

**BRANDON & AREA PLANNING DISTRICT  
BOARD MEETING**

1:30 P.M. Thursday May 4, 2017  
A.R. McDiarmid Civic Complex – T.E. Snure Room

**Present:**

Rick Chrest  
Barry Cullen  
Heather Dalgleish  
Emil Egert  
Jeff Fawcett  
Ross Farley  
Harvey Paterson  
Bob Brown  
Donna Mitchell

Erin Meagher – Interim Secretary – BAPD  
Ryan Nickel – Chief Planner – City of Brandon

**Absent:**

**Guests:** None

**Adoption of the Agenda**

**Resolution  
No. 047/2017**

**Moved/Donna Mitchell  
Seconded/Heather Dalgleish**

**BE IT RESOLVED that the agenda be adopted as amended to include the following items:**

- **3a – Development Plan Interpretation** – additional correspondence
- **4a – Correspondence** – Public Open House Flyer – City of Brandon Annexation proposal
- **5b – FCM Proposals for grant money**
- **6a.iii – Personnel Committee** – Revised Executive Director Job Description

**Carried**

**9/0**

**Minutes of April 6, 2017**

**Resolution  
No. 048/2017**

**Moved/Barry Cullen  
Seconded/Harvey Paterson**

**BE IT RESOLVED that the minutes of the April 6, 2017 Board meeting be adopted as amended.**

**Carried**

**9/0**

**Development Plan Interpretation**

**Resolution  
No. 049/2017**

**Moved/Rick Chrest  
Seconded/Barry Cullen**

**BE IT RESOLVED that the Board of Brandon & Area Planning District agrees with the previous BAPD Board and the Province to proceed with a special Development Site Designation for the property located at 3500 McDonald Avenue.**

**Carried**

**9/0**

**Correspondence**

**Resolution** **Moved/Heather Dalglish**  
**No. 050/2017** **Seconded/Ross Farley**

**BE IT RESOLVED that the Board of Brandon & Area Planning District receive the Public Open House Flyer for the City of Brandon Annexation Proposal as information.**

**Carried** **9/0**

**General Business**

**Resolution** **Moved/Emil Egert**  
**No. 051/2017** **Seconded/Rick Chrest**

**BE IT RESOLVED that the Board of Brandon & Area Planning District approve the Insurance Renewal from the Municipal General Insurance Program.**

Erin Meagher will follow up with the Western Financial Group to inquire about the insurance coverage for employees of the BAPD.

**Carried** **9/0**

Board Member Heather Dalglish provided the board verbal information that grant money is available from the FCM (Federation of Canadian Municipalities) in the amount of \$175,000.00. The due date to submit a proposal for this grant is June 15, 2017.

**Resolution** **Moved/Heather Dalglish**  
**No. 052/2017** **Seconded/Rick Chrest**

**BE IT RESOLVED that the Board of Brandon & Area Planning District apply for the FCM grant so that it will be used to fund a master drainage study for the District.**

**Carried** **9/0**

**Resolution** **Moved/Donna Mitchell**  
**No. 053/2017** **Seconded/Rick Chrest**

**BE IT RESOLVED that the Board of Brandon & Area Planning District appoint an FCM grant proposal committee with the following members:**

**FCM proposal committee:**

**Heather Dalglish**  
**Barry Cullen**  
**Donna Mitchell**  
**Jeff Fawcett (Alternate)**

**Carried** **9/0**

**Resolution** **Moved/Harvey Paterson**  
**No. 054/2017** **Seconded/Ross Farley**

**BE IT RESOLVED that the Board of Brandon & Area Planning District spend up to \$2,000.00 to engage in a Professional Engineer that would prepare and submit to the FCM a written proposal behalf of the BAPD.**

**Carried** **9/0**

**Committee Reports**

<b>Resolution No. 055/2017</b>	<b>Moved/Rick Chrest Seconded/Donna Mitchell</b>
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**BE IT RESOLVED THAT the Board of Brandon & Area Planning District received verbal Committee Reports which are listed as followed:**

**Personnel Committee Members – Heather Dalglish to replace Emil Egert on the committee**

<b>Carried</b>	<b>9/0</b>
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<b>Resolution No. 056/2017</b>	<b>Moved/Barry Cullen Seconded/Heather Dalglish</b>
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**BE IT RESOLVED THAT the Board of Brandon & Area Planning District approve of the revised job description for the vacant Executive Director position and to proceed with posting the job description for a two week period and obtain resumes from interested candidates.**

<b>Carried</b>	<b>9/0</b>
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**Reports from Administration**

There was no reports from Administration as the Executive Director for Brandon & Area Planning District is still vacant.

**Finance and Accounts**

**Disbursements**

<b>Resolution No. 057/2017</b>	<b>Moved/Emil Egert Seconded/Harvey Paterson</b>
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**BE IT RESOLVED that the Board of Brandon & Area Planning District approve disbursements for payment of cheques no. 16634 to 16638 inclusive, in the amount of \$ 14,719.50**

<b>Carried</b>	<b>9/0</b>
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**March 2017 Financial Statements**

<b>Resolution No. 058/2017</b>	<b>Moved/Emil Egert Seconded/Harvey Paterson</b>
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**BE IT RESOLVED that the Board of Brandon & Area Planning District approve the Balance Sheet and the Profit & Loss statements for March 2017 as presented.**

<b>Carried</b>	<b>9/0</b>
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**Adjournment**

<b>Resolution No. 059/2017</b>	<b>Moved/Bob Brown Seconded/Ross Farley</b>
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**That the meeting be adjourned at 2:34pm**

<b>Carried</b>	<b>9/0</b>
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Original signed by Jeff Fawcett

CHAIR

Original signed by Erin Meagher

INTERIM SECRETARY

Next meeting: June 7, 2017 at 10:00 am

Location: A.R. McDiarmid Civic Complex –T.E. Snure Room