




Rural Municipality of Whitehead
April 7, 2025 - Regular Meeting of Council - 05:30 PM (RM Office)

- 1 CALL TO ORDER**
- 2 ADOPTION OF THE AGENDA**
- 3 ADOPTION OF MINUTES AS CIRCULATED**
 - 📎 March 10, 2025
- 4 DECLARATION OF CONFLICT OF INTEREST**
- 5 PUBLIC HEARINGS**
 - 5.1 Variance V2025-02 - Janssen - 33-10-20 WPM
 - 📎 Variance V2025-02 - Janssen - 33-10-20 WPM
- 6 PRESENTATIONS AND DELEGATIONS**
 - 6.1 Assiniboine West Watershed District
 - 6.2 Blue Hills RCMP
- 7 BYLAWS AND POLICIES**
 - 7.1 By-law No. 2024-07 - To Amend the Development Plan - 3rd Reading
 - 📎 Administrative Report - By-law No. 2024-07
 - 7.2 By-law No. 2024-08 - To Amend the Development Plan - 3rd Reading
 - 📎 Administrative Report - By-law No. 2024-08
 - 7.3 By-law No. 2025-02 - To Amend Water & Wastewater Rates - 3rd Reading
 - 📎 By-Law 2025-02 - Amendment to by-law 2022-01
 - 📎 Schedule A
 - 7.4 By-law No. 2025-03 - 2025 Tax Levy - 1st Reading
- 8 SUBDIVISION**
- 9 UNFINISHED BUSINESS**
- 10 NEW BUSINESS**
 - 10.1 Tax Sale
 - 📎 Administrative Report - Taxservice
 - 10.2 Appointment of Deputy Reeve
 - 10.3 Tender 2025-01 - 2025 Road Gravel Crushing
 - 10.4 Tender 2025-02 - 2025 Gravel Hauling Program
 - 10.5 Beresford Private Road
 - 10.6 Lease Inquiry - SE 16-10-21

 Administration Report - Lease Inquiry

11 ACCOUNTS

 March 2025 Cheque Register

11.1 Bank Reconciliation

 February 2025 Bank Reconciliation

11.2 Whitehead Hall Donation to Reserve

 Administrative Report - Donation

12 COMMITTEE AND BOARDS REPORTS

13 CORRESPONDENCE

14 NOTICE OF MOTION

15 IN CAMERA

15.1 Legal

16 Adjournment



Rural Municipality of Whitehead Meeting Minutes

Regular Meeting of Council March 10, 2025 - 08:30 AM (RM Office)

In attendance: Councillor Kaley Mykula, Councillor Jeff Owens, Councillor Chris Semeschuk, Councillor Curtis Storey, Councillor Dennis Foerster

Absent: Reeve Trevor Tuttosi, Councillor Kevin Klassen

1 CALL TO ORDER

2 ADOPTION OF THE AGENDA

2025-042

Councillor Foerster - Councillor Storey

Resolved that the Agenda be adopted as presented.

CARRIED UNANIMOUSLY

3 ADOPTION OF MINUTES AS CIRCULATED

2025-043

Councillor Semeschuk - Councillor Storey

Resolved that the minutes from February 10, 2025 be approved as presented.

CARRIED UNANIMOUSLY

4 DECLARATION OF CONFLICT OF INTEREST

5 PUBLIC HEARINGS

6 PRESENTATIONS AND DELEGATIONS

Councillor Storey - Councillor Foerster

CARRIED UNANIMOUSLY

6.1 Dungannon Road Residents - Area Concerns

2025-044

Councillor Storey - Councillor Foerster

That the delegation by Dungannon Road residents with respect to area concerns be received.

CARRIED UNANIMOUSLY

- 2025-045 **6.2 Burns Maendel Consulting Engineers - Drainage Policy Request**
 Councillor Storey - Councillor Owens
- That the delegation by Daniel Burns and Ashley Haigh, Burns Maendel Consulting Engineers, with respect to a requested exemption to the drainage policy be received.
- CARRIED UNANIMOUSLY**
- 2025-046 **6.2.1 Policy PW-07 Exemption**
 Councillor Storey - Councillor Owens
- Whereas Policy PW-07 requires that water license applicants to obtain consent from all affected downstream landowners until runoff reaches a natural waterway.
- And whereas Burns Maendel Consulting Engineers has requested an exemption to the policy on the grounds that the proposed engineered drainage plan does not increase the flow of water downstream and that obtaining the additional downstream consent is unviable regardless of the proposed works.
- Be it resolved that the RM of Whitehead grant an exemption to the application made by Burns Maendel Engineering Ltd. from policy PW-07 on the condition that the Manitoba Drainage and Water Rights Licensing Branch provides confirmation that the proposed works will either decrease or maintain the current rate of water flow downstream.
- CARRIED**
- 7 BYLAWS AND POLICIES**
- 2025-047 **7.1 By-Law 2025-09 - First Reading**
 Councillor Owens - Councillor Storey
- That By-Law No. 2025-02 - Amendment to Whitehead Utility By-Law 2022-01 be given first reading.
- CARRIED UNANIMOUSLY**
- 2025-048 **7.2 By-Law 2025-02 Second Reading**
 Councillor Mykula - Councillor Owens
- That By-Law No. 2025-02 - Amendment to Utility Rate By-Law 2022-01 be given second reading.
- CARRIED UNANIMOUSLY**
- 8 SUBDIVISION**
- 9 UNFINISHED BUSINESS**
- 10 NEW BUSINESS**

- 2025-049 **10.1 2023 General Operating Deficit Recovery**
Councillor Foerster - Councillor Storey
- Whereas the 2023 Audited Financial Statements indicated a general operating deficit in the amount of \$21,146;
- And whereas the deficit has been determined by the auditor to have come from an overage in the year-end reserve transfers,
- Therefore be it resolved that the RM of Whitehead request approval to recover the 2023 deficit amount of \$21,146 from nominal surplus.
- CARRIED UNANIMOUSLY**
- 2025-050 **10.2 31-10-22 Land Lease Tender**
Councillor Semeschuk - Councillor Storey
- Whereas the Rural Municipality of Whitehead leases municipal lands located at W 1/2 31-10-22 and E 1/2 31-10-22 containing approximately 250 cultivated acres and 350 pasture acres;
- And whereas one (1) compliant bid had been submitted for land at 31-10-22;
- Therefore be it resolved that Tender 2025-03 be awarded to D & P Rooke Farms for the bid amount of \$27,750.00 per year for the lands at 31-10-22 with a lease set to expire March 31, 2027 and rent to be paid on April 1st annually.
- CARRIED UNANIMOUSLY**
- 2025-051 **10.3 32-10-22 Land Lease Tender**
Councillor Storey - Councillor Owens
- Whereas the Rural Municipality of Whitehead leases municipal lands located at SE 1/4 32-10-22 containing approximately 130 acres of farmland;
- And whereas one (1) compliant bid had been submitted for land at 32-10-22;
- Therefore be it resolved that Tender 2025-04 be awarded to Richard Joynt for the bid amount of \$650.00 per year for the lands at 32-10-22 with a lease set to expire March 31, 2027 and rent to be paid on April 1st annually.
- CARRIED UNANIMOUSLY**
- 2025-052 **10.4 2025 Property Reassessments**
Councillor Storey - Councillor Foerster
- Be it resolved that the CAO is instructed to submit a letter to the Minister of Municipal Relations as an expression of concern with the abnormal adjustment that occurred across residential property values in the 2025 reassessment.
- CARRIED UNANIMOUSLY**

