



**Rural Municipality of Whitehead**  
**December 9, 2024 - Regular Meeting of Council - 05:30 PM**

- 1        **CALL TO ORDER**
- 2        **ADOPTION OF THE AGENDA**
- 3        **ADOPTION OF MINUTES AS CIRCULATED**
  - 📎 November 4, 2024
  - 📎 November 12, 2024
- 4        **DECLARATION OF CONFLICT OF INTEREST**
- 5        **PUBLIC HEARINGS**
- 6        **PRESENTATIONS AND DELEGATIONS**
- 6.1     Craig Soldier - Rural Manitoba Economic Development Corporation
- 7        **BYLAWS AND POLICIES**
- 7.1     By-law No. 2024-11 - Annual Schedule of Fees
  - 📎 Administration Report - By-law 2024-11 Annual Schedule of Fees
- 8        **SUBDIVISION**
- 9        **UNFINISHED BUSINESS**
- 9.1     2025 Meeting Times & Locations
- 10       **NEW BUSINESS**
- 10.1    Strategic Plan
  - 📎 RM of Whitehead Strategic Plan - DRAFT
- 10.2    Rural Municipality of Whitehead Emergency Plan
  - 📎 Administration Report - 2025 Emergency Plan
  - 📎 2025 RM of Whitehead Emergency Plan
- 10.3    Western Caucus Membership
- 10.4    Canada Post Strike - Municipal Operations
- 10.5    Donations
- 10.6    Audit 2023
- 10.7    Interim Budget
- 10.8    2025 Tax Sale
- 11       **ACCOUNTS**
- 11.1    November 2024 Cheque Listing
- 11.1    Bank Reconciliation

- 📎 October 2024 Bank Reconciliation
- 📎 November 2024 Bank Reconciliation
- 11.2 Budget to Actual
- 📎 November 2024 Budget to Actual
- 12 **COMMITTEE AND BOARDS REPORTS**
- 13 **CORRESPONDENCE**
  - 📎 Subdivision Appeal - Allister & Jill Gray
  - 📎 Ash Street - Trevor Tuttosi and Tristan & Tess Manning
- 14 **NOTICE OF MOTION**
- 15 **IN CAMERA**
- 16 **Adjournment**



## Rural Municipality of Whitehead Meeting Minutes

Special Meeting of Council November 4, 2024 - 06:00 PM (TEAMS)

In attendance: Reeve Trevor Tuttosi, Councillor Chris Semeschuk, Councillor Kevin Klassen, Councillor Kaley Mykula, Councillor Jeff Owens, Councillor Curtis Storey, Councillor Dennis Foerster

**1 Call to Order**

**2 Adoption of The Agenda**

2024-212

Reeve Tuttosi  
Councillor Storey

Resolved that the Agenda be adopted as presented.

**3 In Camera**

2024-213

Councillor Storey  
Councillor Klassen

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.

**3.1 Personnel**

**3.2 Out of Camera**

2024-214

Reeve Tuttosi  
Councillor Mykula

BE IT RESOLVED THAT this ‘in camera’ meeting does now resume back to a regular meeting.

**CARRIED UNANIMOUSLY**

**4 Adjournment**

2024-215

Councillor Mykula  
Councillor Klassen

Resolved that we now adjourn to meet again on November 12, 2024, at 8:30 a.m. for a Regular Council meeting or at the call of the Reeve.

Time: 7:03 p.m.



## Rural Municipality of Whitehead Meeting Minutes

Regular Meeting of Council November 12, 2024 - 08:30 AM

In attendance: Reeve Trevor Tuttosi, Councillor Chris Semeschuk, Councillor Kevin Klassen, Councillor Kaley Mykula, Councillor Jeff Owens, Councillor Dennis Foerster

Absent: Councillor Curtis Storey

**1 CALL TO ORDER**

None

**2 ADOPTION OF THE AGENDA**

2024-216

Councillor Mykula  
Councillor Owens

Resolved that the Agenda be adopted as presented.

**CARRIED UNANIMOUSLY**

**3 ADOPTION OF MINUTES AS CIRCULATED**

2024-217

Councillor Klassen  
Councillor Foerster

Resolved that the minutes from October 15, 2024, be approved as presented.

**CARRIED UNANIMOUSLY**

**4 DECLARATION OF CONFLICT OF INTEREST**

**5 PUBLIC HEARINGS**

**6 PRESENTATIONS AND DELEGATIONS**

**6.1 Souris Valley Recreation Commission - Carole Williams**

2024-218

Councillor Owens  
Councillor Mykula

That the presentation by Carole Williams on behalf of Souris Valley Recreation be received. **CARRIED UNANIMOUSLY**

**6.2 Whitehorn Enterprises - Laurie Owens**

2024-219

Councillor Semeschuk  
Councillor Foerster

That the delegation by Laurie Owens on behalf of Whitehorn Enterprises be received.

**CARRIED UNANIMOUSLY**

**7 BYLAWS AND POLICIES**

**7.1 By-law 2024-11 - Annual Schedule of Fees**

**7.1.1 By-law 2024-11 - Annual Schedule of Fees - First Reading**

2024-220

Councillor Foerster  
Councillor Owens

That By-Law No. 2024-11 - to establish the 2025 Annual Schedule of Fees be given first reading. **CARRIED UNANIMOUSLY**

2024-221 **7.1.2 By-law 2024-11 - Annual Schedule of Fees - Second Reading**  
Reeve Tuttosi  
Councillor Mykula

That By-Law No. 2024-11 be given second reading.

**CARRIED UNANIMOUSLY**

**8 SUBDIVISION**

**9 UNFINISHED BUSINESS**

**10 NEW BUSINESS**

2024-222 **10.1 Board of Revision Appointments**  
Councillor Mykula  
Councillor Klassen

Be it resolved that the following Council members are hereby appointed to the 2024 Board of Revision:

- Chair - Dennis Foerster
- Member - Kevin Klassen
- Member - Chris Semeschuk

**CARRIED UNANIMOUSLY**

2024-223 **10.2 Council Meeting Time and Locations for 2025**  
Councillor Klassen  
Councillor Mykula

Be it resolved the following dates, times and locations be set for the 2025 Council Meetings;

- Monday, January 13 - 8:30 am - RM Office
- Monday, February 10 - 5:30 pm - RM Office
- Monday, March 10 - 8:30 am - RM Office
- Monday, April 14 - 5:30 pm - RM Office
- Monday, May 12 - 8:30 am - RM Office
- Monday, June 9 - 5:30 pm - RM Office
- Monday, July 14 - 8:30 am - RM Office
- Monday, August 11 - 5:30 pm - RM Office
- Monday, September 8 - 8:30 am - RM Office
- Tuesday, October 14 - 5:30 pm - RM Office
- Monday, November 10 - 8:30 am - RM Office
- Monday, December 8 - 5:30 pm - RM Office

**TABLED**

2024-224 **10.2.1 Motion Table**  
Councillor Semeschuk  
Councillor Mykula

That the above motion be tabled to the December 9, 2024, regular meeting of Council.

**CARRIED UNANIMOUSLY**

2024-225 **10.3 Growth, Renewal and Opportunities Grant**  
Councillor Owens  
Councillor Foerster

Be it resolved that Administration is directed to submit an application to the Growth, Renewal and Opportunities Grant for the Whitehead Fire Dept. water tanker replacement project with a maximum estimated cost of \$150,000.00.

**CARRIED UNANIMOUSLY**

2024-226      **10.4 Employee Compensation**  
 Councillor Mykula  
 Councillor Klassen

Arising from the in-camera discussions held at the November 4, 2024 Special Meeting of Council with respect to a personnel matter.

Whereas the Chief Administrative Officer was advised to enter into contract and salary negotiations with Employee No. 280.

And whereas the RM of Whitehead is conducting a review of the organizational structure and duties of Administration and Public Works positions.

Therefore be it resolved that Council approve the renewed contract and salary of Employee No. 280 as presented by the Chief Administrative Officer with an effective date of November 1, 2024.

**CARRIED UNANIMOUSLY**

2024-227      **11 BOARD OF REVISION**  
 Reeve Tuttosi  
 Councillor Owens

Be it resolved that the regular meeting of Council be recessed to allow for the Board of Revision to hold a Hearing with respect to the following property assessment appeal:

115131 Hwy 1A  
 Roll No. 58825

Time: 10:04

**CARRIED**

**11.1 Hearing - Roll No. 58825**

Representatives to the Board of Revision hearing were received with respect to the appeal to assessed value of the noted roll.

Assessment Officer Anita Goertzen appeared on behalf of the Provincial Assessment Services branch and presented on the method undertaken to determine assessment and how it had been applied to the respective property.

Jaycee Thexton, property owner, appeared before the Board to appeal the assessed value on the basis that the comparatives used were not equitable to the subject property.

2024-228      **11.2 Resume Regular Council Meeting**  
 Councillor Foerster  
 Councillor Semeschuk

Be it resolved that the Board of Revision be concluded, and Council resume its normal order of business.

Time: 11:44

2024-229      **12      ACCOUNTS**  
 Councillor Klassen  
 Councillor Owens

Resolved that the List of Accounts as paid for October 2024, cheques numbers #16073 to #16117 (both inclusive) totaling \$245,413.42 and Direct Deposit Register totaling \$27,112.22 including council indemnity as per by-law no. 2023-01 be approved.

**CARRIED UNANIMOUSLY**

2024-230      **12.1      Budget to Actual**  
 Councillor Foerster  
 Councillor Klassen

That the October 2024 year-to-date budget to actual report be approved as presented.

**CARRIED UNANIMOUSLY**

**13      COMMITTEE AND BOARDS REPORTS**

2024-231      **14      CORRESPONDENCE**  
 Councillor Foerster  
 Councillor Mykula

Resolved that the Correspondence listed below be received.

**CARRIED UNANIMOUSLY**

**15      NOTICE OF MOTION**

**16      IN CAMERA**

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.

2024-232      **17      Adjournment**  
 Councillor Foerster  
 Reeve Tuttosi

Resolved that we now adjourn to meet again on December 9, 2024, at 5:30 p.m. for a Regular Council meeting or at the call of the Reeve.

**CARRIED UNANIMOUSLY**



## ADMINISTRATIVE REPORT TO COUNCIL

---

**PRESENTED:** December 9, 2024

**BY-LAW/POLICY:** Annual Schedule of Fees

**SUBJECT:** 2025 Annual Schedule of Fees

**AGENDA ITEM:** 7.1

---

### **BACKGROUND**

As per the Municipal Act, the RM may establish fees or other charges for services, activities, or other things provided by the municipality. Annually the RM reviews and considered increases to these fees and amends the schedule as needed to reflect increased costs to respective services.

The By-law received first and second readings from Council at the November 12, 2024 Regular Meeting, and at that time Administration was instructed to prepare an amendment to FEESCHEDREG-001 to note the Alexander Lagoon tipping fees. These fees are charged to any company that has received a permit to dispose of liquid domestic waste at the lagoon. The RM of Whitehead collects the fees, however, the fee rates that can be collected are determined by the Public Utilities Board (PUB).

The fee schedule still acts as an accessible reference document to the fees levied by the RM of Whitehead for services and activities provided, and so is not considered inappropriate to reflect these fees in the schedule. The amounts simply cannot be altered by motion of Council and are subject to PUB Order 50/23, as the most recent determination of water and wastewater rates. This is noted in the schedule for clarification.

### **RECOMMENDATION / PROPOSAL**

Administration has not altered any proposed amounts for 2025 from those projected in By-law 2023-09.

The proposed by-law is recommended to realign the original fee schedule by-law with intended practices of establishing annual fees via regulation. When first passed in 2022, and again in 2023, the by-law established the fee schedule as an appendix to the by-law rather than as an appendix to the proscribed regulation. This has been revised in By-law 2024-11 to clarify the establishment of FEESCHEDRED-001 (Fee Schedule Regulation) which, as a regulation established by by-law, may be amended by resolution of Council and does not require annual repeal and replacement.

Further, the previous structure of the fee schedule indicated the intended present year and a projection of the subsequent year, ie. The 2024 fee schedule by-law noted 2024 fees and projected fees into 2025. The proposed by-law realigns this to indicate the current year and the upcoming year, 2024 & 2025, to ensure fees remain in force for the remaining 2024 year passed day of passage. Further to this, it is guess-work to estimate appropriate fees into 2026 based on costs likely to vary in the intervening year.



## **FINANCIAL IMPACT**

No changes were made to proposed 2025 fees at outlined in the 2024 fee schedule. All additions were based upon fees established in other by-laws or policies for the RM of Whitehead. Fees removed related to pet licenses no longer collected by the municipality.

A review was still conducted of the proposed 2025 fees and were considered to remain acceptable increases as they were originally adopted as incremental increases to align with market values and standard practices.

## **PROPOSED OPTIONS**

Council may defeat or approve the proposed amendment before considering 3<sup>rd</sup> reading for the by-law.

**BY-LAW NO. 2024-11**

BEING A BY-LAW of the Rural Municipality of Whitehead to adopt the Annual Schedule of Fees for services, activities or things provided by the Rural Municipality of Whitehead.

WHEREAS in accordance with Section 232 (2)(d) of the Municipal Act, S.M. 1996 Cap.58, C.M225 a municipality may, in a by-law, establish fees or other charges for services, activities, or things provided or done by the municipality;

AND WHEREAS it is deemed necessary and expedient to establish a new schedule of fees for the services and activities provided by the Rural Municipality of Whitehead;

NOW THEREFORE the Council of the Rural Municipality of Whitehead, duly assembled, enacts as follows:

1. This By-law shall be referred to as the "Annual Fee Schedule By-law".
2. The fees shall be established in accordance with the regulation hereto.
3. This By-law shall come into full force and take effect on the day following the date of passage.
4. That By-law No. 2023-09 is hereby now repealed.

DONE AND PASSED by the Council of the Rural Municipality of Whitehead duly assembled this day of \_\_\_\_\_, A.D. 2024.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

Read a first time this	12 <sup>th</sup>	day of November	A.D. 2024.
Read a second time this	12 <sup>th</sup>	day of November	A.D. 2024.
Read a third time this		day of	A.D. 2024.

**RURAL MUNICIPALITY OF WHITEHEAD**  
**BY-LAW NO. 2024-11 ANNUAL SCHEDULE OF FEES**  
**FEESCHEDULEG - 001**  
**SCHEDULE "A"**  
**2025**

<b><u>PROPERTY ADMINISTRATION</u></b>	<b>2024</b>	<b>2025</b>
Property Ownership Map	\$30.00	\$30.00
Replacement of Civic Address Sign & Poll	\$130.00	\$140.00
<b><u>BUILDING PERMIT</u></b>		
Permit Opening Fee (Base fee)	\$60.00	\$65.00
<b><u>DRAINAGE</u></b>		
Drainage Application	\$500.00	\$500.00
Application Post Drainage Works	\$5,000.00	\$5,000.00
<b><u>SUBDIVISION APPLICATION ADMINISTRATION FEE</u></b>		
Single Lot Application		
No Development Permit	\$105.00	\$110.00
Development Permit Required	\$160.00	\$170.00
Multi Lot Application – per lot	\$260.00	\$270.00
<b><u>ZONING AMENDMENTS</u></b>		
Zoning By-law Amendments	\$1,100.00	\$1,200.00
Development Plan Amendments	\$1,100.00	\$1,200.00
Conditional Use Application	\$600.00	\$650.00
Variation Application	\$600.00	\$650.00
*approval is not guaranteed & fees are not refunded if denied*		
<b><u>RESIDENTIAL APPROACH/AGRICULTURAL ACCESS APPROACH</u></b>		
Application Fee	\$50.00	\$50.00
*Required after any new construction of a dwelling*		
<b><u>COMMERCIAL APPROACH / ACCESS ROAD</u></b>		
Application Fee	\$110.00	\$120.00
<b><u>AGGREGATE MINING AND TRANSPORTATION FEES</u></b>		
Mining Aggregate*		
Rate per tonne	\$0.28159	\$0.2915
Rate per cubic meter	\$0.450124	\$0.5189
Transporting Aggregate (between March to November)*		
Rate per tonne	\$0.06398	\$0.0662
Rate per cubic meter	\$0.11188	\$0.1158
Transporting Aggregate (January, February and December)*		
Rate per tonne	\$0.03193	\$0.0330
Rate per cubic meter	\$0.05610	\$0.0580
*fees shall be the lesser of the amounts calculated		
<b><u>VACANT &amp; DERELICT BUILDINGS</u></b>		
Residential Boarding Building Permit	\$1,000.00	\$1,000.00
Commercial Boarding Building Permit	\$1,000.00	\$1,000.00
<b><u>DEMOLITION OR REMOVAL PERMITS</u></b>		
Single Detached Dwelling	\$60.00	\$60.00
Accessory buildings	\$30.00	\$30.00

<b><u>FIRE INSPECTIONS</u></b>	<b>2024</b>	<b>2025</b>
	\$110.00 / per hour	
<b><u>UTILITY</u></b>		
Utility shut off	\$25.00	\$25.00
Utility turn on	\$25.00	\$25.00
*quarterly charges and fees still apply*		
<b><u>LAGOON</u></b>		
<b>Tipping Fee (per load)</b>		
Within Whitehead	\$20.00	\$20.00
Outside Whitehead	\$50.00	\$50.00
*As per Public Utilities Board Order 50/23*		
<b><u>CEMETERY</u></b>		
Cemetery Plot (includes perpetual care fee)	\$1,000.00	\$1,200.00
Interment		
Casket	\$415.00	\$425.00
Cremation	\$265.00	\$275.00
Interment Surcharges		
Extra Depth	\$315.00	\$325.00
Weekend/short notice (less than 24 hours)	\$215.00	\$225.00
<b><u>ANIMAL LICENSE</u></b>		
Dog – Dangerous	\$100.00	\$100.00
<b><u>FINANCE FEES</u></b>		
Tax Certificate	\$50.00	\$55.00
Document Reproduction	\$5.00	\$5.00
FIPPA Request (per hour for anything over 2 hours)	\$50.00	\$50.00
Returned Cheque	\$25.00	\$30.00
General Office Services/supplies (photocopying, etc.)	\$10.00	\$10.00
Monthly Penalty Applied to Overdue Accounts Receivable	1.25%	1.25%
Applied on the first day of each month		
Transfer outstanding utility and Accounts Receivable to Taxes	\$60.00	\$65.00
<b><u>WHITEHEAD HALL RENTAL</u></b>		
Half day (under 4 hours)	\$100.00	\$100.00
Full day (over 4 hours)	\$200.00	\$200.00
Table & Chair Rentals		
Up to 7 tables & 20 chairs	\$60.00	\$60.00
Up to 14 tables & 40 Chairs	\$120.00	\$120.00
15+ tables & 41+ Chairs	\$225.00	\$225.00
Additional Cleaning (per hour – as needed)	\$25.00	\$25.00
<b><u>BUSINESS LICENSE</u></b>		
Yearly	\$75.00	\$75.00
Transient	\$25.00	\$25.00
<b><u>COMMISSIONER OF OATHS/CERTIFIED TRUE COPY</u></b>		
1 document	\$10.00	\$10.00
2-5 documents	\$15.00	\$15.00
10 + documents	\$20.00	\$20.00
<b><u>CUSTOM WORK ORDER</u></b>		
Hourly or any part thereof with signed Hold Harmless Agreement	\$180.00	\$185.00
<i>(signed Hold Harmless Agreement must be signed yearly before work will be done)</i>		



RURAL MUNICIPALITY OF  
*Whitehead*

COMMUNITY STRATEGIC PLAN  
2025-2030



*Growing our Community*

# TABLE OF CONTENTS





**PAGE 4**

Message from Your Reeve & Council

**PAGE 5**

Message from Your CAO

**PAGE 6**

Creating a Community Plan Together  
Purpose of a Strategic Plan

**PAGE 7**

Strategic Planning Process

**PAGE 8**

Strong Foundations & Exciting Opportunities  
What Kind of Community Do We Want?

