

BRANDON AND AREA PLANNING DISTRICT BOARD MEETING

1:30 P.M. Thursday, January 7, 2016
A.R. McDiarmid Civic Complex

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

Allison Bardsley, Executive Director, BAPD
Bob Wallis, Rural Development Planning Manager, BAPD
Louisa Garbo, Director of Planning and Building Safety, City of Brandon

Guests: Ryan Nickel, Principal Planner, City of Brandon, Kevan Sumner, Manager, Community and Regional Planning, Steve McMillan

Adoption of the Agenda

Resolution **Moved/ Barry Cullen**
No. 001/2016 **Seconded/ Ross Farley**

BE IT RESOLVED that the agenda be adopted as presented.

Carried **9/0**

Minutes of December 3, 2015

Resolution **Moved/ Rick Chrest**
No. 002/2016 **Seconded/ Donna Mitchell**

BE IT RESOLVED that the minutes of the December 3, 2015 Board meeting be adopted as presented.

Carried **9/0**

Correspondence

Resolution **Moved/ Emil Egert**
No. 003/2016 **Seconded/ Heather Dalgleish**

BE IT RESOLVED that the Board of Brandon and Area Planning District received the correspondence as presented.

- **Rural Municipality of Elton – Enforcement Process**
- **Rural Municipality of Cornwallis – Building By-law Enforcement**

Carried **9/0**

Development Plan Amendment

Proposed Development Plan Amendment **DP-05-15-C**
VBJ Developments Ltd. **By-law 106/01/16**

Resolution **Moved/ Emil Egert**
No. 004/2016 **Seconded/ Rick Chrest**

BE IT RESOLVED that By-law No. 106/01/16 to amend Development Plan By-law 95/01/12, be read a first time.

Carried **9/0**

**Proposed Development Plan Amendment
 McLeod**

**DP-06-15-C
 By-law 107/02/16**

**Resolution Moved/ Emil Egert
 No. 005/2016 Seconded/ Harvey Paterson**

BE IT RESOLVED that By-law No. 107/02/16 to amend Development Plan By-law 95/01/12, be read a first time.

Carried 9/0

The Board requested to have the Inter-Municipal Committee of Cornwallis and Brandon meet to discuss these two Development Plan Amendment Applications and provide comments to the Board.

**Proposal to Subdivision
 City of Brandon**

**4500-15-622
 255-26th St.**

**Resolution Moved/ Rick Chrest
 No. 006/2016 Seconded/Barry Cullen**

BE IT RESOLVED that the Board of Brandon and Area Planning District give application 4500-15-622 to subdivide 255 26th Street (Lots 31-34, Block 33, Plan 15 BLTO) be approved be approved subject to, the owner of successor:

- 1. submitting written confirmation to the City of Brandon Planning & Building Safety Department that arrangements have been made for an easement agreement and Plan of Easement to the satisfaction of Manitoba Hydro;**
- 2. submitting written confirmation to the City of Brandon Planning & Building Safety Department that the Brandon School Division has received \$283.00 as a cash-in lieu contribution for school purposes;**
- 3. submitting \$183.74 to the City of Brandon to the City of Brandon Planning & Building Safety Department as a cash-in-lieu contribution for public reserve purposes;**
- 4. demolishing the existing two accessory buildings located on the southern property, and restoring the property to the satisfaction of the City of Brandon Planning & Building Safety Department; and**
- 5. completing methane testing on the property to the satisfaction of the City Engineer; if methane gas is found, complying with all requirements for a Zone 2 methane site in accordance with the City of Brandon Methane Gas Policy and executing a Save Harmless Agreement with the City of Brandon.**

Carried 9/0

**Proposal to Subdivision
 City of Brandon**

**4500-15-623
 1620 Braecrest Dr.**

**Resolution Moved/ Rick Chrest
 No. 007/2016 Seconded/ Ross Farley**

That application 4500-15-623 to subdivide 1620 Braecrest Drive (Lot 1, Plan 1874 BLTO) be approved subject to, the owner or successor:

- a. submitting written confirmation to the City of Brandon Planning & Building Safety that arrangements have been made for cash-in-lieu for schools' contributions to the satisfaction of the Brandon School Division;**
- b. submitting written confirmation to the City of Brandon Planning & Building Safety Department that arrangements have been made for postal service to the satisfaction of Canada Post;**
- c. providing written confirmation to the City of Brandon Planning & Building Safety Department that taxes for the property to be subdivided, for the current year plus any penalty, interest and arrears, have been paid in full or arrangements satisfactory to Council have been made;**
- d. entering into a development agreement with the City of Brandon as attached to the report by the Community Planner dated December 16, 2015, and registering the development agreement in series immediately following registration of the subdivision;**
- e. submitting written confirmation to the City of Brandon Planning & Building Safety Department that arrangements have been made for an easement agreement, and revised plan of easement for drainage purposes to the satisfaction of the City of Brandon Engineering Department, and registering the**

easement agreement in series immediately following registration of the subdivision.