- 2025-053 **10.5 Office Closure**
 Councillor Owens - Councillor Storey
- Be it resolved that the RM Office be closed on Thursday, May 6, 2025 and Friday, May 7, 2025 due respectively to Munisoft System Upgrade Training and MMA Leadership Conference.
- CARRIED UNANIMOUSLY**
- 10.6 Regional Community Safety Officer**
 Discussion was held with respect to a proposed regional Community Safety Officer (CSO) initiative. The determination was to not proceed as a participant.
- 11 ACCOUNTS**
- 2025-054 **11.1 Accounts**
 Councillor Storey - Councillor Foerster
- Resolved that the List of Accounts as paid for February, cheques numbers #16298 to #16342 (both inclusive) totaling \$158,991.98 and Direct Deposit Register totaling \$27,146.93 including council indemnity as per by-law no. 2023-01 be approved.
- CARRIED UNANIMOUSLY**
- 2025-055 **11.2 Bank Reconciliation**
 Councillor Owens - Councillor Foerster
- Resolved that the January 2025 Bank Reconciliation be approved as presented.
- CARRIED UNANIMOUSLY**
- 12 COMMITTEE AND BOARDS REPORTS**
- 12.1 AMM Executive Meeting**
- 2025-056 **13 CORRESPONDENCE**
 Councillor Storey - Councillor Foerster
- Resolved that the Correspondence listed below be received;
- Manitoba Safer Communities and Neighborhood Act
 - MTI - Multi-year Infrastructure Investment Strategy
- CARRIED UNANIMOUSLY**
- 14 NOTICE OF MOTION**

- 2025-057 **15 IN CAMERA**
Councillor Foerster - Councillor Storey
- BE IT RESOLVED THAT this regular meeting now adjourns to an “in camera” meeting to discuss matters in the preliminary stages as per Subsection 152(3)(b)(iii) of The Municipal Act and all matters discussed in-camera are confidential until discussed in an open meeting as per Section 83(1)(d) of The Municipal Act.
- 2025-058 **15.1 Legal Matters**
- 2025-058 **15.2 BACK TO OPEN SESSION**
Councillor Mykula - Councillor Storey
- BE IT RESOLVED THAT this ‘in camera’ meeting does now resume back to a regular meeting.
- CARRIED UNANIMOUSLY**
- 2025-059 **16 Adjournment**
Councillor Mykula - Councillor Foerster
- Resolved that we now adjourn to meet again on April 7, 2025 at 5:00 pm for a Regular Council meeting or at the call of the Reeve.
- Time: 12:15 p.m.
- CARRIED UNANIMOUSLY**



Variance to Zoning By-law No. 2021-04

Name of Property Owner: Darlene Janssen
Name of Applicant: Darlene Janssen
Civic Address of Property: 33-10-20 SW Rm of Whitehead
Legal Description of Property: _____

References: Whitehead Development Plan and Zoning By-law no. 2020-04

Variance Request:

To allow for a shed 106' from property line
down from 125'

As the applicant, I confirm and verify to the municipality of Whitehead that the information provided in this application is true and complete, and I undertake to observe and perform all provisions of The Planning Act, the Development Plan, Zoning by-law and the provisions of other relevant laws, by-laws or agreements.

Signature of Applicant: Darlene Janssen Date: March 5/25
Address: RR3 Box 43A Brandon Postal Code: R7A 5Y3
Phone No: 204-720-4812 Email Address: Wildar4812@gmail.com

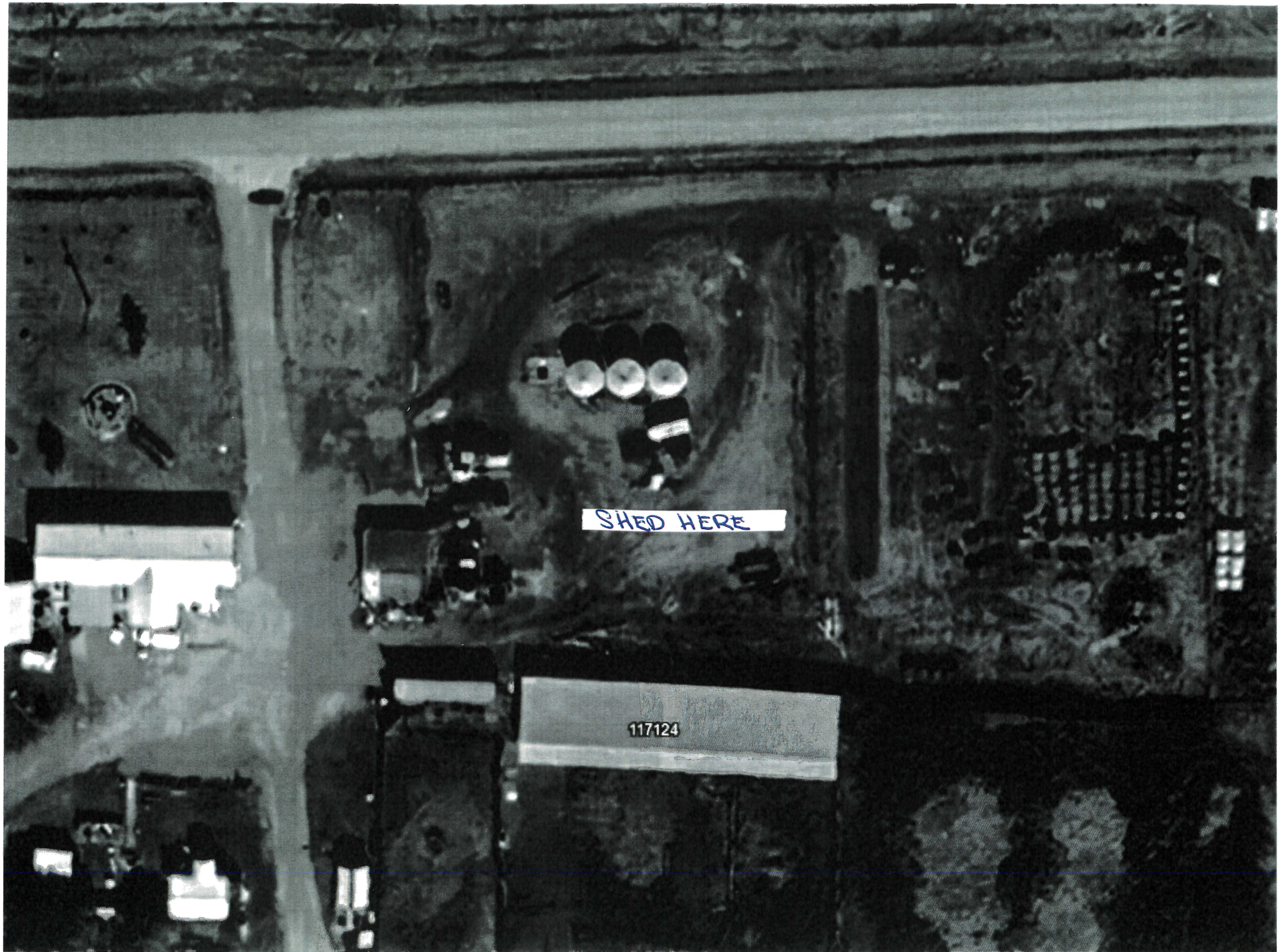
Signature of Owner: Darlene Janssen Date: March 5/25
Address: RR3 Box 43A Brandon Postal Code: R7A 5Y3
Phone No: 204-720-4812 Email Address: Wildar4812@gmail.com

OFFICE USE ONLY:

Date Application Received: March 5/25
Payment Received Date: March 5/25 Amount Received: _____
File No: V2025-02









Goodon Industries Ltd.