**PAGE 9**

Preserving Whitehead's History &  
Growing Our Community

**PAGE 10**

Core Municipal Functions

**PAGE 11**

Role of Council  
Role of Municipal Administration

**PAGE 12**

About the RM of Whitehead

**PAGE 13**

Whitehead Community Profile

**PAGE 14**

Vision, Mission, & Core Values

**PAGE 15**

Community Engagement

**PAGE 17**

Community Strategies for Success  
Six Strategic Pillars

**PAGE 23**

Path Forward  
Thank You!



## Message from Reeve & Council

Reeve and Council are pleased to present the RM of Whitehead Community Strategic Plan (2025-2030), a document that will guide our Council and staff decision making in the next five years. Our strategic plan represents a collective vision for the future of Whitehead, providing all our residents, landowners, businesses, community organizations, and various stakeholders with an opportunity to engage and share their ideas and priorities. With 612 homes in the RM of Whitehead and over 180 participants in the strategic planning process, Council could not be happier with the level of public engagement. Through an online survey and focus group held in Alexander, Council and staff learned about the issues and priorities that matter most to our community members.

We realize that the challenges before us, and most municipalities across the Province of Manitoba, are significant. We are tasked with providing many programs and services to our community members with limited funds and resources. As the costs to operate a municipality, provide services and programs, and invest in infrastructure improvements continue to escalate, we remain mindful of your hard-earned tax dollars. We are dedicated to providing the best possible municipal services and good governance while ensuring an affordable quality of life for our residents, agricultural sector and business community. The strategies shared in this document cover a broad range of areas - the economy, community infrastructure, our organization, and quality of life for our community members. The plan emphasizes the issues you raised with our team and our commitment to you. We look forward to getting down to work and advancing these priorities.

On behalf of Council and staff, we want to thank everyone who contributed and got involved in helping shape the future of Whitehead. We hope that you stay engaged and work with us as we realize this exciting future together. It is our great privilege to serve the community of Whitehead, and we will continue to provide updates and communicate on the progress of this plan as we transform this vision for the future into reality.



# Message from Your CAO

On behalf of the RM of Whitehead staff team, we are so proud to share this comprehensive strategic planning document with our community. Your ideas and priorities brought this plan to life. The community plan provides a framework for Council, Administrative, and staff decision making. We want to assure you that this is not a plan that sits on a shelf collecting dust but represents a key document to be referenced in our budgeting, operations and daily tasks.

The priorities identified by the community and Council provide direction to ensure we make the best use of limited financial and staff resources to achieve our vision. Our team fully supports the goals identified in this planning process. We are grateful to our dedicated group of elected officials, an inclusive Council who requested our thoughts and ideas in the development of the plan. When staff are part of the process in this way, we have a full understanding of the goals and expectations.

Achieving the community vision is dependent on staff working collaboratively with Council, other levels of government, public and private partners, residents, and various other stakeholders. I am proud to say I work with a small but dedicated team at the RM of Whitehead who will continue to work tirelessly on your behalf. Let's get to work and "Grow Our Community" together!

**Chief Administrative Officer of Whitehead,  
James Maxon**

—

“Sound strategy starts with having the right goal.”

**MICHAEL PORTER**

—





# CREATING A COMMUNITY PLAN FOR WHITEHEAD TOGETHER

## The Purpose of a Strategic Plan

The purpose of a strategic plan is to develop a shared vision, direction, and goals to meet the needs of our community. A comprehensive community strategic plan helps us address social, economic, environmental, and cultural challenges and identify ways to improve the lives of residents in Whitehead.

Identifying and prioritizing key strategic goals and outcomes, this community strategic plan will help shape the future of Whitehead. It provides a framework for making intentional, strategic decisions and tracking our success.

With a shared vision for the future, we can protect what we love about our community while working to enhance the quality of life and well-being of our residents. Our community strategic plan is a roadmap for decision making, planning, and budgeting to achieve our full potential.

---

“The essence of  
strategy is choosing  
what not to do.”

MICHAEL PORTER

---

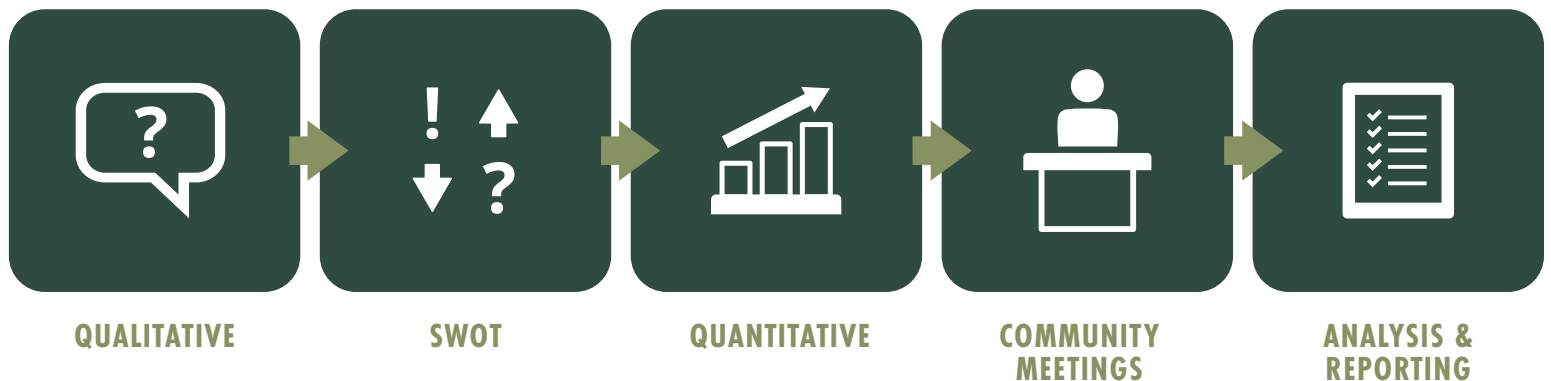


## Strategic Planning Process

This plan was developed with insight from residents, business owners, members of Council, Administration and municipal staff, all stakeholders interested in sharing their ideas and expertise for the best interests of the RM of Whitehead. In 2024, the R.M. of Whitehead began the strategic planning process as an important step to better meet the needs of our community members and preparing for our future.

Over 180 people participated in this extensive community engagement process. Ideas and input from our stakeholders were truly inspiring and helpful for Council and staff. This plan incorporates all suggestions and feedback heard from the community, members of Council and municipal staff.

### CONTINUOUS LEARNING



	QUALITATIVE	SWOT	QUANTITATIVE	COMMUNITY MEETINGS	ANALYSIS & REPORTING
HOW?	10 interviews with Councilors/ Administration and Staff	Organization of qualitative feedback and secondary information	Online survey with 154 residents, business owners, stakeholders	In-person focus group with residents in Alexander (15)	Facilitated Council and staff session to report on community input and census data (9) Analysis of themes and key priorities for the future
WHY?	Review and create Mission and Vision statements Review past achievements Identify new priorities	Itemize and organize internal and external factors impacting the community	Receive public feedback on vision for the future, themes and priorities	Validate priorities according to residents	Organize and present priorities and goals in context

# What Kind of Community Do We Want?

## **Friendly, Welcoming, Family-Oriented Community**

A community that proudly welcomes everyone and creates opportunities to connect through recreation, programs, and community events.

## **Well-Maintained Infrastructure**

Continuous improvements to roads with gravel and grading, ditch work that promotes drainage, and long-term maintenance of water and wastewater infrastructure.

## **Informed and Educated Community**

Residents who are informed about municipal decisions, projects, programs and services through timely municipal communication.

## **Safe Community**

A community that addresses all aspects of safety from low crime to support of our local volunteer fire department to flood protection and safe piped water for our residents.

## **Rural Identity**

To welcome new residents and growth to our developed communities while, at the same time, respecting our rural way of life and proud agricultural sector.



# Strong Foundations & Exciting Opportunities

In planning for the future of Whitehead, we must understand our current strategic position, where we are today, what's working, and areas for improvement. The success of our strategic plan is dependent on leveraging our strengths to our advantage, minimizing risks, and seizing opportunities that help us achieve our shared community vision.

## **Strong Foundations & Strengths**

- Collaborative, "Progressive," & Respectful Council Team
- Hard Working, "Tight Knit" Municipal Staff
- Caring Community Members & Volunteers
- Unique Communities Within the Municipality
- Dedicated Volunteer Fire Department
- Excellent School
- Reasonable Taxes, Affordable Living
- Peaceful, Rural Lifestyle
- Access To Safe Water
- Pride In Our Local Businesses

## **More Work to Do**

- Road Maintenance & Improvements
- Public Communication of Road Improvement Plan
- Slow Population Growth & Land Development
- Space for Additional Retail & Commercial Growth
- Drainage, Ditch Work & Flood Protection Measures
- Small Municipal Staff in Small Administration Office
- LUD Funding Limitations
- Aging in Place Options to be Explored
- Insufficient Communication with Community
- Ongoing Upkeep and Maintenance of Community Halls

## **Challenging Trends**

- Limited Tax Base
- Inflation & Cost of Living
- Escalating Costs of Infrastructure Planning & Renewal
- Downloading From Other Levels of Government
- Provincial Land Use Planning Limitations
- Staff Retention & Succession Planning

# Preserving Whitehead's History & Growing Our Community

Our community has a rich history, shaped by generations of families and business leaders who have come before us. Creating a community strategic plan for the future not only ensures the long-term survival of our municipality, but it also helps preserve those things we love about Whitehead. Strategic planning for our future protects and honours our unique rural heritage while creating opportunities to welcome new families and businesses.

The Rural Municipality of Whitehead became a municipality on December 22nd, 1883 and is named after Joseph Whitehead (1814-1894). Born in Yorkshire, England in 1814, Whitehead worked on the railroad and fired "The Rocket," the steam engine invented by George Stephenson, running from Darlington to Stockton in Yorkshire (1825). After some years of experience in railroad building in Scotland he emigrated to Canada in 1850, settling in Huron County, Ontario. He was awarded a contract for work on the Canadian Pacific Railway from Ontario to the Pacific Coast. While in Manitoba, he was responsible for the purchase of the first locomotive, the Countess of Dufferin, which was transported from the United States by barge on the Red River, arriving in October 1877.

The following year, a second engine and numerous flat cars were placed in service. He was elected Member of Parliament for North Huron in 1867. He is commemorated by the Rural Municipality of Whitehead. (Source: Pioneers and Early Citizens of Manitoba, Winnipeg: Manitoba Library Association, 1971).

Each of our communities within the RM of Whitehead has a unique and vibrant history to be shared and honored. The history of Whitehead is a rich, rural past to be celebrated. Early settlers adapted and overcame challenges to ensure quality of life for their families. As we look to the future, the Whitehead Community Strategic Plan

helps us achieve those same goals. Your local government is committed to working with residents, our farming community, neighboring municipalities, other levels of government, and private partners to preserve and create a strong, successful and vibrant Whitehead for current and future generations to enjoy.



# Core Municipal Functions

There are a number of required and additional services that fall within our municipal jurisdiction. The strategies and goals we work to achieve as a municipality must fall within our municipal mandate.

Our core municipal functions include:



**GOVERNMENT & CORPORATE POWERS**



**EMERGENCY MANAGEMENT**



**LAND USE PLANNING**



**ROAD MAINTENANCE**



**WATER & WASTEWATER MANAGEMENT**



**FIRE SERVICES**



**POLICE SERVICES**  
(PROVIDED BY PROVINCE OR RCMP)



**WEED CONTROL**



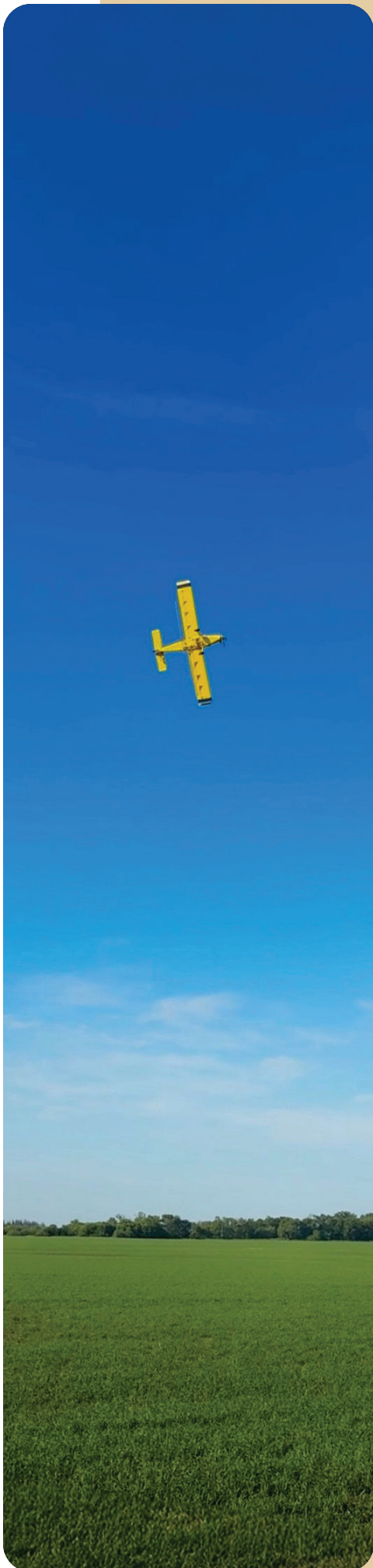
**RECREATION PROGRAMS & SERVICES**



**ANIMAL CONTROL**



**ECONOMIC DEVELOPMENT**



## Role of Council

The RM of Whitehead council is responsible for leadership and governance by making decisions for the municipality about services, policies and programs. Council is required by legislation through The Manitoba Municipal Act to make decisions that are in the best interests of the municipality as a whole. Individual Council members must consider the needs of the entire municipality and not only the needs of the ward or area they represent.

In relation to strategic planning, Council's role includes:

- Developing and evaluating the policies and programs for Whitehead that align with the long-term, strategic objectives of the municipality;
- Ensuring resources are provided to achieve Council's strategic goals;
- Monitoring and evaluating the success of strategic objectives, approving adjustments as necessary;
- Reviewing the strategic plan throughout their term in office to ensure the plan is still responding well to internal and external pressures on the municipality and capturing opportunities; and,
- Communicating updates to the community regarding the status of strategic goals and celebrating success.

---

## Role of Municipal Administration

Your Administration, CAO and Management, is responsible for providing advice and implementing Council's strategic decisions and policies. The Whitehead Administration and staff take care of everyday operations within the municipality – delivering services, interacting with the public, and preparing advice on policies for Council to consider.

In relation to the strategic plan, Administration's role includes:

- Implementing and monitoring the strategic decisions of Council;
- Ensuring current services and programs align with the strategic plan;
- Developing policies and procedures that support the successful implementation of the strategic plan, such as the annual budget proposal;
- Managing and leading all employees to accomplish strategic goals;
- Providing advice and support to Council based on their expertise and operational experience; and,
- Ensuring the efficient use of municipal funds and resources.

# About the RM of Whitehead

The Rural Municipality of Whitehead is located a short fifteen-minute drive west of Brandon. Offering the best of rural living with proximity to a thriving urban centre, the RM of Whitehead is the ideal location to raise a family and locate a business.

A family-oriented community, the RM of Whitehead offers an affordable lifestyle, access to safe, potable water throughout the municipality and recreation opportunities for all ages. Encompassing over 570 square kilometers of land, the municipality includes the communities of Alexander, Kemnay, Roseland and Beresford. Helping to develop young minds and support young families, the RM of Whitehead proudly supports its local school, known throughout the region to be a “great school with an established art program.”

