

## 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 April 4, 2024, commencing at 9:00 AM, attended in person by Directors Dyke, Brethour, Cole, Kleemola, Gray, and Aaroe, along with Secretary-Treasurer / Development Officer Lisa Hamilton and Assistant Development Officer Czarina Conde. Chairperson Clark was in the Chair.

### **Minutes:**

#### *Regular Meeting*

Resolution 29/24: (Move: Aaroe, Second: Dyke) - Be it resolved that the minutes of the Board Meeting dated March 7, 2024, be adopted as read / distributed. (For: 6, Against: 0, Carried)

**Community Planning:** None

### **Reports of Committees:**

*Personnel Committee:* None

*Policy Committee:* None

*Finance Committee:* None

### **Finances:**

*Financial Statements review – March* Director Brethour arrived at 9:10 am.

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

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

Resolution 30/24: (Move: Kleemola, Second: Gray) Be it resolved that the Mid-West Planning District March 2024 Financial Statements have been reviewed and the cheques numbered 4310 to 4313 totaling \$2,988.00, debit payments totaling \$13,733.12, and credit card charges totaling \$1,248.19 incurred in March 2024 be approved. (For: 7, Against: 0, Carried)

#### *Reviews and Signatures/Initials*

The following were reviewed and initialed by Finance Committee Chairperson, Cole:

- Bank Account Reconciliations
- Credit card reconciliations
- MEBP worksheet
- PD7A report
- Reviewed upcoming bill payments for April

Chairperson Clark reviewed and signed the employee expense reports and all cheques written for April payment.

Personnel Committee Chairperson, Clark reviewed and initialed employee timesheets since the last meeting.

#### *Banking Authority*

Paperwork was signed by all signatories for the Fusion Credit Union accounts.

**By-Laws/Policies:** none

### **Staff Reports:**

#### Assistant Development Officer for March:

- Building Inspection:
  1. Final Inspection: 1
  2. Insulation/VB: 1
- Development Review: 2
- On-site consultation: 1
- Created workspace on Cloudpermit/Building Plan Reviews: 6

- Permits Issued: 3
- Follow-up fire inspection: 1
- Updates on inspection report sheets
- Proofreading application form updates
- Submitted application for student grant
- Mobile site office: Oak River, St. Lazare
- Part 9 inspection shadowing with NAPD

Development Officer for March:

- Note: Off for vacation 1 week
- Application/Zoning Reviews: 8
- Phone or email inquiries: ~53
- Planning hearing paperwork/ mailing: 2
- Hearing Attendance: 2 PVM
- Fire Inspection research & reports: 5
- Follow-up Fire Safety Inspections: 1
- Mobile site office: Birtle
- Working on revised application templates
- Research for outdoor storage of dangerous materials, Part 2 buildings, fire separation construction, fire resistant materials. Class 1 Flammable Liquids, non-combustible garbage cans
- MB department out reach for Technical Reviews
- Sorted open files
- Email to PWSD summarizing new Code elements
- Got FCIA membership and on CARM mailing list
- Calibration of the air monitors
- Two webinars
- Ordered Tyvek PPE
- Payroll x2
- Revised letterhead, updated fire inspection template
- Created Fire separation handout, Fire resistant materials handout, firestop questionnaire, site plan example
- Updates to website and FB
- Still working on old Code versus new Code notes

**Activity Overview: March 2024**

Type	RMEA	PVM	HM	RMOV
Building Permit		1		2
Development Permit		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:* Have office visitor numbers increased since last year? Yes, but only 1-2 per visit so far. Board suggested for DO to reach out to each CAO to ask if the visit dates could be advertised on local community bulletin boards.

**Receipt of Petitions and Communications:**

*Subdivision Reviews:* Mathison (HM); RMOV & Woloski (RMOV) – deadlines to reply were in before this meeting, so a review of the DO responses. No objections from the Board.

**General Business:**

*SharePoint Access* – Everyone at the meeting said they could get onto the SharePoint drive. If anyone has trouble navigating the folders, they will let staff know and get help.

*Summer Student\**

Resolution 34/24: (Move: Aaroe, Second: Cole) Be it resolved that the Mid-West Planning District require summer staff to help and will post a job posting with a start date in May 2024. (For: 7, Against: 0, Carried)

**Unfinished Business:**

*Update: Part 3 Authority* – all 4 municipalities have been granted Part 3 authority from ITS as of March 1, 2024. Announcements and updates to the website will need to be made. Staff will work with ITS to transfer any files that do not yet have a permit issued.

*In Camera Legal*

Resolution 31/24: (Move: Aaroe, Second: Cole) 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: 7, Against: 0, Carried)

*Resume Meeting*

Resolution 32/24: (Move: Dyke Second: Kleemola) 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: 7, Against: 0, Carried)

**Adjourn:**

Resolution 33/24: (Move: Gray, Second: Brethour) Resolved that this meeting is now adjourned at 9:50 AM to meet again on June 6, 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)

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CHAIRPERSON

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SECRETARY-TREASURER