

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 Aug 02, 2024, commencing at 9:00 AM, attended in person by Directors Cole, Gray, Aaroe, Hyndman, along with Assistant Development Officer Czarina Conde, and Secretary-Treasurer, Ken Slobodesky, attending via MS Teams was Director Kleemola. Chairperson Clark was in the Chair in person.

Minutes:

Regular Meeting

Resolution 60/24: (Move: Aaroe, Second: Gray) Be resolved that the minutes of the Board Meeting dated July 04, 2024, be adopted as read / distributed. (For: 6, Against: 0, Carried)

Reports of Committees:

Personnel Committee: None

Policy Committee: None

Finance Committee: None

Staff Reports:

Administrative Coordinator and Secretary-Treasurer for July:

- A report was presented by the CT with an overview of July 2024 activities and accomplishments.

Assistant Development Officer for July:

- A report was presented by the ADO with an overview of July 2024 activities and accomplishments.

Development Officer for July:

- A report was presented by the ADO on behalf of the DO (Vacation) with an overview of July 2024 activities and accomplishments.

Questions for Staff / Concerns:

- Director Aaroe asked for additional information as it relates to Paper Files, Archiving and Digital Files. Report to be provided at the October 2024 meeting.
- Director Aaroe and Hyndman asked for a clarification of process and an understanding of permit issue, specifically, the Oak River CO-OP and the Rapid City washroom and outstanding requirements for occupancy. ADO provided a document titled Condition of Permit, which is issued to each applicant for review and actioned as required. Both directors have requested copies.
- Director Hyndman indicated an understanding of frustration experienced by the Hamiota Gym applicants. ADO provided information that required stamped drawings were received Aug 01/24 at 9:34 PM. Chair Clark also spoke about the parking requirements and the need to revisit by-laws to create a community appropriate solution.

Finances:

Financial Statements review – July 2024

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

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

Resolution 61/24: (Move: Gray, Second: Cole) Be it resolved that the Mid-West Planning District July 2024 Financial Statements have been reviewed and the cheques numbered 4333 to

4338 totaling \$12475.85, debit payments totaling \$15,230.75, and credit card charges totaling \$405.31 incurred in July 2024 is approved. (For: 6, Against: 0, Carried)

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

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

By-Laws/Policies: None

Receipt of Petitions and Communications: None.

General Business:

- **Master Card:** A proposal was presented to move to credit card use wherever possible and maximize Cash Back rewards and reduce administration of check writing. Chair Clark and Vice Chair Cole provided direction to provide a Resolution next meeting describing process and account details, deposit frequency and any additional passive income which may be directed to this account.
- **Fee Schedule PCH and Hospital Fire Inspections:** Additional information was requested to understand who is directing the added responsibility, frequency of inspection, who was providing inspections historically and if MWPD is responsible, is there a mentor who can assist?

Resolution 65/24: (Move: Cole second: Gray) Be resolved that approval has been granted to purchase MWPD uniforms as displayed Aug. 02. The maximum costs may not exceed \$1500.00 when compared to additional and comparable quotes prior to purchase. Purchase should be awarded to a vendor within our local trading area. (For: 5, Abstain: 1, Carried)

Unfinished Business:

In Camera Legal

Resolution 62/24: (Move: Hyndman Second: Aaroe) 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: 6 Against: 0 Carried)

Resume Meeting

Resolution 63/24: (Move: Cole Second: Aaroe) 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: 6 Against: 0 Carried)

Adjourn:

Resolution 64/24: (Move: Gray Second: Hyndman) Resolved that this meeting is now adjourned at 11:05 AM to meet again on Oct 03, 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: 6 Against: 0 Carried)

CHAIRPERSON

SECRETARY-TREASURER