The Rural Municipality of Whitehead is home to more than 1,600 residents living in 612 homes throughout the municipality. These residents along with business owners, landowners and the farming community proudly support all services and programs throughout the municipality with their tax dollars, volunteer time, and community pride! For developers and businesses looking to invest in the RM of Whitehead, our location off the TransCanada Highway, our proximity to Brandon and the Brandon airport, and affordable taxes makes us an ideal destination!





# Rural Municipality of Whitehead Community Profile

## LAND AREA

**577.60 km<sup>2</sup>**



## AVERAGE AFTER TAX INCOME

**90k**

Unemployment rate of 4.7%

## POPULATION

**1679**

Men: 50.4%  
Women: 49.8%

## AGE OF POPULATION

**38.9 Years**

13.4% of residents are over the age of 65  
Largest age group is 10-14, 12%



## HOUSE VALUE

**396k**

## OCCUPIED DWELLINGS

**612**

Average 2.7 people per household  
Population Density is 2.9 people per km



## DISTANCE TO NEAREST AIRPORT

**19 km**

(Brandon)

## COMMUNITY CENTRES

**3**



# Vision

The RM of Whitehead will provide a welcoming and safe rural community for residents, businesses, and the agricultural industry by improving our infrastructure, growing our population and being fiscally responsible with a transparent and strategic governance model.

# Mission

Our mission at the Rural Municipality of Whitehead is to foster a thriving community that balances rural living with modern conveniences.

## We aim to:

1. Grow our population while maintaining our small-town charm;
2. Provide a safe and affordable environment for families;
3. Support both residential and agricultural development; and,
4. Enhance our role as a welcoming bedroom community near our neighboring city.

We are committed to creating a place where people can enjoy the best of rural life while having access to urban amenities, making Whitehead an ideal home for generations to come.

# Core Values

These are the guiding principles. They define what we stand for as a community, Council, and Administration. They are the beliefs, behaviors and actions that anchor and guide our decision making.

## Progress & Growth

- Commitment to growing our population
- Focus on long-term health and sustainability of Whitehead
- Responsible growth to keep our taxes reasonable
- Well-planned growth in strategic locations
- Respect for agricultural industry

## Family-Oriented

- Ensure quality of life for all families, in all life stages
- Safe and vibrant community
- Welcoming, connected community

## Integrity

- Deliver what we promise
- Commitment to building trust between council and community
- Fiscally responsible decisions
- Legal, ethical, fair and respectful governance

## Communication & Transparency

- Communicate regularly with updates to our community
- Open decision making, with all relevant information considered
- Provide opportunities for community engagement

## Best Municipal Service Delivery We Can Provide

- Provide exceptional municipal services to all
- Best use of limited resources
- Ensure current and future residents, landowners, businesses and community organizations at the center of all decision making

# Community Engagement

The municipality conducted an online survey and (1) focus group in Alexander to gather information on key priorities and issues from the community perspective.

## MOST POPULAR ATTRIBUTES USED TO DESCRIBE WHITEHEAD:



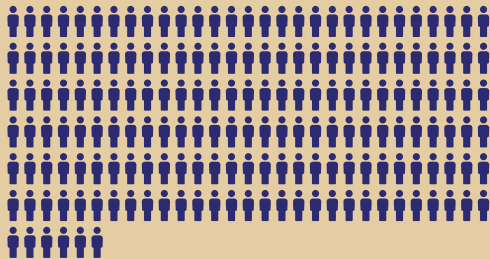
**RURAL LIFESTYLE**



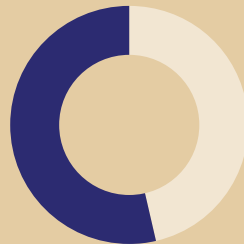
**FAMILY-ORIENTED**



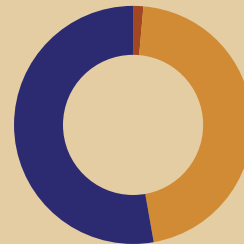
**UNIQUE COMMUNITIES**



Participants:181

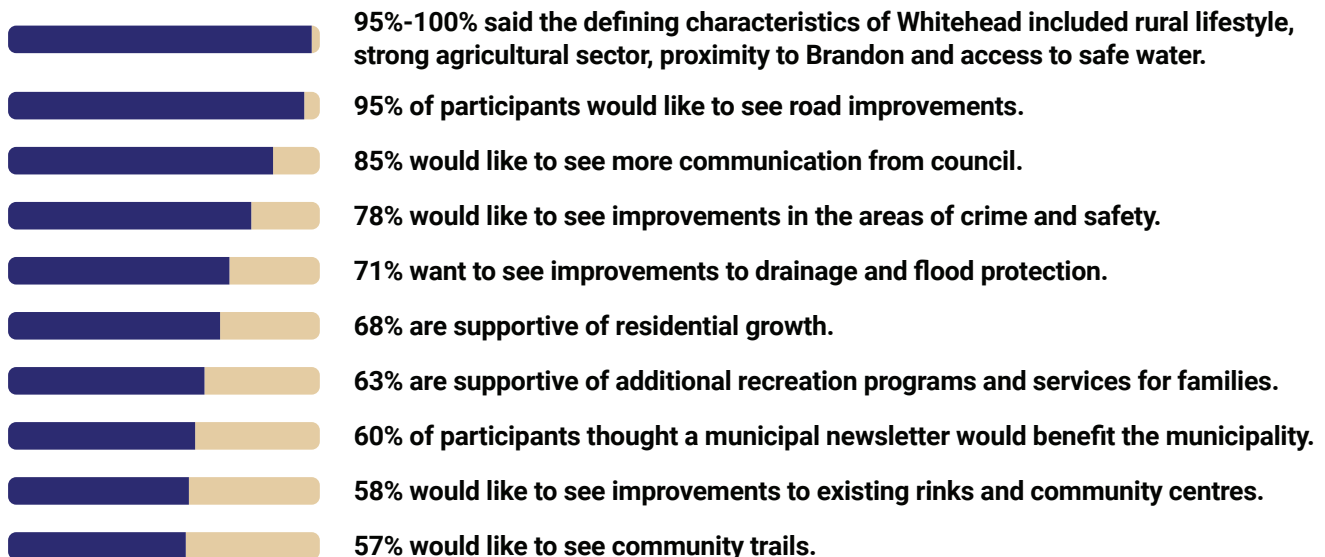


Lived in Whitehead for 16+ Years: **43%**



Live in rural areas: **53%**  
Live in the communities of Alexander, Kemnay, Roseland, Beresford: **45.7%**  
Do not live in Whitehead: **1.3%**

## KEY THEMES & INSIGHTS



# A Community Vision for Success

Through the public consultation process and input from Council and staff, the municipality's six major strategic areas of responsibility were identified. These are referred to as strategic pillars and were developed through a comprehensive understanding of Whitehead's purpose, vision, stakeholder needs, and competitive landscape we operate within. These pillars represent the core elements of our plan, six key areas our municipality must focus on to be successful now and in the future.

## KEY STRATEGIC PILLARS



**COMMUNICATION & COLLABORATION**



**LONG-RANGE INFRASTRUCTURE PLANNING**



**RESPONSIBLE GROWTH & DEVELOPMENT**



**STRONG FINANCIAL HEALTH**



**GOOD GOVERNANCE & MUNICIPAL SERVICE**



**COMMUNITY WELL-BEING**

## Strategic Priorities & Goals

Strategic priorities are the broad activities required to fulfill our major responsibilities and achieve our community vision. Strategic initiatives are the actions required based on input from the community, Council and staff.



# Communication & Collaboration

Strategic Priority: To proactively communicate with our residents, business owners and the agricultural sector to update, inform and educate on municipal business, programs, services and the status of our strategic goals. To collaborate and build positive relationships with all levels of government, private and public partners to learn about and pursue opportunities for the benefit of Whitehead.

## INITIATIVES

### Residents

- More visible presence from Council and accessible Council members for questions and ideas.
- Focus on community relationship building activities.
- Create easy access to information for residents, online, through e-mail blasts.
- More frequent, timely and relevant information from council and staff to inform, update and educate the community.
- Provide project updates to the community, specifically relating to road work and snow clearing.
- Greater use of social media for updates and informing community members.
- Continued public engagement with the community for feedback to Council and staff.
- Development of municipal newsletter.
- Establishing a communication plan with specific targets, recognizing and respecting the limitations of a small municipal staff.
- Provide more detailed information on where tax dollars are spent and value for limited tax base.
- Help advertise community centre activities.

### Public/Private Partners

- Explore options to cooperate across organizations to solve problems and improve community benefits.
- Foster stronger relationships between elected leaders at the local, provincial and federal levels with minimum bi-annual meetings to discuss various issues including provincial roads.
- Schedule meetings and hold community tours with potential developers and business leaders to promote the municipality.
- Enhanced marketing and promotion of the municipality throughout the region and beyond to communicate that we are “growing our community.”





## Long-Range Infrastructure Planning

Strategic Priority: Maintain safe and reliable municipal infrastructure by facilitating improvements and enhancements to all local infrastructure for the benefit of existing residents and addressing the needs of a growing community.

### INITIATIVES

- Develop a five-year road management plan, with the help of trained front-line staff to advise and update the plan as needed.
- Share the road improvement plan with the community seasonally with updates to inform on where limited resources are being directly as well as any changes based on changing road conditions.
- Creation of a community hall and community rink long-term improvement plan to assist with budgeting and inform the community of planned improvements.
- Develop a drainage master plan for culvert replacement and ditch work with long-range timeline.
- Ensure a sustainable water supply that can support municipal growth and commercial development.
- Plan for wastewater maintenance and expansion that can support municipal growth and development.





# Responsible Growth & Development

Strategic Priority: To ensure the resilience and long-term survival of our community through residential development, populations growth, and economic development.

## INITIATIVES

- Support existing local businesses and attract new business activity to the community.
- Direct budget and staff resources to economic development and growth.
- Ensure taxes, levies, charges and fees allow the RM to retain a competitive advantage.
- Create a favorable development climate, identifying opportunities for development and helping address challenges and barriers that would prevent responsible development, consistent with the strategic plan.
- Increase inventory of retail and commercial land.
- Ensure land use planning policies and zoning support housing, residential growth and commercial growth in the community.
- Create a land inventory of land ready and suitable for development to share with prospective developers.
- A plan for specific areas of development and how that development can contribute to infrastructure benefits such as lagoon expansion, trails and parks.
- Consider population target to ensure reasonable, planned population growth.
- Residential growth that is consistent with our rural lifestyle, creating guidelines for expected development.
- Development of marketing plan as a community and in partnership with regional organizations.
- To protect and promote both rural lifestyle and agricultural industry.





# Strong Financial Health

Strategic Priority: Council and staff are committed to ensuring the strong financial health of the RM of Whitehead by spending taxpayer money with consideration and in accordance with the best interests of the community, and that the long-term financial prosperity for Whitehead is always part of our decision making.

## INITIATIVES

- Financial decision-making considers short and long-term costs as well as the value to the community within the context of the strategic plan.
- Financial plan presentations to the community that informs and educates on municipal operating and capital expenses and limitations of current funding.
- Create healthy utility reserves for upkeep and renewal.
- Ensure healthy reserves for long-term financial planning, infrastructure and equipment renewal.
- Pursue funding partnerships and grant opportunities for all municipal programs and services.
- Help the Association of Manitoba Municipalities lobby the provincial government for additional funding for road maintenance and improvements.
- Enhance our ability to attract commercial and residential development for growth in the tax base.
- Explore revenue generating opportunities.







# Good Governance & Municipal Service Excellence

**Strategic Priority:** To ensure a strong municipal organization, where Council relies on strategic decision making, transparent, accountable and effective governance practices to achieve our priorities. A community where well-trained, supported staff are equipped to provide excellent service to the public.

## INITIATIVES

### Council

- Promoting forward-thinking, progressive leadership.
- Maintain and encourage continued teamwork, respect, and collaboration among Council members and municipal staff.
- Focus on strategic, transparent and accountable decision making.
- Respect for and consideration of administrative recommendations.
- Review and update municipal by-laws, policies and plans with legislative requirements, strategic goals and community vision in mind.
- Consider various ways to increase resident participation in formal decision-making process by encouraging participation in meetings, the formation of committees and public engagement.

### Staff

- Commitment to high standard of professionalism with Council and the community.
- Provide best value for municipal tax dollars, optimal use of resources that meets the community's needs.
- Maintain strong, positive and supportive organizational/staff culture.
- Create a high-performing workforce that is well-trained, well-informed and adequately resourced to respond to service expectations.
- Set response time standards, aligned with resident expectations, relevant government regulations and budget and staffing restrictions.
- Communicate timelines with the community.
- Respond to resident requests with email or phone call acknowledgment within 24 hours.





# Community Well-Being

Strategic Priority: The RM of Whitehead is a safe and secure community where resident can thrive with affordable housing, access to nearby employment, and opportunities to build a high quality of life through recreation, sport, arts and culture, and various programs and services that meet the needs of current residents.

## INITIATIVES

- Development and promotion of recreation and community programs that respond to current resident’s needs.
- Encourage community ambassadors and volunteers.
- Continue efforts to enhance community safety through education, communication and awareness.
- Ongoing support for our Whitehead Volunteer Fire Department and understanding of their needs and future demands on their services.
- Strengthening emergency preparedness, sharing emergency management information, identifying threats/hazards and plans to prevent and mitigate the negative impacts.
- Preserve our rural identify by gathering and preserving historical photographs, documents and communicating our history to future generations.
- Proudly celebrating our agricultural history and continued importance for the community.
- Encourage and support community events as opportunities for residents to build connections and improve quality of life.
- Consider areas where active trails could be created within the community.

“The future of every community lies in capturing the passion, imagination, and resources of its people.”

ERNESTO SIROLI

# THE PATH FORWARD

The Whitehead Community Strategic Plan was created with a forward-looking focus to guide the municipality as we make decisions and invest in the future. The strategic plan will help us seize new opportunities and tackle challenges. A living document, Council and staff will periodically review the plan in the coming years to ensure it remains relevant, helps us address unforeseen challenges and opportunities, and continues to be aligned with community goals.

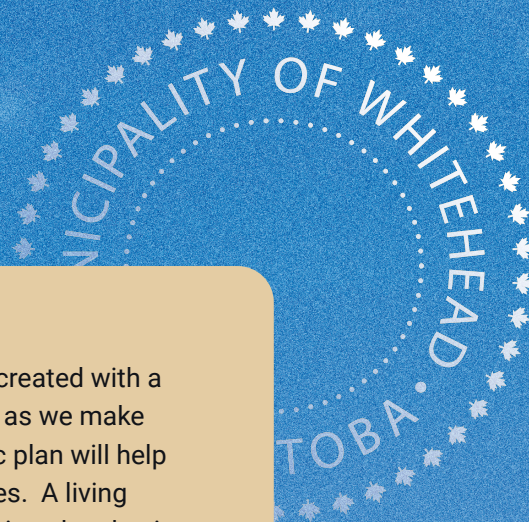
As we put this plan into action, there will be several next steps for Council, Administration and staff.

These steps include:

- Developing a more detailed work plan and department plans.
- Ensuring we have the budget and staffing resources required to meet our main strategic initiatives.
- Monitoring and measuring our progress against our strategic goals, sharing updates with Council and the community on an annual basis.
- Celebrating our success and achievements with all our stakeholders as we work together at “Growing Our Community” and achieving the best for Whitehead!

## **Thank You!**

A big thank you to all community stakeholders, Council members and employees of Whitehead for your invaluable input during the development of this strategic plan. Your contribution and hard work are valued and appreciated!





### SERVICES

To submit a service request,  
please visit our website at  
[Whitehead.ca](http://Whitehead.ca)

### CONTACT

RM of Whitehead Municipal Office  
Box 107, 512 2nd Avenue,  
Alexander, R0K 0A0  
Phone: (204) 752-2261  
Email: [office@rmofwhitehead.ca](mailto:office@rmofwhitehead.ca)

### STAY IN TOUCH

Facebook  
X (formerly Twitter)  
Instagram

### PREPARED BY:





## ADMINISTRATIVE REPORT TO COUNCIL

---

**PRESENTED:** December 9, 2024

**BY-LAW/POLICY:** Emergency Plan

**SUBJECT:** 2025 Emergency Plan

**AGENDA ITEM:** 10.2

---

### **BACKGROUND**

The emergency plan is a document which outlines practices to be undertaken by staff and Council for response and recovery from emergency events. The plan is developed and reviewed by the Municipal Emergency Coordinator on an annual basis.

Most often the plan is reviewed to update contacts, internal and external, that are included in the plan. This year was more of a significant revision as the previous plan had been prepared under the previous MEC contract and the new MEC undertook revision of the plan under the new contract. This was only necessary due to dispute with the rights to the previous plan, the current MEC developed this plan for sole use by the RM of Whitehead and carried forward the structure of the previous plan for continuity while revisions continue.

Most significant outcome of the review was identifying Kemnay as the alternative site for an Emergency Operations Centre for use if the RM Office was inaccessible or incapacitated

### **LEGISLATIVE REQUIREMENTS**

Under Regulation 159/2016 of the Emergency Measures Act, the municipality is required to conduct an annual review of the emergency preparedness program and adopt an emergency plan.

### **RECOMMENDATION / PROPOSAL**

It is recommended that the 2025 RM of Whitehead Emergency Plan be adopted as presented, unless there is a significant cause of revision before adoption.

A emergency plan must be adopted for submission to the Province for the 2025 year.

