

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 March 7, 2024, commencing at 9:25 AM, through MS Teams video conferencing attended by Directors Dyke, Brethour, Clark, and Aaroe, along with Secretary-Treasurer / Development Officer Lisa Hamilton and Assistant Development Officer Czarina Conde. Vice-Chairperson Cole was in the Chair, due to Chairperson Clark illness.

Minutes:

Regular Meeting

Resolution 25/24: (Move: Aaroe, Second: Dyke) - Be it resolved that the minutes of the Board Meeting dated February 1, 2024, be adopted as read / distributed. (For: 5, Against: 0, Carried)

Community Planning: None

Reports of Committees:

Personnel Committee: None

Policy Committee: None

Finance Committee: None

Finances:

Financial Statements review – February

The February financial report and statements were reviewed in the meeting.

- Balance Sheet – to February 29
- P&L for February
- Budget vs. Actual
- A/R outstanding invoices – as of February 29
- Payments made in each month broken down by cheques, debits (online payments) & credit card charges – February

Resolution 26/24: (Move: Clark, Second: Brethour) Be it resolved that the Mid-West Planning District February 2024 Financial Statements have been reviewed and the cheques numbered 4304 to 4309 totaling \$11,710.23, debit payments totaling \$12,167.83, and credit card charges totaling \$3,921.82 incurred in February 2024 be approved. (For: 5, Against: 0, Carried)

The following were reviewed via SharePoint by Chairperson Clark:

- Employee February expense sheets

The following were reviewed by Finance Committee Chairperson, Cole:

- Bank Account Reconciliations -January and February
- Credit card reconciliations
- MEBP worksheet
- PD7A report
- Reviewed upcoming bill payments for March
- Bell Mobility contract
- Signed cheques for invoices due in March

Banking Authority

The Fusion Credit Union paperwork could not be signed as the meeting was virtual. To be added to April's agenda.

By-Laws/Policies: none

Staff Reports:

Assistant Development Officer for February:

- Building Inspection:
 1. Final Inspection: 1
- Requested Inspection: 1 (Binscarth) – older building
- Interim Occupancy: 1
- Created workspace on Cloudpermit/Building Plan Reviews: 3
- Updates on inspection report sheets
- Proofreading application form updates

- Completed application for a summer student grant, sent to DO for review
- Meet and Greet with the EDO for Birtle/Miniota – Zoey Jebb
- Certification application approved for – BCQ Part 3 and Part 9
- Passed “Working in Heights” training at Elite Safety Services in Brandon, MB

Development Officer for February:

- Application/Zoning Reviews: 5
- Issue Minor Variance: 1
- Planning hearing paperwork/ mailing: 2
- Hearing Attendance: 3 via Zoom (PVM-1, RMOV-2)
- Initial Fire Safety Inspections: 8
- Follow-up Fire Safety Inspections: 1
- Attended Fire Code Transition training – Feb. 6
- Tax box to Sensus
- New Cell phone plan
- SharePoint access handout from Prairie IT
- CAO letters for Part 3 application
- Research and networking for PFE and CO detectors, PVCDC, HEDC, Ideal Life Safety Solutions, Mines Branch, Heritage, MTI, Tanner’s Crossing PD, Keystone PD and NAPD
- Shadowed during a FSI by Tanner’s Crossing
- Banking authorization paperwork from FCU
- Note: Off sick for 1 week
- Completed:
 - Stats Can numbers submitted
 - Payroll x 2
 - Month end reconciliations and reports
 - Updating forms
 - Code old vs. new notes (fire and building code)

Activity Overview: February 2024

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

Questions for Staff/ Concerns: none

Receipt of Petitions and Communications:

Subdivision Reviews: Rose (RMOV); Taylor (RMOV) – deadlines to reply were in February, so a review of the DO responses. No objections from the Board.

Letters/Emails From: MB government Real Estate Services Branch – ATV license – no objections from the Board.

General Business:

SharePoint Access – Prairie IT created an instruction sheet to get access to SharePoint. Due to the virtual meeting, we could not troubleshoot in the meeting. To be added to the next agenda.

Unfinished Business:

Update: Part 3 Authority – RMOV and PVM have been granted authority to administer Part 3 of the Manitoba Building Code. Waiting for authorization for RMEA and HM from ITS.

In Camera Legal

Resolution 26/24: (Move: Clark, Second: Dyke) 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 27/24: (Move: Aaroe Second: Brethour) Whereas the Board of the Mid-West Planning District has completed the in-camera session, therefore, it is resolved that the Board meeting now resumes. (For: 5, Against: 0, Carried)

Noted that a more defined process for treating violations should be written that includes two letters, followed by the three levels of Orders. S-T to update the Procedures Manual.

Adjourn:

Resolution 28/24: (Move: Clark, Second: Brethour) Resolved that this meeting is now adjourned at 10:18 AM to meet again on April 4, 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)

CHAIRPERSON

SECRETARY-TREASURER