

## MID-WEST PLANNING DISTRICT GENERAL BOARD MEETING MINUTES

Minutes of a regular general meeting of the Board of Directors of the Mid-West Planning District held on January 4, 2024, commencing at 9:01 AM, in person at Miniota Prairie View Municipality board room. Board Directors in attendance in-person were Gray and Cole, along with Secretary-Treasurer / Development Officer Lisa Hamilton. Board Directors in attendance via MS Teams were Aaroe and Kleemola, along with Assistant Development Officer Czarina Conde. Chairperson Clark was in the Chair, in-person.

### **Minutes:**

#### *Regular Meeting*

Resolution 01/24: Move: Cole Second: Gray - Be it resolved that the minutes of the Board Meeting dated December 7, 2023, be adopted as read / distributed.

For: 5 Against: 0 Carried

### **AGM Business:**

#### *Chairperson and vice-Chairperson election*

Resolution 02/24: Move: Gray Second: Aaroe - Whereas it is required that the Board of the Mid-West Planning District appoint at its first regular meeting of the year a Chairperson and a Vice-Chairperson; therefore, be it resolved that the Board of the Mid-West Planning District has duly elected / appointed: Linda Clark for the position of the Mid-West Planning District Board Chairperson and Delbert Cole for the position of the Mid-West Planning District Vice-Chairperson for 2024.

For: 5 Against: 0 Carried

#### *Committee members and chairpersons elections*

Resolution 03/24: Move: Aaroe Second: Cole - Whereas the Board of the Mid-West Planning District appoint at its first regular meeting of the year members of each sub-committee; therefore, be it resolved that the Board of the Mid-West Planning District has duly elected / appointed: Linda Clark, Cheryl Kleemola, Barry Lowes to be on the Personnel Committee of the Mid-West Planning District, with Linda Clark elected / appointed as Personnel Committee Chairperson for 2024, AND, be it resolved that the Board of the Mid-West Planning District has duly elected / appointed: Bill Aaroe, Frank Hyndman, Ed Brethour to be on the Policy Committee of the Mid-West Planning District, with Bill Aaroe elected / appointed as Policy Committee Chairperson for 2024, AND, be it resolved that the Board of the Mid-West Planning District has duly elected / appointed: Delbert Cole, Ross Gray, Barry Lowes to be on the Finance Committee of the Mid-West Planning District, with Delbert Cole elected / appointed as Finance Committee Chairperson for 2024.

For: 5 Against: 0 Carried

**Community Planning:** None

### **Finances:**

The December financial statements were reviewed in the meeting.

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

The following were reviewed and signed by Chairperson Clark:

- Cheques for January payments
- Employee timesheets
- Employee December 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 January

*Financial Statements review – December*

Resolution 04/24: Move: Kleemola Second: Cole - Be it resolved that the Mid-West Planning District December 2023 Financial Statements have been reviewed and the cheques numbered 4293 to 4298 totaling \$3,901.43, debit payments totaling \$12,629.33, and credit card charges totaling \$298.02 incurred in December 2023 be approved.

For: 5 Against: 0 Carried

*Audit appointment*

Resolution 05/24: Move: Cole Second: Aaroe - Be it resolved that the Board of the Mid-West Planning District appoints the firm of Sensus to audit the 2023 MWPDP financial statements.

For: 5 Against: 0 Carried

*Review and signing audit paperwork.* Reviewed, edited, and to be signed by Chairperson.

**Reports of Committees:**

*Personnel Committee:* Employee contracts have been signed.

*Policy Committee:* Two new policies and edits to three policies.

*Finance Committee:* Budget planning session schedule for January 24, 2024.

**By-Laws/Policies:**

*New Policies*

Resolution 05/24: Move: Aaroe Second: Gray - Whereas the Board of the Mid-West Planning District has reviewed the proposed policy of 1-2024: 2023 Code Implementation, be it resolved to be established to outline the application of the new Manitoba Codes to existing and new projects.

For: 5 Against: 0 Carried

Resolution 06/24: Move: Aaroe Second: Kleemola - Whereas the Board of the Mid-West Planning District has reviewed the proposed policy of 2-2024: Application Document Requirements, be it resolved to be established to outline the application of requirements for additional documents for applications.