# Emergency Plan

RM of Whitehead

2024-11-29

1.0

**Date**

**Version**

# TABLE OF CONTENTS

<b>Introduction.....</b>	<b>4</b>
<b>Council Resolution .....</b>	<b>6</b>
<b>Emergency Plan Distribution List .....</b>	<b>7</b>
<b>1.0 Administrative Plan .....</b>	<b>8</b>
<b>1.1 Authority and Governance Structure .....</b>	<b>8</b>
<b>1.2 Council Resolution.....</b>	<b>8</b>
<b>1.3 Annual Review and Submission Requirement .....</b>	<b>8</b>
<b>1.4 Personnel Required .....</b>	<b>9</b>
<b>1.5 Exercise Requirement.....</b>	<b>9</b>
<b>1.6 Training .....</b>	<b>10</b>
<b>2.0 Emergency Plan.....</b>	<b>11</b>
<b>2.1 Roles and Responsibilities .....</b>	<b>11</b>
<b>2.2 Hazard Risk and Vulnerability Assessment (HRVA) .....</b>	<b>12</b>
<b>2.3 Emergency Plan Response Procedures.....</b>	<b>13</b>

# VERSION CONTROL

## VERSION

This is version **1.0** of the Emergency Plan Template (issue 1, no revisions).

## PUBLICATION OF NEW VERSIONS

The Emergency Plan Template will be revised as needed, considering user feedback, and aligning with the latest best practices in emergency planning. Subsequent versions will be reissued and distributed to users.

## REVISION LIST

Revision Number (1.X)	Description of Change	Date of Revision	Revision Made By (Name)	Approved By (Name)
1.0	Original version	November 29 <sup>th</sup> , 2024	Scott Price	



## INTRODUCTION

### Purpose

The emergency plan functions as a cohesive framework by interlinking critical components essential for effective emergency response. This is a strategic amalgamation of interconnected elements designed to mitigate, prepare for, respond to, and recover from emergencies. At its core, the plan establishes a centralized structure, delineating the roles, responsibilities, and authorities of personnel and agencies involved in an emergency. The emergency plan ensures seamless coordination and communication among various departments, the LERCG and elected officials.

Key elements, such as risk assessments and hazard identification, lay the groundwork by identifying potential risks and vulnerabilities within the local authority. These findings inform subsequent sections, including response plans and resource inventories, as they outline specific actions tailored to address identified risks and hazards. Moreover, the plan incorporates exercises to hone the skills of responders and validate the efficacy of response plans. These elements feed into the continuous improvement loop, allowing for periodic reviews and updates to enhance the plan's effectiveness.

Comprehensive communication strategies, both internal and external, serve as vital connectors during emergencies, facilitating the timely dissemination of information to the public, media, and stakeholders. These strategies ensure a unified approach and provide clear directives during an emergency. The plan's dynamic nature is bolstered by appendices housing supporting documentation, enabling easy access to detailed content, and simplifying annual updates without altering the plan's foundational structure. This interconnectedness creates a robust and adaptable emergency management program, enabling swift and coordinated actions to safeguard the local authority and its inhabitants during times of crisis.

### Scope

This emergency plan is considered an all-hazards plan that consists of three components:

- Administrative Plan Components
- Basic Plan Components
- Supporting Plan/Appendices Components

This plan outlines the objectives, policies, and processes to coordinate the response to impacts caused by emergencies and disasters.

The emergency plan indicates all actions, including:

- General emergency preparedness activities
- General and hazard-specific response activities

### Objectives

The goal of the emergency plan is to provide an immediate coordinated response by setting the following objectives:

- To prevent or limit the loss of life.
- To prevent or limit property damage, including:
  - Private
  - Municipal

- Critical infrastructure
- To prevent or limit the damage to the environment.
- To maintain and restore critical/essential services.

## **Responsibility**

The responsibility for the safety and well-being of its citizens rests with the elected officials of a local authority. Every local authority must be prepared to respond to the impacts caused by emergencies or disasters.

The emergency plan does not override the responsibility of emergency first responders to take warranted extraordinary action within their scope of duty in the event of an emergent situation for the community's safety and well-being.

Every resident of the local authority has a responsibility to have in place an individual or family plan to deal with impacts caused by:

- A crisis
- An emergency
- A disaster

The preparation of the emergency plan should encourage individuals and families to prepare their plan and outline the role of local government is to support these efforts through the distribution of emergency public education/information.

## COUNCIL RESOLUTION

This page certifies that the council for RM of Whitehead has reviewed the  
2025 emergency plan and approved the document through council resolution.

Resolution \_\_\_\_\_# passed on \_\_\_\_\_.

(or insert council resolution here)



# 1.0 ADMINISTRATIVE PLAN

## 1.1 AUTHORITY AND GOVERNANCE STRUCTURE

### *EMERGENCY MEASURES ACT*

The Manitoba Emergency Measures Act is a piece of legislation that governs and sets requirements for emergency management within Manitoba.

The Act gives the authority to mitigate against, prepare for, respond to, and recover from impacts brought on by emergencies and disasters.

The Emergency Measures Act can be found [here](#).

### *LOCAL AUTHORITIES EMERGENCY PLANNING AND PREPAREDNESS REGULATION*

The Local Authorities Emergency Planning and Preparedness Regulation assists emergency management personnel by providing details on emergency management programs for local authorities including emergency plans, exercise, and training requirements.

The Local Authorities Emergency Planning and Preparedness Regulation can be found [here](#).

## 1.2 COUNCIL RESOLUTION

The emergency plan requires a council resolution once reviewed and passed by council. The emergency plan can then be submitted to Manitoba EMO for verification that the local authority has met the requirements of the Emergency Measures Act.

The council resolution approving this version of the emergency plan can be found at the beginning of this plan.

## 1.3 ANNUAL REVIEW AND SUBMISSION REQUIREMENT

Manitoba EMO requires local authorities to annually review and update their emergency plans. Once the emergency plan has been reviewed, it is submitted to Manitoba EMO from September 1 through December 31 for implementation the following calendar year.

The plan submission must include the following:

- A resolution of the council confirming that the plan has been reviewed, updated, and approved.
- Any or all plan components that required an update.

If there are no updates to the emergency plan, local authorities will send an email indicating that the plan will be carried over to the following year.

The complete emergency plan submissions are to be sent electronically to [emo.rems@gov.mb.ca](mailto:emo.rems@gov.mb.ca)

## 1.4 PERSONNEL REQUIRED

Whether it is the initial development of the emergency plan or an update, a collaborative approach is needed to develop and maintain the local authority emergency plan including elected officials, members of the Local Emergency Response Control Group (LERCG) and the Municipal Emergency Coordinator (MEC).

### *ELECTED OFFICIALS*

- Includes the Mayors, Reeves, and councils.
- Responsible for ensuring the development and maintenance of the plan are being completed.
- Ensure the capabilities and capacities of the local authority are being represented.
- Ensures the emergency plan is submitted to Manitoba EMO for official approval.  
Elected Officials Guide can be found [here](#)

### *LOCAL EMERGENCY RESPONSE CONTROL GROUP (LERCG)*

- Primary membership includes:
  - CAOs
    - Oversees the local authority employees to ensure their assistance in the plan development and assist as required.
    - Has working knowledge of the local authority and the staff.
    - Has the authority to enter into mutual aid agreements.
  - local authority department heads
    - Knows the capabilities and capacity of the department and the employees.
    - Knows how the department could assist in a response.
- Secondary membership includes:
  - Local business leaders
    - can assist with providing products and services to assist in a response.
  - Public utility workers
- Can provide knowledge on the regional Critical Infrastructure (CI) and what crews would be doing in an emergency or disaster.  
LERCG Guide can be found [here](#)

### *MUNICIPAL EMERGENCY COORDINATOR (MEC)*

- Coordinates the development and maintenance of the emergency plan.
- Collaborates with the elected officials and LERCG to ensure the emergency plan accurately reflects the capabilities and capacity of the local authority.
- Works with other local authorities to assist in creating mutual aid agreements.
- Wakes submissions to Manitoba EMO

MEC Guide can be found [here](#).

## 1.5 EXERCISE REQUIREMENT

Local authorities must have an exercise program on a four-year schedule or cycle.

- Year 1 – Tabletop
- Year 2 – Tabletop
- Year 3 – Tabletop

- Year 4 – Functional or Full-scale

The exercise program should be a progressive program that increases in complexity from one year to the next, culminating with a functional or full-scale exercise. Once the four-year program has been completed, the cycle starts at Year 1.

At the end of each exercise, the local authority must complete an after-action review (AAR) or debrief and submit a report to Manitoba EMO at [emo.rems@gov.mb.ca](mailto:emo.rems@gov.mb.ca).

The report will evaluate if the appropriate emergency management components have been met.

The Regional Emergency Manager and the Exercise Design Coordinator at Manitoba EMO can also provide support if a local authority requires assistance with developing an exercise or the overall exercise program.

## 1.6 TRAINING

Emergency management training is offered to local authorities through Manitoba EMO or third-party companies.

MECs will conduct training and offer public education as necessary to meet the requirements within their emergency programs.

The MEC should also keep a schedule, file, or database/record system of the individuals trained for their local authority.

See [Manitoba EMO website](#) for a complete list of courses available.

## 2.0 EMERGENCY PLAN

### 2.1 ROLES AND RESPONSIBILITIES

This plan identifies roles and responsibilities for the following:

- Elected Officials
- Local Emergency Response Control Group (LERCG)
- Municipal Emergency Coordinator (MEC)

There are several other roles and responsibilities for different positions in a local authority. It is the responsibility of the local authority to list the roles and responsibilities that are not listed.

#### *ELECTED OFFICIALS*

- Implement the emergency plan.
- The council or, where the local authority cannot assemble a quorum on a timely basis, the Mayor/Reeve is responsible for the Declaration of a State of Local Emergency (SoLE)
- Responsible for the termination of a State of Local Emergency.
- Notify Manitoba Emergency Management Organization that a State of Local Emergency has been declared.
- Authorization of media releases.
- Ultimate decision maker.
- Log all actions and decisions.
- In more significant events, they may appoint/approve the Incident Commander.

#### *LERCG*

- Assist in the implementation of the emergency plan.
- Assist in the decision to declare a State of Local Emergency.
- Assist in the creation of media releases.
- Provide guidance and assistance in decision-making.
- Log all actions and decisions.
- Provide overall guidance, advice, and assistance to the response effort.

#### *MEC*

- Activate and implement the emergency plan.
- Advise leadership if a State of Local Emergency is warranted and what powers are required.
- Activate and, if necessary, manage the EOC.
- Initiate the callout of EOC staff.
- Establish communication with the incident commander, first responders, and Manitoba EMO.
- Assist in the creation of media releases.
- Log all actions and decisions.

For more information on the roles and responsibilities, see [Local Authority Portal - Resources](#).



## OTHER POSITIONS

These positions will most likely be in part or whole of the LERCG and can include but not be limited to the following:

- Chief Administrative Officer (CAO)
- Public Works
- Fire Chief
- Police Services
- Other

Additional position descriptions that may be utilized can be found in **Appendix C**.

## 2.2 HAZARD RISK AND VULNERABILITY ASSESSMENT (HRVA)

### PURPOSE

The purpose of an HRVA is to assess the potential risk of hazards with the capacity to cause a disaster. This helps set prevention, mitigation, preparedness, response, and recovery priorities. This also allows local government, city council, land use planners, residents, and emergency management professionals to take action to reduce future losses.

HRVAs help to establish a focus for emergency management programs to determine how best to allocate resources and plan appropriately.

The HRVA allows for the assessment of risk based on hazards, exposure, vulnerability, capacity and resilience.

Core questions:

- What hazards can lead to a disaster?
- What is the likelihood of a hazard occurring?
- What are the impacts that could occur as a result of a hazard in different disaster scenarios?
- What are the cascading or residual impacts, relative to each hazard?
- What existing measures are available or can be put in place to prevent or mitigate the risk?

This HRVA Guide provides a process you can use to answer these core questions. It also includes a series of resources to help you.

An HRVA can:

- Help you to understand and prepare for hazards and risks;
- Save time and resources by identifying potential scenarios;
- Help create emergency plans, exercises and training based on events of significance; and
- Help your program become proactive rather than reactive.

An HRVA is not intended to predict which hazard will cause the next emergency.

## WHAT IS AN HRVA?

A Hazard, Risk and Vulnerability Analysis (HRVA) is an assessment of:

- **Hazards:** A hazard is a potentially damaging physical event, phenomenon, or human activity that may cause the loss of life or injury, property damage, social and economic disruption, or environmental degradation.
- **Risk:** Risk measures the probability and severity of an adverse effect on health, property, the environment, or other things of value.
- **Vulnerability:** Vulnerability can be described as the conditions determined by physical, social, economic and environmental factors or processes which increase the susceptibility of an individual, a community, assets or systems to the impacts of hazards.

The purpose of the HRVA is to help planners take risk-based actions to address vulnerabilities, mitigate hazards and prepare for response to, and recovery from, a range of hazard events. An HRVA assists organizations and communities in answering the following questions:

- What hazards are likely to occur?
- How prepared and resilient are we?
- How is climate change affecting the likelihood of hazards?
- How severe will the consequences be on population, infrastructure, property, and environment?
- What risk reduction strategies can I implement?

A completed HRVA will provide an assessment of the risks that may exist and provide recommendations for action.

## THE CONCEPT OF RISK

Risk is defined as the potential that a hazard will cause harm. Another way of looking at risk is the likelihood of occurrence of a hazard and the severity of possible impacts.

It is important to be aware of the perception of risk. Flooding occurs frequently throughout Manitoba. However, the risk of major flooding causing extensive damages may be relatively low due to mitigation efforts, e.g., Red River Floodway. Similarly, you may believe hazards such as a tornado pose less risk due to their infrequency.

As you move through the HRVA process you will confirm what the perceived risks are in your area, and identify which are priority to mitigate or prepare for.

## 2.3 Emergency Plan Response Procedures

The emergency plan should be used as a guide or timeline of events that start from when the local authority first becomes aware of an emergency or disaster, the steps taken to minimize or respond to impacts to protect:

- Life
- Property
- Environment

The start of most emergencies or disasters will have common steps or procedures to follow.

As these events become more complex a more hazard-specific approach that is based on the local authority HRVA will be needed.

The identified hazard specific plans that are developed can be saved in **Appendix B**.

### ***EMERGENCY OPERATIONS CENTRE (EOC)***

The purpose of an Emergency Operations Centre (EOC) is to assist an Incident Command Site during an emergency event, which may require coordination and resource support. It is recommended that an EOC utilize the EMO – EOC guiding principles for organizing and managing EOC operations and activities.

See **Appendix A** for information on activation and operating an EOC.

### ***HAZARD NOTIFICATION/SITUATIONAL AWARENESS GATHERING***

Response to an emergency or disaster is the primary responsibility of the local authority when there is a threat within the local authority's jurisdiction. A local authority will use specific tools like an HRVA to determine the hazards that can potentially impact the local authority.

An HRVA cannot always determine when an emergency or disaster will take place; therefore, local authorities must start gathering situational awareness information as early as possible. A local authority can gather situational awareness from many different sources:

- Manitoba EMO
- Regional provincial staff
- Critical infrastructure providers
- Weather notifications
- Neighboring local authorities
- Mutual aid partners
- Private Sector
- Local residents/Agricultural producers
- Other

If a threat is detected early enough, a local authority will need to take action to minimize the impacts caused by an emergency or disaster.

### ***IMPACT/THREAT ASSESSMENT***

When a local authority knows there is a risk of an emergency or disaster and has gathered all available situational awareness, the local authority will need to determine what to do with that information. The local authority HRVA will provide general hazard information.

It is important to perform an impact/threat assessment to identify the potential impacts brought on by the hazard and what resources and extra steps are needed to respond to the impacts.

A list of potential questions and examples to be considered when conducting an impact/threat assessment are:

- Who will the impacts affect?
  - Vulnerable populations (turn into a question)
- What are the potential impacts?
  - Life
  - Property
  - Environment
- Where will the impacts occur?
  - Low-lying areas
  - Areas with no mitigation
  - Critical infrastructure locations
- When are the impacts expected?
  - Is there time to mitigate or prevent?
  - Is there enough time to form an adequate response?
- How will we respond?
  - What resources are needed:
    - Physical
    - Human
  - Do we have enough resources, or do we source more?
    - Purchase more?
    - Mutual aid
  - Is there time to procure more, or is provincial assistance required?

## PREPAREDNESS

If there is adequate time to prepare for a major emergency or disaster, common steps can be taken in order to make ready for the potential impacts.

1. Fill out the preparedness form developed by Manitoba EMO to provide situational awareness in the event that the local authority requires any type of assistance from the province.
2. Take pre-emptive actions to allow for a faster response and to make responding to impacts easier:
  - a. Pre-positioning response equipment and resources.
  - b. Have response personnel on standby.
  - c. Equipping or pre-activating:
    - i. EOCs
    - ii. Reception centres
    - iii. Warming/cooling centres
    - iv. Information centres/phone lines
  - d. Build up roads.
  - e. Build temporary mitigation structures.
3. Develop emergency public information messaging to warn the public of the potential impacts and important details and instructions once the impacts begin to affect the residents.
4. Develop media messaging in the event news outlets reach out for inquiries.
5. Determine if an incident commander is needed and who that person will be.
6. Determine response structure:
  - a. Incident Command Structure
  - b. Incident Management System

## RESPONSE

Once the impacts from an emergency or disaster begin to appear, there are common response steps to take before the hazard-specific actions are activated.

1. Implement the local authority emergency plan.
2. Determine if a State of Local Emergency (SoLE) is needed and what powers are required. (Keep in mind whatever powers are required, justification of the use of those powers must be submitted with SoLE to Manitoba EMO). Once verified, send SoLE and details to Manitoba EMO and inform residents. The SoLE form can be found [here](#).
3. Activate emergency operations.
4. Activate EOC and EOC staff.
5. Activate response personnel/teams.
6. Establish communication with the incident command post or commander.
7. If an evacuation is needed, activate the reception centre and ESS teams and start registration procedures.
8. Send regular updates to Manitoba EMO using the [Local Authority Daily Incident Response Report](#) form to the EMO Duty Officer
9. Ensure LERCG and Elected officials are aware of ongoing response activities.
10. Ensure emergency public information messaging is communicated to the residents.
11. Prepare and send out media messaging to media outlets.
12. When resources run low, activate resources procurement/request procedures.
13. Record and maintain all actions, communications, and decisions.

