

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 June 6, 2024, commencing at 9:06 AM, attended in person by Directors Cole, Gray, Kleemola, Peterniak, Aaroe, and Dyke, along with Secretary-Treasurer / Development Officer Lisa Hamilton, Assistant Development Officer Czarina Conde, and Administrative Coordinator Mackenzie Amy. Chairperson Clark started the meeting in the Chair.

Minutes:

Regular Meeting

Resolution 35/24: (Move: Cole, Second: Kleemola) Be it resolved that the minutes of the Board Meeting dated April 4, 2024, be adopted as read / distributed. (For: 4, Abstain: 1, Against: 0, Carried)

Welcome:

New Hamiota Municipality appointee – Al Peterniak, replacing former Director Brethour. Director Aaroe joined at 9:08 am.

Reports of Committees:

Personnel Committee: summer student hired – Mackenzie Amy Started May 6th

Resolution 36/24: (Move: Kleemola, Second: Gray) The Board of the Mid-West Planning District resolved that the offer of Summer Student Employment offered to Mackenzie Amy is accepted and the start of employment shall be May 6, 2024, at 9:00 am. (For: 5, Against: 0, Carried)

Policy Committee: by-law and policy reviews

Finance Committee: None

Committee assignments

Resolution 37/24: (Move: Gray, Second: Cole) Whereas the Board of the Mid-West Planning District has had a change in Board Directors and the replaced Director was on a committee and the spot need to be filled; therefore, be it resolved that the Board of the Mid-West Planning District has duly appointed: Al Peterniak to the Policy Committee of the Mid-West Planning District, for the remainder of 2024. (For: 6, Against: 0, Carried)

Staff Reports:

Administrative Coordinator for May:

- Set up and Training
- Researched break tools & office supplies.
- Researched any old files coworkers needed and got them ready for them.
- Formatted RMOV Permit excel sheet.
- Ran errands to the post-office and the bank weekly.
- May 8th- June 3rd, 2024, archived 427 closed files from the years 2000-2018 in Rural Municipality of Oakview.
- Organized all 427 files in order of municipality then roll number.

Director Dyke joined at 9:18 am.

Administrative Coordinator resignation

Resolution 38/24: (Move: Kleemoal, Second: Aaroe) Be it resolved that the Board of the Mid-West Planning District has received and accepts with regret the resignation of Mackenzie Amy with a last day of June 13th, 2024 with a last pay cheque issued on June 24th, 2024. (For: 7, Against: 0, Carried)

Assistant Development Officer for April:

- Building Inspection:
 1. Final Inspection: 1
 2. Footing: 2
 3. Foundation: 1
 4. Framing: 2
 5. Insulation/VB: 3

- On-site consultation: 2
- Created workspace on Cloudpermit/Building Plan Reviews: 9
- Permits Issued: 7
- Prepare mailings for public hearings: 3
- Mobile site office: Hamiota
- Done updates on inspection report sheets
- Done edits on application forms updates
- Conducted interview for Summer Student applicants
- Attended MBOA Spring Seminar 2024 (April 17th – April 18th)
- STATSCAN Survey done

Assistant Development Officer for May:

- Building Inspection:
 1. Final Inspection: 2
 2. Footing: 3
 3. Foundation: 6
 4. Pre-Back Fill: 1
 5. Framing: 2
 6. Insulation/VB: 1
 7. Plumbing: 2
- Consultation Meetings: 2
- Created workspace on Cloudpermit/Building Plan Reviews: 4
- Permits Issued: 4
- Change of Occupancy: 1
- Interim Occupancy: 1
- Prepare mailings for public hearings: 3
- Public Hearing: 1 (HM)
- Mobile site office: Hamiota
- Plan Review Training at NAPD
- STATSCAN Survey done

Development Officer for April:

