



WaterWolf Advisory Planning Commission

Executive Board

April 27th, 2009

1:00 p.m.

RM of Loreburn Council Chambers

Present: M.L. Whittles, Donald Shirliff, Nick Patkau, Kevin Vollmer, Tony Peter, Sylvia Matwe, Dave Cross, Yvonne Arntsen, Edna Laturus

Staff: Russ McPherson, Denise Stroeder, Tim Cheesman

Missing: Joyce Aitken

1. Memorandum of Understanding

- Add: Proper wording and representative numbers for the Advisory Planning Commission under #2 of the "Exhibit A" Agreement.
 - Page 1, (under #2): A District Planning Commission....Do we need to allow the larger municipalities more than one seat on the Advisory Planning Commission? It would probably not be necessary because the final decision will ALWAYS go back to the municipal council in question.
- Add: Concern that if you sign up for the Commission, you need to know what the process would be to withdraw from the Commission; alternatively, if there is a municipality that has not signed on to the Planning Commission at the outset, there would be a process to join after the starting date. So this needs to be included in the MOU.
- Add: "Pursuant to Section 106 of *The Planning and Development Act, 2007*..." brought forward by Trent.
- Remove: Section #9 from "Exhibit A" document "*The participating municipalities...*"

2. WaterWolf Advisory Planning Commission Needs Assessment

- An assessment within the region to identify who has planning needs, which municipality needs what kind of services. Where should we be putting the staffing money, if we are going to expend some resources, where should we be making the decisions?
- This will cost approximately \$2,500 to conduct.
- ***MOTION - Peter: to contract Karen & Dwight to conduct the needs assessment exercise to the Advisory Planning Commission. Cd.***

3. "What the Commission Is" Document

- Based on a Planning Commission in the United States.
- It is a handbook on what the Commission is, what services are provided, the committees, the bylaws, financial arrangements, voting procedure, etc.
- The findings from the Needs Assessment exercise will be inserted into this document (beginning on page 27)
- Have this in place and updated over the summer. It will be provided at the June Workshop for the entire membership to look at and review.
- We will need to set up a 2-3 person committee to deal with this document.
- M.L. Whittles, Joyce Aitken

- **MOTION - Matwe: to contract Tim Cheesman to work through the “What the Commission Is” Document. Cd.**
- **MOTION - Shirliff: Tony Peter, Yvonne Arntsen and Dave Cross will have signing authority to the Planning Commission; requiring 2 out of 3 signatures. Cd.**

4. Planning Commission Correspondence

- Providing correspondence to different Ministries within the Province
- Also providing information to affected MLA’s in our Planning Commission area.
- The other funding source, under Bill Canada Fund, there is a portion of money for doing planning background work. This will be investigated further by Tim and brought back to the group.
- **MOTION - Whittles: motion to approve the administration to pursue sources of finance through letters to appropriate departments and agencies. Cd.**
- Sylvia Matwe will be appointed by the Executive Board to review and edit the letters before they are signed off.

5. The “Tim and Russ” Show

- Once we have a final draft of the “What the Commission Is” document, Tim and Russ will travel to the municipalities and talk with each one about their questions and concerns. This will take place in the Fall of 2009.
- Dave Cross will accompany them when he is available.

6. Other

- Do we want to change the name of the WaterWolf Planning Commission?
 - **MOTION - Vollmer: motion to keep WaterWolf as the name of the Advisory Planning Commission. Cd.**
- The final report on the Lake Diefenbaker water testing has now been finalized. A public meeting will be held in the area by the end of June. All municipalities will be informed of this meeting once it has been set.
- Per diems: Who pays the per diem, when is it paid, etc?
 - **MOTION - Peter: The WaterWolf Advisory Planning Commission Executive Board will be paid \$150/day, \$75/half day per diem and \$0.40/km for their Meetings. Cd.**
 - If we need to go back to our municipal membership in 6 to 9 months for further contribution, we will do so.

7. Next Meeting Date

- June 16th, 2009 at 9:30 a.m. at the Mid Sask Board Room (500 Progress Ave.)
- The WaterWolf Planning Workshop will be held at 1:00 p.m. at the Legion Hall in Outlook