

## MID-WEST PLANNING DISTRICT MEETING NOTES

Minutes of a regular meeting of the Board of Directors of the Mid-West Planning District held on December 7, 2023, commencing at 9:10 AM, in person at Miniota Prairie View Municipality board room. Board Directors in attendance in-person were Aaroe, Hyndman, Brethour, Kleemola, 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 9:16 AM.

### **Minutes:**

#### *Regular Meeting*

##### Resolution 92/23 Hyndman-Aaroe

Resolved that the minutes of the Board Meeting dated November 2, 2023, be adopted as read & distributed.

For: 5          Against: 0          Carried

#### *Finance Meeting*

##### Resolution 92/23 Kleemola-Cole

Resolved that the minutes of the Finance Committee Meeting dated November 24, 2023, be adopted as read & distributed.

For: 5          Against: 0          Carried

### **Community Planning:** None

### **Finances:**

The November financial statements were reviewed in the meeting.

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

The following were reviewed and signed by Chairperson Clark:

- Cheques for December payments
- Employee timesheets
- Employee November 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 December

For outstanding Accounts Receivable, DO to ask the accountant if they could be put into a charter account called Payable in Suspense instead of writing it off as uncollectable.

To save time in meetings, it was suggested by the Board and agreed by all in attendance that all reports be shown over the projector and available prior to the meeting through SharePoint, the presenter does not need to read out every line item. The presenter will point out differences from the normal and answer questions going forward.

##### Resolution 94/23 Aaroe-Brethour

Be it resolved that the Mid-West Planning District November 2023 Financial Statements have been reviewed and the cheques numbered 4287 to 4292 totaling \$4,189.50, debit payments totaling \$13,864.34, and credit card charges totaling \$863.75 incurred in November 2023 be approved.

For: 6                          Against: 0          Carried

### **Reports of Committees:**

*Personnel Committee:* Employee review on December 4, 2023. Negotiations for 2024 contracts. General contract changes.

Review of general contract changes completed. In-camera session was used to review the full individual contracts.

Resolution 100/23 Hyndman-Cole

BE IT RESOLVED THAT the Mid-West Planning District hereby extend employment to Czarina Conde for the position of Assistant Development Officer / Building Official / Plumbing Inspector / Fire Inspector as per the Offer of Employment dated January 1, 2024.

For: 6                      Against: 0      Carried

Resolution 101/23 Aaroe-Brethour

BE IT RESOLVED THAT the Mid-West Planning District hereby extend employment to Lisa Hamilton for the position of Development Officer / Fire Inspector / Secretary-Treasurer as per the Offer of Employment dated January 1, 2024.

For: 6                      Against: 0      Carried

*Policy Committee:* deadline for edits to current policies and suggestions for new policies, December 22, 2023, 12:00 pm.

*Finance Committee:* Fee schedule meeting November 24, 2023. Budget planning session schedule for January 24, 2024.

**By-Laws/Policies:**

*Fee Schedule By-Law* – add a footnote for violation complaints for the ability to not charge for the inspection if it is a false claim. Fix the numbering in section 4. Get a copy of the email or letter authorizing MWPD to do the Strathclair School and Daycare fire inspections.

Resolution 95/23 Cole-Hyndman

Whereas the Board of the Mid-West Planning District has reviewed the proposed Fees By-Law No 1-2024, which would replace current Fees By-Law 4-2023, therefore, be it resolved that the by-law received First Reading

For: 6                      Against: 0      Carried

**Staff Reports:**

Assistant Development Officer for November:

- Development Review: None
- Building Inspection:
  1. Footing inspection: 0
  2. ICF Wall/grade beam: 0
  3. Underground plumbing and main hook-up: 1
  4. Framing (Wall and Roof Trusses): 4
  5. Insulation/Vapour Barrier: 1
  6. Final Inspection: 1
- Requested Inspection and Report Writing - None
- Occupancy Calculation and Measurements: None
- Issued Change of Occupancy Certificate: None
- Planning hearing paperwork/ mailing: 1
- Unsafe Condition inspections: Fire Inspection 1
- Created workspace on Cloudpermit/Building Plan Reviews: 2
- Attended Manitoba 2020 Code Changes Conference in Brandon, MB – November 27-28
- Finance Committee Meeting
- Meeting with the new Hamiota EDO
- Winter Planning Session with LH

Development officer for November:

- Application/Zoning Reviews: 0
- Planning hearing paperwork/ mailing: 0
- Hearing Attendance: 1 PVM via Zoom
- Development Reviews: 1
- On-site meeting with clients: 0
- Development Inquiries: 0
- Orders Delivered: 1
- Initial Fire Safety Inspection: 0
- Follow-up Fire Safety Inspection: 5