See Appendix B for Hazard Specific Response Plan Template.

## RECOVERY

Once the impacts from an emergency or disaster have subsided, the recovery steps will be needed for the local authority to fully recover.

1. Implement the local authority recovery plan.
2. Following an evacuation, ensure the area is safe.
3. Document and record damage to impacted sites.
4. Collect all documentation from the response, Emergency Operations Centre and Emergency Social Services teams.
5. Finalize Community Impact Assessment for DFA.
6. If a DFA program is established, submit all documentation and records of damaged sites to Manitoba EMO.
7. Demobilize the equipment and resources.
8. Deactivate reception centre.
9. Deactivate EOC.
10. Stand down emergency management personnel.
11. Once the local authority has returned or is close to returning to normal, conduct or take part in:
  - a. Local authority [After Action Report](#) (AAR)
  - b. Provincial AAR

## COMMUNICATIONS

When an emergency or disaster begins to impact a local authority, every member of the local authority, employed or resident needs to know the lines of communication and the associated procedures.

## Initial Notification

The initial notification can come from many different sources, so it is important for local authority employees, residents, and partners to know the correct contact information to make the initial notification.

1. MEC is notified of any impacts
2. MEC assesses the situation
3. MEC reports the situation status to the LERCG and elected officials
4. MEC reports the situation to the Manitoba EMO Duty Officer – by calling 204-945-5555 or emodutyofficer@gov.mb.ca
5. MEC or local authority notifies the local authority residents

If the situation falls under the normal parameters for a routine emergency, refer back to 911 or notify the correct emergency personnel.

## Emergency Communications Procedures

If the situation falls outside the parameters of a routine emergency, then the following communication procedures should be followed:

1. MEC notifies LERCG, elected officials and Manitoba EMO of the activation of the EOC.
2. MEC initiates the local authority callout procedure for the EOC personnel.
3. MEC notifies elected officials if a SoLE is or is not warranted.
  - a. MEC notifies Manitoba EMO Duty Officer of the SoLE if it is warranted.
  - b. Local authority notifies residents of the SoLE.
4. MEC/EOC establishes communications with the field.
  - a. Incident commander
  - b. Command post
  - c. Responders
5. The field communicates resource requirements to the MEC/EOC
6. MEC/EOC coordinates the distribution of resources to the field.
  - a. If local authority resources are unavailable
    - i. Source resources locally or through local authority procurement processes
    - ii. Engage mutual aid.
    - iii. Engage the Manitoba EMO Duty Officer
7. The field communicates to MEC/EOC if and when an evacuation is warranted.
8. MEC/EOC notifies elected officials of the need to evacuate.
  - a. MEC notifies Manitoba EMO Duty Officer of impending evacuation.
9. MEC/EOC notifies impacted residents of the evacuation order

## Fan-out Procedures

Once the MEC has notified the LERCG and elected officials of an emergency or disaster outside the parameters of a routine emergency, the MEC will initiate the local authority's fan-out procedures.

1. MEC sends out a notification to EOC staff with response instructions
2. MEC notifies the LERCG or department heads
  - a. LERCG or department head notify local authority staff/responders
3. If additional human resources are needed, notify the volunteer coordinator
  - a. If no volunteer coordinator, notify the volunteer list.

## Public Information – Notification

Notifying the residents of the local authority of an emergency or disaster is a crucial part of a local authority communication plan. It ensures that residents can access accurate information from the local authority and will help ease the spread of misinformation and panic.

1. MEC/Local authority notifies the local authority residents of the potential of an emergency or disaster.
  - a. Social media
  - b. Website
  - c. Call-out procedures using mass alerting software
  - d. Radio messaging
  - e. Door-to-door
  - f. Other
2. MEC/Local authority notifies the local authority residents of any impacts affecting the local authority.
3. MEC/Local authority notifies the local authority residents if a SoLE has been declared and what the details of the SoLE are.
4. MEC/Local authority provides the local authority residents with emergency information.
  - a. If an evacuation is pending
  - b. An evacuation order/protocols
  - c. Evacuation routes, if needed
  - d. Any road closures
  - e. Impacted areas to avoid
  - f. If shelter-in-place is necessary/protocols
5. MEC/Local authority updates the local authority residents on the current situation.
6. MEC/Local authority notifies the local authority residents when all impacts no longer threaten the local authority.
  - a. Evacuees can return home
  - b. Any road closures
  - c. Routes to take
  - d. Areas to avoid
  - e. Shelter-in-place is no longer needed

### RESOURCES/LOGISTICAL SUPPORT

When an emergency or disaster threatens the local authorities there may not be time to organize and gather the necessary resources needed to respond to their impacts.

A local authority should have its resources organized and accounted for prior to those impacts.

A local authority should have procurement processes and mutual aid agreements in place ready for quick activation if impacts happen without warning.

It is just as important to note that provincial resources are limited and do not cover a wide range of hazards and should be considered an option of last resort.

Provincial resources may be requested through the Manitoba EMO Duty Officer at [emodutyofficer@gov.mb.ca](mailto:emodutyofficer@gov.mb.ca) (204) 945-5555.

See **Appendix D** for Resources Plan template.

Further guidance on Resources can be found [here](#).

## **MUTUAL AID AGREEMENTS**

### **What is a mutual aid agreement?**

A mutual aid agreement is a pre-arranged agreement that has been developed between two or more organizations to render assistance to the parties of the agreement (CSA Z1600-17). This agreement may include resources such as;

- Personnel (staff or volunteers);
- Facilities (reception centres, emergency operations centres etc.)
- Equipment (tools, vehicles, water pumps, heavy-duty machinery etc.)

Mutual aid agreements may be reciprocal or non-reciprocal. They may also include a fee for services rendered or may take the approach of a no charge system.

### **What are the benefits to having a mutual aid agreement in place?**

Mutual aid agreements are beneficial for a variety of reasons. They allow a larger geographical area to pool together their resources that they may not have enough of on their own, that they don't utilize often enough to justify purchasing the resource(s). They can also be beneficial to areas of your local authority that may be at a large distance from where your resources are mainly stored.

Further to this, mutual aid agreements foster improvements in developing relationships and a common understanding, between responding authorities to progress their ability to collaborate during future incidents.

### **How do you activate a mutual aid agreement?**

The activation of a mutual aid agreement may take place during but not limited to the onset of the response to an emergency. This could be due to the response passing the coping capacity of the main responders to the incident, due to a lack of resources to assist with the response or due to the length of time that is required for the response (such as needing relief fire fighters, police officers etc.).

The activation of mutual aid agreements may be practiced during joint emergency exercises to ensure all parties are aware of their existence.

It is important that all parties review the mutual aid agreements on a yearly basis to ensure there are no changes that need to be made to the agreement and that it fulfills the needs of those who may activate it.

The mutual aid agreement should be renewed every four years. Mutual Aid Memorandum of Understanding Example Form can be found in **Appendix G**.

## **MAPS & ROUTES**

Emergency events such as floods and wildfires are handled by various responders and at various levels: strategic, tactical, and operational. To facilitate situational awareness, emergency responders require maps of areas or critical infrastructure.

Other routes such as Dangerous Goods Routes can be identified and listed in the emergency plan.

See **Appendix H** for Maps and Routes.



## RM of Whitehead Payment Register

Report Date  
2024-12-02 12:59 PM

Batch: 2024-00101 to 2024-00107

Page 1

**Bank Code: AP - AP-GENERAL OPER**

Payment #	Vendor	Date	Amount
Computer Cheque			
16118	Alternative Landscaping LTD	2024-11-07	1,174.48
16119	Julie Bean	2024-11-07	80.00
16120	C & C Rentals Ltd.	2024-11-07	448.00
16121	Catalis Technologies Canada	2024-11-07	5,026.56
16122	Canadian Pacific Railway Co.	2024-11-07	1,614.00
16123	Kelly Crosson	2024-11-07	126.00
16124	Custom Tarps & Filters Inc.	2024-11-07	1,059.08
16125	Department of Municipal & N. Relati Issued to: Minister of Finance	2024-11-07	35,469.00
16126	Duracan	2024-11-07	37.80
16127	GovFox Municipal Consulting Inc.	2024-11-07	2,940.00
16128	Jen Kondejewski	2024-11-07	50.00
16129	Manitoba Hydro	2024-11-07	1,174.84
16130	Mar-Dee Enterprises	2024-11-07	960.57
16131	Minister Of Finance - Manitoba Issued to: Minister of Finance - Manitoba	2024-11-07	2,639.58
16132	Prairie Battery	2024-11-07	97.94
16133	Princess Auto Ltd.	2024-11-07	19.03
16134	Protelec Alarms Ltd	2024-11-07	85.89
16135	RBC Royal Bank	2024-11-07	3,114.72
16136	RFNow Inc	2024-11-07	611.42
16137	Rural Municipality of Elton	2024-11-07	9,172.81
16138	Victor Rochelle	2024-11-07	5,355.00
16139	Rogers	2024-11-07	86.24
16140	Sea Hawk	2024-11-07	1,112.57
16141	Brandon School Division No. 40	2024-11-21	791,804.83
16142	Brandon Bearing Ltd.	2024-11-21	89.88
16143	Evolution Training & Consulting Ltd	2024-11-21	2,362.50
16144	Fort La Bosse Sch.Div. No. 41	2024-11-21	13,455.42
16145	Heritage Co-Op 1997 Ltd.	2024-11-21	3,774.82
16146	Inland Radiator &	2024-11-21	11.18
16147	Manitoba Hydro	2024-11-21	134.34
16148	MB Municipal Employees	2024-11-21	5,143.14
16149	Municipal Waste Management	2024-11-21	6,358.77
16150	Oak Lake Mutual Aid District	2024-11-21	1,170.00
16151	Jeff Owens	2024-11-21	121.20
16152	Princess Auto Ltd.	2024-11-21	253.01
16153	Scott Price	2024-11-21	240.00
16154	Minister of Finance	2024-11-21	96,593.90
16155	Receiver General Of Canada	2024-11-21	9,405.74
16156	Southwest Horizon School Div.	2024-11-21	95,693.36
16157	Tasmanian Gravel	2024-11-21	794.72
16158	Thompson Dorfman Sweatman	2024-11-21	811.43
16159	Canadian Pacific Railway Co.	2024-11-29	1,614.00
16160	Duracan	2024-11-29	37.80
16161	Heritage Co-Op 1997 Ltd.	2024-11-29	3,172.31
16162	Manitoba Hydro	2024-11-29	5,251.20
16163	MB Municipal Employees	2024-11-29	5,229.82
16164	AMM Trading Company Ltd	2024-11-29	225.54
16165	OFF THE WALL SIGNS INC	2024-11-29	28.00
16166	Petty Cash - Christine Burton	2024-11-29	292.15

**RM of Whitehead  
Payment Register**

Report Date  
2024-12-02 12:59 PM

Batch: 2024-00101 to 2024-00107

Page 2

Payment #	Vendor	Date	Amount
16167	Wendy Petersen	2024-11-29	700.00
16168	Prairie By-Law Enforcement	2024-11-29	630.00
16169	Receiver General Of Canada	2024-11-29	9,078.17
16170	Rogers	2024-11-29	88.71
16171	Sea Hawk	2024-11-29	1,375.85
Total for Computer Cheque:			<u>1,128,397.32</u>
Total for AP:			<u><u>1,128,397.32</u></u>

**RM of Whitehead  
Payment Register**

Report Date  
2024-12-02 12:59 PM

Batch: 2024-00101 to 2024-00107

Page 3

**Bank Code: RB Visa - Royal Bank Visa**

Payment #	Vendor	Date	Amount
Other			
1	Brandon Computers	2024-11-06	1,364.16
1	Canada Post	2024-11-06	415.80
1	Dollar Tree	2024-11-06	3.93
1	Dollarama	2024-11-06	53.87
1	Ooma Office	2024-11-06	115.69
1	Rocky Mountain Equipment	2024-11-06	1,016.96
1	Titan Certified Tracking Solutions	2024-11-06	144.31
	Total for Other:		<u>3,114.72</u>
	Total for RB Visa:		<u><u>3,114.72</u></u>

Payments Printed: 61

**RM of Whitehead  
Bank Reconciliation Statement  
For the month ended October 31, 2024**

<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Bank Balance at October 31, 2024</td> <td style="width: 15%; text-align: right;">4,001,812.99</td> <td style="width: 55%;"></td> </tr> <tr> <td colspan="3"><b>LESS:</b></td> </tr> <tr> <td colspan="3">Outstanding cheques at October 31, 2024</td> </tr> <tr> <td>14999            41.00</td> <td>16098            2,779.87</td> <td></td> </tr> <tr> <td>15809            30.00</td> <td>16099            35,238.79</td> <td></td> </tr> <tr> <td>15838            38.33</td> <td>16100            1,215.78</td> <td></td> </tr> <tr> <td>15841            1,170.00</td> <td>16103            6,720.60</td> <td></td> </tr> <tr> <td>16012            599.20</td> <td>16106            30.20</td> <td></td> </tr> <tr> <td>16027            336.00</td> <td>16107            6,431.25</td> <td></td> </tr> <tr> <td>16055            724.01</td> <td>16108            24,232.60</td> <td></td> </tr> <tr> <td>16059            23.52</td> <td>16109            1,059.08</td> <td></td> </tr> <tr> <td>16091            422.50</td> <td>16110            4,025.93</td> <td></td> </tr> <tr> <td>16093            92.76</td> <td>16110            389.50</td> <td></td> </tr> <tr> <td>16094            37.80</td> <td>16111            4,268.31</td> <td></td> </tr> <tr> <td>16095            740.77</td> <td>16112            1,825.53</td> <td></td> </tr> <tr> <td>16096            414.91</td> <td>16113            352.47</td> <td></td> </tr> <tr> <td>16097            2,572.50</td> <td>16114            700.00</td> <td></td> </tr> <tr> <td></td> <td>16115            10,228.45</td> <td></td> </tr> <tr> <td></td> <td>16116            876.96</td> <td></td> </tr> <tr> <td>Deposit overage of \$30, corrected November 2024</td> <td style="text-align: right;">30.00</td> <td></td> </tr> <tr style="background-color: #FFD700;"> <td></td> <td style="text-align: right;"><b>(107,648.62)</b></td> <td></td> </tr> <tr> <td colspan="3"><b>ADD:</b></td> </tr> <tr> <td colspan="3">Recorded not yet in Bank (subsequently deposited October 2024);</td> </tr> <tr> <td>Cash    2024-00093            80,226.68            9.90</td> <td></td> <td></td> </tr> <tr> <td>          2024-00094            106,001.47            4,216.50</td> <td></td> <td></td> </tr> <tr> <td>          2024-00095            7,763.26</td> <td></td> <td></td> </tr> <tr> <td>Debit   2024-00093            1,658.45</td> <td></td> <td></td> </tr> <tr> <td>          2024-00094            2,000.00</td> <td></td> <td></td> </tr> <tr> <td>          2024-00095            8,546.41</td> <td></td> <td></td> </tr> <tr> <td>IB       2024-00093            6,066.14</td> <td></td> <td></td> </tr> <tr> <td>          2024-00095            1,978.49            5,499.89            13,955.06</td> <td></td> <td></td> </tr> <tr> <td>          2024-00095            133.00            951.21</td> <td></td> <td></td> </tr> <tr style="background-color: #FFD700;"> <td></td> <td style="text-align: right;"><b>239,006.46</b></td> <td></td> </tr> <tr> <td><b>Adjusted Balance</b></td> <td style="text-align: right; border-top: 1px solid black;"><b>4,133,170.83</b></td> <td></td> </tr> </table>	Bank Balance at October 31, 2024	4,001,812.99		<b>LESS:</b>			Outstanding cheques at October 31, 2024			14999            41.00	16098            2,779.87		15809            30.00	16099            35,238.79		15838            38.33	16100            1,215.78		15841            1,170.00	16103            6,720.60		16012            599.20	16106            30.20		16027            336.00	16107            6,431.25		16055            724.01	16108            24,232.60		16059            23.52	16109            1,059.08		16091            422.50	16110            4,025.93		16093            92.76	16110            389.50		16094            37.80	16111            4,268.31		16095            740.77	16112            1,825.53		16096            414.91	16113            352.47		16097            2,572.50	16114            700.00			16115            10,228.45			16116            876.96		Deposit overage of \$30, corrected November 2024	30.00			<b>(107,648.62)</b>		<b>ADD:</b>			Recorded not yet in Bank (subsequently deposited October 2024);			Cash    2024-00093            80,226.68            9.90			2024-00094            106,001.47            4,216.50			2024-00095            7,763.26			Debit   2024-00093            1,658.45			2024-00094            2,000.00			2024-00095            8,546.41			IB       2024-00093            6,066.14			2024-00095            1,978.49            5,499.89            13,955.06			2024-00095            133.00            951.21				<b>239,006.46</b>		<b>Adjusted Balance</b>	<b>4,133,170.83</b>			<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">GL Balance at October 31, 2024</td> <td style="width: 15%; text-align: right;">4,131,790.74</td> <td style="width: 55%;"></td> </tr> <tr> <td colspan="3"><b>LESS:</b></td> </tr> <tr> <td></td> <td style="text-align: right;">Recording error, corrected in November</td> <td style="text-align: right;">624.85</td> </tr> <tr style="background-color: #FFD700;"> <td></td> <td></td> <td style="text-align: right;"><b>(624.85)</b></td> </tr> <tr> <td colspan="3"><b>ADD:</b></td> </tr> <tr> <td></td> <td style="text-align: right;">Deposit recorded in Nov, money in bank October rounding</td> <td style="text-align: right;">2,000.00 4.94</td> </tr> <tr style="background-color: #FFD700;"> <td></td> <td></td> <td style="text-align: right;"><b>2,004.94</b></td> </tr> <tr> <td><b>Adjusted Balance</b></td> <td></td> <td style="text-align: right; border-top: 1px solid black;"><b>4,133,170.83</b></td> </tr> </table>	GL Balance at October 31, 2024	4,131,790.74		<b>LESS:</b>				Recording error, corrected in November	624.85			<b>(624.85)</b>	<b>ADD:</b>				Deposit recorded in Nov, money in bank October rounding	2,000.00 4.94			<b>2,004.94</b>	<b>Adjusted Balance</b>		<b>4,133,170.83</b>
Bank Balance at October 31, 2024	4,001,812.99																																																																																																																															
<b>LESS:</b>																																																																																																																																
Outstanding cheques at October 31, 2024																																																																																																																																
14999            41.00	16098            2,779.87																																																																																																																															
15809            30.00	16099            35,238.79																																																																																																																															
15838            38.33	16100            1,215.78																																																																																																																															
15841            1,170.00	16103            6,720.60																																																																																																																															
16012            599.20	16106            30.20																																																																																																																															
16027            336.00	16107            6,431.25																																																																																																																															
16055            724.01	16108            24,232.60																																																																																																																															
16059            23.52	16109            1,059.08																																																																																																																															
16091            422.50	16110            4,025.93																																																																																																																															
16093            92.76	16110            389.50																																																																																																																															
16094            37.80	16111            4,268.31																																																																																																																															
16095            740.77	16112            1,825.53																																																																																																																															
16096            414.91	16113            352.47																																																																																																																															
16097            2,572.50	16114            700.00																																																																																																																															
	16115            10,228.45																																																																																																																															
	16116            876.96																																																																																																																															
Deposit overage of \$30, corrected November 2024	30.00																																																																																																																															
	<b>(107,648.62)</b>																																																																																																																															
<b>ADD:</b>																																																																																																																																
Recorded not yet in Bank (subsequently deposited October 2024);																																																																																																																																
Cash    2024-00093            80,226.68            9.90																																																																																																																																
2024-00094            106,001.47            4,216.50																																																																																																																																
2024-00095            7,763.26																																																																																																																																
Debit   2024-00093            1,658.45																																																																																																																																
2024-00094            2,000.00																																																																																																																																
2024-00095            8,546.41																																																																																																																																
IB       2024-00093            6,066.14																																																																																																																																
2024-00095            1,978.49            5,499.89            13,955.06																																																																																																																																
2024-00095            133.00            951.21																																																																																																																																
	<b>239,006.46</b>																																																																																																																															
<b>Adjusted Balance</b>	<b>4,133,170.83</b>																																																																																																																															
GL Balance at October 31, 2024	4,131,790.74																																																																																																																															
<b>LESS:</b>																																																																																																																																
	Recording error, corrected in November	624.85																																																																																																																														
		<b>(624.85)</b>																																																																																																																														
<b>ADD:</b>																																																																																																																																
	Deposit recorded in Nov, money in bank October rounding	2,000.00 4.94																																																																																																																														
		<b>2,004.94</b>																																																																																																																														
<b>Adjusted Balance</b>		<b>4,133,170.83</b>																																																																																																																														