Box 777, Boissevain, Manitoba R0K 0E0
Phone (204) 534-2468 or Toll Free 1-800-665-0470

Date: Jan 23/25
Customer: Darlene Janssen
Ben mr

Trade Show Bdn Ag Days
Salesman: Ed Dyck

Phone: 204-720-4812 Email: wildar4812

Machine Shed ☐ Shop ☐
Riding Arena ☐ Hangar ☐
Potato Shed ☐ Cattle Shelter ☐

Dear _____,

The following is a quote on a 60 x 100 x 18'8" and a _____ x _____ x _____

4 ply 2" x 8" laminated poles @ 4' o.c. _____" x _____" pressure treated timbers @ _____' o.c.

Engineered trusses @ 4' o.c., 2" x 6" strapping on walls and ☒ 2" x 6" strapping on roof @ 2' o.c.

High tensile metal - walls ☒ coloured roof ☒ coloured _____ white _____ accents

_____ galvanized _____ galvanized

_____ x _____' Bi-fold door _____ colour

1 30' x 18' Sliding door(s) _____ colour

1 16' x 16' Overhead door with ☒ insulation _____ operator _____ chain hoist _____ colour

1 20' x 16' Overhead door with ☒ insulation _____ operator ☒ chain hoist _____ colour

_____ Insulated steel walk-in door(s) _____ Ridgelite

_____ x _____ windows _____ duopane _____ tripane _____ fixed _____ slider

Total delivered price 118400

Labour to erect Inc

Coloured metal Inc
GST extra

Interior:
Insulation _____ walls, _____ roof

_____ poly vapour barrier, _____ strapping on _____ walls, _____ ceiling

_____ splash plank _____ metal _____ lite panel @ eave _____ partition wall

_____ gyproc _____ plywood _____ walls _____ ceiling

Price _____ Labour _____

GST extra

QUOTE GOOD FOR 30 DAYS

Can the Big
Door Be 25'
How much more
for 30'
all doors @
front

22079



NOTICE OF PUBLIC HEARING

UNDER THE PLANNING ACT

Application for Variation Order under the Rural Municipality of Whitehead Zoning By-law No. 2021-04

NOTICE IS HEREBY GIVEN that Council of the Rural Municipality of Whitehead will be conducting a Public Hearing to receive representation on:

VARIATION APPLICATION NO. V2025-02 – 33-10-20 WPM – TO ALLOW FOR A REDUCED REQUIRED FRONT YARDS IN THE “AG” AGRICULTURAL GENERAL ZONE FOR AN ACCESSORY USE BUILDING DOWN FROM 125 FEET TO 106 FEET

DATE OF HEARING: Monday, April 7, 2025

TIME OF HEARING: 5:30PM

LOCATION: Council Chambers, Municipal Office, 517 Second Avenue

COMMONLY ASKED QUESTIONS

What happens at the hearing?

At the time and date noted above, the Reeve will ask if anyone would like to speak either for or against the proposed application. Council will also receive and consider any and all written representation on the matter.

Do I have to attend the hearing?

Your attendance at the Public Hearing is welcomed; however, you are not required to attend. You may make representation to Council in writing by the deadline noted below.

Where can I get more information?

If you would like more information, you may contact the municipal office during regular business hours at 204.752.2261.

What if I have something to say but cannot attend the hearing?

You may submit written comments to the Chief Administrative Officer no later than **April 4, 2025** (cao@rmofwhitehead.ca). Be advised that all correspondence becomes public information, therefore personal information {names, addresses etc.} contained in the correspondence could be released to the public.

Dated this 24th day of March 2025
James Maxon, CAO



ADMINISTRATIVE REPORT TO COUNCIL

PRESENTED: April 7, 2025

BY-LAW/POLICY: By-law 2018-08

SUBJECT: By-law No. 2024-07
Development Plan Amendment

AGENDA ITEM: 7.1

BACKGROUND

At the July 8, 2024 Regular Meeting of Council, By-law No. 2024-07 to amend Development Plan By-law No. 2018-08 received 1st reading to redesignate a parcel located at SE 22-10-20W from 'Future Growth Area' to 'Rural Residential Area'. Amending the Development Plan would remove restrictions for applications to re-zone and subdivide the property for residential development.

Following 1st reading, the by-law was provided to Community Planning for circulation with government departments and agencies for comment & concerns. No objections were received, but notice was received indicating items that may require assessment during any future development. The provincial report is provided below.

The by-law received 2nd reading at the October 15, 2024 regular meeting of council, but the resolution had to be rescinded due to an error in notice circulation and a second hearing was held. This second public hearing was held at the January 13, 2025 regular meeting of Council and 2nd reading of the by-law was provided at same.

The by-law was submitted to the Minister of Municipal and Northern Relations for review. Notice from the Minister's office of approval was received, dated March 28, 2025.

Amending the Development Plan is separate from the rezoning or subdivision processes and is not indicative of approval for any future applications associated with the parcel.

OPTIONS FOR CONSIDERATION

Council may defeat the proposed by-law or provide 3rd and final reading to the by-law.

LEGISLATIVE REQUIREMENTS

In accordance with Section 137 of *The Municipal Act*, it is required to be a recorded vote for 3rd reading.

RURAL MUNICIPALITY OF WHITEHEAD
BY-LAW NO. 2024-07

BEING a By-law of the Rural Municipality of Whitehead to amend the Rural Municipality of Whitehead Municipal Development Plan By-law No. 2018-08, as amended.

WHEREAS it is necessary to pass a By-law to amend the Rural Municipality of Whitehead Development Plan;

AND WHEREAS Section 56(1) of The Planning Act provides that a Development Plan may be amended;

THEREFORE BE IT RESOLVED that the Council of the Rural Municipality of Whitehead, in open meeting assembled, enacts as follows:

- 1. By-law No. 2018-08 be amended as follows:
 - a. Parcel: Lot 2, Plan 26098 BLTO located at SE 22-10-20W be re-designated:

FROM: “Future Growth Area”

TO: “Rural Residential Area”

DONE AND PASSED by the Council of Rural Municipality of Whitehead in meeting duly assembled at Alexander, Manitoba, this ____ day of _____ A.D. 2024.

