

## **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 December 04, 2025, commencing at 9:30 am, attending in person were Directors, Dyke, Hyndman, Cole, Brethour, Aaroe, Development Officer Lisa Hamilton, Assistant Development Officer, Czarina Conde and Secretary-Treasurer, Ken Slobodesky. Chairperson Clark attended in person and was in the Chair.

### **Minutes:**

#### *Regular Meeting*

Resolution 72/25: (Move: Cole, Second: Brethour) Be resolved that the minutes of the Board Meeting dated November 03, 2025, be adopted as read / distributed. (For: 6, Against: 0, Carried)

### **Finances:**

Resolution 73/25: (Move: Dyke, Second: Cole) Be it resolved that the Mid-West Planning District November 2025 Financial Statements have been reviewed and the cheques numbered 4518 to 4521 totaling \$8,420.04, debit payments totaling \$7,128.31, credit card charges totaling \$3,113.26 and net payroll totaling \$9,517.02 incurred in November be approved. (For: 6, Against: 0, Carried)

*Board Chairperson Review/Sign:* Chairperson Clark reviewed and signed the employee timesheets and paystubs for November and cheques written for December on December 01, 2025.

*Finance Committee Chair Review/Sign:* Chairperson Cole reviewed, received invoices and reconciliations from November on December 01, 2025.

*Required Notification Methods:* Board requested a breakdown of the Planning Act requirements for public hearings.

### **Reports of Committees:**

#### *Personnel Committee:*

Resolution 74/25: (Move: Hyndman, Second: Brethour) 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 December 4, 2025. (For: 6, Against: 0, Carried)

Resolution 75/25: (Move: Aaroe, Second: Dyke) 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 and Fire Inspector as per the Offer of Employment dated December 4, 2025. (For: 6, Against 0, Carried)

Resolution 76/25: (Move: Aaroe, Second: Brethour) 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 December 4, 2025. (For: 6, Against 0, Carried)

#### *Policy Committee:*

Resolution 77/25: (Move: Aaroe, Second: Hyndman) Be it resolved that the Mid-West Planning District has reviewed and approves the Mid-West Planning District Employee Manual. (For: 6, Against 0, Carried)

*Finance Committee:* A fee schedule meeting was held November 17<sup>th</sup>, from the meeting the following information and discussion took place, a) Compliance fees collected (2026) will be credited against 2027 levies in the RMs, where collected. b) When seeking compliance direction from CAOs, the MWPD will require a rapid response when sought, process is time sensitive. c) MWPD budget strategies to achieve self-funding, is this to be considered or possible. Additional discussion will take place during the budget process.

*Building Permit Revenues* – Board requested a breakdown of building permit fees by Part 2, 3 and 9.

### **Staff Reports:**

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

*Assistant Development Officer (ADO):* A report for November was presented by the

ADO with an overview of activities and accomplishments.

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

**By-Law and Policy:**

Resolution 78/25: (Move: Aaroe, Second Cole:) Be it resolved that the Mid-West Planning District has reviewed and approved the repeal of policies, 3-2021 Harassment Violence & Prevention, 4-2021 Drugs, Alcohol and Medication, 5-2021 Vehicle Use and Driving, 6-2021 Working Alone, Inspections and Ladder Use, 7-2021 Incident Reporting, 3-2025 Travel Expenditures and Reimbursements (For: 6, Against 0, Carried).

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

*Subdivision Reviews:* A review and discussion of Subdivision application PVM 4403-25-8793 (Howard / Kowaluk) was conducted. The Board agreed with the Development Officer's assessment and review.

*Letters:*

Riverdale Municipality – Public hearing notice, December 16<sup>th</sup> – By-law 2025-06 being an amendment to the Riverdale Municipal Zoning By-law 2016-12. Board noted.

Hamiota Municipality – New MWPD board member and director Les Kirk representing Hamiota, effective November 05<sup>th</sup>. Board acknowledged and welcomed Director Kirk.

*Emails:*

A request to join the MWPD from the Municipality of Rossburn was received. After review, a letter will be issued to Rossburn, declining said request at this time.

2026/27 From the ground up – Safe Healthy Communities for ALL Program, grant intake process has opened until January 26, 2026, to support the 2028 Development plan requirement.

**General Business:**

*Cloud Permit* – Discontinued, agreement ended November 30, 2025.

*Quarterly CAO meeting* – An email of interest will be issued to CAOs to discover if there is interest in a quarterly roundtable meeting with MWPD.

*Fusion Agreement* – An email will be issued to CAO, Charlene Bonchuk, seeking details of the new Fusion Credit Union agreement starting January 01, 2026.

Resolution 79/25: (Move: Dyke, Second: Hyndman) Be it resolved that the Mid-West Planning District has reviewed and approved the auding and yearend financial filing firm, Sensus, for a 3-year term at a rate of, \$3700.00 / 2025, \$3900.00 / 2026, and \$4100.00 / 2027, plus applicable taxes. (For: 6, Against 0, Carried / Defeated)

Resolution 80/25: (Move: Aaroe, Second: Cole) Be it resolved that the Board of the Mid-West Planning District appoints the firm of Sensus to audit the 2025 MWPD financial statements. (For: 6, Against 0, Carried)

*2026 Committees' selection* – Going forward the Board will ensure that each committee has no more than one municipality representative. Nominations and voting will be scheduled during our January 8, 2026, general Board meeting.

*Committee responsibilities* – Board requested a list of responsibilities for each committee.

*Zoning & Building By-Law Amendments* – A discussion pertaining to the following items, a) *Fences* – add to the list of projects that do not require a development permit. b) *Renovation amounts* – Reword the definitions allowing most renovation projects not to require a permit or increase the project value amount. c) *Permit expiry* – create a standardized set period for expiry and allow for one extension. d) *Detached deck* – change the wording around detached accessory buildings to eliminate confusion.

*By-law amendments* – Board requested wording for By-law amendments to be prepared for the January Board meeting then taken back to councils to update as rapidly as possible.

*Director Brethour* – Left the meeting at 12:00 noon.

**Unfinished Business:**

Resolution 81/25: (Move: Aaroe, Second: Dyke) Whereas the Board of the Mid-West Planning District now wishes to go in-camera to discuss legal and personnel matters: therefore, be it resolved the Board go in camera. (For: 5, Against: 0, Carried)

Resolution 82/25: (Move: Dyke, Second: Hyndman ) 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: 5, Against: 0, Carried)

**Adjourn:**

Resolution 83/25: (Move: Cole, Second: Dyke) Resolved that this meeting is now adjourned at 12:40 pm to meet again on January 8, 2026, 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: 5, Against: 0, Carried)

CHAIRPERSON

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SECRETARY TREASURER

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