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 October 09, 2026, in the council chambers of the Prairie View Municipality, in Miniota, MB., commencing at 9:30 am, attending in person were Directors, Gray, Kirk, Cole, Aaroe, Hyndman, alternate Bonchuk (non-voting) and Development Officer Lisa Hamilton, Assistant Development Officer Czarina Conde, and Secretary-Treasurer, Ken Slobodesky, and Chairperson Clark attending in person and was in the Chair.

Agenda:
Regular Meeting
Resolution 49/26: (Move: Aaroe, Second: Cole) Be it resolved that the Agenda of the Board Meeting dated October 09, 2026, be approved. (For: 6, Against: 0, Carried)

Minutes:
Regular Meeting
Resolution 50/26: (Move: Gray, Second: Hyndman) Be it resolved that the minutes of the Board Meeting dated August 06, 2026, be adopted as read / distributed. (For: 6, Against: 0, Carried)

Finances:
Resolution 51/26: (Move: Aaroe, Second: Hyndman) Be it resolved that the Mid-West Planning District August 2026 Financial Statements have been reviewed and the cheques numbered 4559 to 4562 totaling $3,649.06, debit payments totaling $6,907.96, credit card charges totaling $1,663.82, and net payroll totaling $15,145.29 incurred in August be approved. (For: 6, Against: 0, Carried)

Vice - Chairperson Review/Sign: September cheques and employee August expense reports, payroll and timesheets on September 01.

Finance Committee Chair Review/Sign: September 01, received invoices, reconciliations, for July.

Resolution 52/26: (Move: Kirk, Second: Cole) Be it resolved that the Mid-West Planning District September 2026 Financial Statements have been reviewed and the cheques numbered 4563 to 4567 totaling $10,037.94, debit payments totaling $10,023.89, credit card charges totaling $2,822.74, and net payroll totaling $10,096.86 incurred in September be approved. (For: 6, Against: 0, Carried)

Vice - Chairperson Review/Sign: October cheques and employee September expense reports, payroll and timesheets on September 29.

Finance Committee Chair Review/Sign: September 29, received invoices, reconciliations, for September.

Staff Reports:
Administrative Coordinator and Secretary-Treasurer (ST): A report for August and September was presented by the ST with an overview of activities and accomplishments.
Assistant Development Officer (ADO): A report for July, August and September was presented by the ADO with an overview of activities and accomplishments.
Development Officer (DO): A report for August and September was presented by the DO with an overview of activities and accomplishments.

Reports of Committees:
Personnel Committee: The Personnel Committee provided an overview to the Board providing detail and discussion relating to the 2027 draft Employee contracts.

Policy Committee: None

Finance Committee: None

By-Laws / Policies:

MWPD Organizational By-Law 2- 2026 second reading Resolution 53/26: (Move: Hyndman, Second: Aaroe) Whereas the Board of the Mid-West Planning District has reviewed the proposed Organizational By-Law No 2-2026, which would replace current Organizational By-Law 2-2023, therefore, be it resolved that the By-Law received second reading. (For: 6, Against: 0 Carried)

MWPD Organizational By-Law 2- 2026 third reading Resolution 54/26: (Move: Cole, Second: Kirk) Whereas the Board of the Mid-West Planning District has reviewed the proposed Organizational By-Law No 2-2026, which would replace current Organizational By-Law 2-2023, therefore, be it resolved that the By-Law received third and final reading. (For: 6, Against: 0 Carried)

Name	Yes	No	Abstain	Absent	
Linda Clark	X				
Delbert Cole	X				
Bill Aaroe	X				
Frank Hyndman	X				
Ross Gray	X				
Les Kirk	X				

MWPD Procedures By-Law 3- 2026 second reading Resolution 55/26: (Move: Gray, Second: Hyndman) Whereas the Board of the Mid-West Planning District has reviewed the proposed Procedures By-Law No 3-2026, which would replace current Procedures By-Law 3-2023, therefore, be it resolved that the By-Law received second reading. (For: 6, Against: 0 Carried)