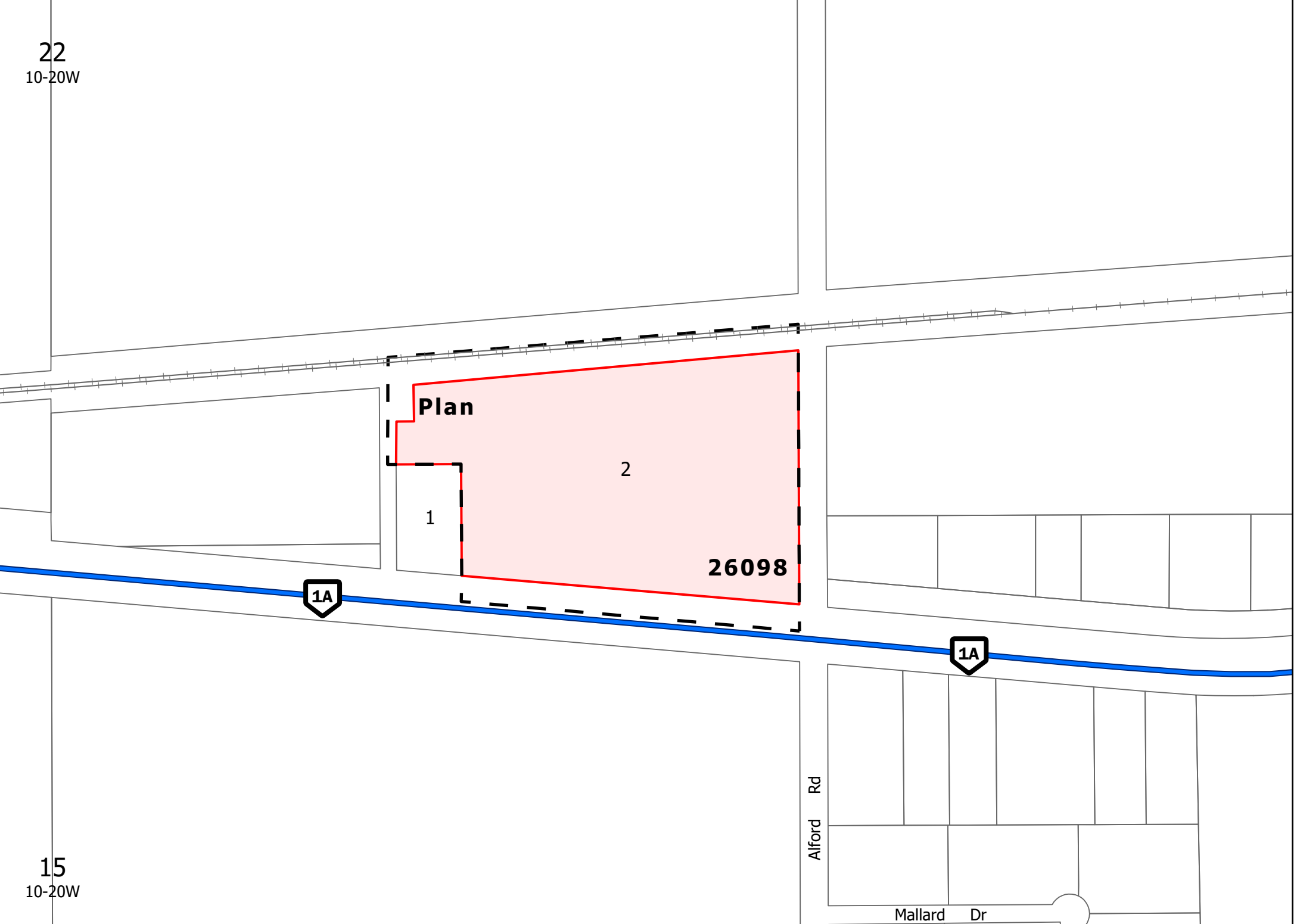
<hr/>			<hr/>		
Reeve			Chief Administrative Officer		
Read a first time this	8 th	day of	July	A.D. 2024.	
Read a second time this	13 th	day of	January	A.D. 2025.	
Read a third time this		day of		A.D. 2024.	

I, James Maxon, Chief Administrative Officer of the Rural Municipality of Whitehead hereby certify that this document is a true and correct copy of the original.

James Maxon
Chief Administrative Officer

22
10-20W

15
10-20W



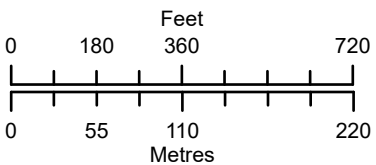
Appendix "A"

Attached to By-law No. 2024-07 of the Rural Municipality of Whitehead amending the Rural Municipality of Whitehead Development Plan By-law No. 2018-08.

- Limit of area affected
- Area to re-designate
- PTH

From: "Future Growth Area"
To: "Rural Residential Area"

Being all of Parcel: Lot 2, Plan 26098 BLTO located at SE 22-10-20W.



Date: 2024-06-24



Minister for Municipal and Northern Relations

Minister responsible for Francophone Affairs

Minister responsible for the Manitoba Liquor and Lotteries Corporation

Legislative Building, Winnipeg, Manitoba R3C 0V8 CANADA

Month 28, 2025

Trevor Tuttosi
Reeve
Rural Municipality of Whitehead
office@rmofwhitehead.ca

Dear Reeve Tuttosi,

Rural Municipality of Whitehead Development Plan Amendment By-law 2024-07

I am pleased to advise the above noted bylaw has been approved pursuant to clause 51(1)(a) of *The Planning Act*.

I am returning one copy of this bylaw to your office for your records. This bylaw will come into effect upon third reading by council, in accordance with Section 52 of *The Planning Act*. Please send a certified copy of Bylaw 2024-07 following third reading to the Brandon Community Planning Office, at brandoncrp@gov.mb.ca.

I commend council's continued planning efforts and wish you success in future planning and development initiatives.

Sincerely,

Honourable Glen Simard
Minister

Enclosure

- c. Inonge Aliaga, A/Director Community Planning and Development
Yves Richard, Regional Manager, Community Planning
James Maxon, CAO, Rural Municipality of Whitehead



ADMINISTRATIVE REPORT TO COUNCIL

PRESENTED: April 7, 2025

BY-LAW/POLICY: By-law 2018-08

SUBJECT: Development Plan Amendment
By-law No. 2024-08

AGENDA ITEM: 7.2

BACKGROUND

At the May 13, 2024 regular meeting of Council, a delegation was received from Jamie Suski requesting that the Development Plan By-law No. 2018-08 be amended to allow for future residential development at the property located at NW 33-10-20.

The by-law received 1st reading at the July 8, 2024 regular meeting of Council and then had a public hearing held at the January 13, 2025 regular meeting of council, after which Council read the by-law for a second time.

The by-law was submitted to the Minister of Municipal and Northern Relations for review and a letter of approval was received from the Minister's office, dated March 28, 2025.

Amending the Development Plan is separate from the rezoning or subdivision processes and is not indicative of approval for any future applications associated with the parcel.

OPTIONS FOR CONSIDERATION

Council may defeat the proposed by-law or provide 3rd and final reading to the by-law.

LEGISLATIVE REQUIREMENTS

In accordance with Section 137 of *The Municipal Act*, it is required to be a recorded vote for 3rd reading.

RURAL MUNICIPALITY OF WHITEHEAD
BY-LAW NO. 2024-08

BEING a By-law of the Rural Municipality of Whitehead to amend the Rural Municipality of Whitehead Municipal Development Plan By-law No. 2018-08, as amended.

WHEREAS it is necessary to pass a By-law to amend the Rural Municipality of Whitehead Development Plan;

AND WHEREAS Section 56(1) of The Planning Act provides that a Development Plan may be amended;

THEREFORE BE IT RESOLVED that the Council of the Rural Municipality of Whitehead, in open meeting assembled, enacts as follows:

1. By-law No. 2018-08 is hereby amended as follows:
- a. Parcel: All that portion of the NW ¼ of 33-10-20 WPM which lies to the north of the northerly limit of road Plan 481 BLTO except road Plan 24661 BLTO except Plan 51049 be re-designated:

FROM: “Agricultural Area” within a “Conservative” major policy area

TO: “Rural Residential Area” within a “Progressive” major policy area

DONE AND PASSED by the Council of Rural Municipality of Whitehead in meeting duly assembled at Alexander, Manitoba, this ____ day of _____ A.D. 2024.

