

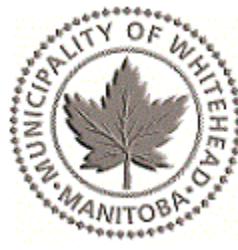


## Rural Municipality of Whitehead

**January 12, 2026 - Regular Meeting of Council - 08:30 AM (RM Office)**

- 1 CALL TO ORDER**
- 2 ADOPTION OF THE AGENDA**
- 3 ADOPTION OF MINUTES AS CIRCULATED**
  - 📎 Regular Minutes - December 8, 2025
  - 📎 Special Minutes - December 15, 2025
- 4 DECLARATION OF CONFLICT OF INTEREST**
- 5 PUBLIC HEARINGS**
  - 5.1 By-law 2025-05 - To Amend Zoning By-law
    - 📎 Zoning Amending By-law 2025-05 - Information Package
- 6 PRESENTATIONS AND DELEGATIONS**
  - 6.1 Souris-Glenwood Vet Board
- 7 BYLAWS AND POLICIES**
  - 7.1 By-law No. 2025-05 - To Amend the Zoning By-law - 2nd Reading
- 8 SUBDIVISION**
- 9 UNFINISHED BUSINESS**
  - 9.1 2026 Emergency Plan
- 10 NEW BUSINESS**
  - 10.1 Municipal Election 2026 - Consultant Proposals
    - 📎 Council Orientation Session Proposal Whitehead - GovFox for Fall 2026
    - 📎 Way To Go Consulting - Whitehead orientation proposal 202511
  - 10.2 Western Caucus Membership
  - 10.3 Audit Recommendation - Payroll Reviews
    - 📎 Administrative Report - Payroll Reviews
  - 10.4 Assiniboine West Watershed District - Oak River Appointments
  - 10.5 Employee Vacation, Banked Overtime and Sick Time Balance
    - 📎 2025 Employee Vacation, Banked Overtime and Sick Time Balance
  - 10.6 Interest & Late Fees
  - 10.7 2026 Tax Sale
- 11 ACCOUNTS**
  - 11.1 Accounts

- 11.2 Bank Reconciliation
  - ⌚ October 2025 Bank Reconciliation
  - ⌚ November 2025 Bank Reconciliation
- 11.3 Budget to Actual
  - ⌚ Preliminary December 2025 Budget to Actual
- 12 COMMITTEE AND BOARDS REPORTS
- 13 CORRESPONDENCE
  - ⌚ Reimer - Reimbursement of Interest
- 14 NOTICE OF MOTION
- 15 IN CAMERA
- 16 Adjournment



## Rural Municipality of Whitehead Meeting Minutes

Regular Meeting of Council December 8, 2025 - 05:30 PM (RM Office)

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

Regrets: Councillor Chris Semeschuk, Councillor Kevin Klassen

**1 CALL TO ORDER**

**2 ADOPTION OF THE AGENDA**

2025-212

Councillor Mykula - Councillor Owens

Resolved that the Agenda be adopted as presented.

**CARRIED UNANIMOUSLY**

**3 ADOPTION OF MINUTES AS CIRCULATED**

2025-213

Councillor Foerster - Councillor Mykula

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

**CARRIED UNANIMOUSLY**

**4 DECLARATION OF CONFLICT OF INTEREST**

**5 PUBLIC HEARINGS**

2025-214

Councillor Owens - Councillor Storey

Be it resolved that the regular meeting of council be recessed to allow council to hold a Public Hearing to receive representations for any person who wishes to make them in respect to the following:

Conditional Use Application 2025-02 - Mahmud - 112 Dundee St

Time: 5:32 pm

**CARRIED UNANIMOUSLY**

**5.1 Conditional Use Application 2025-02 - Mahmud - 112 Dundee St**

2025-215

Councillor Storey - Councillor Owens

Whereas all representatives in regard to matters listed below have been dealt with:

Conditional Use Application 2025-02 - Mahmud - 112 Dundee St

Therefore be it resolved that the public hearing be concluded, and council resume its normal order of business.

Time: 5:44 pm

**CARRIED UNANIMOUSLY**

**5.1.1 Conditional Use Application 2025-02 - Mahmud - 112 Dundee St**

2025-216

Reeve Tuttosi - Councillor Foerster

Whereas Taufiq Mahmud applied for a Conditional Use to allow for a two-unit dwelling located at 112 Dundee Street in the "RS" Residential Serviced Zone.