**RM of Whitehead**  
**Bank Reconciliation Statement**  
**For the month ended November 30, 2024**

Bank Balance at November 30, 2024	4,010,832.00	GL Balance at November 30, 2024	2,976,843.34
<b>LESS:</b>		<b>LESS:</b>	
Outstanding cheques at November 30, 2024		Audit entry, resolved Dec/24	89.26
14999           41.00    16152           253.01			
15809           30.00    16153           240.00			
15838           38.33    16154           96,593.90			
16027           336.00   16155           9,405.74			
16119           80.00    16156           95,693.36			
16121           5,026.56   16157           794.72			
16124           1,059.08   16158           811.43			
16134           85.89    16159           1,614.00			
16139           86.24    16160           37.80			
16141           791,804.83   16161           3,172.31			
16142           89.88    16162           5,251.20			
16143           2,362.50   16163           5,229.82			
16144           13,455.42   16164           225.54			
16145           3,774.82   16165           28.00			
16146           11.18    16166           292.15			
16147           134.34   16167           700.00			
16148           5,143.14   16168           630.00			
16149           6,358.77   16169           9,078.17			
16150           1,170.00   16170           88.71			
		16171           1,375.85	
	(1,062,603.69)		(89.26)
<b>ADD:</b>		<b>ADD:</b>	
Recorded not yet in Bank (subsequently deposited October 2024);		rounding	13.88
Cash 2024-0102           28,035.00			
Debit 2024-000			
IB 2024-0102           504.65			
	28,539.65		13.88
<b>Adjusted Balance</b>	<b>2,976,767.96</b>	<b>Adjusted Balance</b>	<b>2,976,767.96</b>

**RURAL MUNICIPALITY OF WHITEHEAD**  
**CONSOLIDATED STATEMENT OF INCOME AND EXPENSES**  
**TO NOVEMBER 30, 2024**

	2024 Budget	2024 Actual	Surplus/ (Deficit)	% 91.7%
<b>EXPENSES</b>				
<b>General Government Services:</b>				
Legislative	83,000.00	70,640.35	12,359.65	85.1
<i>General Administrative</i>				
Wages/Benefits	214,000.00	187,913.50	26,086.50	87.8
Office Operations	81,100.00	63,833.38	17,266.62	78.7
Education & Memberships	13,400.00	9,068.39	4,331.61	67.7
Legal	50,000.00	34,271.08	15,728.92	68.5
Audit	18,200.00	18,200.00	-	100.0
Assessment	37,500.00	35,469.00	2,031.00	94.6
Taxation	4,500.00	4,004.25	495.75	89.0
<i>Other General Government</i>				
Elections	5,500.00	200.00	5,300.00	3.6
Conventions & Memberships	27,000.00	9,385.15	17,614.85	34.8
Damage Claims Liability Insurance	27,000.00	25,179.13	1,820.87	93.3
Grants	1,000.00	100.00	900.00	10.0
Other General Gov - Sundry	2,100.00	1,925.00	175.00	91.7
Strategic Plan / Asset Mgmt	12,000.00	11,219.87	780.13	93.5
Recovery from Utility	(16,335.00)	(11,160.61)	(5,174.39)	68.3
	<u>559,965.00</u>	<u>460,248.49</u>	<u>99,716.52</u>	<u>82.2</u>
<b>Protective Services:</b>				
By-Law Enforcement	10,800.00	9,900.00	900.00	91.7
<i>Fire</i>				
General - 911 per capita fee		8,193.52		
Training/Personnel		32,692.45		
WCB		-		
Operations/Maintenance		29,035.90		
Utilities		5,951.45		
Insurance		13,724.74		
Emergency Measures/MEC	10,000.00	2,265.63	7,734.37	22.7
Flood Control / DFA	20,000.00	-	20,000.00	0.0
Building Inspection	4,000.00	3,300.00	700.00	82.5
Animal & Pest Control	500.00	-	500.00	0.0
	<u>138,900.00</u>	<u>105,063.69</u>	<u>33,836.31</u>	<u>75.6</u>
<b>Transportation Services:</b>				
Wages / Benefits	208,000.00	155,725.04	52,274.96	74.9
Equipment Fuel	110,000.00	75,286.54	34,713.46	68.4
Equipment Repairs & Maintenance	64,680.00	58,095.83	6,584.17	89.8
Equipment Insurance & Registration	17,500.00	22,400.56	(4,900.56)	128.0
Workshop/Yard Operations	43,300.00	16,958.24	26,341.76	39.2
Workshop/Yard - Training	11,500.00	5,311.66	6,188.34	46.2
Signs/Posts	7,500.00	394.08	7,105.92	5.3

**RURAL MUNICIPALITY OF WHITEHEAD**  
**CONSOLIDATED STATEMENT OF INCOME AND EXPENSES**  
**TO NOVEMBER 30, 2024**

	2024 Budget	2024 Actual	Surplus/ (Deficit)	% 91.7%
Road Maintenance - Labour	230,250.00	237,937.50	(7,687.50)	103.3
Road Maintenance - Material	133,000.00	159,962.45	(26,962.45)	120.3
Road Maintenance - Other	2,000.00		2,000.00	0.0
Road Re-Construction	32,400.00	-	32,400.00	0.0
Ditches, Road Drainage & Culverts	80,000.00	95,051.29	(15,051.29)	118.8
Streetlights	4,000.00	3,103.21	896.79	77.6
Traffic Services (CPR Flashers)	14,600.00	13,315.50	1,284.50	91.2
	<u>958,730.00</u>	<u>843,541.90</u>	<u>115,188.10</u>	<u>88.0</u>
<b>Environmental Health Services:</b>				
<i>Nuisance Grounds</i>				
Wages	31,000.00	19,860.24	11,139.76	64.1
Household	60,000.00	43,344.72	16,655.28	72.2
Recycling	25,000.00	19,483.38	5,516.62	77.9
Other	5,000.00	5,295.89	(295.89)	
Gravel Pit	1,000.00	-	1,000.00	
Municipal Wells	1,000.00	1,075.31	(75.31)	107.5
	<u>123,000.00</u>	<u>89,059.54</u>	<u>33,940.46</u>	<u>72.4</u>
<b>Public Health &amp; Welfare Services:</b>				
Cemeteries	12,000.00	9,136.38	2,863.62	76.1
Cenotaph	-	1,150.48	(1,150.48)	
Accessibility	2,500.00	-	2,500.00	0.0
Social Welfare Assistance	2,640.00	2,639.58	0.42	100.0
	<u>17,140.00</u>	<u>12,926.44</u>	<u>4,213.56</u>	<u>75.4</u>
<b>Economic Development Services:</b>				
Planning & Zoning	<u>8,000.00</u>	<u>5,956.72</u>	<u>2,043.28</u>	<u>74.5</u>
<b>Environmental Development Services:</b>				
Rural Area Weed Control	90,000.00	82,746.10	7,253.90	91.9
Veterinary Services	2,300.00	2,254.16	45.84	98.0
Water Resources & Conservation	11,000.00	10,604.43	395.57	96.4
	<u>103,300.00</u>	<u>95,604.69</u>	<u>7,695.31</u>	<u>92.6</u>
<b>Recreation &amp; Cultural Services</b>				
Souris Rec Commission	10,750.00	10,572.05	177.95	98.3
<i>Community Centres/Halls &amp; Skating Rinks</i>				
Whitehead Hall	13,430.00	11,507.22	1,922.78	85.7
Kemnay	9,470.00	22,450.80	(12,980.80)	237.1
Roseland South	1,000.00	2,401.51	(1,401.51)	240.2
Alexander Rink	11,730.00	11,692.88	37.12	99.7
Other Cultural - Fireworks/Playgrounds	13,200.00	13,080.07	119.93	99.1
	<u>59,580.00</u>	<u>71,704.53</u>	<u>(12,124.53)</u>	<u>120.4</u>
<b>TOTALS</b>	<u><b>1,968,615.00</b></u>	<u><b>1,684,106.00</b></u>	<u><b>284,509.01</b></u>	<u><b>85.5</b></u>

**RURAL MUNICIPALITY OF WHITEHEAD**  
**CONSOLIDATED STATEMENT OF INCOME AND EXPENSES**  
**TO NOVEMBER 30, 2024**

	2024 Budget	2024 Actual	Surplus/ (Deficit)	% 91.7%
<b>RESERVES - Expenses to date</b>				
JD872GP Grader Pymts	172,300.00	146,356.11	25,943.89	Machinery
Mower and Arm	18,000.00	16,831.03	1,168.97	Machinery
Mulcher	36,400.00	-	36,400.00	Machinery
Fire Dept Equipment	10,000.00	28.85	9,971.15	Fire Cap
Fire Truck Loan Pymt	33,469.19	33,469.19	-	tax for
Fire Truck Chasse upgrade	38,000.00	52,708.99	(14,708.99)	Fire Cap
WDS Construction / Upgrades	65,000.00	-	65,000.00	WDS
Playground @ Kemnay	10,000.00	10,000.00	-	Recreation
Lagoon Engineer Study	15,000.00		15,000.00	Rural Water
Bulk Water Dispenser	35,000.00	<i>postponed for 2024, re-visit in 2025</i>		Rural Water
WTP Expansion - Phase 2	630,000.00		630,000.00	Rural Water
Road Improvements	20,000.00		20,000.00	Gas Tax
Road and Culvert projects	148,730.86	61,697.02	87,033.84	General
Kemnay Rec Centre Improvements	20,400.00	20,395.82	4.18	Covid Funds
<b>OTHER REVENUE</b>				
Added Taxes	5,000.00	23,154.43	18,154.43	463.1
Tax & Redemption Penalties	28,000.00	37,504.36	9,504.36	133.9
Pasture Lease	28,400.00	28,400.00	-	100.0
Provincial Grazing Leases	1,000.00	1,089.20	89.20	108.9
Sales of Goods (Books/Maps)	500.00	540.00	40.00	108.0
Tax Certificate Revenue	3,000.00	2,920.00	(80.00)	97.3
<u>Sales of Service</u>				
Protective Services (Fire)	25,000.00	19,706.50	(5,293.50)	78.8
Transportation	6,000.00	- 3,051.23	(9,051.23)	-50.9
Municipal Wells	-	-	-	#DIV/0!
Public Health & Welfare (Recycling)	30,000.00	33,493.51	3,493.51	111.6
Cemetery	4,000.00	10,000.00	6,000.00	250.0
<u>Conditional Grants - Federal</u>				
Cda Community Building Fund (Gas Tax)	97,516.00	46,683.00	(50,833.00)	47.9
<u>Conditional Grants - Provincial</u>				
Municipal Operating Grant	200,000.00	153,629.75	(46,370.25)	76.8
Military Memorial Conservation Grant (22/23)	1,010.50	1,010.50	-	100.0
Kemnay Hall Grant	1,000.00	-	(1,000.00)	
Fines - Dogs	-	-	-	
Fines - Police	1,000.00	369.22	(630.78)	36.9
<u>Permits/Licences</u>				
Building (Admin Fees)	1,000.00	1,380.00	380.00	138.0
Admin Fees (Tax Sale / Utility2Taxes/NSF)	1,500.00	1,875.00	375.00	125.0
Licences (Business/Aggregate)	500.00	1,375.00	875.00	275.0
Dog Licences		150.00	150.00	
Conditional Use/Varations	5,600.00	5,905.00	305.00	105.4
Returns from Investments	35,000.00	87,860.61	52,860.61	251.0
<u>Other Income:</u>				



**RURAL MUNICIPALITY OF WHITEHEAD**  
**CONSOLIDATED STATEMENT OF INCOME AND EXPENSES**  
**TO NOVEMBER 30, 2024**

	2024 Budget	2024 Actual	Surplus/ (Deficit)	%
Rebates - Co-op	3,523.00	1,315.00	(2,208.00)	37.3
Insurance Claim		-	-	
Funds from Kemnay Rec Committee for Upgrades to Centre		7,000.00	7,000.00	
Funds from CARM (Kemnay Rec Centre) for Playground		10,000.00	10,000.00	
Grant for Asset Management Plan from FCM		18,882.75	18,882.75	
Other Misc (for Whitehead Hall from United Church)		12,777.44	12,777.44	
<b>TOTAL OTHER REVENUE</b>	<b>478,549.50</b>	<b>503,970.04</b>	<b>25,420.54</b>	<b>105.3</b>

## James Maxon

---

**From:** James Maxon  
**Sent:** December 2, 2024 10:42 AM  
**To:** James Maxon  
**Subject:** FW: A Gray - Subdivision Appeal - Highway/bus safety  
**Attachments:** Current bus route.JPG; AP\_1.pdf; Report to Council.pdf; RM of Whitehead Reolution # 2023-159.pdf; Notice of Appeal.pdf; Hearing Notice.pdf

---

**From:** Allister Gray  
**Sent:** November 20, 2024 10:00 PM  
**To:** [trevort1727@gmail.com](mailto:trevort1727@gmail.com)  
**Cc:** [dfoerster416@gmail.com](mailto:dfoerster416@gmail.com); [keklassen40@gmail.com](mailto:keklassen40@gmail.com); [kaleymykula@outlook.com](mailto:kaleymykula@outlook.com); [jowhc22@gmail.com](mailto:jowhc22@gmail.com); [csemeschukcouncillor@gmail.com](mailto:csemeschukcouncillor@gmail.com); [curtisjstorey@gmail.com](mailto:curtisjstorey@gmail.com)  
**Subject:** A Gray - Subdivision Appeal - Highway/bus safety

Good morning RM of Whitehead Reeve & Council,

I hope you are well. My name is Allister Gray. My wife and I moved into the Alexander area in May 2022. Many of you will know our place as Margaret Skinner's home; the Property ID is 55132 on PR 250, immediately southwest of the CP Rail tracks that head into Alexander. Since 2022 we have completed a major renovation on the house, planted hundreds of trees, repaired/replaced corrals/fences, and brought the big red barn back to life. We're an active family, spending lots of time outdoors enjoying our yard, our horses, and our space. We've also become increasingly involved in the Alexander Gators rec hockey program, where two of our children now play and I help coach. We intend to be here a long time!

