

**BROKENHEAD RIVER PLANNING DISTRICT**

**Meeting Minutes**

April 15<sup>th</sup>, 2026

5:30 pm

|                  |                               |               |
|------------------|-------------------------------|---------------|
| Members Present: | Chairman                      | Luke Ingeberg |
|                  | Members                       | Ray Schirle   |
|                  |                               | Glen Kaatz    |
|                  |                               | Brett Steffes |
|                  | 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

29-26 Moved by: STEFFES Seconded by: KAATZ

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

**CARRIED**

**2. Adopt Agenda/Confirm and Adopt Minutes**

2.1 Resolution to adopt the agenda as circulated.

30-26 Moved by: SCHIRLE 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 March 18<sup>th</sup>, 2026.

31-26 Moved by: STEFFES Seconded by: SCHIRLE

**BE IT RESOLVED THAT** the minutes of regular meeting of March 18<sup>th</sup>, 2026, are hereby adopted as circulated.

**CARRIED**

**3. Delegations and Public Hearings**

NIL

#### 4. Financial Report

4.1 Accounts for approval March 19<sup>th</sup> – April 15<sup>th</sup>, 2026

32-26

Moved by: KAATZ

Seconded by: STEFFES

**BE IT RESOLVED** that the following Accounts for approval March 19<sup>th</sup> – April 15<sup>th</sup>, 2026, accounts be approved for payment:

|                         |                                            |                    |
|-------------------------|--------------------------------------------|--------------------|
| PP # 7                  | March 9-20, 2026                           | \$ 3,456.78        |
| PP # 8                  | March 23- April 3, 2026                    | 3,456.78           |
| Clipper Publishing      | By-Law 2275-26 Advertising                 | 539.70             |
| Western Financial Group | March Employee Benefits                    | 467.14             |
| First Data Canada       | Monthly Rental Fee and Service Charges     | 22.98              |
| Collabria Credit Card   | Registered Letter/Planning Conference Reg. | 647.16             |
| Receiver General        | March Remittance                           | 3,509.44           |
| MEBP                    | March Employee Remittance                  | 2,006.15           |
| Microage                | Desktop Support                            | 134.40             |
| CGIS                    | Contracted Services Apr 1-June 30, 2026    | 1,798.80           |
| RM of Brokenhead        | Copies and Postage Jan- March 2026         | 113.56             |
| RM of Brokenhead        | Microsoft Security License                 | 609.90             |
| WEX Canada (Esso)       | Esso Fleet Gas Card                        | 152.00             |
|                         |                                            |                    |
| <b>TOTAL</b>            |                                            | <b>\$16,914.79</b> |

**CARRIED**

4.2 Financial Statements as of March 31<sup>st</sup>, 2026

33-26

Moved by: KAATZ

Seconded by: SCHIRLE

**BE IT RESOLVED THAT** the Financial Statements March 31<sup>st</sup>, 2026, are adopted as circulated.

**CARRIED**

#### 5. By- Laws

NIL

#### 6. Correspondence

6.1 Building Permit Statistics March 31<sup>st</sup>, 2026

6.2 Building Inspector and Admin/Development Officer Reports

34-26

Moved by: SCHIRLE

Seconded by: STEFES

**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**

- 8.1 Proposal to Subdivide  
Pt. W ½ 30-13-8 EPM  
Being Pt. NW ¼ 30-13-8 EPM  
RM of Brokenhead  
Registered Owner: Riley Baker - ARRA Baker Holdings

35-26 Moved by: STEFFES Seconded by: KAATZ

**BE IT RESOLVED THAT** the Board is in agreement to recommend approval of the plan of subdivision submitted by Riley Baker - ARRA Baker Holdings -Applicant/Owner:

Community Planning Services File No. 4110-26-7881  
Property Description: Pt. W ½ 30-13-8 EPM  
Being Pt. NW ¼ 30-13-8 EPM

Subject to the following conditions:

- Any variation orders be obtained, if required, where evidenced by the Surveyor's Building Location Certificate
- All permits be obtained as required

**CARRIED**

**9. In Camera**

NIL

**10. Adjournment**

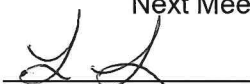
- 10.1 Resolution to adjourn the meeting

36-26 Moved by: SCHIRLE Seconded by: KAATZ

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

**CARRIED**

Next Meeting: May 20<sup>th</sup>, 2026, at 5:30 PM



CHAIRMAN



SECRETARY