

PORTAGE LA PRAIRIE PLANNING DISTRICT BOARD
MEETING MINUTES
DECEMBER 8, 2016 @ 9:00 A.M.

PRESENT: Kam Blight, Kinelm Brookes, Brent Budz, Liz Driedger,
Irvine Ferris, Larry Gibbs, Deb Kilcup

ABSENT: Terry Simpson

1.0 CALL TO ORDER

1.1 IN CAMERA:

GIBBS / BLIGHT

BE IT RESOLVED THAT the Board be hereby authorized to move in-camera to discuss the following items relating to Portage la Prairie Planning District Procedural By-law Subsection 6.6:

CARRIED

Human Resources

BLIGHT / GIBBS

BE IT RESOLVED THAT the in-camera committee meeting be hereby closed and the board resume the regular meeting of the board.

CARRIED

2.0 ADOPTION OF AGENDA:

FERRIS / BUDZ

BE IT RESOLVED THAT the Board adopts the agenda.

CARRIED

3.0 DELEGATIONS/PETITIONS:

I.Aliaga of Community and Regional Planning asked when they can expect to receive the official application, including the bids, for the Development Plan grant. K.Brookes will determine and advise I.Aliaga when to expect the request.

4.0 APPROVAL OF MINUTES:

BUDZ / GIBBS

BE IT RESOLVED THAT the Board approves the minutes of November 17, 2016.

CARRIED

5.0 BUSINESS ARISING:

5.1 HUMAN RESOURCES:

BUDZ / BLIGHT

K. Brookes annual review has been successfully completed and an annual wage increase approved as stated on the review.

Once staff evaluations are completed, K. Brookes can approve up to the same increase for office staff.

CARRIED

Staff evaluations are in process.

2017 Manitoba Planning Conference is scheduled for May 10-12 in Winnipeg at the Delta.

6.0 NEW BUSINESS:

6.1 REPORTS:

A) FINANCIAL

FERRIS / BLIGHT

BE IT RESOLVED THAT the Board approves up to \$30,000.00 for purchases to include a custom draft table, pedestal sign and carpeting (existing offices). CARRIED

B) STATISTICS

Board reviewed the monthly Building statistics.

C) UPDATES

Board reviewed the monthly updates.

BLIGHT / GIBBS

BE IT RESOLVED THAT the Board recommends APPROVAL of SR 20-16 Subdivision Application No. 4163-16-7515 made by Colleen Roy for a one (1) lot subdivision on Wood Lot 14, Parish of Portage la Prairie, in the Rural Municipality of Portage la Prairie. CARRIED

6.2 BY-LAWS:

None

7.0 OTHER BUSINESS:

Financial Policy has been reviewed by the Board.

BUDZ / BLIGHT

BE IT RESOLVED THAT the Financial Policy be amended to read:

- If item has not been included in the approved budget, approval must be provided by the board if a single item cost is more than \$1,000.00.
- Three (3) written quotes will be obtained for items over \$5,000.00, where possible.

8.0 NEXT BOARD MEETING DATE:

BUDZ / BLIGHT

BE IT RESOLVED THAT the 2017 Board meeting dates are approved. CARRIED

Next meeting date is January 19, 2017 at 9:00 a.m.

9.0 ADJOURNMENT:

Meeting adjourned at 9:43 A.M.

Minutes recorded by: Deb Kilcup