

## MID-WEST PLANNING DISTRICT GENERAL BOARD MINUTES

Minutes of a regular general meeting of the Board of Directors of the Mid-West Planning District held on February 06, 2025, commencing at 9:20 AM, attending in person were Directors Hyndman and Cole along with Development Officer Lisa Hamilton, Assistant Development Officer Czarina Conde, and Secretary-Treasurer, Ken Slobodesky, attending via MS Teams was Director Aaroe, Dyke, Pethick and Gray, Chairperson Clark was in the Chair, in person.

### **Introduction of New Board Members:**

Directors Pethick (RMEA) and Alternate Bonchuk (PVM) were introduced and welcomed. Director Bonchuk attended as an observer and did not vote.

### **Minutes:**

#### *Regular Meeting*

Resolution 14/25: (Move: Dyke, Second: Hyndman) Be resolved that the minutes of the Board Meeting dated January 02, 2025, be adopted as read / distributed. (For: 7, Against: 0, Carried)

### **Executive Positions and Committee Member Appointments:**

*Chair and Vice – Chairperson election – \*Resolution 02/25: (Move: Hyndman Second Aaroe:)* Whereas it is required that the Board of the Mid-West Planning District appoint at its first regular meeting (deferred to February 06, 2025) of the year a Chairperson and a Vice-Chairperson; therefore, be it resolved that the Board of the Mid-West Planning District has duly elected / appointed: Director Clark for the position of the Mid-West Planning District Chairperson and Director Cole for the position of the Mid-West Planning District Vice-Chairperson for 2025. (For: 7 Against: 0 Carried)

*Committee members and Chairpersons elections – \*Resolution 03/25: (Move: Aaroe, Second Pethick:)* Whereas the Board of the Mid-West Planning District appoint at its first regular meeting (deferred to February 06, 2025) of the year members of each sub-committee; therefore, be it resolved that the Board of the Mid-West Planning District has duly elected / appointed: Directors Clark, Dyke and Pethick to be on the Personnel Committee of the Mid-West Planning District, with Director Clark elected / appointed as Personnel Committee Chairperson for 2025, AND, be it resolved that the Board of the Mid-West Planning District has duly elected / appointed: Directors Aaroe, Hyndman and future Hamiota Director to be on the Policy Committee of the Mid-West Planning District, with Director Aaroe elected / appointed as Personnel Committee Chairperson for 2025, AND, be it resolved that the Board of the Mid-West Planning District has duly elected / appointed: Directors Cole, Gray and Dyke to be on the Finance Committee of the Mid-West Planning District, with Director Cole elected / appointed as Finance Committee Chairperson for 2025. (For: 7, Against: 0, Carried)

### **Reports of Committees:**

#### *Personnel Committee:*

*Employment Extended 2025 – \*Resolution 15/25: (Move: Dyke, Second: Gray)* Be it resolved that the Mid-West Planning District hereby extend employment to Lisa Hamilton for the position of Development Officer and Fire Inspector as per the Offer of Employment dated February 06, 2025, and retro-active from January 01, 2025. (For: 7, Against: 0, Carried)

*Employment Extended 2025 – \*Resolution 16/25: (Move: Hyndman, Second: Cole)* Be it resolved that the Mid-West Planning District hereby extend employment to Czarina Conde for the position of Assistant Development Officer / Building Official / Plumbing Inspector and Fire Inspector as per the Offer of Employment dated February 06, 2025, and retro-active from January 01, 2025. (For: 7, Against: 0, Carried)

*Employment Extended 2025 – \*Resolution 17/25: (Move: Aaroe, Second: Pethick)* Be it resolved that the Mid-West Planning District hereby extend employment to Ken Slobodesky for the position of Administrative Coordinator and Secretary-Treasurer as per the Offer of Employment dated February 06, 2025, and retro-active from January 01, 2025. (For: 7, Against: 0, Carried)

*Policy Committee:*

*Policy 2-2025 Invoicing of annual levy – \*Resolution 18/25: (Move: Cole, Second: Dyke) Be it resolved that the Mid-West Planning District has reviewed the proposed 2-2025: Invoicing of Annual Levy, which would replace 2-2020. (For: 7, Against: 0, Carried)*

*Policy 3-2025 Travel Expenditures and Reimbursements – \*Resolution 19/25: (Move: Gray, Second: Monica) Be it resolved that the Mid-West Planning District has reviewed the proposed 3-2025: Travel Expenditures and Reimbursements, which would replace 1-2023. (For: 7, Against: 0, Carried)*

*Finance Committee:*

Budget workshops were conducted January 22 and January 28, 2025.