- f. submitting written confirmation to the satisfaction of the City of Brandon Planning & Building Safety Department that arrangements have been made for a cross-access agreement, and registering the cross-access agreement as an easement in series immediately following registration of the subdivision; and
- g. submitting written confirmation to the City of Brandon Planning & Building Safety Department that arrangements have been made for a joint use easement agreement and Plan of Easement to the satisfaction of Manitoba Hydro and MTS Inc., and registering the easement agreement along with the easement plan, if required, in series immediately following registration of the subdivision.

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 9/0

Proposal to Subdivision 4124-15-620
RM of Elton 62156 Rd. 110 W.

Resolution Moved/ Ross Farley
No. 008/2016 Seconded/ Donna Mitchell

BE IT RESOLVED that the Board of the Brandon and Area Planning District provides Conditional Approval to subdivision application FILE NO. 4124-15-620 to subdivide Pt. NE ¼ 15-11-19 WPM in the RM of Elton subject to the following:

1. The conditions contained in the Rural Municipality of Elton resolution dated December 8th, 2015; and
2. The applicant to obtain a conditional use order for the new non-farm dwelling parcel; 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 9/0

Proposal to Subdivision 4124-15-621
RM of Elton SW 10-11-18 W.

Resolution Moved/ Ross Farley
No. 009/2016 Seconded/ Harvey Paterson

BE IT RESOLVED that the Board of the Brandon and Area Planning District provides Conditional Approval to subdivision application FILE NO. 4124-15-621 to subdivide Pt. SW ¼ 10-11-18 WPM in the RM of Elton subject to the following:

1. The conditions contained in the Rural Municipality of Elton resolution dated December 8th, 2015; 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 9/0

General Business

Resolution Moved/ Heather Dalglish
No. 010/2016 Seconded/ Donna Mitchell

BE IT RESOLVED THAT the Board of Brandon and Area Planning District update Schedule "A" to amend fees for 2016, as attached, to By-law 100/04/15, being a by-law to establish fees for development applications, permits and related matters.

Carried 9/0

**Resolution
No. 011/2016**

**Moved/ Barry Cullen
Seconded/ Ross Farley**

BE IT RESOLVED that the Board of Brandon and Area Planning District retain the legal services of Blair Filyk with Meighen Haddad LLP for the years 2016-2018 inclusive, with the option to renew for an additional three-year term.

Carried 9/0

Re-schedule to February Meeting - Orientation/Review

Chairperson Jeff Fawcett asked if the Board would consider re-scheduling the Orientation/Review to the February meeting. Approved.

Reports from Administration

Executive Director, Brandon and Area Planning District, Allison Bardsley – Ms. Bardsley's regular report is attached.

Director of Planning and Building Safety, City of Brandon, Louisa Garbo – Ms. Garbo spoke to the Board about the Department of Planning and Building Safety practices for the pre-application and the application process of development. In the pre-application process, preliminary comments are received and are used by the potential developers in decision making. Comments provide information that will assist them in their application. Brandon does not include information gathered in the pre-application circulation at first reading. Comments are provided to the Board from the formal circulation that takes place prior to the public hearing.

**Resolution
No. 012/2016**

**Moved/ Barry Cullen
Seconded/ Heather Dalglish**

BE IT RESOLVED that the report from administration be accepted as information.

Carried 9/0

Finance and Accounts

Disbursements

**Resolution
No. 013/2016**

**Moved/ Emil Egert
Seconded/ Harvey Paterson**

BE IT RESOLVED that the Board of Brandon and Area Planning District approve disbursements for payment of cheques no. 16527 to 16538 inclusive, in the amount of \$ 40,023.23.

Carried 9/0

November Financial Statements

**Resolution
No. 014/2016**

**Moved/ Emil Egert
Seconded/ Rick Chrest**

BE IT RESOLVED that the Board of Brandon and Area Planning District approve the Balance Sheet and the Profit & Loss statements for November 2015 as presented.

Carried 9/0

Adjournment

**Resolution
No. 015/2016**

**Moved/ Harvey Paterson
Seconded/ Donna Mitchell**

That the meeting be adjourned at 2:25 pm.

Carried 9/0

Original signed by Jeff Fawcett

CHAIR

Original signed by Allison Bardsley

EXECUTIVE DIRECTOR

Next meeting: February 4, 2016 at 1:30 pm
Location: A.R. McDiarmid Civic Complex