MWPD Procedures By-Law 3- 2026 third reading Resolution 56/26: (Move: Aaroe, Second: Kirk) Whereas the Board of the Mid-West Planning District has reviewed the proposed Procedures By-Law No 3-2026, which would replace current Procedures By-Law 3-2023, therefore, be it resolved that the By-Law received third and final reading. (For: 6, Against: 0 Carried)

Name	Yes	No	Abstain	Absent	
Linda Clark	X				
Delbert Cole	X				
Bill Aaroe	X				
Frank Hyndman	X				
Ross Gray	X				
Les Kirk	X				

Receipt of Petitions & Communications + Discussion:

Subdivision Reviews:
A review and discussion of Subdivision application PVM 4403-26-8870 (Bicknell) was conducted. The Board agreed with the Development Officer's assessment and review.

Letters:
Prairie View Municipality, Radon reading and monitoring at the Mid-West Planning District offices. The Board acknowledged the letter.

Rural Municipality of Wallace Woodsworth, public hearings dated Oct 15th and 27th. The Board acknowledged the notice.

Emails: None

General Business:

Development Plan 2028:
Received, Request for Proposal (RFP) from Landmark, Urban Systems, and Narratives were acknowledged, reviewed and discussed by the Board.

2028 Development Plan Review - Vendor Recommendation - Resolution 57/26: (Move: Cole, Second: Hyndman) Whereas the Board of the Mid-West Planning District has reviewed the 2028 Development Plan Review RFP proposals. The Board recommends that the incoming Board engage Landmark, to undertake said review. (For: 6, Against: 0 Carried)

RMWW (MOU):
The DO provided an update and status to the Board.

Special Meeting – A special meeting will be scheduled prior to October 28, 2026, to approve the Minutes of the October 09, 2026, Board meeting.

2026 Christmas and 2027 New Years Office Schedule (align with RM office hours) – The following proposed schedule was approved by the Board.

a) Regular hours December,21 ,22, 23, December 24th, until 12:00 noon, close 25th.
b) Closed December 28 (Boxing Day), Regular hours December 29, 30 & 31st until 12:00 noon.
c) January 01/27 closed.
d) Return to regular hours Jan 04/27.
e) First Board meeting of 2027 – Jan 07/27.

Discussion MBOA Board participation – The Board reviewed a request for application to join the MBOA as a Board member. The Board expressed that the MWPD should not engage due to staffing limitations.

Reserve Parking – The Board will request that the Prairie View Municipality post Reserved Parking signs to ensure access to two parking stalls with plugs are available to the MWPD.

Delinquent files – Delinquent files will be discussed with the incoming Board in November.

In Camera Legal - Resolution 58/26: (Move: Aaroe, Second: Hyndman) Whereas the Board of the Mid-West Planning District now wished to go in-camera to discuss Legal, Personnel matters; therefore, be it resolved that the Board go in camera. (For: 6, Against: 0 Carried)

Resume Meeting - Resolution 59/26: (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: 6, Against: 0 Carried)

Employment Extended 2027 – Resolution 60/26: (Move: Hyndman, Second: Aaroe) 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 October 09, 2026. (For: 6, Against: 0 Carried)

Employment Extended 2027 – Resolution 61/26: **(**Move: Gray, Second: Hyndman) 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 October 09, 2026. (For: 6, Against: 0 Carried)

Employment Extended 2027 – Resolution 62/26: (Move: Kirk, Second: Aaroe) 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 October 09, 2026. (For: 6, Against: 0 Carried)

Employee Manual Revision – Resolution 63/26: (Move: Cole, Second: Aaroe) Be it resolved that the Mid-West Planning District approves the updates and revisions within the Employee Manual dated October 09, 2026. (For: 6, Against: 0 Carried)

Adjourn:

Resolution 64/26: (Move: Gray, Second: Aaroe) Resolved that this meeting is now adjourned at 12:08 pm and to meet again on November 19, 2026, 9:30 am at the Prairie View Municipality, 111 Sarah Ave. Miniota, Council Chambers and/or via MS Teams Video Conferencing, or at the call of the Chair. (For: 6, Against: 0, Carried)

CHAIRPERSON

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SECRETARY TREASURER

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