

**BRANDON AND AREA PLANNING DISTRICT
BOARD MEETING**

1:30 P.M., Thursday, May 2, 2019
A.R. McDiarmid Civic Complex

Present: Rick Chrest
Barry Cullen
Jeff Fawcett
Ches Bollman
Donna Mitchell
Bill Courtice
Emil Egert

Absent: Bob Brown
Ross Farley

Staff: Marlene Biles, Executive Director, BAPD
Bob Wallis, Rural Development Planning Manager, BAPD
Ryan Nickel, Chief Planner, City of Brandon

Guests: Devin Dietrich, Community Planner, Manitoba Regional and Community Planning
Matt Stie, MNP

Adoption of the Agenda

Resolution **Moved/Bill Courtice**
No. 29/2019 **Seconded/Emil Egert**

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

- 4.b. Proposal to Subdivide - RM of Cornwallis
 - i. 4116-19-684 – Kelly (Pt. NW 27-10-18WPM);
- 5.d. 2018 Audit Report
 - i. Matt Stie from MNP
- 5.e. Manitoba Municipal Relations
 - i. Amendment to By-law 100-04-15, Schedule “A” 2019 Fees

Carried **7/0**

Minutes of March 7, 2019

Resolution **Moved/Donna Mitchell**
No. 30/2019 **Seconded/Ches Bollman**

BE IT RESOLVED that the minutes of the March 7, 2019 Board Meeting be adopted as presented.

Carried **7/0**

CORRESPONDENCE:

Resolution **Moved/Emil Egert**
No. 31/2019 **Seconded/Donna Mitchell**

BE IT RESOLVED that the Board of Brandon and Area Planning District receive the correspondence as presented:

- a. Town of Carberry
 - i. Notice of Public Hearing to amend Zoning By-law No. 1977;
- b. Riverdale Municipality
 - i. Notice of Public Hearing to amend Development Plan By-law No. 2019-04

Carried **7/0**

SUBDIVISION APPLICATIONS

**Proposal to Subdivide
City of Brandon**

**4500-18-682
21 Willowcrest Avenue**

**Resolution
No. 32/2019**

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

That subdivision application 4500-18-682 to subdivide 21 Willowcrest Avenue (Parcels A/B, Plan 1269 BLTO, Parcels 1/2, Plan 1287 BLTO, Parcel B, Plan 1547 BLTO, and Parcel 1, Plan 1592 BLTO) in the City of Brandon be granted Conditional Approval subject to the conditions contained in the City of Brandon resolution dated April 2, 2019;

And further, that subject to meeting all other necessary conditions and requirements of subdivision, that the designated signing officers are authorized to sign and seal the Final Certificate of Approval.

Carried

7/0

**Proposal to Subdivide
R.M. of CORNWALLIS**

**4116-19-684
PT NW 27-10-18 WPM**

**Resolution
No. 33/2019**

**Moved/Emil Egert
Seconded/Bill Courtice**

BE IT RESOLVED that the Board of the Brandon and Area Planning District provides **Conditional Approval** to subdivision application FILE NO. 4116-19-684 to subdivide Pt. NW 27-10-18 WPM in the RM of Cornwallis subject to the conditions contained in the Rural Municipality of Cornwallis resolution dated April 16th, 2019; and

Further, that subject to meeting all necessary conditions and requirements of subdivision, that the designated signing officers are authorized to **sign and seal the Final Certificate of Approval**.

Carried

7/0

GENERAL BUSINESS/BY-LAWS

Planning Conference

**Resolution
No. 34/2019**

**Moved/Donna Mitchell
Seconded/Barry Cullen**

BE IT RESOLVED that the Board of Brandon and Area Planning District authorize Board members to attend the Manitoba Planning Conference May 16-17, 2019 at the Victoria Inn in Brandon Manitoba.

Carried

7/0

2019 Insurance

**Resolution
No. 35/2019**

**Moved/Ches Bollman
Seconded/Bill Courtice**

BE IT RESOLVED that the Board of Brandon and Area Planning District authorize the signing officers to finalize the 2019 Certificate of Insurance with AMM Group Insurance.

Carried

7/0

Request to Extend Audit Services

**Resolution
No. 36/2019**

**Moved/Donna Mitchell
Seconded/Bill Courtice**

BE IT RESOLVED that the Board of Brandon and Area Planning District contact MNP and request that Audit Services be renewed for an additional two-year term to cover the period from January 1, 2019 to December 31, 2020.

Carried

7/0

2018 Audit

**Resolution
No. 37/2019**

**Moved/Ches Bollman
Seconded/Bill Courtice**

BE IT RESOLVED that the Board of Brandon & Area Planning District accept the Audit for 2018, prepared by MNP LLP, as presented.

Carried

7/0

Amendment to 2019 Fee Schedule

**Resolution
No. 38/2019**

**Moved/Barry Cullen
Seconded/Bill Courtice**

WHEREAS notification has been received from the Department of Municipal Relations regarding a Provincial increase to fees related to subdivision fees under *The Planning Act*;

BE IT RESOLVED that the Board of Brandon and Area Planning District adopt the amended Schedule "A" to By-law No. 100/04/15, as per attached, to amend the fees charged for each new lot created in the subdivision process from \$225.00 to \$300.00.

Carried

7/0

FINANCE AND ACCOUNTS

March 2019 Disbursements

**Resolution
No. 39/2019**

**Moved/Emil Egert
Seconded/Bill Courtice**

BE IT RESOLVED that the Board of Brandon & Area Planning District approve March 2019 disbursements for payment of cheques nos. 16814 to 16826, in the amount of \$99,198.87.

Carried

7/0

March 2019 Financial Statements

**Resolution
No. 40/2019**

**Moved/Emil Egert
Seconded/Bill Courtice**

BE IT RESOLVED that the Board of Brandon and Area Planning District approve the March 2019 Balance Sheet, Profit & Loss statement and the 1st Quarter Consolidated Financial Statement as presented.

Carried

7/0

Adjournment

**Resolution
No. 41/2019**

**Moved/Bill Courtice
Seconded/Emil Egert**

BE IT RESOLVED that this meeting be adjourned at 2:20 p.m.

Carried

7/0

ORIGINAL SIGNED BY JEFF FAWCETT
CHAIR

ORIGINAL SIGNED BY MARLENE BILES
EXECUTIVE DIRECTOR

Next meeting: June 6, 2019 at 1:30 pm
Location: Multi-Purpose Room, A.R. McDiarmid Civic Complex