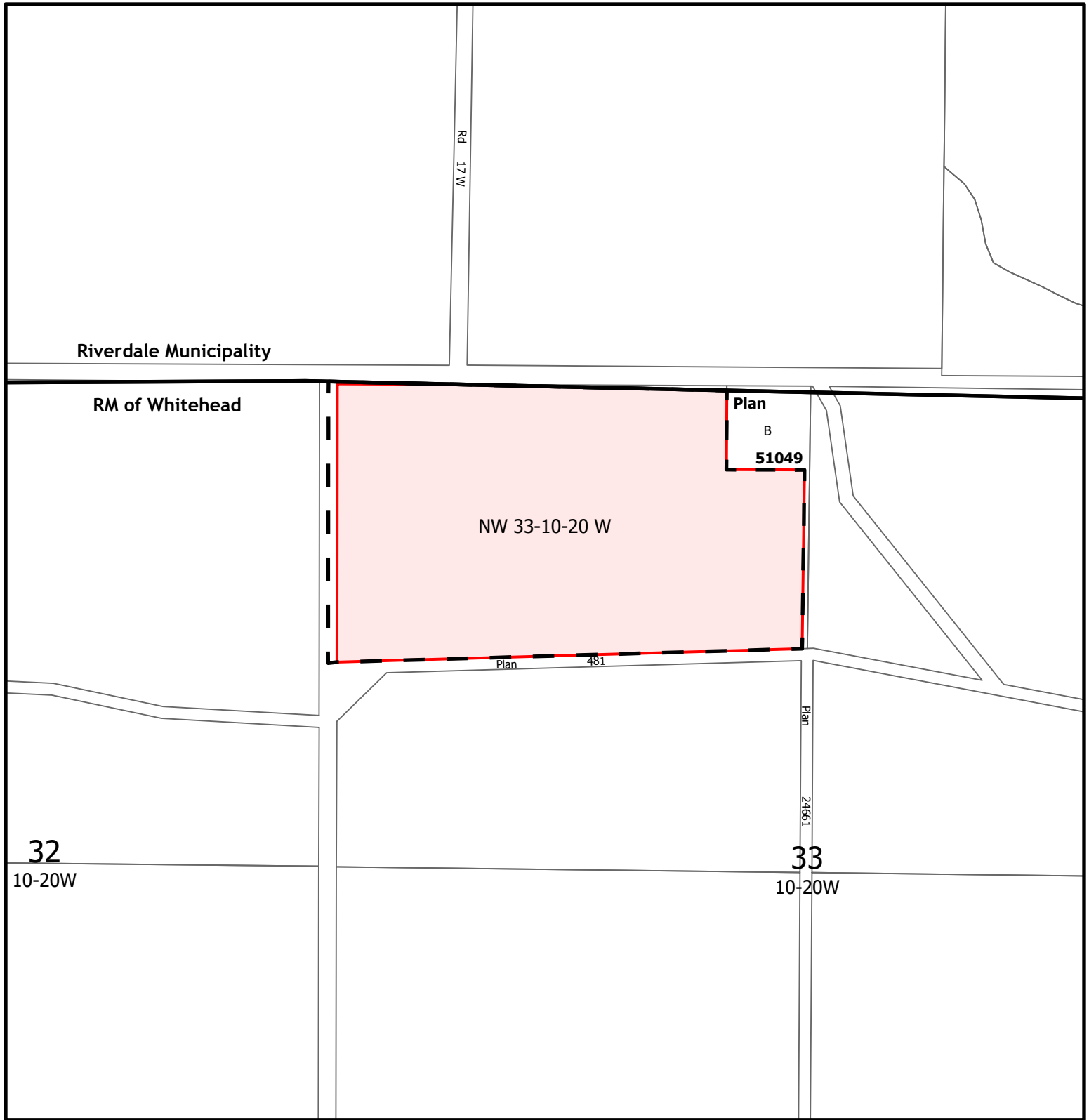
Reeve

Chief Administrative Officer

Read a first time this	8 th	day of	July	A.D. 2024.
Read a second time this	13 th	day of	January	A.D. 2025.
Read a third time this		day of		A.D. 2024.

I, James Maxon, Chief Administrative Officer of the Rural Municipality of Whitehead hereby certify that this document is a true and correct copy of the original.

James Maxon
Chief Administrative Officer



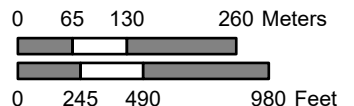
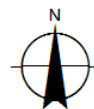
Appendix "A"

Attached to By-law No. 2024-08 of the Rural Municipality of Whitehead amending the Rural Municipality of Whitehead Development Plan By-law 2018-08.

- Area to re-designate
- Limit of area affected

From: "Agricultural Area"
To: "Rural Residential Area"

Being Pt. of NW 1/4 of 33-10-20-WPM which lies north of road Plan 481 BLTO except road Plan 24661 BLTO and Plan 51049.



Manitoba 
Community Planning Branch
Municipal and Northern Relations

Date: Jun-24-2024
Map name: DP 202 BL 2024-08



Minister for Municipal and Northern Relations

Minister responsible for Francophone Affairs

Minister responsible for the Manitoba Liquor and Lotteries Corporation

Legislative Building, Winnipeg, Manitoba R3C 0V8 CANADA

Month 28, 2025

Trevor Tuttosi
Reeve
Rural Municipality of Whitehead
office@rmofwhitehead.ca

Dear Reeve Tuttosi,

Rural Municipality of Whitehead Development Plan Amendment By-law 2024-08

I am pleased to advise the above noted by-law has been approved pursuant to clause 51(1)(a) of *The Planning Act*.

I am returning one copy of this by-law to your office for your records. This by-law will come into effect upon third reading by council, in accordance with Section 52 of *The Planning Act*. Please send a certified copy of By-law 2024-08 following third reading to the Brandon Community Planning Office, at brandoncrp@gov.mb.ca.

I commend council's continued planning efforts and wish you success in future planning and development initiatives.

Sincerely,

Honourable Glen Simard
Minister

- c. Inonge Aliaga, A/Director
Yves Richard, Regional Manager
James Maxon, CAO, Rural Municipality of Whitehead

BY-LAW NO. 2025-02

BEING A BY-LAW of the Rural Municipality of Whitehead to amend the water and wastewater rates for the Whitehead Utility By-law No. 2022-01

WHEREAS the Council of the Rural Municipality of Whitehead Utility By-law No. 2022-01 establishes water and wastewater rates for the Whitehead Utility.

AND WHEREAS the request to pass through wholesale water rate increases from Manitoba Water Services was approved in Public Utilities Board Order No.50/23

NOW THEREFORE the Rural Municipality of Whitehead in regular session assembled, enacts as follows:

1. By-law No. 2022-01 is hereby amended as follows:
- a. Section 1 by:

i. Replacing schedule “A” with a revised schedule “A”
2. This by-law shall come into full force and take effect on the day following the date of passage.

DONE AND PASSED by the Council of the Rural Municipality of Whitehead duly assembled this xx day of xx, A.D. 2025.

