

BROKENHEAD RIVER PLANNING DISTRICT

Meeting Minutes

January 21st, 2026

5:30 pm

Members Present:	Chairman	Ray Schirle
	Members	Luke Ingeberg
		Brett Steffes
		Glen Kaatz
	Secretary/Development Officer	Stacey Breton
	Building Inspector	Shawn Bullman

1. Calling the meeting to Order

1.1 Meeting called to order at: 5:30 PM

01-26 Moved by: INGERBERG Seconded by: STEFFES

BE IT RESOLVED THAT the meeting be called to order at 5:30 PM

CARRIED

1.2 Appointment of Chairman

02-26 Moved by: STEFFES Seconded by: KAATZ

BE IT RESOLVED THAT LUKE INGERBERG be and is hereby appointed Chairman from this date hereof and for the year 2026.

CARRIED

1.3 Appointment of Deputy Chairman

03-26 Moved by: KAATZ Seconded by: STEFFES

BE IT RESOLVED THAT RAY SCHIRLE be and is hereby appointed Chairman from this date hereof and for the year 2026.

CARRIED

2. Adopt Agenda/Confirm and Adopt Minutes

2.1 Resolution to adopt the agenda as circulated.

04-26 Moved by: INGERBERG Seconded BY: KAATZ

BE IT RESOLVED THAT the agenda is adopted as circulated.

CARRIED

- 2.2 Resolution to adopt the meeting minutes of regular meeting December 17th, 2025

05-26 Moved by: INGERBERG Seconded by: KAATZ

BE IT RESOLVED THAT the minutes of regular meeting of December 17th, 2025, are hereby adopted as circulated.

CARRIED

3. Delegations and Public Hearings

NIL

4. Financial Report

- 4.1 Accounts for approval December 18th, 2025 – January 21st, 2026

06-26 Moved by: KAATZ Seconded by: INGERBERG

BE IT RESOLVED that the following Accounts for approval December 18th, 2025 – January 21st, 2026, accounts be approved for payment:

PP # 1	December 15- December 26, 2025	\$3,361.14
PP # 2	December 29, 2025- January 9, 2026	3,456.78
RM of Brokenhead	Cell phone, Truck Repairs, Office Supplies	594.56
Western Financial Group	January Employee Benefits	467.14
WEX Canada Ltd.	Esso Gas Fleet Card	107.74
First Data Canada	Monthly Rental Fee and Service Charges	142.63
Collabria Credit Card	Office Supplies	77.29
Clipper Publishing	Bylaw 1827-25 Ads	602.70
TOTAL		\$8,809.98

CARRIED

- 4.2 Financial Statements as of December 31st, 2025

07-26 Moved by: STEFFES Seconded by: KAATZ

BE IT RESOLVED THAT the Financial Statements as December 31st, 2025, are adopted as circulated.

CARRIED

5. By- Laws

5.1 By-Law 184-25 Third Reading

08-26

Moved by: KAATZ

Seconded by: STEFFES

BE IT RESOLVED THAT the Board gives THIRD reading to By-Law 184-25, being an amendment to the Brokenhead River Planning District Development Plan By-law 181-23 as amended.

Member	Yes	No	Abstain	Reason
Ingeberg, Luke	★	_____	_____	_____
Kaatz, Glen	★	_____	_____	_____
Steffes, Brett	★	_____	_____	_____
Schirle, Ray	★	_____	_____	_____

6. Correspondence

6.1 Building Permit Statistics December 31st, 2025

6.2 Building Inspector and Admin/Development Officer Reports

09-26

Moved by: STEFFES

Seconded by: KAATZ

BE IT RESOLVED THAT the Board is in Agreement to accept the Building Inspector and Admin/Development Officer Reports as circulated.

CARRIED

7. Unfinished Business

NIL

8. New Business

NIL

9. In Camera

NIL

10. Adjournment

10.1 Resolution to adjourn the meeting

10-26

Moved by: STEFFES

Seconded by: KAATZ

BE IT RESOLVED THAT we do now adjourn at: 5:52 PM

CARRIED

Next Meeting: February 18th, 2026, at 5:30 PM

A handwritten signature in black ink, appearing to be 'M. A.', written over a horizontal line.

CHAIRMAN

A handwritten signature in blue ink, appearing to be 'S. Burton', written over a horizontal line.

SECRETARY