Today I'm reaching out to request your engagement on a Manitoba Transportation & Infrastructure (MTI), Highways Branch condition related to our application to subdivide our property. To provide some **background**, below is a brief history:

1. On June 5, 2023, my wife and I submitted a subdivision application to Community Planning. Our proposal was to subdivide 5.96 acres, including the primary dwelling and all associated buildings, from the residual 78.83 acres of agricultural land.
2. On July 19, 2023, Community Planning provided a Report to Council for your consideration. The report included a condition set by MTI, Highways Branch requiring that we agree to the removal of one of the two existing access connections to PR 250 "in order to improve traffic safety and efficiency." Highways Branch indicated they would cover the cost of one access removal.
3. On Aug 14, 2023, RM of Whitehead Council passed Resolution 2023-159 to approve our subdivision proposal, adding some minor conditions to be met.
4. On Aug 16, 2023, Community Planning issued us a Conditional Approval Letter, with one of the conditions being the requirement by MTI, Highways Branch to remove one of our access connections to PR 250.
5. On Sep 3, 2024, my wife and I submitted a Notice of Appeal to The Municipal Board, raising concern that MTI's condition to remove of one of our two access connections to PR 250 would negatively impact the safe school bus pickup/delivery of our children (plus other students

already aboard the bus) on a twice daily basis. We contest that the current dual access offers optimal traffic safety/efficiency, school bus access, and student safety.

6. On Nov 14, 2024, The Municipal Board provided a Notice of Public Hearing related to our appeal. The hearing will take place at 9:30am on Dec 16, 2024 at the RM of Whitehead office in Alexander, MB.

To summarize the **rationale for our appeal**, below are some key points:

1. Our yard is the furthest south property the school bus stops at along PR 250. As such, the bus approaches heading south and must make a 180 degree change of direction to head back north for its subsequent stops.
2. Current state with two access connections to PR 250 allows the 180 degree direction change to take place within the confines of our yard, using normal traffic flow:
  1. Bus slows and makes a right hand turn into our south access;
  2. 180 degree change of direction occurs completely within our yard, requiring no backing up;
  3. Bus uses our north access to approach PR 250 facing forwards, supporting optimal visibility for the driver and facilitating a left turn to head north on PR 250 when safe to do so;
  4. Right-of-way for highway traffic flowing in both north and south directions is unimpeded. The bus exits the highway as any normal turning vehicle. It then re-enters the highway when it is safe to proceed and maintain the flow of traffic. There is no stopping on the highway.
3. MTI, Highways Branch's proposed state with single access would require the bus to completely stop multiple times directly on PR 250 to make a 3 point turn. There is insufficient space for the bus to make the necessary direction change within our yard using either access alone (confirmed by Brandon School Division site visit on Nov 18, 2024). The required maneuver would include:
  1. Pulling into our driveway to pick up/drop off our children, then
  2. Backing completely across the southbound lane, then
  3. Backing directly into the lane of northbound traffic, then
  4. Stopping and eventually accelerating to join northbound traffic (which has likely been interrupted).
4. Distance visibility for northbound traffic approaching our lanes is limited to ~650m by a knoll south of the property. Under good road conditions, this may allow reasonable braking distance for northbound cars after they see a bus backing onto the highway. However, much of the traffic on PR 250 is semi traffic, which could not stop in time for a bus backing into their lane.

I am confident that under most circumstances MTI, Highways Branch's practice to remove as many access points as possible serves to enhance safety and efficiency of traffic. However, in our case their condition serves to increase risk to my children, endanger the other ~15 students already aboard the bus, endanger highway traffic, and unnecessarily hinder traffic flow. It imposes a cost to taxpayers to achieve an outcome that is not in the best interests of travellers or our community's safety. To our knowledge there has never been an accident involving either of our yard's two access connections to PR 250; if you have lived here longer and know differently, please let us know. Our youngest son just entered kindergarten, so a school bus will be stopping in our yard for many years yet, carrying in it children from many other families in our community. Let's keep them safe!

I trust I've provided the context you need to inform a reasonable opinion related to our appeal. ***Here is what I ask: would you please be present for our Public Hearing with The Municipal Board at 9:30am on Dec 16, 2024 at the RM of Whitehead office? If you agree with our position, please speak up in support. If you feel compelled to provide a written submission to The Municipal Board ahead of time, that would reach above and beyond.*** I can confirm that Brandon School Division's Transportation office already intends to make a written submission supporting our position. *Please know, the heart of our appeal is a sincere desire to protect the safety of our children and our community; to ensure prudent use of provincially-administered funds (i.e. our "tax dollars"); and to optimize efficiency/safety for the many travellers who use PR 250.*

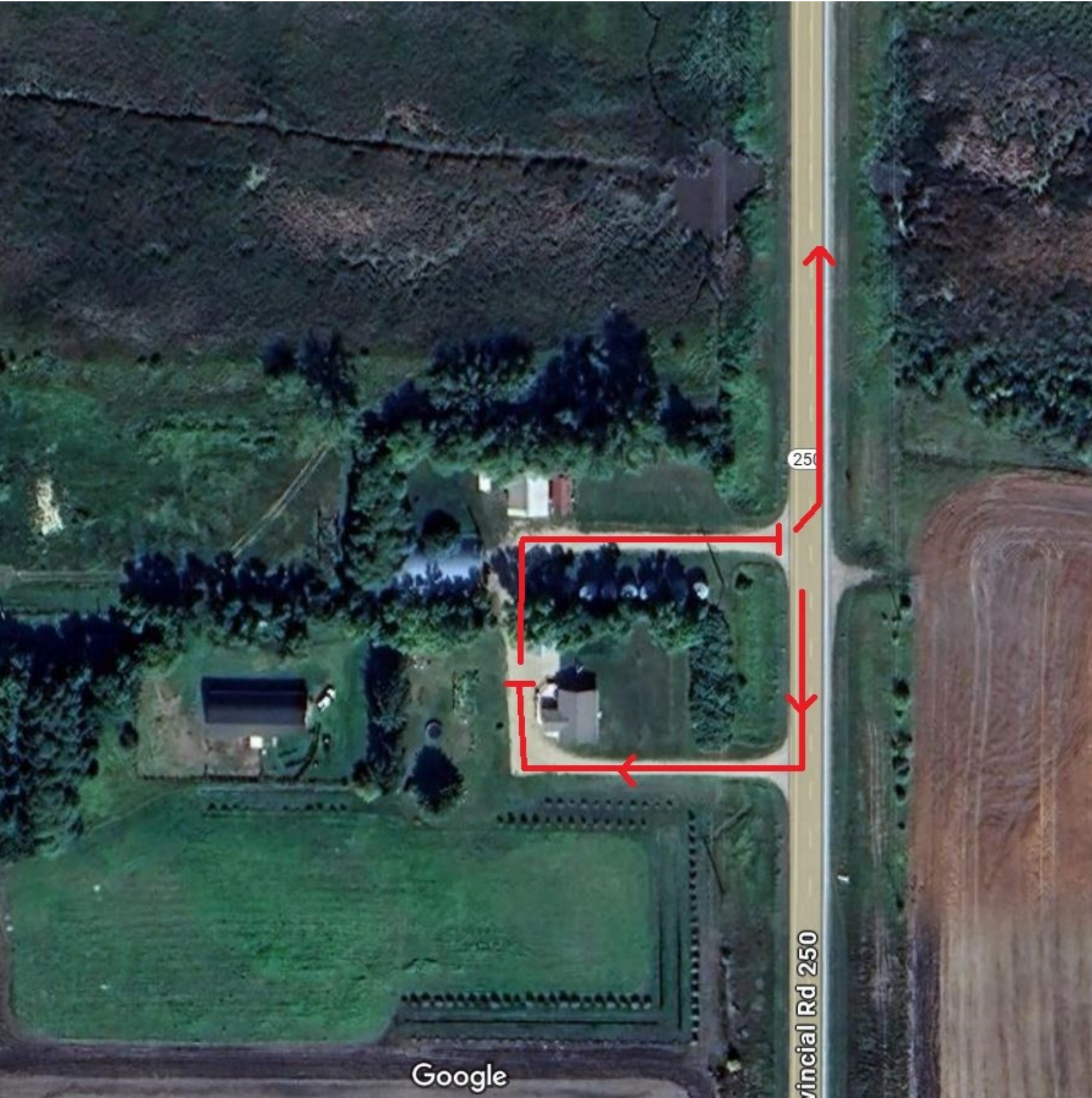
We are grateful for your consideration. Please feel free to contact me directly if you have any questions/suggestions/comments to offer in advance of our hearing.

Sincerely,

Allister (& Jill) Gray  
55132 PR 250  
Alexander, MB  
204-730-3120

Note: In case it is helpful, please find attached several reference items:

1. Current bus route through our yard
2. AP\_1: Aerial view of proposed subdivision
3. Report to Council (July 19, 2023): Original report from Community Planning to RM of Whitehead Council. Page 6 contains the letter from MTI, Highways Branch outlining the requirement to remove one access as a condition of subdivision.
4. Council Resolution 2023-159
5. Notice of Appeal: Letter we submitted to The Municipal Board to formally appeal MTI's condition.
6. Hearing Notice: Notice of public hearing to take place Dec 16, 2024 at 9:30am in Alexander, MB. The Hearing Notice requires that written submissions be filed at least 10 working days prior to the hearing date, so Dec 2 at the latest. There is a hyperlinked form that you need to fill out to accompany a written (or oral) presentation.




# Proposed Subdivision- Whitehead (RM)



Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

NE 9-10-21W

## Legend

 Proposed Subdivision

 Existing Property

Date: June 12, 2023

## File Number:

4202-23-8547

## Applicant:

Allister and Jill Gray

## Notes:

Registered Owner(s): Allister and Jill Gray

Certificate(s) of Title: 3158938

Roll No(s): 79000

Existing Property: 84.79 ac

Proposed Subdivision: 5.96 ac

Residual Land: 78.83 ac

Development Plan: Conservative and Agricultural

Zoning By-Law: AG-Agricultural General

PLEASE SEE THE SUBDIVISION APPLICATION MAP FOR FURTHER DETAILS.





Municipal Relations

Community Planning  
Unit 1B - 2010 Currie Blvd  
Brandon MB R7B 4E7  
T 204-726-6267 F 204-726-7499  
brandoncrp@gov.mb.ca

## Report to Council

---

<b>Date:</b>	July 19, 2023	<b>File:</b>	4202-23-8547
<b>Applicant:</b>	Allister and Jill Gray	<b>Registered Owner:</b>	Allister and Jill Gray
<b>Municipality:</b>	Whitehead (RM)	<b>Proposed Subdivision:</b>	NE-09-10-21-W

### Intent of Subdivision:

**Allister Bryce Gray and Jill Amanda Gray** are the registered owners of the northerly 84.79 acres of the NE9-10-21W. The subject parcel is located approximately one mile south of PTH No. 1 and one mile east of the community of Alexander and the parcel is located on the east side of P.R. No. 250. The majority of the parcel is used for agricultural purposes.

The intent of this application is to sever a 5.96 acre parcel located in the southeast corner of the north half of the NE9-10-21W containing an existing residence, grain bins, Quonset building, barn and two sheds. The application form indicates that the existing owners want to separate the existing dwelling from the surrounding agricultural lands. The existing residence is serviced by a septic field and municipal piped water with the proposed lot also including two water wells (one near the house, the other near the barn). The cultivated lands (shown of the attached colour orthophotos) located within the proposed lot located south of the dwelling to the southerly limit of the existing title were seeded to grass and a shelterbelt planted in 2022. Access to the proposed parcel is from two existing approaches onto PR No. 250 with a third approach onto PR No. 250 providing access to the residual agricultural lands in the extreme northeast corner of the existing parcel. No new accesses are proposed or required.

A Canadian Pacific Rail Line borders the northeast corner of the existing titled parcel. The application form indicates the Alexander Dump / Solid Waste Transfer Station is located to the north and within a mile of the existing titled parcel. The existing parcel has frontage onto PR No. 250. A drain lying north of the proposed lot crosses the existing parcel flowing west to east.

The surrounding land is used for agricultural purposes.

## Agency concerns or requirements:

There were no concerns related to this subdivision. There are a few comments that are intended for information purposes or outline requirements.

- Teranet (Land Titles) - A Plan of Subdivision as proposed is required.
- Manitoba Transportation and Infrastructure, Water Management, Planning and Standards - The minimum criteria which Water Management, Planning and Standards is now utilizing in assessing the flood hazard is the 200 year flood or flood of record, whichever is greater. The 200 year flood level for this location is not known. We recommend that all new permanent structures are confined to lands which are a minimum of 1.5 metres (5 feet) above the ordinary high water level of any nearby waterbody and set back a minimum distance of 30.5 metres (100 feet) from the present high water level of any nearby waterbody as general precautionary measures against flooding and erosion.
- Manitoba Transportation and Infrastructure, Highways Branch will require, as a condition of subdivision, that the owner agree to the removal of one of the two existing access connections to PR 250 from the proposed lot. Manitoba Transportation and Infrastructure will apply on the landowner's behalf and undertake the removal at the department's cost. Please contact Karina Takashima at 204-583-2433 or by email at Access.Management@gov.mb.ca to initiate the process.

## Community Planning Comments and Recommendations:

The following Development Plan and Zoning Bylaws are applicable to this subdivision:

### Whitehead Development Plan:

The land in question is designated as **Conservative / Agricultural Area** in the RM of Whitehead Municipal Development Plan.

**PART 4, Policy 4.3.1 (i), (k) a. and b. Agricultural Policy Areas – Single Lot Subdivisions** of the plan state the following:

- “(i) Land designated ‘Conservative Area / Agricultural Policy Area’ may be subdivided into smaller parcels less than 80 acres but only one subdivision per 80 acre title shall be permitted as provided through subdivisions policies (j) through (n) below.*
- (k) Single lot subdivisions shall be permitted in Agricultural Policy Areas in respect of an existing farmstead site if:*
- a. the site is no longer required as part of an agricultural operation because the associated farmland has been acquired by another agricultural operation; or*
  - b. the subdivision of the farmstead site is necessary to allow the agricultural producer to continue to reside in the existing farm residence upon retirement.”*

This subdivision may be considered for approval by Council under the policies of the Development Plan.

### R.M. of Whitehead Zoning By-law:

The subject quarter section is zoned “**AG**” - **Agricultural General Zone** in the RM of Whitehead Zoning Bylaw.



Lot Description	Zone	Minimum Requirements	Proposed Site Area	Proposed Site Width	Action Required (Variance, Conditional Use)
Proposed Lot 1	"AG"	<ul style="list-style-type: none"> <li>• 2.0 acres site area</li> <li>• 200 ft. site width</li> </ul>	• 5.96 acres	• 510.4 feet	<ul style="list-style-type: none"> <li>• Conditional use order required for non-farm dwelling use.</li> <li>• Variations required to reduce the minimum 125 foot required front yard setback to the dwelling down to the existing 100.4 feet and the 9.38 feet existing for the grain bins.</li> </ul>
Residual Agricultural Lands		<ul style="list-style-type: none"> <li>• 80 acres</li> <li>• 1,000 site width</li> </ul>	• 78.83 acres	• +/- 810 feet	Variation required to reduce the minimum 1,000 foot site width required down to the +/- 810 feet being proposed.

### Additional Information:

- A Canadian Pacific Rail Line borders the northeast corner of the existing titled parcel.
- The Alexander Dump / Solid Waste Transfer Station is located to the north and within a mile of the existing titled parcel.
- The existing parcel has frontage on the west side of PR No. 250.
- A drain lying north of the proposed lot crosses the existing parcel flowing west to east.

### RECOMMENDATION

The proposed subdivision is generally consistent with the policies of the RM of Whitehead Development Plan applicable to the subdivision of existing farm yard sites for retirement purposes in designated "Conservative / Agricultural Areas" and satisfies the RM of Whitehead Zoning Bylaw minimum site size and width requirements for a "non-farm dwelling use" located in the "AG" – Agricultural General Zone.

Provided Council is satisfied that the proposed development conforms to the policies of the Development Plan, this office recommends approval of the subdivision as proposed.

Should Council wish to approve this application to subdivide, the Community Planning Branch recommends the following conditions of approval:

- 1) THAT a Conditional Use Order be applied for and obtained from Council for the proposed "non-farm dwelling" in the "AG" – **Agricultural General Zone**.
- 2) THAT a Variance be applied for and obtained from Council decreasing the minimum site width for the residual lot from 1000 feet to 810 feet site width being proposed in the "AG" – **Agricultural General Zone**.

Please note that approval of the subdivision application will be subject to provincial department and agency requirements.

When Council has dealt with this matter, please send a copy of Council's resolution to this office either approving the proposed subdivision with or without conditions or rejecting it. If Council rejects the subdivision

application, written reasons must be provided. If approval is given, please note in your response to Community Planning Branch whether or not all outstanding property taxes on the land proposed for subdivision have been paid.

Thank you for your prompt attention to this subdivision application. Please be advised that as per Subsection 125(4.1) of The Planning Act, council has 90 days to make a decision on this application. If you have questions regarding this report of the subdivision application please contact the undersigned.

Devin Dietrich  
Community Planner

CC: Allister and Jill Gray

## **Listing of all original comments provided to Community Planning:**

Teranet

Good Morning,  
Land Titles requirements are as follows:  
A Plan of Subdivision as proposed is required.  
Thank you,

**Darren Hlady/Surveys** | Survey Examiner | Teranet Manitoba  
500-200 Graham Ave, Winnipeg, MB R3C 4L5  
Mailing Address: PO Box 70 Winnipeg Main, Winnipeg, MB R3C 2G1  
Office: 1.844.737.5684 ext 1790



Re: Proposed Subdivision  
File No: 4202-23-8547  
Pt. NE ¼ 9-10-21W  
RM of Whitehead  
Owners: Gray

---

In response to your e-mail dated June 19, 2023, we have reviewed the above noted subdivision application. We understand the intent is to create one new residential lot. We note that the proposed lot has frontage and two existing access connections on PR 250. The residual lot has frontage and one existing access connection on both PR 250. No new access connections are proposed.

Based on the information available, we do not object to this subdivision as proposed. In order to maintain or improve traffic safety and efficiency, our policy is to limit or reduce the number of locations at which turning movements occur onto the highway and maximize the spacing between driveways. Wherever possible, we look for the opportunity to remove access connections as they become redundant. Therefore, please include the following condition of approval:

The owner is required to agree to the removal of one of the two existing access connections to PR 250 from the proposed lot. Manitoba Transportation and Infrastructure will apply on the landowner's behalf and undertake the removal at the department's cost. Please contact Karina Takashima at 204-583-2433 or by email at [Access.Management@gov.mb.ca](mailto:Access.Management@gov.mb.ca) to initiate the process.

