Special Surveys
- Demystifying the Municipal Board's Mandate and its Planning Processes
- Old Problems, New Challenges, Inspired Solutions: from Unicity to the Winnipeg Metropolitan Region
- The State of Natural Infrastructure on the Canadian Prairies
- Rocks and a Hard Place: Managing aggregate resources amidst the demand for rural residential development

Notes to follow. Direct Aaroe found it very informative and would attend another year. He thanks the Board for sending him this year.

Assistant Development Officer for October:

- 2 Plan Reviews
- 11 Building Inspections
- 3 Final Inspections
- 4 Development Reviews
- 2 Occupancy certificate
- 0 Requested Inspections
- 1 Planning hearing paperwork
- Hearings: none
- Meeting with Neepawa & Area Planning District team
- Attended the Manitoba Planning Conference – notes to follow
- Mobile office – Oak River, Rapid City

Development officer for October:

- 4 Initial Fire Inspections
- 3 Follow-up Fire Inspection
- 3 Development Reviews
- 2 Occupancy Load measurements
- 1 on-site client meetings
- 1 orders delivered
- 1 Planning hearing paperwork
- 0 audit photo pictures
- Hearings: none, Zoom attendance for a HM Council meeting
- Submitted Stats Can numbers
- Mobile office – McAuley, St. Lazare
- Progress on violations
- Webinar Gettin’ Greasy with Grease Duct Enclosures
- Meeting with Neepawa & Area Planning District team
- Attended the Manitoba Planning Conference – notes to follow
- Fielded Planning/permit questions
- Completed:
 - a. Reconciled credit cards
 - b. Payroll x 3
 - c. Reconciled chequing and savings accounts
 - d. Calculated MEBP, WFG, and CRA payments.

Activity Overview: October 2023

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

Questions for Staff / Concerns: none

Receipt of Petitions and Communications:

Letters From: WCB – 2024 rates and estimated fees. The fees will be lower than their estimate and a possible refund for this year because the salaries were not as much as budgeted. There is a note about the overall rate possibly increasing in 2025, which the Board acknowledges.

General Business:

Old Laptops: the 3 old employee laptops were available for Board Directors. The Board decided based on the outdated software and hardware to not charge for the equipment. They have been wiped and are ready for a new user. Director Aaore and Hyndman had asked for a laptop each. They each will receive one. The third laptop will go to Prairie IT for recycling.

Winter Planning Session: staff have asked for a day to be in the office, but away from the phones and desks to plan for projects to be done over the winter down-time season. Feedback asked from Board on any items they think should be on the list. Feedback due by November 23, 2023. The meeting will be booked for the end of November.

Alternate Designated Officer/Part 3 mentorship: the contracts are still with NAPD’s lawyers. Meeting with the NAPD staff went well. The Part 3 mentorship contract is only for training a MWPD employee. Should there not be a Part 3 trained employee on staff, the contract does not cover NAPD taking over the workload. A separate contract would need to be developed in that case.

Part 9 Shadowing: The Building Official has asked that once the contracts with NAPD are in place if they can shadow some Part 9 inspections with NAPD inspectors. NAPD is open to this arrangement. The Board agrees that it is a good learning experience to have, and the Building Official will be tracking mileage and conducting the shadowing during regular working hours.

Unfinished Business:

Corner Vision Triangle – All municipalities discussed the proposal and have declined to participate in a Planning District program at this time.

Liability Release/Waiver – waiting on a Tax sale date to see who the owner will be. A Special Meeting may need to be held in November at the call of the Chair.

Resolution 90/23 Aaroe - 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: 6 Against: 0 Carried

Resolution 91/23 Kleemola-Gray

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

Director Cole left the meeting at 11:55 am.

Adjourn:

Resolution 89/23 Brethour-Aaroe

Resolved that this meeting is now adjourned at 11:58 am to meet again on December 7, 2023 @ 9:00 am in the Prairie View Municipality Office, Miniota MB, or via MS Teams Video Conferencing, or at the call of the Chair.

For: 5 Against: 0 Carried

CHAIRPERSON

SECRETARY-TREASURER