

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 February 1, 2024, commencing at 2:00 PM, in person at Miniota Prairie View Municipality board room. Board Directors in attendance in-person were Dyke, Aaroe, Cole, Gray and Hyndman, along with Secretary-Treasurer / Development Officer Lisa Hamilton and Assistant Development Officer Czarina Conde. Board Directors in attendance via MS Teams were Kleemola. Chairperson Clark was in the Chair, in-person.

Minutes:

Regular Meeting

Resolution 18/24: Move: Hyndman Second: Gray - Be it resolved that the minutes of the Board Meeting dated January 4, 2024, be adopted as read / distributed. For: 7 Against: 0 Carried

Welcome New Board Director: Marla Dyke, Councilor from the RM of Ellice-Archie, replaces Barry Lowes as a Board Director and Gabriel Huberdeau is removed as an alternate for the RM of Ellice-Archie with no alternate named.

Re-opened AGM Business:

Committee members and chairpersons elections

Resolution 19/24: Move: Aaroe Second: Hyndman - Whereas the Board of the Mid-West Planning District has had a change in Board Directors and the replaced Director was on several Committees and the spots need to be filled; therefore, be it resolved that the Board of the Mid-West Planning District has duly appointed Marla Dyke to the **Personnel Committee** of the Mid-West Planning District, for 2024, AND, be it resolved that the Board of the Mid-West Planning District has duly appointed Marla Dyke to the **Finance Committee** of the Mid-West Planning District, for 2024. For: 7 Against: 0 Carried

Community Planning: None

Reports of Committees:

Personnel Committee: None

Policy Committee: None

Finance Committee: Budget planning session held January 24, 2024. Budget Draft for Board Review.

Finances:

YE Financial Statement Review - Changes to the final numbers for YE2023 have been added to the file and review of the finalized YE Profit & Loss and Budget vs. Actuals numbers reviewed by Board.

Budget Review

Resolution 19/24: Move: Cole Second: Dyke Be it resolved that Mid-West Planning District hereby approve the presented budget for FY2024 with a **deficit** of \$18,068.62. Municipal Levy letters and invoices to be sent. Money from the chequing account in the amount of \$20,000.00 to be transferred to the savings account. For: 7 Against: 0 Carried

Financial Statements review – January

The January financial statements were reviewed in the meeting.

- Balance Sheet – to January 31
- P&L for January
- A/R outstanding invoices – as of January 31
- Payments made in each month broken down by cheques, debits (online payments) & credit card charges – January

Resolution 20/24: Move: Gray Second: Dyke Be it resolved that the Mid-West Planning District January 2024 Financial Statements have been reviewed and the cheques numbered 4299 to 4303 totaling \$3337.60, debit payments totaling \$11,864.07, and credit card charges totaling \$1,904.96 incurred in January 2024 be approved. For: 7 Against: 0 Carried

The following were reviewed and signed by Chairperson Clark:

- Cheques for February payments

- Employee timesheets
- Employee January expense sheets

The following were reviewed by Finance Committee Chairperson, Cole:

- Credit card reconciliations
- MEBP worksheet
- PD7A report
- Reviewed upcoming bill payments for February

Missed was the bank account reconciliation paperwork. It will be signed in next meeting.

Banking Authority

Resolution 05/24: Move: Aaroe Second: Hyndman - Be it resolved that the Board of the Mid-West Planning District removes former Director Barry Lowes from signing authority on the Fusion Credit Union accounts and adds Director Ross Gray to be a signing authority on the Fusion Credit Union accounts. For: 7 Against: 0 Carried

By-Laws/Policies: none

Staff Reports:

Assistant Development Officer for January:

- Development Review: 2
- Building Inspection:
 1. Insulation/Vapour Barrier: 1
 2. Final Inspection: 2
- On-site Consultation/Meeting: 1
- Occupancy Calculation and Measurements: 1
- Created workspace on Cloudpermit/Building Plan Reviews: 2
- Completed 2020 Detailed Plumbing Code Update training
- Attended budget planning with Finance Committee
- Attended Southwest Building Inspectors Forum in Neepawa

Development Officer for January:

- Application/Zoning Reviews: 5
- Planning hearing paperwork/ mailing: 2
- Hearing Attendance: 1 (PVM)
- Fire Inspections Booked: 5
- Initial Fire Safety Inspection: 2
- Created budget draft and attended planning session with Finance Committee
- Attended Southwest Building Inspectors Forum in Neepawa
- Completed:
 - Stats Can numbers submitted
 - Updated payroll + Payroll x 2
 - Month end reconciliations and reports
 - YE: GST, MEBP, WCB, T4s
 - Updating forms, COP template, fes in QB & CP, fire inspection template, website – office visits, holidays, fees, policies, by-law
 - Code old vs. new notes (fire and building code)

Activity Overview: January 2024

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

Questions for Staff/ Concerns: none

Receipt of Petitions and Communications: none

General Business:

Signing CRA Letter – Revised list of Board Directors and who can respond to CRA for any inquiries signed by the Chairperson. To be mailed to CRA.

SharePoint Access – We were unable to get people signed in on their tablets. DO to work with Prairie IT on set-up instructions to give to each Board member and reinvite each director to the folders they need.

Unfinished Business:

Update: Part 3 Authority – At the Southwest Building Inspectors Forum, we were directed to another District that had just received their authorization to do Part 3 permits and inspections. The letters requesting authorization need to come from each municipality, not the Planning District. S-T to send a letter template to each CAO to take to Council for approval and signature.

Resolutions 22 and 23 not used.

Adjourn:

Resolution 24/24: Move: Aaroe Second: Hyndman - Resolved that this meeting is now adjourned at 3:48 PM to meet again on March 7, 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: 7 Against: 0 Carried

CHAIRPERSON

SECRETARY-TREASURER