- Application/Zoning Reviews: 17
- Phone or email inquiries: ~58
- Planning hearing paperwork/ mailing: 6
- Hearing Attendance: 3 (PVM), 1 (RMOV)
- Consultation Meetings: 8
- Development Reviews: 9
- Fire Inspection research & reports: 6
- Follow-up Fire Safety Inspections: 5
- Development Inquiries: 1
- Mobile site office: Rapid City (1 walk-in) & met Ryan English, Fire Chief
- Pick up new phones in Brandon
- Create list of steps for Part 2/3 projects
- Update website with new content around Part 2 and 3 permitting
- Get insurance and Designated Officer updates for NAPD
- PDFs of new applications on website
- Created new letter templates + update website
- More answers for the auditor
- Research: sea-can as a building requirement
- MBOA attendance April 17 & 18
- Webinar for Firestop
- Create job posting and post, Schedule and attend interviews, Create employment contract
- New milage rates
- Visited Westman Promotions
- Draft policy revisions
- Paid wrong Bell Mobility account and started a review
- By-law enforcement documents to CAOs
- Payroll x 3
- Month-end reconciliations and reports

Activity Overview: April 2024

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

Development Officer for May:

- Application/Zoning Reviews: 39
- Phone or email inquiries: ~85
- Hearing Attendance: 1 (PVM), 1 (HM)
- Consultation Meetings: 10
- Development Reviews: 5
- Photo Audit pictures: 1
- Fire Inspection research & reports: 2
- Follow-up Fire Safety Inspections: 1
- Development Inquiries: 2
- Unsafe Condition Inspections: 1
- Orders: 3
- Mobile site office: Oak River (1 walk-in), St. Lazare (3 walk-ins)
- Protecting Life & Property in-person training
- Research: HM lot grading, outdoor patio, RV as dwelling, pre-built shed foundation
- Set up and training for Mackenzie
- Asked auditor about uncollectable treatment options
- Create new COPs
- Occupancy measurement training to PWSD
- Create Stop Work Order signage
- Create a building by-law template for HM
- Create an unsafe/vacant building order template
- Update FSI contacts
- Gather cannabis guidelines
- Vendor payment application
- Payroll x 2
- Month-end reconciliations and reports

Activity Overview: May 2024

Type	RMEA	PVM	HM	RMOV
Building Permit		1	2	1
Development Permit	2	5	2	3
Plumbing Permit	1	1		
Occupancy Permit				
Demolition Permit				
Zoning Memo or Cert				4
Conditional Use (pd)		1		
Variance (pd)		1		
Minor Variance (pd)				
Zoning By-Law Amend (pd)				
Orders	3			
Violation	1			

Questions for Staff / Concerns:

St. Lazare Orders sent May 30th: RMEA board members felt the approach should have been to call the owners first before sending the Orders. Revisions were made to the Violation

Administration policy to reflect the new order of operation for dealing with violations and unsafe conditions. The DO to acquire the phone number of Orders recipients from the RMEA CAO. The DO to call each recipient and explain Order and the typo for the compliance date. The DO to send a follow up letter to correct compliance date.

Open Summer Student Position: With the resignation of the current summer student, there was discussion about if the position should be filled. The decision was to contact the previous candidates to see if they had already accepted other positions and/or would be interested in the position now. If no previous candidates are available or interested, the position is to be re-posted.

Staff Workload: The staff mentioned the influx of work and always trying to catch up. While the response and turnaround times are still way under the Manitoba Regulation timing, the length of time has increased over last year. Staff felt an additional full-time employee was necessary at this point.

Resolution 39/24: (Move: Dyke, Second: Cole) Be it resolved that MWPD place a job posting for an additional position of a Building Inspector/ Development Officer and that the posting stay in place until the position is filled. (For: 7, Against: 0, Carried)

Finances:

Draft Audit review

Resolution 40/24: (Move: Aaroe, Second: Kleemola) We, the Board Members of Mid-West Planning District hereby approve the audited financial statements and take full responsibility for the financial statements for the year ended December 31, 2023. (For: 7, Against: 0, Carried)

Financial Statements review – April & March

The April and May financial report and statements were reviewed in the meeting.

- Balance Sheet – to April 30 and to May 31
- P&L for by each month this year to date – April and May
- Budget vs. Actual – April and May
- A/R outstanding invoices – as of April 30 and May 31
- Payments made in each month broken down by cheques, debits (online payments) & credit card charges – April and May

Resolution 41/24: (Move: Cole, Second: Gray) Be it resolved that the Mid-West Planning District March 2024 Financial Statements have been reviewed and the cheques numbered 4314 to 4318 totaling \$3,467.26, debit payments totaling \$19,400.34, and credit card charges totaling \$1,530.03 incurred in April 2024; and the cheques numbered 4319 to 4325 totaling \$5,606.90, debit payments totally \$16,158.21, and credit card charges totaling \$928.64 incurred in May 2024 be approved. (For: 7, Against: 0, Carried)

Stop Payment order and direct deposit: Do stop payment for the \$10.00 fee. Talk to RMOV about Weed District payment set up with FCU as a possibility for a MEBP cheque alternative.