Please note the following statutory requirements affecting PR 250 at this location:  
Statutory Requirements:

Under the Transportation Infrastructure Act, a permit is required from Manitoba Transportation and Infrastructure to construct, modify, relocate, remove or intensify the use of an access. A permit is also required from Manitoba Transportation and Infrastructure to construct, modify, remove or relocate a structure or sign, or to change or intensify the use of an existing structure (including the alteration of existing buildings) within the 38.1 m (125 ft) controlled area from the edge of the highway right-of-way.

In addition, a permit is required from the Manitoba Transportation and Infrastructure for any planting placed within 15 m (50 ft) from the edge of the right-of-way of this highway. Please let us know if we can be of any further assistance.

Sincerely,

ORIGINAL TO BE SIGNED JUNE 29, 2023

Shannon Burnett

Development Review Technologist

Cc: Western Region

**SUBJECT: Proposal to Subdivide**

**Pt. NE ¼ 9-10-21 WPM**

**RM of Whitehead**

**Registered Owners: Allister and Jill Gray**

The applicant wishes to subdivide a 5.96-acre lot from the present holdings of 84.79 acres to separate the existing yardsite and access from the rest of the agricultural holding.

The minimum criteria which Water Management, Planning and Standards is now utilizing in assessing the flood hazard is the 200 year flood or flood of record, whichever is greater. The 200 year flood level for this location is not known.

We recommend that all new permanent structures are confined to lands which are a minimum of 1.5 metres (5 feet) above the ordinary high water level of any nearby waterbody and set back a minimum distance of 30.5 metres (100 feet) from the present high water level of any nearby waterbody as general precautionary measures against flooding and erosion.

Permanent structures should be set back, from the top of the embankment or shoreline of an adjoining watercourse or waterbody, sufficient distance to allow for erosion and instability, over the ensuing 50 year period.

Angela Howells

Senior Flood Protection Planning Officer  
Water Management, Planning and Standards  
Manitoba Transportation and Infrastructure  
Second Floor, 280 Broadway  
Winnipeg, MB R3C 0R8

File: 4202-23-8547

Applicant: Allister and Jill Gray

Location: NE-9-10-21W1, RM of Whitehead

Proposal: Subdivide a 5.96-acre farmstead from an 84.79-acre parcel leaving a 78.83-acre residual.

I have reviewed this proposed subdivision on behalf of Manitoba Agriculture. This application proposes to subdivide a 5.96-acre farmstead from an 84.79-acre parcel leaving a 78.83-acre residual.

Subdivision of the farmstead can be given consideration under Policy 4.3.1 (i) and (k) of the Rural Municipality of Whitehead Development Plan. No concerns.

Thanks,

Tina

**Tina Harms, M.Sc., P.Ag.**

Land Use Specialist

Land Use and Ecosystem Resilience Branch

[Tina.Harms@gov.mb.ca](mailto:Tina.Harms@gov.mb.ca)

T: 204-761-0701

---

**File No.: 4202-23-8547**

Attention: **Devin Dietrich**

**Re: Proposal to Subdivide  
PT. NE-9-10-21-W  
Whitehead (RM)  
(Owner & Applicant: Allister & Jill Gray)**

---

BellMTS has no new easement requirements with respect to your application numbered **4202-23-8547**

Any removal or relocation of BellMTS existing facilities as a result of the proposed subdivision will be at the expense of the developer and/or customer.

Developer responsibilities (BellMTS Pre-Service Charges, BellMTS Buried Crossings, etc.) can be made available by calling the BellMTS Network Engineering Control Centre at 204-941-4369 or 1-866-756-7642.

To determine if telephone facilities are available in your development and if construction charges will apply please call the MTS ANCO Office at 204-941-4217 or 1-888-570-5394.

Any existing BellMTS services, easement agreements and or caveats affecting the lands to be subdivided will be brought forward on the new plan of subdivision unless otherwise specified.

Should you require further information please contact BellMTS Access Engineering at the numbers listed below.

Regards,

**Grace Bushi**

BellMTS  
Access Provisioning  
Tel: 204-958-1959  
Email: [Grace.Bushi@bellmts.ca](mailto:Grace.Bushi@bellmts.ca)

---

*On behalf of the Drainage and Water Rights Licensing Branch, there are no concerns.*

Water control works required as a result of dividing existing properties into two parcels, lot consolidation, moving property boundaries, etc. will require authorization under the Water Rights Act.

*For additional information, or to obtain authorization to construct water control works, please follow the link below:*

[Environment, Climate and Parks | Province of Manitoba \(gov.mb.ca\)](https://www.gov.mb.ca)

Water control works are defined as any dike, surface or subsurface drain, drainage, improved natural waterway, canal, tunnel, bridge, culvert, borehole or contrivance for carrying or conducting water, that temporarily or permanently alters, or may, alter the flow or level of water, water in a water body, by any means, including drainage or changes, or may change the location or direction of flow of water by any means including drainage.

Sincerely,

**Dan Roberts**

Water Resource Officer

Environment and Climate  
Water Stewardship Division  
Drainage and Water Rights Licensing Branch  
Drainage Section  
Cell: (431) 336-1301

---



**SUBJECT: Subdivision File No.: 4202-23-8547**

Environment and Climate, Environmental Compliance and Enforcement has reviewed the aforementioned subdivision and has no comments or concerns at this time.

Abbey Bingham  
Environmental Compliance and  
Enforcement  
Environment and Climate  
1129 Queens Ave, Brandon  
431-541-7477  
Abbey.Bingham@gov.mb.ca

---

RE: Application(s)

Please be advised of the following Manitoba Hydro/Centra Gas conditions on file **4202-23-8547**:

1. **No easements required**—Manitoba Hydro and Centra Gas Manitoba Inc. have no easement requirements
2. If this application is revised at any time it will be necessary for Manitoba Hydro/Centra Gas to review the file to determine if our easement requirements remain the same.
3. Any removal or relocation of Manitoba Hydro and/or Centra Gas Manitoba Inc. existing facilities as a result of the proposed subdivision will be at the expense of the developer and/or customer.
4. Should you require further electrical or gas services please fill out online form on the [Manitoba Hydro](#) website.

Any inquiries can be sent to [HCSC@hydro.mb.ca](mailto:HCSC@hydro.mb.ca).

Thank you,

Subdivision Coordination Team, Property Department  
Manitoba Hydro  
12<sup>th</sup> Floor - 360 Portage Ave  
Winnipeg MB  
R3C 0G8 Canada  
[hydro.mb.ca](http://hydro.mb.ca)

---

Hi,

Mines Branch has no concerns

Tim Davis  
GIS Specialist  
Mining, Oil and Gas, EDIT  
[Tim.davis@gov.mb.ca](mailto:Tim.davis@gov.mb.ca)  
360-1395 Ellice Ave, Winnipeg, MB  
(204) 945-6525



## RURAL MUNICIPALITY OF WHITEHEAD

, Alexander , Manitoba

August 14, 2023

### RESOLUTION

Resolution # 2023-159

**Agenda Item # 9.1 Regular Meeting of Council**

**Moved By :** Curtis Storey

**Seconded By :** Kevin Klassen

Whereas Allister Bryce Gray and Jill Amanda Gray registered owners of 55132 PR 250 (84.79 acres) made an application for subdivision.

The intent of the application is to sever a 5.96 acre parcel on the northern part of NE9-10-21W which contains an existing residence, grain bins, Quonset building, barn and two sheds. The existing residence is serviced by a septic field, municipal piped water and two water wells.

Therefore Be It Resolved that Subdivision File No. 4202-23-8547 be approved with the following conditions:

- 1- That a conditional use application be approved to allow for a non-farm dwelling in the AG Zone
- 2- That a variation application be approved reducing the minimum 125 foot required front yard setback down to the existing 100.4 ft and 9.38 feet for the existing grain bins.
- 3- That a variation application be approved to reduce the minimum 1,000 foot site width required down to the +/- 810 feet being proposed
- 4- That the \$100.00 subdivision application fee for a single lot be paid to the Rural Municipality of Whitehead
- 5- That a financial levy of \$500.00 be made to the Rural Municipality of Whitehead Fire Capital Reserve Fund By-law No. 2111 for the creation of a new title.
- 6- That any new or restored survey monuments required due to the subdivision are to be paid by the applicant.

**Carried**

I, Danniele Carriere, Chief Administrative Officer of the Rural Municipality of Whitehead hereby certify the foregoing a true and correct copy of Resolution No. 2023-159 as carried by the Council for the RM of Whitehead on August 14, 2023.

  
\_\_\_\_\_  
Rural Municipality of Whitehead

Allister Bryce Gray & Jill Amanda Gray  
PO Box 146  
Alexander, MB  
R0K 0A0  
204-752-2101 (H)  
204-730-3120 (C)

September 3, 2023

The Secretary of The Municipal Board  
1144-363 Broadway  
Winnipeg, MB  
R3C 2N9

Re: Notice of Appeal regarding Manitoba Municipal Relations File No. 4202-23-8547

To The Municipal Board,

Per Section 129(1) of *The Planning Act*, with this letter we appeal condition #3 in the attached Conditional Approval Letter dated August 16, 2023.

Condition #3 states, “Manitoba Transportation and Infrastructure requires the owner to agree to the removal of one of the two existing access connections to PR 250 from the proposed lot.” In our opinion, both existing access points to the proposed lot are important to the safety of our family and community. Specifically, the existing infrastructure permits our children’s school bus to drive into our yard using the south access, safely pick up our children within the protection of our yard, and re-enter the busy highway with forward-facing visibility at the north access. Removing one access point would force difficult maneuvering of the school bus, likely backing the bus onto the busy highway and jeopardizing the safety of our children and approximately 10-15 other local children aboard the bus.

We understand Manitoba Transportation and Infrastructure’s intent in placing this condition is to enhance public safety. In our case removing one access point risks creating the opposite effect.

Thank you for thoughtfully considering our appeal.

Respectfully,

Allister Bryce Gray

Jill Amanda Gray

**NOTICE OF PUBLIC HEARING  
BY THE MUNICIPAL BOARD OF MANITOBA**

**RE: RURAL MUNICIPALITY OF WHITEHEAD – SUBDIVISION APPEAL  
FILE NO. 23B1-0014**

**IN THE MATTER OF: Appeal by Applicant/Owner of the Conditional Approval by the Community Planning Branch of Municipal and Northern Relations (the “Approving Authority”) of the Subdivision of Pt. NE ¼ 9-10-21 EPM in the Rural Municipality of Whitehead (the “Proposed Subdivision”), pursuant to Section 129(1)(a) of *The Planning Act*.**

PUBLIC NOTICE is hereby given that, under the provisions of *The Planning Act*, C.C.S.M. c. P80, and *The Municipal Board Act*, C.C.S.M. c. M240, the Board will hold a public hearing to hear the Appeal.

The public hearing will take place on **Monday, December 16, 2024 at 9:30 a.m.** at the **Rural Municipality of Whitehead Office, 517-2<sup>nd</sup> Avenue, Alexander, Manitoba.**

Any interested person may make a representation on the matter to be considered at the hearing. A person who wishes to make a written and/or oral presentation to the Board must register by filing a completed Public Presenter Form with the Board at least ten (10) working days prior to the hearing.

The Board requires that an interested person who intends on filing a written submission must file four (4) copies of that material with the Board, one (1) copy with the Approving Authority, Community Planning Branch-Brandon Office, and one (1) copy with the Rural Municipality of Whitehead for public viewing at least ten (10) working days prior to the hearing, failing which copies of the written submission must be provided to the Board and the parties at the hearing.

The Public Presenter Form, as well as a copy of this Public Notice and hearing procedures can be found on The Municipal Board website under Public Hearing Notices at [https://www.gov.mb.ca/mr/municipal\\_board/notices.html](https://www.gov.mb.ca/mr/municipal_board/notices.html) . The Rules regarding the procedure to be followed at the hearing can be found on The Municipal Board website under Hearing Procedures at [https://www.gov.mb.ca/mr/municipal\\_board/hearings/index.html](https://www.gov.mb.ca/mr/municipal_board/hearings/index.html) .

If a person wishes to have service in French, or requires an accommodation, they must notify this office 15 days prior to the hearing.

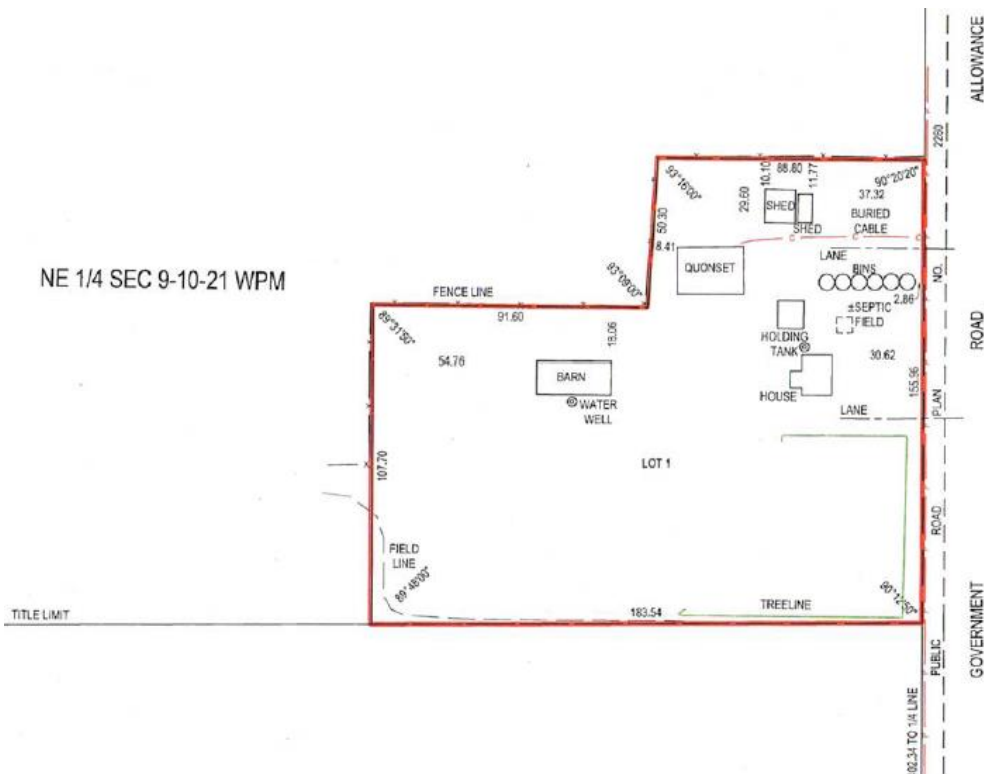
A copy of the Proposed Subdivision, information or documents concerning the Appeal, are available for public viewing at the Rural Municipality of Whitehead office, 517 2nd Avenue, Alexander, Manitoba.

Dated at \_\_\_\_\_, in Manitoba, this \_\_\_\_\_ day of \_\_\_\_\_, 2024

Erin Wills  
Secretary/Chief Administrative Officer  
The Municipal Board  
1144 - 363 Broadway  
Winnipeg, MB R3C 3N9

James Maxon  
Chief Administrative Officer  
Rural Municipality of Whitehead  
517 2nd Avenue, Box 107  
Alexander, MB R0K 0A0

**Subdivision Appeal for Pt. NE ¼ 9-10-21 EPM, Rural Municipality of Whitehead**



October 28, 2024

To the RM of Whitehead Council:

**Topic: Ash Street, Beresford as named according to Google Maps.**

### **History**

In the early 80s, three families chose their Beresford property to start communal living. There was one existing house and two houses were move onto property later. The three houses shared the same driveway heading east off of Moore Street.

In the late nineties, the original three families started moving on in separate directions, necessitating sale of the property, which was subdivided for the purpose of selling.

### **Direction council provided**

In 1998 council mandated the two "eastern" property owners (MacGregor/Mooney and McConkey) to add a driveway that headed south, connecting to a private developed road, known as Ash Street as a condition for them to subdivide and sell their respective properties. This was in order to have the caveats removed from the respective properties that shared one driveway. The RM installed the driveway at the property owners' expense(map attached). Connecting to a private road was either an oversight or a mistake made by the RM at that time.

The principle of road development and maintenance in the RM of Whitehead is that the private landowner develops a road to RM specifications and then the RM takes ownership and maintains the road ongoing. Ash Street was developed decades ago.

The owners of private road/Ash Steet haven't maintained the road in at least 25 years, the RM has.

Beresford community residents regularly use this road as well as many of those from surrounding area.

### **Safety issues**

North Street into Beresford is very poor in winter due to drifting and whenever there is average or higher amount of moisture in spring, fall and summer(North Street picture attached from June 29, 2024). People then use Ash Street as main access to Beresford as the current RM road south out of Beresford (East Railway Street) is a mere 15 ft wide. 120 and Ash Street are 24ft wide allowing for easy passing of traffic that meets.

It is in the best interest of the RM to take over this road. It should have been done long before the mandated driveway be attached to it in 1998.

Unlike the situation council faced with the private driveways connected alongside south side of 1A where the caveats were purposely kept in place to keep the road private, the RM council mandated the owners to put in the new driveway in Beresford to eliminate the caveats on what is now the Merckx family property.

For the numerous facts and reasons stated, the RM needs to take action in making this road public.

Please let us know the direction Council plans to take in this matter as we currently don't have access to a public road without going over private property.

Regards,

Tristan and Tess Manning

Handwritten signature in blue ink, appearing to read "Tristan and Tess Manning".

Trevor Tuttosi

Handwritten signature in blue ink, appearing to read "Trevor Tuttosi".

ENCL