<hr/>			<hr/>
Reeve			Chief Administrative Officer
Read a first time this	x th	day of xxxx	A.D. 2025.
Read a second time this	x th	day of xxxx	A.D. 2025.
Read a third time this	x th	day of xxxx	A.D. 2025.

**RURAL MUNICIPALITY OF WHITEHEAD
WHITEHEAD WATER & WASTEWATER UTILITY
SCHEDULE “A” – BY-LAW NO.2022-01
SCHEDULE OF QUARTERLY RATES
[AM. B/L 2024-09]
[AM. B/L 2025-02]**

1. Schedule of Commodity Rates &
Quarterly Service Charge

July 1, 2023

Rates per 1,000 Gallons

1,000 Gallons per quarter

Water	Wastewater	Water & Wastewater
\$11.93	\$4.57	\$16.50

Quarterly Service Charge \$11.42

2. Minimum Charges per Quarter

Notwithstanding the rates set forth in paragraph 1, all customers will pay the applicable minimum charges per quarter set out below, which includes the water allowance as listed.

a) Water & Wastewater Customers

						Water & Wastewater	Water Only
Meter Size	Group Capacity Ratio	Water Included Gallons	Customer Service Charge	Water Commodity Charge	Wastewater Commodity Charge	Total Quarterly Minimum	Total Quarterly Minimum
5/8 inch	1	3,000	\$11.42	\$35.79	\$13.71	\$60.92	\$47.21
3/4 inch	2	6,000	\$11.42	\$71.58	\$27.42	\$110.42	\$83.00
1 inch	4	12,000	\$11.42	\$143.16	\$54.84	\$209.42	\$154.58
1 ½ inch	10	30,000	\$11.42	\$357.90	\$137.10	\$506.42	\$369.32
2 inch	25	75,000	\$11.42	\$893.25	\$342.75	\$1,247.42	\$904.67

b) Septic Truck Lagoon Tipping Fee Rate

Septic truck haulers shall remit \$50.00 per load for septage hauled from customers located outside the boundaries of the RM of Whitehead.

Septic service haulers shall remit \$20.00 per load for septage hauled from customers located within the boundaries of the RM of Whitehead.

c) Bulk Water

All water sold in bulk shall be charged for at a rate of \$29.50 per 1,000 gallons on a pro rated basis for all quantities.

1. Schedule of Commodity Rates & Quarterly Service Charge

July 1, 2024

Rates per 1,000 Gallons

1,000 Gallons per quarter

Water	Wastewater	Water & Wastewater
\$12.38	\$6.16	\$18.54

Quarterly Service Charge

\$13.99

2. Minimum Charges per Quarter

Notwithstanding the rates set forth in paragraph 1, all customers will pay the applicable minimum charges per quarter set out below, which includes the water allowance as listed.

a) Water & Wastewater Customers

Meter Size	Group Capacity Ratio	Water Included Gallons	Customer Service Charge	Water Commodity Charge	Wastewater Commodity Charge	Water & Wastewater Total Quarterly Minimum	Water Only Total Quarterly Minimum
5/8 inch	1	3,000	\$13.99	\$37.14	\$18.48	\$69.61	\$51.13
3/4 inch	2	6,000	\$13.99	\$74.28	\$36.96	\$125.23	\$88.27
1 inch	4	12,000	\$13.99	\$148.56	\$73.92	\$236.47	\$162.55
1 ½ inch	10	30,000	\$13.99	\$371.40	\$184.80	\$570.19	\$385.39
2 inch	25	75,000	\$13.99	\$928.50	\$462.00	\$1,404.49	\$942.49

b) Septic Truck Lagoon Tipping Fee Rate

Septic truck haulers shall remit \$50.00 per load for septage hauled from customers located outside the boundaries of the RM of Whitehead.

Septic service haulers shall remit \$20.00 per load for septage hauled from customers located within the boundaries of the RM of Whitehead.

c) Bulk Water

All water sold in bulk shall be charged for at a rate of \$29.50 per 1,000 gallons on a pro rated basis for all quantities.

3. Schedule of Commodity Rates & Quarterly Service Charge

April 1, 2025

Rates per 1,000 Gallons

1,000 Gallons per quarter

Water	Wastewater	Water & Wastewater
\$13.35	\$6.16	\$19.51

Quarterly Service Charge

\$13.99

4. Minimum Charges per Quarter

Notwithstanding the rates set forth in paragraph 1, all customers will pay the applicable minimum charges per quarter set out below, which includes the water allowance as listed.

d) Water & Wastewater Customers

	Group	Water	Customer	Water	Wastewater	Water &	Water
Meter	Capacity	Included	Service	Commodity	Commodity	Wastewater	Only
Size	Ratio	Gallons	Charge	Charge	Charge	Total Quarterly	Total Quarterly
						Minimum	Minimum
5/8 inch	1	3,000	\$13.99	\$40.05	\$18.48	\$72.52	\$54.04
3/4 inch	2	6,000	\$13.99	\$80.10	\$36.96	\$131.05	\$94.09
1 inch	4	12,000	\$13.99	\$160.20	\$73.92	\$248.11	\$174.19
1 ½ inch	10	30,000	\$13.99	\$400.50	\$184.80	\$599.29	\$414.49
2 inch	25	75,000	\$13.99	\$1,001.25	\$462.00	\$1,477.24	\$1,015.24

e) Septic Truck Lagoon Tipping Fee Rate

Septic truck haulers shall remit \$50.00 per load for septage hauled from customers located outside the boundaries of the RM of Whitehead.

Septic service haulers shall remit \$20.00 per load for septage hauled from customers located within the boundaries of the RM of Whitehead.

f) Bulk Water

All water sold in bulk shall be charged for at a rate of \$29.50 per 1,000 gallons on a pro rated basis for all quantities.

1. Schedule of Commodity Rates &
Quarterly Service Charge

July 1, 2025

Rates per 1,000 Gallons

1,000 Gallons per quarter

Water	Wastewater	Water & Wastewater
\$13.53	\$7.48	\$21.01

Quarterly Service Charge

\$16.56

2. Minimum Charges per Quarter

Notwithstanding the rates set forth in paragraph 1, all customers will pay the applicable minimum charges per quarter set out below, which includes the water allowance as listed.

a) Water & Wastewater Customers

Meter Size	Group Capacity Ratio	Water Included Gallons	Customer Service Charge	Water Commodity Charge	Wastewater Commodity Charge	Water & Wastewater Total Quarterly Minimum	Water Only Total Quarterly Minimum
5/8 inch	1	3,000	\$16.56	\$40.59	\$22.44	\$79.59	\$57.15
3/4 inch	2	6,000	\$16.56	\$81.18	\$44.88	\$142.62	\$97.74
1 inch	4	12,000	\$16.56	\$162.36	\$89.76	\$268.68	\$178.92
1 ½ inch	10	30,000	\$16.56	\$405.90	\$224.40	\$646.86	\$422.46
2 inch	25	75,000	\$16.56	\$1,014.75	\$561.00	\$1,592.31	\$1,031.31

b) Septic Truck Lagoon Tipping Fee Rate

Septic truck haulers shall remit \$50.00 per load for septage hauled from customers located outside the boundaries of the RM of Whitehead.

Septic service haulers shall remit \$20.00 per load for septage hauled from customers located within the boundaries of the RM of Whitehead.

c) Bulk Water

All water sold in bulk shall be charged for at a rate of \$29.75 per 1,000 gallons on a pro rated basis for all quantities.