For: 5 Against: 0 Carried

*Revised policies*

Resolution 7/24: Move: Gray Second: Cole - Whereas the Board of the Mid-West Planning District has reviewed the proposed 3-2024: Shipping Container (Sea Can) Use, Location and Code Application policy, which would replace current policy 1-2020.

For: 5 Against: 0 Carried

Resolution 08/24: Move: Aaroe Second: Cole - Whereas the Board of the Mid-West Planning District has reviewed the proposed 4-2024: Tent Like Structures policy, which would replace current policy 1-2019.

For: 5 Against: 0 Carried

Resolution 09/24: Move: Kleemola Second: Gray - Whereas the Board of the Mid-West Planning District has reviewed the proposed 5-2024: Moving In / Locating of Older Buildings policy, which would replace current policy 3-2023.

For: 5 Against: 0 Carried

Resolution 10/24: Unused.

*Fee Schedule By-Law*

Resolution 11/24: Move: Cole Second: Gray - Whereas the Board of the Mid-West Planning District has reviewed the proposed Fees By-Law No 1-2024 with amendments, which would replace current Fees By-Law 4-2023, therefore, be it resolved that the by-law received Second Reading.

For: 5 Against: 0 Carried

Resolution 12/24: Move: Kleemola Second: Cole - 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 Third and final Reading.

For: 5 Against: 0 Carried

Name	Yes	No	Abstained (state reason for abstaining)
Cheryl Kleemola	x		
Linda Clark	x		
Delbert Cole	x		
Ross Gray	x		
Bill Aaroe	x		

**Staff Reports:**

Assistant Development Officer for December:

- Development Review: 1
- Building Inspection:
  1. Footing inspection: 0
  2. ICF Wall/grade beam: 0
  3. Underground plumbing and main hook-up: 0
  4. Framing (Wall and Roof Trusses): 0
  5. Insulation/Vapour Barrier: 1
  6. Renovations: 2
  7. 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: 0
- Created workspace on Cloudpermit/Building Plan Reviews: 3
- Hearing Attendance: 1 (HM)

Development Officer for December:

- Application/Zoning Reviews: 4
- Planning hearing paperwork/mailing: 1 hearing x 2 applications
- Hearing Attendance: 2 (HM)
- Development Reviews: 0
- On-site meeting with clients: 0
- Development Inquiries: 0
- Orders Delivered: 0
- Initial Fire Safety Inspection: 2
- Follow-up Fire Safety Inspection: 0
- Occupancy Load Measurements: 0
- Unsafe Condition inspections: 0
- Photo Audit pictures: 0
- Completed:
  - Stats Can numbers submitted
  - Payroll x 2
  - Month end reconciliations and reports
  - Policy creation & updates

**Activity Overview: December 2023**

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

*Questions for Staff / Concerns: none*

**Receipt of Petitions and Communications:** none

**General Business:**

*Adoption of the Board meeting and Holiday schedule*

Resolution 13/24: Move: Gray Second: Aaroe - Be it resolved that the Board of the Mid-West Planning District has reviewed the 2024 MWPD Meeting and Holiday Schedule and approves said schedule.

For: 5 Against: 0 Carried

*Adoption of the municipal office visit schedule*

Resolution 14/24: Move: Kleemola Second: Cole - Be it resolved that the Board of the Mid-West Planning District has reviewed the proposed 2024 MWPD municipal office visits and approves said schedule. With hours of 10:00am to 3:00pm at the municipal office to allow for on-site inspections/visits and town area touring for violations pre- and post-office hours.

For: 5 Against: 0 Carried

**Unfinished Business:**

*In Camera Legal*

Resolution 15/24: Move: Cole Second: Gray - Whereas 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: 5 Against: 0 Carried

*Resume Meeting*

Resolution 16/24: Move: Aaroe Second: Gray - Whereas 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

**Adjourn:**

Resolution 17/24: Move: Aaroe Second: Cole - Resolved that this meeting is now adjourned at 11:52 am to meet again on February 2, 2024 @ 9:00 am in the Prairie View Municipality Miniota office and/or via MS Teams Video Conferencing, or at the call of the Chair.

For: 5 Against: 0 Carried

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CHAIRPERSON

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SECRETARY-TREASURER