And whereas a public hearing was held this day to hear any representation for or against the application.

Therefore, be it resolved that Conditional Use application CO2025-02 be approved with the following conditions:

1. That any dwelling moved onto the property must be in compliance with provisions of the current Zoning By-law, Building Standards By-law, and any applicable Provincial Acts, codes and regulations.
2. That any proposed pre-built structure is to be inspected for compliance by the Municipal Building Inspector prior to move and again once the structure has been installed on site, at the cost of the applicant.

At the request of Councillor Owens, a recorded vote was taken.

Name	Yes	No	Abstained	Absent
Dennis Foerster	✓			
Kevin Klassen				✓
Kaley Mykula		✓		
Jeff Owens		✓		
Chris Semeschuk				✓
Curtis Storey	✓			
Trevor Tuttosi	✓			
<b>CARRIED</b>				

## **6 PRESENTATIONS AND DELEGATIONS**

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

Councillor Mykula - Councillor Foerster

That the presentation by Carole Williams, on behalf of Souris Valley Recreation, be received.

**CARRIED UNANIMOUSLY**

## **7 BYLAWS AND POLICIES**

## **8 SUBDIVISION**

## **9 UNFINISHED BUSINESS**

### **9.1 Souris-Glenwood Vet Board - Grant Request**

Councillor Foerster - Councillor Storey

Whereas the Souris-Glenwood Vet Board is seeking additional support from its municipal partners to increase the annual matched provincial funding;

Be it resolved that the request for additional 2025 grant monies in the amount of \$408.16 to support the Souris-Glenwood Vet Board be approved.

**DEFEATED**

## **10 NEW BUSINESS**

### **10.1 2025-2030 Strategic Plan - Annual Update**

Councillor Owens - Councillor Storey

Be it resolved that the annual report with respect to strategic plan actions be received.

**CARRIED UNANIMOUSLY**

2025-217

2025-218

2025-219

2025-220

**10.2 Appointment of Deputy Reeve**  
Councillor Storey - Reeve Tuttosi

Be it resolved that Councillor Owens be appointed Deputy Reeve.

**CARRIED UNANIMOUSLY**

2025-221

**10.3 Donations 2025**  
Reeve Tuttosi - Councillor Storey

Resolved that the Rural Municipality of Whitehead make the following donations for 2025:

Roseland Cemetery	\$150
Alexander 4H	\$200
Roseland 4H	\$200
Ronald McDonald House	\$150
STARS	\$150
<u>HEART</u>	<u>\$150</u>
Total	\$1,000

**CARRIED**

2025-222

**10.4 Audit 2024**  
Councillor Mykula - Councillor Foerster

Resolved the audited consolidated financial statements for the year ended December 31, 2024 be approved.

**TABLED**

2025-223

**10.4.1 Tabling Motion**  
Reeve Tuttosi - Councillor Storey

That the above motion be tabled to a Special Meeting of Council to be held December 15, 2025.

**CARRIED UNANIMOUSLY**

2025-224

**10.5 Interim Budget 2026**  
Councillor Foerster - Councillor Storey

Whereas Section 163 of the Municipal Act states that council may adopt an interim operating budget to have effect only until the council adopts the operating budget for the fiscal year.

Therefore be it resolved that the following budget interim expenditures be set for 2026:

1. General Services	\$200,000.00
2. Protective Services	\$100,000.00
3. Transportation Services	\$300,000.00
4. Environmental Health Services	\$50,000.00
5. Public Health & Welfare Services	\$25,000.00
6. Environmental Development Services	\$40,000.00
7. Economic Development Services	\$50,000.00
8. Recreation & Cultural Services	\$25,000.00
9 Fiscal Services	\$200,000.00

**CARRIED UNANIMOUSLY**

**10.6 Christmas Parade**

Council discussed availability and possible participation in the upcoming Christmas Parade.