1. Schedule of Commodity Rates &
Quarterly Service Charge
Rates per 1,000 Gallons

July 1, 2026

1,000 Gallons per quarter

Water	Wastewater	Water & Wastewater
\$13.69	\$8.79	\$22.48

Quarterly Service Charge \$19.13

2. Minimum Charges per Quarter

Notwithstanding the rates set forth in paragraph 1, all customers will pay the applicable minimum charges per quarter set out below, which includes the water allowance as listed.

a) Water & Wastewater Customers

	Group	Water	Customer	Water	Wastewater	Water &	Water
Meter	Capacity	Included	Service	Commodity	Commodity	Wastewater	Only
Size	Ratio	Gallons	Charge	Charge	Charge	Total Quarterly	Total Quarterly
						Minimum	Minimum
5/8 inch	1	3,000	\$19.13	\$41.07	\$26.37	\$86.57	\$60.20
3/4 inch	2	6,000	\$19.13	\$82.14	\$52.74	\$154.01	\$101.27
1 inch	4	12,000	\$19.13	\$164.28	\$105.48	\$288.89	\$183.41
1 ½ inch	10	30,000	\$19.13	\$410.70	\$263.70	\$693.53	\$429.83
2 inch	25	75,000	\$19.13	\$1,026.75	\$659.25	\$1,705.13	\$1,045.88

b) Septic Truck Lagoon Tipping Fee Rate

Septic truck haulers shall remit \$50.00 per load for septage hauled from customers located outside the boundaries of the RM of Whitehead.

Septic service haulers shall remit \$20.00 per load for septage hauled from customers located within the boundaries of the RM of Whitehead.

c) Bulk Water

All water sold in bulk shall be charged for at a rate of \$30.00 per 1,000 gallons on a pro rated basis for all quantities.

The following clauses take effect July 1, 2023:

3. Billings and Penalties

Accounts shall be billed quarterly based on water used. A late payment penalty charge of 1 ¼% compounded monthly shall be charged on the dollar amount owing after the billing due date. The due date will be at least fourteen (14) days after the mailing of the bills.

4. Disconnection and Reconnection

a) The Public Utilities Board has approved the Conditions Precedent to be followed by the Municipality with respect to disconnection of service for non-payment including such matters as notice and the right to appeal such action to The Public Utilities Board. A copy of the conditions precedent is available for inspection at the Municipality's office.

b) Any service disconnected due to non-payment of account shall not be reconnected until all arrears, penalties and a reconnection fee of \$25.00 have been paid.

5. Liability for Charges

Pursuant to Section 252 (2) of the Municipal Act, the amount of all outstanding charges for water and Wastewater services, including fines and penalties, are a lien and charge upon the land serviced, and may be collected in the same manner in which ordinary taxes upon the land are collectible, and with like remedies

6. Service to Customers Outside Municipality's Limits

The Council of the Rural Municipality of Whitehead may sign Agreements with customers for the provision of Water and Wastewater services to properties located outside the boundaries of the Rural Municipality of Whitehead. Such Agreements shall provide for payment of the appropriate rates set out in this Schedule, as well as a surcharge, set by Resolution of Council, which shall be equivalent to the frontage levy, general taxes, and special taxes for the Utility purposes in effect at the time or may be in effect from time to time, and which would be levied on the property concerned if it were within Whitehead Utility boundaries. In addition, all costs of connecting to the Utility's mains, and installing and maintaining service connections, will be paid by the customer.

7. Hydrant Charges

The Rural Municipality of Whitehead, or any other hydrant owner, will pay to the Utility an annual fee of \$200.00 for each hydrant connected to the system which shall include the cost of water used for firefighting.

8. Water Allowance Due to Line Freezing

That in any case where, at the request of Council, a customer allows water to run continuously for any period of time to prevent the water lines in the water system from freezing, the charge to that customer for the current quarter shall be the average of the billings for the last two previous quarters to the same customer, or to the same premises if the occupant has changed.

9. Wastewater Surcharges

a) There may be levied annually, in addition to the rates set forth above, a special surcharge on sewage having a Biochemical Oxygen Demand in excess of 300 parts per million, to be set by Resolution of Council.

b) A special surcharge for substances requiring special treatment shall be charged based on the actual costs of treatment required for the particular sewage or industrial waste.

10. Water Meters

Water meters are owned by the Municipality but are the responsibility of the utility customer to maintain. If the water meter is broken, frozen, etc., the utility customer will be billed for a new meter at the current cost of replacement.

11. Meter Testing

That in any case where a utility customer requests that a meter be tested for accuracy, the customer will provide the Municipality with a deposit of \$150. The Municipality will then remove the subject meter and send it to an independent lab for testing. If the meter is found to be faulty, all costs associated with the testing process will be borne by the Municipality and the deposit will be refunded to the customer and the customer's account will be adjusted for the preceding four (4) months. If the meter is found to be in proper working order, all costs associated with the testing process will be borne by the customer and the customer will be billed or refunded any balance owing.

12. Cross Connections

No customer or person shall connect, cause to be connected or allow to remain connected any piping, fixture, fitting, container or appliance in a manner which under any circumstances may allow water, wastewater or any harmful liquid or substance to enter the Municipality's water system.

If a condition is found to exist which, in the opinion of the Municipality, is contrary to the aforesaid, the Municipality may either:

Shut off the service or services; or

Give notice to the customer to correct the fault at his or her own expense within a specified time period.

13. Conditions of Disrepair

In the event that there are conditions of disrepair in the Wastewater and water works on a property that detrimentally affects the system as a whole and, upon the failure of the owner of the property to correct the condition within a reasonable time, the Municipality, or its agents, may enter the property, effect repairs and charge the cost thereof against the subject property as ordinary taxes.

14. Authorization for Officer to Enter Upon Premises

Whitehead Regional Water Cooperative Employees, or other employee authorized by the Municipality in the absence of the be Whitehead Regional Water Cooperative Employees, shall be authorized to enter upon any premise for the purpose of:

Affixing to any pipe, wire or apparatus connected with any such utility, a meter or any other measuring or testing device; or taking readings from, repairing, inspecting or removing any meter or apparatus belonging to the Municipality.



ADMINISTRATIVE REPORT TO COUNCIL

PRESENTED: April 14, 2025

BY-LAW/POLICY: By-law 2131

SUBJECT: TAXervice

AGENDA ITEM: 10.1

BACKGROUND

The resolution is to appoint an additional individual at Taxervice to the position of tax sale manager. Donna will away for an extended period and Taxervice will require someone to sign tax sale documents in her absence.



ADMINISTRATIVE REPORT TO COUNCIL

PRESENTED: April 7, 2025

BY-LAW/POLICY:

SUBJECT: 16-10-21 Land Lease

AGENDA ITEM: 10.6

BACKGROUND

In 2021, 10-acres of land were purchased in SE 16-10-21 by the RM as an anticipated expansion of the waste collection site. Since that time, the RM was obligated to convert into a waste transfer site and has not yet undertaken the expansion.

The parcel has served as a material storage site for Public Works and remains separated from the waste transfer site and the surrounding AG lands by a fence. The Southwest Weed District has sprayed the property on the RM's behalf to control invasive weed species.

The adjacent property owner has inquired if the RM would be willing to enter a lease agreement for a portion of the land for AG-use purposes.