- Occupancy Load Measurements: 0
- Unsafe Condition inspections: Fire Inspection 1
- Photo Audit pictures: 0
- Webinar: Fire-Resistance in Canada
- Webinar: So, You want to Read a Firestop system?
- Webinar: Fire Safety in parking garages with electrical vehicles
- Webinar: Building Housing Affordability: Levers for Canadian Municipalities - partial
- Finance Committee meeting- Nov. 24
- Met new Hamiota EDO and had an introductory session on Building & Planning
- Completed:
  - Stats Can numbers submitted
  - Payroll x 2
  - Month end reconciliations and reports

**Activity Overview: November 2023**

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

*Questions for Staff / Concerns: none*

**Receipt of Petitions and Communications:**

***Letters From:***

- *Riverdale Municipality* – public hearing notice for zone change at 123 Daly Beach Road – noted by the Board
- *Rural Municipality of Yellowhead* – public hearing notice for new amalgamated zoning by-law – noted by the Board

**General Business:**

*Plumbing Code 2020 update course* – staff request for additional training

**Resolution 96/23 Hyndman-Aaroe**

Whereas the Board of the Mid-West Planning District recognizes the need for continual employee training, be it resolved that the cost for Czarina Conde to attend the virtual course from Red River College – 2020 Plumbing – Detailed Code Update be paid for by the District.

For: 6                      Against: 0      Carried

*Alternate Designated Officer* - MOU reviewed

**Resolution 102/23 Kleemola-Aaroe**

Whereas the Board of the Mid-West Planning District recognizes the need for coverage of building inspections during times of vacation or loss of staff and has reviewed the memorandum of understanding sent by Neepawa & District Planning District, be it resolved to sign, and enter the Alternate Designated Officer contract with Neepawa & District Planning District.

For: 6                      Against: 0      Carried

*Part 3 Mentorship* – contract reviewed

**Resolution 103/23 Hyndman-Cole**

Whereas the Board of the Mid-West Planning District has expressed the want to reclaim from the province the ability to issue and manage Part 3 Building permits, and recognizes the only way for the building inspector to get Part 3 CBCO certification is to have an existing Part 3 CBCO certified inspector to oversee and mentor them, and having reviewed the sent contract from Neepawa & District Planning District, be it resolved to sign and enter into the Part 3 Mentorship contract with Neepawa & District Planning District. Contract to be reviewed on an

annual basis and to be concluded once the building inspector is certified and allowed to do the Part 3 permits solo.

For: 6                      Against: 0      Carried

*Application for Part 3 Permit Authority* – Once contracts are countersigned by NAPD, staff to apply to ITS to get Part permit authority. No known timeline between application and an answer.

Resolution 104/23 Aaroe-Hyndman

Whereas the Board of the Mid-West Planning District has signed a contract to provide support and mentorship to our building inspector in obtaining Part 3 CBCO certification, and the building inspector has completed all the required courses, be it resolved to apply to Inspections and Technical Services Manitoba to obtain authority for the issuance of and inspection for Part 3 permits.

For: 6                      Against: 0      Carried

*ZBLA fee refund* - DO mentioned a conflict of interest and was excused from the meeting.

Resolution 105/23 Aaroe-Hyndman

Whereas the Board of the Mid-West Planning District has reviewed the Zoning By-Law Amendment application 01-PV-23-ZB and have decided to refund the applicant the full amount of the fee paid.

For: 6                      Against: 0      Carried

DO returned after the resolution was passed.

*Temporary building time extensions* – a potential client asked about a field office building that was built as a temporary building to possibly be allowed to be on the property for up to 5 years. The Board felt that because there will be an election during the 5-year period in question, a possible new Board should not be bound by a decision made now. As a compromise there will be another change to the Fee Schedule to make Temporary permits 1 yearlong (instead of 6 months) with the option to extend up to 2 additional periods. At the time of expiry, a possibly new Board would be in place to hear an application for any other extensions at that time.

**Unfinished Business:**

*Winter Planning Session Results* – Board agreed that the employees are better equipped to assess priorities and needs. Progress reports is all that is required.

*In-Camera Matters*

Resolution 97/23 Cole-Brethour

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

For: 6                      Against: 0      Carried

DO and ADO were asked to leave part way through the In-Camera Session for the employee matters and did not return.

Resolution 98/23 Kleemola-Aaroe

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:**

Resolution 99/23 Hyndman-Kleemola

Resolved that this meeting is now adjourned at 12:25 pm to meet again on January 4, 2024 @ 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: 6                      Against: 0      Carried

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CHAIRPERSON

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SECRETARY-TREASURER