

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 July 04, 2024, commencing at 9:05 AM, attended in person by Directors Cole, Gray, Peterniak, Aaroe, Hyndman, along with Development Officer Lisa Hamilton, Assistant Development Officer Czarina Conde, and Secretary-Treasurer, Ken Slobodesky, attending via MS Teams were Directors Kleemola and Dyke. Chairperson Clarke was in the Chair in person.

Minutes:

Regular Meeting

Resolution 48/24: (Move: Cole, second: Hyndman) Be resolved that the minutes of the Board Meeting dated June 06, 2024, be adopted as read / distributed. (For: 7, Against: 0, Carried)

Welcome:

New Planning Department Employee – Ken Slobodesky was welcomed and introduced.

Reports of Committees:

Personnel Committee

Resolution 49/24: (Move: Aaroe, Second: Cole) The Board of the Mid-West Planning District resolved that the full time employment offered to Ken Slobodesky is accepted and the start of employment shall be June 24, 2024 (For: 7, Against: 0, Carried)

Director Kleemola, Joined 9:08 am

Policy Committee: by-law and policy reviews – policy edits per last meeting notes

Finance Committee: None

Staff Reports:

Administrative Coordinator for June:

- Read and review personnel and corporate policies.
- Familiarization of online & physical files.
- Familiarization of report files.
- Familiarization of box files in preparation to archive.
- Familiarization of Cloud Permit.
- Postal process and collection of mail.
- Banking process.
- Attended Public Hearing.
- Contacted 73 clients regarding delinquent permits and recorded status.
- Read and review regional By-laws (in process)

Assistant Development Officer for June:

- Building Inspection:
 1. Footing: 3
 2. Foundation: 4
 3. Framing: 1
 4. Development review: 1
- On-site consultation: 6
- Created workspace on Cloudpermit/Building Plan Reviews: 6
- Permits Issued: 6
- Occupancy Certificates: 1
- Mobile site office: Hamiota and Oak River
- Updating inspection report sheets as used
- Attended LIDAR Webinar June 2024
- STATSCAN Survey done

Development Officer for June:

- Application/Zoning Reviews: 35
- Phone or email inquiries: 263
- Hearing Attendance: 1 (PVM)
- Consultation Meetings: 30
- Development Reviews: 35

- Reports (FSI, unsafe conditions, monthly): 4
- Inspections (Initial and follow-up FSI, unsafe conditions, development reviews, order confirmation): 3
- Violations (inquiries, phone calls, emails, orders): 18
- Research and creation of a zoning by-law amendment document for each municipality's CAO.
- Re-send Lot grading by-law info to HM
- Review Large Livestock Technical Review requirements
- Door opener button location research
- Update website with new policy, minutes, public hearing notices
- Create FB posts
- Create job posting and post, employment contract
- Ken's on boarding
- Compiling background for projects
- Draft policy revisions
- Payroll x 2 + MA's ROE
- Month-end reconciliations and reports
- LiDAR webinar
- Booked Czarina for FCIA in Calgary Sep 11-12

Activity Overview: June 2024

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

Questions for Staff / Concerns: None

Finances:

Financial Statements review – June 2024

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

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

Resolution 50/24: (Move: Hyndman, second: Kleemola) Be it resolved that the Mid-West Planning District June 2024 Financial Statements have been reviewed and the cheques numbered 4326 to 4332 totaling \$6715.55, debit payments totaling \$15,045.74, and credit card charges totaling \$961.37 incurred in June 2024 is approved. (For: 7, Against: 0, Carried)

Chairperson Review/Sign: Chairperson Clark reviewed and signed the employee expense reports and timesheets for June and all cheques written for July payment during the meeting.

Finance Committee Chair Review/Sign: Chair Cole reviewed and signed the received bills and completed Account Reconciliations during the meeting.

Banking Authority – Resolution 51/24: (Move: Cole Second: Gray) The Board of the Mid-West Planning District Organizational By-Law requires that signing authority be granted, therefore; be it resolved that the Board of the Mid-West Planning District hereby grants signing authority for the signing of cheques to: Secretary-Treasurer, Ken Slobodesky until revised. (For: 6 Against: 0 Carried)

By-Laws/Policies:

By-Law 2-2007

Resolution 53/24: (Move: Hyndman Second: Peterniak) Be resolved that the second reading to repeal Mid-West Planning District’s by-law 2-2007 (Appointment of Officer: Wayne J. Poppel) has been read). (For: 6 Against: 0 Carried)

Resolution 54/24: (Move: Aaroe Second: Hyndman) Be resolved that the third and final reading to repeal Mid-West Planning District’s by-law 2-2007 (Appointment of Officer: Wayne J. Poppel) has been received. (For: 7 Against: 0 Carried)

Name	Yes	No	Absent	Abstained (state reason for abstaining)
Marla Dyke			X	
Cheryl Kleemola	X			
Linda Clark	X			
Delbert Cole	X			
Al Peterniak	X			
Ross Gray	X			
Frank Hyndman	X			
Bill Aaroe	X			

Director Dyke joined remotely at 9:23 am

DRAFT Policy 6-2024 –Resolution 55/24: (Move: Cole Second: Aaroe) Be it resolved that the Board of the Mid-West Planning District policy “2-2019 Violations Administration” be revised and reestablished as “6-2024 Violations Administration” to outline procedures therein. (For: 7 Against: 0 Carried)

Receipt of Petitions and Communications: None.

General Business:

Post Office Access – Resolution 56/24: (Move: Peterniak Second: Gray) Canada Post require individuals to be authorized to pick up mail of the Mid-West Planning District, therefore; the Board of the Mid-West Planning District hereby authorizes the addition of Ken Slobodesky to pick up and sign for mail on behalf of the Planning District. (For: 6 Against: 0 Carried)

Inspector Recruitment - A Building Inspector employment ad will be placed on the MWPD website to attract and understand the talent pool which may be available should a decision be made to expand the number of inspectors to 3 (proactive). This will be an open-ended post and only qualified candidates will be interviewed as resumes come in.

Banked Overtime – Banked overtime was discussed with the need to reduce and consume banked overtime. DO indicated that with the development of S-T over the coming months, overtime will be reduced and allow for taking back bank time.

Vacation – DO will be on Vacation July 27 – August 05, 2024.

Unfinished Business:

In Camera Legal

Resolution 57/24: (Move: Gray Second: Hyndman) 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 58/24: (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: 8 Against: 0 Carried)

Adjourn:

Note: Director Peterniak will be away for the next meeting.

Resolution 59/24: (Move: Aaroe Second: Dyke) Resolved that this meeting is now adjourned at 10:28 AM to meet again on August 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: 8 Against: 0 Carried)

CHAIRPERSON

SECRETARY-TREASURER