OPTIONS FOR CONSIDERATION

Posting a tender for bids to lease the parcel is not reasonable as the land is inaccessible except through private lands or the Waste Transfer Site. Access to the WTS is restricted and with consideration to liability and the respective site licensing, access to the parcel through the WTS is inadvisable. Tendering for lease bids is not a requirement under either the *Municipal Act* or the RM of Whitehead Tendering Policy GGS-01.

For the inquiry, Council may choose to decline the offer to lease portions of the parcel or direct Administration to enter into a lease agreement with any conditions determined by Council to be in the interests of the municipality.

LEGISLATIVE REQUIREMENTS

Section 253(1) of *The Municipal Act* grants the municipality authority to enter into agreements pertaining to the use of land.

Report Date
2025-03-27 2:59 PM

RM of Whitehead Payment Register

Batch: 2025-00019 to 2025-00029

Page 1

Bank Code: AP - AP-GENERAL OPER

Payment #	Vendor	Date	Amount
Computer Cheque			
16343	Western Financial Group	2025-03-03	7,327.00
16344	ABC Fire & Safety Equip Ltd.	2025-03-07	376.86
16345	Assiniboine West Watershed	2025-03-07	4,637.79
16346	Baloun, Dustin	2025-03-07	121.93
16347	Levi Black	2025-03-07	45.00
16348	Brandon Bearing Ltd.	2025-03-07	118.66
16349	Brad's Electronic Services	2025-03-07	180.07
16350	Certified Laboratories	2025-03-07	617.85
16351	Kelly Crosson	2025-03-07	275.64
16352	DCB Repairs	2025-03-07	336.00
16353	Duracan	2025-03-07	51.45
16354	Hedwig Higgins	2025-03-07	3,000.00
16355	Jamieson Judd Limited	2025-03-07	1,250.59
16356	Jen Kondejewski	2025-03-07	75.00
16357	Jesse Linner	2025-03-07	45.00
16358	Manitoba Hydro	2025-03-07	1,212.13
16359	CLN Inspections	2025-03-07	919.46
16360	Prairie Battery	2025-03-07	58.19
16361	Princess Auto Ltd.	2025-03-07	27.95
16362	Protelec Alarms Ltd	2025-03-07	85.89
16363	Receiver General Of Canada	2025-03-07	9,112.92
16364	RFNow Inc	2025-03-07	705.43
16365	Taxervice	2025-03-07	3,801.00
16366	Marvin Thiessen	2025-03-07	65.53
16367	RBC Royal Bank	2025-03-12	9,731.07
16368	MAMEC	2025-03-24	300.00
16369	Tasmanian Gravel	2025-03-24	3,150.00
16370	AL's Corner Store	2025-03-26	153.16
16371	Brandon Bearing Ltd.	2025-03-26	85.30
16372	Cody Gallant	2025-03-26	3,056.57
16373	Canadian Pacific Railway Co.	2025-03-26	1,614.00
16374	Custom Tarps & Filters Inc.	2025-03-26	1,734.45
16375	Detect Air Technologies Ltd.	2025-03-26	1,729.06
16376	Duracan	2025-03-26	37.80
16377	Fountain Tire (Brandon) LTD	2025-03-26	2,059.41
16378	Heritage Co-Op 1997 Ltd.	2025-03-26	2,826.30
16379	Jen Kondejewski	2025-03-26	50.00
16380	Bell MTS	2025-03-26	373.84
16381	Manitoba Hydro	2025-03-26	7,217.28
16382	Mar-Dee Enterprises	2025-03-26	497.84
16383	MB Municipal Employees	2025-03-26	4,502.72
16384	AMM Trading Company Ltd	2025-03-26	101.64
16385	Murray's Fire Extinguishers	2025-03-26	499.52
16386	Princess Auto Ltd.	2025-03-26	105.22
16387	Reliant Action Ltd.	2025-03-26	1,792.00
16388	RFNow Inc	2025-03-26	94.01
16389	Rogers	2025-03-26	90.25
16390	Stokes Hearing & Audiology Services	2025-03-26	120.00
16391	Thompson Dorfman Sweatman	2025-03-26	4,476.43
16392	Universal Doors Ltd.	2025-03-26	58.93
16393	United Transportation Driver Training	2025-03-26	5,000.00

Report Date
2025-03-27 2:59 PM

RM of Whitehead
Payment Register
Batch: 2025-00019 to 2025-00029

Payment #	Vendor	Date	Amount
Total for Computer Cheque:			85,904.14
EFT			
1	Julie Bean	2025-03-31	80.00
2	Wendy Petersen	2025-03-31	700.00
Total for EFT:			780.00
Total for AP:			86,684.14

Bank Code: RB Visa - Royal Bank Visa

Payment #	Vendor	Date	Amount
Other			
1	Alt Hotel	2025-03-10	2,582.89
1	Brandon Computers	2025-03-10	1,364.16
1	Chicken Chef	2025-03-10	168.00
1	Holiday Inn	2025-03-10	337.93
1	Manitoba Public Insurance	2025-03-10	3,992.00
1	Ooma Office	2025-03-10	115.69
1	Popeyes Louisiana Kitchen	2025-03-10	14.55
1	RBC Royal Bank	2025-03-10	12.00
1	Rocky Mountain Equipment	2025-03-10	403.10
1	Sobkow Technologies Inc	2025-03-10	16.74
1	Staples /BD#238 Brandon	2025-03-10	579.70
1	Titan Certified Tracking Solutions	2025-03-10	144.31
Total for Other:			9,731.07
Total for RB Visa:			9,731.07

Payments Printed: 65

RM of Whitehead
Bank Reconciliation Statement
For the month ended February 28, 2025

Bank Balance at February 28, 2025				2,391,409.42	GL Balance at February 28, 2025				1,915,942.74
LESS:					LESS:				
Outstanding cheques at February 28, 2025					Keying error, corrected March 2025				2,780.59
14999	41.00	16324	514.50						
15809	30.00	16325	5,460.29						
15838	38.33	16326	862.40						
16124	1,059.08	16328	210.00						
16183	710.50	16330	9,092.72						
16186	219.03	16331	1,218.33						
16234	414,946.88	16332	38.65						
16251	150.00	16334	1,614.00						
16252	250.00	16335	13,262.55						
16267	236.25	16336	51.45						
16285	1,253.64	16337	2,608.11						
16300	11.14	16338	5,528.40						
16307	776.97	16339	776.97						
16308	2,004.95	16340	700.00						
16318	1,651.74	16341	90.25						
16319	104.16	16342	8,497.00						
16320	5,821.19								
				(479,830.48)					(2,780.59)
ADD:					ADD:				
Recorded not yet in Bank (subsequently deposited March 2025);					Deposited, not recorded until February rounding				1,378.29 3.24
Cash	2025-0016	1,109.40	982.05						
	2025-0017	55.00							
Debit	2025-0017	500.00	318.29						
				2,964.74					1,381.53
Adjusted Balance				<u>1,914,543.68</u>	Adjusted Balance				<u>1,914,543.68</u>



ADMINISTRATIVE REPORT TO COUNCIL

PRESENTED: April 14, 2025

BY-LAW/POLICY:

SUBJECT: Donation

AGENDA ITEM: 11.2

BACKGROUND

A donation was received from the Alexander United Church in 2024 with part of it going towards the Whitehead Hall. As we do not have a reserve specifically for the Hall, we recommend it going into the Recreation Reserve with the intention that it be spent on the Whitehead Hall in the future.