Chairperson Review/Sign: Chairperson Clark reviewed and signed the employee expense reports for April and signed cheques written for May payment on May 3, 2024. Chairperson Clark reviewed and signed the employee expense reports for May and all cheques written for June payment during the meeting.

Personnel Committee Chair Review/Sign: Personnel Committee Chairperson, Clark reviewed and initialed employee timesheets for April and May.

Finance Committee Chair Review/Sign:

The following were reviewed and initialed by Finance Committee Chairperson, Cole in-office on May 7, 2024:

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

The following will be reviewed and initialed by Finance Committee Chairperson, Cole on a day after the meeting – date to be confirmed in next meeting’s minutes:

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

Banking Authority

Director Gray to sign paperwork at the Fusion Credit Union, Miniota Branch after the meeting.

By-Laws/Policies:

By-Law 2-2007

Resolution 42/24: (Move: Arroe, Second: Peterniak) Be it resolved that the first reading to repeal Mid-West Planning District’s by-law 2-2007 (Appointment of Officer: Wayne J. Poppel) has been read. (For: 7, Against:0, Carried)

DRAFT Policy 6-2024 – make edits and bring back to July meeting. New steps 1. investigate 2. contact CAO – get phone number if urgent and tell next steps 3. On-site Stop work order sign or rectification, call and/or letter – always follow up with a registered letter no matter the form of the initial interaction.

Resolution 43/24: UNUSED

Chairperson Clark left the meeting at 11:05am. Vice-Chairperson Cole took over the meeting.

DRAFT Policy 7-2024

Resolution 44/24: (Move: Kleemola, Second: Gray) Be it resolved that the Board of the Mid-West Planning District policy “3-2024 Shipping Container (Sea Can) Use, Location, and Code Application” be revised and reestablished as “7-2024 Shipping Container (Sea Can) Use, Location, and Code Application” to outline procedures therein. (For: 6, Against: 0, Carried)

Receipt of Petitions and Communications:

Subdivision Reviews:

Scotsburn Farms (HM) - reviewed submitted, sent to HM Council for approval – remind Valorie to put on Council agenda

Edmundson (PVM) – to be sent to Community Planning by June 10th – no issues, send report

Letters:

NFPA - rate increase for 2025 membership fees

MB Green Team – grant results – MWPD did not receive a grant for a summer student.

Emails:

Eric McLean – JS Henry new building – discussion about options with the building proposed being on the property line. DO to advise the applicant to go the legal route with either a caveat on title, or property purchase and consolidation.

Director Kleemola left the meeting at 11:57am

General Business:

Zoning By-Laws – gaps and inconsistencies – the DO went over some areas in the zoning by-law that need attention from all municipalities including such items as commercial parking, pool fencing, farm dwellings and mis-zoned and bi-zoned properties. The DO to create and send an information package with examples to each CAO to bring to Council for consideration.

Decommissioned electronics – Reviewed the three pieces of equipment (Keurig, Scanner, Ink-jet Printer/Scanner). Staff to sell or give away the equipment as there is no value due to age.

2024 Tax Insert – Due to the influx of work, staff have not had time to create, print, and fold a tax insert advertisement this year. Staff suggested they could create social media content not only for MWPD Facebook page and website, but also to send the content to each municipality to post on their social channels. It was mentioned by RMEA staff that they get more responses

from their Facebook page than any mailings. The Board agreed this is a workable solution that could be used year-round instead of once per year and costs much less.

Request from Director Aaroe to compile and send an updated Board Member contact list.

Unfinished Business:

In Camera Legal

Resolution 45/24: (Move: Aaroe, Second: Peterniak) 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 46/24: (Move: Aaroe Second: Dyke) 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)

Adjourn:

Resolution 47/24: (Move: Dyke, Second: Aaroe) Resolved that this meeting is now adjourned at 12:40 PM to meet again on July 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