

## **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 July 03, 2025, commencing at 9:09 am, attending in person were Directors Cole, Aaroe, Dyke, Gray, Brethour (9:26 am) Development Officer Lisa Hamilton, Assistant Development Officer, Czarina Conde and Secretary-Treasurer, Ken Slobodesky Attending via MS Teams was Director Pethick and Alternate Director Bonchuk (non-voting). Chairperson Clark attended in person and was in the Chair.

### **Minutes:**

#### *Regular Meeting*

Resolution 48/25: (Move: Dyke, Second: Cole) Be resolved that the minutes of the Board Meeting dated June 12, 2025, be adopted as read / distributed. (For: 7, Against: 0, Carried)

### **Finances:**

*Financial Report & Statements review – June* - The following financial reports were made available for review prior and during the meeting.

- Payments for June 2025
- Profit and Loss statement by month ending June 30, 2025
- Balance Sheet ending June 30, 2025
- Accounts Receivables as June 30, 2025
- Budget vs Actual to June 30, 2025
- Sensus Year End Audit results ending December 31, 2024

Resolution 49/25: (Move: Gray, Second: Aaroe) Be it resolved that the Mid-West Planning District June 2025 Financial Statements have been reviewed and the cheques numbered 4397 to 4400 totaling \$11,668.46, debit payments totaling \$8,400.93, credit card charges totaling \$1883.01, and net payroll totaling \$9,452.66 incurred in June be approved. (For: 7, Against: 0, Carried)

*Board Chairperson Review/Sign:* Chairperson Clark reviewed and signed the employee timesheets and paystubs for June and cheques written for July on July 03, 2025.

*Finance Committee Chair Review/Sign:* Chairperson Cole reviewed and signed the bills received and completed Account Reconciliations for June on June 30, 2025.

Resolution 50/25: (Move: Pethick, Second: Dyke) Be it resolved that the Mid-West Planning District have reviewed and hereby approve the audited financial statements for the year ended December 31, 2024. (For: 7, Against: 0, Carried)

*Payroll Audit Process (new)* – Signatures will be required from the Preparer and a Board member, signifying payroll calculation review. Payroll to be discussed during Board meetings and documented within the minutes.

*Transfer of Funds* – Completed Resolution 21/25, on June 17, 2025, transferring \$10,000.00 from Chequing to Saving account re: 2028 Development Plan

*Second Quarter Levy (due June 30/25)* – RMOV \$12,690.70 paid June 09/25, PVM \$16844.85 paid June 12/25, HM \$9,632.15 due, RMEA \$6,482.30 due.

### **Reports of Committees:**

*Personnel Committee:* None

*Policy Committee:* Director Aaroe provided a policy overview, supporting changes and streamlining of policies. Policy drafts will be presented August 7, 2025.

*Finance Committee:* None

### **Staff Reports:**

*Administrative Coordinator and Secretary-Treasurer (ST):* A report for June was presented by the ST with an overview of activities and accomplishments.

*Assistant Development Officer (ADO):* A report for June was presented by the ADO with an overview of activities and accomplishments.

*Development Officer (DO):* A report for June was presented by the DO with an overview of activities and accomplishments.

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

*Subdivision Reviews:* A review and discussion of Subdivision application PVM 4403-25-8755 (Ashcroft) was conducted. The Board agreed with the Development Officer’s assessment / review.

*Letters:* None

*Emails:* A review of a request for internship was discussed. The Development Officer will make contact to obtain more information and determine if there is a business case to pursue a mutually beneficial engagement.

**General Business:**

*MWPD Development Plan 2028* – The district has consulted with the program “Safe Healthy Communities for All” to obtain funding for the 2028 development plan. The program is currently not taking applications. MWPD was placed on an email list to advise the district when intakes resume. The program would cover 50% of up to \$100,000.00 over two years.

*Foxwarren Rink* – The Fire Inspector provided an overview of a Fire Safety Inspection conducted June 19, 2025.

*Radon Detectors* – The Secretary Treasurer provided model and pricing options.

*Demo permits* – A review of the Demolition permit process was discussed. The Board agreed that the roll of the MWPD be more focussed on education.

*Board meeting starting times* – Director Aaroe suggested that board meetings should be advanced by 30 minutes to accommodate staff preparation. Effective August 2025 meetings will start at 9:30 am unless otherwise scheduled.

**Unfinished Business:**

Resolution 51/25: (Move: Gray, Second: Pethick) 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 52/25: (Move: Aaroe, 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 53/25: (Move: Aaroe, Second: Pethick) Resolved that this meeting is now adjourned at 11:06 am to meet again on August 7, 2025, 9:30 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