**Finances:**

*Financial Report & Statements review – December - \*Resolution 04/25: (Move: Hyndman, Second: Aaroe) Be it resolved that the Mid-West Planning District December 2024 Financial Statements have been reviewed and the cheques numbered 4364 to 4370 totaling \$9,213.28, debit payments totaling \$15,758.29, and credit card charges totaling \$5,311.56, incurred December be approved. (For: 7, Against: 0, Carried)*

*Financial Report & Statements review – January - \*Resolution 20/25: (Move: Pethick, Second: Gray) Be it resolved that the Mid-West Planning District January 2025 Financial Statements have been reviewed and the cheques numbered 4371 to 4377 totaling \$15,294.06, debit payments totaling \$18,355.21, and credit card charges totaling \$2,347.95, incurred January be approved. (For: 7, Against: 0, Carried)*

- The following financial reports were made available for review prior and during the meeting.
  - Profit and Loss statement ending December 31, 2024, and January 31, 2025
  - Balance Sheet ending December 31, 2024, and January 31, 2025
  - Accounts Receivables ending December 31, 2024, and January 31, 2025
  - Budget vs Actual ending December 31, 2024, and January 31, 2025

*Board Chairperson Review/Sign:* Chairperson Clark reviewed and signed the employee expense reports and timesheets for January and all cheques written for February on February 06/2025.

*Finance Committee Chair Review/Sign:* Chairperson Cole reviewed and signed the bills received and completed Account Reconciliations for January on February 05/2025.

*2025 Budget – \*Resolution 21/25: (Move: Dyke, Second: Aaroe) Be it resolved that the Mid-West Planning District hereby approve the presented budget for FY2025 with a deficit of \$19,388.18. Municipal Levy letter and invoices will be issued. Funds from the chequing account in the amount of \$10,000.00 to be transferred to the savings account. (For: 7, Against: 0, Carried)*

**Staff Reports:**

- *Administrative Coordinator and Secretary-Treasurer for January:*
  - A report was presented by the ST with an overview of activities and accomplishments.
- *Assistant Development Officer for January:*
  - A report was presented by the ADO with an overview of activities and accomplishments.
- *Development Officer for January:*
  - A report was presented by the DO with an overview of activities and accomplishments.
- *Annual Report year ending 2024:*
  - A report was presented by the DO with an overview of activities and accomplishments.

**By-Laws/Policies:**

*Fee Schedule By-Law 4-2025 first reading\* Resolution 22/25: (Move: Hyndman, Second: Cole) Whereas the Board of the Mid-West Planning District has reviewed the proposed Fees By-Law No 4-2025, which would replace current Fees By-Law 1-2025, therefore, be it resolved that the By-Law received First Reading. (For: 7, Against: 0, Carried)*

**Receipt of Petitions & Communications + Discussion:**

*Subdivision Reviews:* A presentation, report and discussion were presented, concerning Subdivision 4101-24-8709 – Centra Gas. The Board had no issues with the feedback to be sent to Community Planning.

*Emails:* from MWPD-2024-21 – Construction of Accessible Shower, was reviewed and response.

**General Business:**

Resolution 23/25 – Not used.

**Unfinished Business:**

Resolution 24/25: (Move: Hyndman, Second: Aaroe) Whereas the Board of the Mid-West Planning District now wishes to go in-camera to discuss legal matters: therefore, be it resolved the Board go in camera. (For: 7, Against: 0, Carried)

Resolution 25/25: (Move: Cole, Second: Gray) Whereas the Board of the Mid-West Planning District has completed the in-camera session, therefore, it is resolved that the Board meeting will now resume. (For: 7, Against: 0, Carried)

**Adjourn:**

Resolution 26/25: (Move: Pethick, Second: Hyndman) Resolved that this meeting is now adjourned at 11:50 am to meet again on March 13, 2025, 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