2025-225      **10.7 Munisoft - Budget Module**  
Reeve Tuttosi - Councillor Owens  
Be it resolved that Administration is approved to purchase the Munisoft Budget Extension and Bank Reconciliation programs prior to year end in order to take advantage of the 2025 discount offerings.  
**CARRIED UNANIMOUSLY**

2025-226      **10.8 2026 Emergency Plan**  
Councillor Owens - Councillor Storey  
Be it resolved that the 2026 Emergency Plan be adopted as presented.  
**TABLED**

2025-227      **10.8.1 Tabling Motion**  
Reeve Tuttosi - Councillor Mykula  
That the above motion be tabled to the January 12, 2026 regular meeting of Council.  
**CARRIED UNANIMOUSLY**

11      **ACCOUNTS**

2025-228      **11.1 Accounts**  
Councillor Storey - Councillor Owens  
Resolved that the List of Accounts as paid for November 2025, cheques numbers #16676 to #16714, EFT numbers #81 to #93 (both inclusive) and 3 auto withdrawals for a total of \$1,401,707.01 and Direct Deposit Register totaling \$40,465.33 inclusive of payroll and council indemnity as per by-law no. 2023-01 be approved.  
**CARRIED UNANIMOUSLY**

2025-229      **11.2 November 2025 Budget to Actual**  
Reeve Tuttosi - Councillor Mykula  
That the November 2025 year-to-date budget to actual report be approved as presented.  
**CARRIED UNANIMOUSLY**

12      **COMMITTEE AND BOARDS REPORTS**

12.1      **Fall 2025 AMM Convention - Verbal Reports**

12.2      **LUD Report - November 2025**

2025-230      **13 CORRESPONDENCE**  
Councillor Foerster - Councillor Owens  
Resolved that the Correspondence listed below be received;  
- RCMP Policing Report  
**CARRIED UNANIMOUSLY**

14      **NOTICE OF MOTION**

15      **IN CAMERA**  
Councillor Owens - Councillor Storey  
BE IT RESOLVED THAT this regular meeting now adjourns to an “in camera” meeting to discuss matters in the preliminary stages as per Subsection 152(3)(b)(iii) of The Municipal Act and all matters discussed in-camera are confidential until discussed in an open meeting as per Section 83(1)(d) of The Municipal Act.  
**CARRIED**

**15.1 Personnel & Property Matters**

**15.2 Back To Open Session**

Reeve Tuttosi - Councillor Storey

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

**CARRIED UNANIMOUSLY**

**16 Adjournment**

Reeve Tuttosi - Councillor Storey

Resolved that we now adjourn to meet again on December 15, 2025 at 5:30 p.m. for a Special Council meeting or at the call of the Reeve.

Time: 8:36 p.m.

**CARRIED UNANIMOUSLY**

DRAFT



## Rural Municipality of Whitehead Meeting Minutes

**Special Meeting of Council December 15, 2025 - 05:30 PM (Microsoft TEAMS)**

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

Regrets: Councillor Kaley Mykula

**1 Call to Order**

**2 Adoption of The Agenda**

2025-234

Councillor Storey - Councillor Foerster

Resolved that the Agenda be adopted as presented.

**CARRIED UNANIMOUSLY**

**3 Unfinished Business**

**3.1 Audit 2024**

2025-235

Reeve Tuttosi - Councillor Storey

That the pending motion with respect to the audited financial statements for 2024 be taken from the table.

**CARRIED UNANIMOUSLY**

**3.1.1 Tabled Motion**

2025-222

Councillor Mykula - Councillor Foerster

Resolved the audited consolidated financial statements for the year ended December 31, 2024 be approved.

**CARRIED UNANIMOUSLY**

**4 Adjournment**

2025-236

Reeve Tuttosi - Councillor Storey

Resolved that we now adjourn to meet again on January 12, 2026 at 8:30 a.m. for a Regular Council meeting or at the call of the Reeve.

Time: 6:17 p.m.

**CARRIED UNANIMOUSLY**

RURAL MUNICIPALITY OF WHITEHEAD  
BY-LAW NO. 2025-05

BEING a By-law of the Rural Municipality of Whitehead to amend the Rural Municipality of Whitehead Zoning By-law No. 2021-04, as amended.

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

AND WHEREAS Section 80 of *The Planning Act* provides that a Zoning By-law may be amended;

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

1. Appendix "A": Zoning Map 1 of By-law No. 2021-04 is hereby amended as follows:

a. Parcel: All that portion of the NW ¼ of 33-10-20 WPM which lies to the north of the northerly limit of road Plan 481 BLTO except road Plan 24661 BLTO except Plan 51049 as shown on the map attached hereto and marked as Schedule "A" of this by-law is hereby re-zoned:

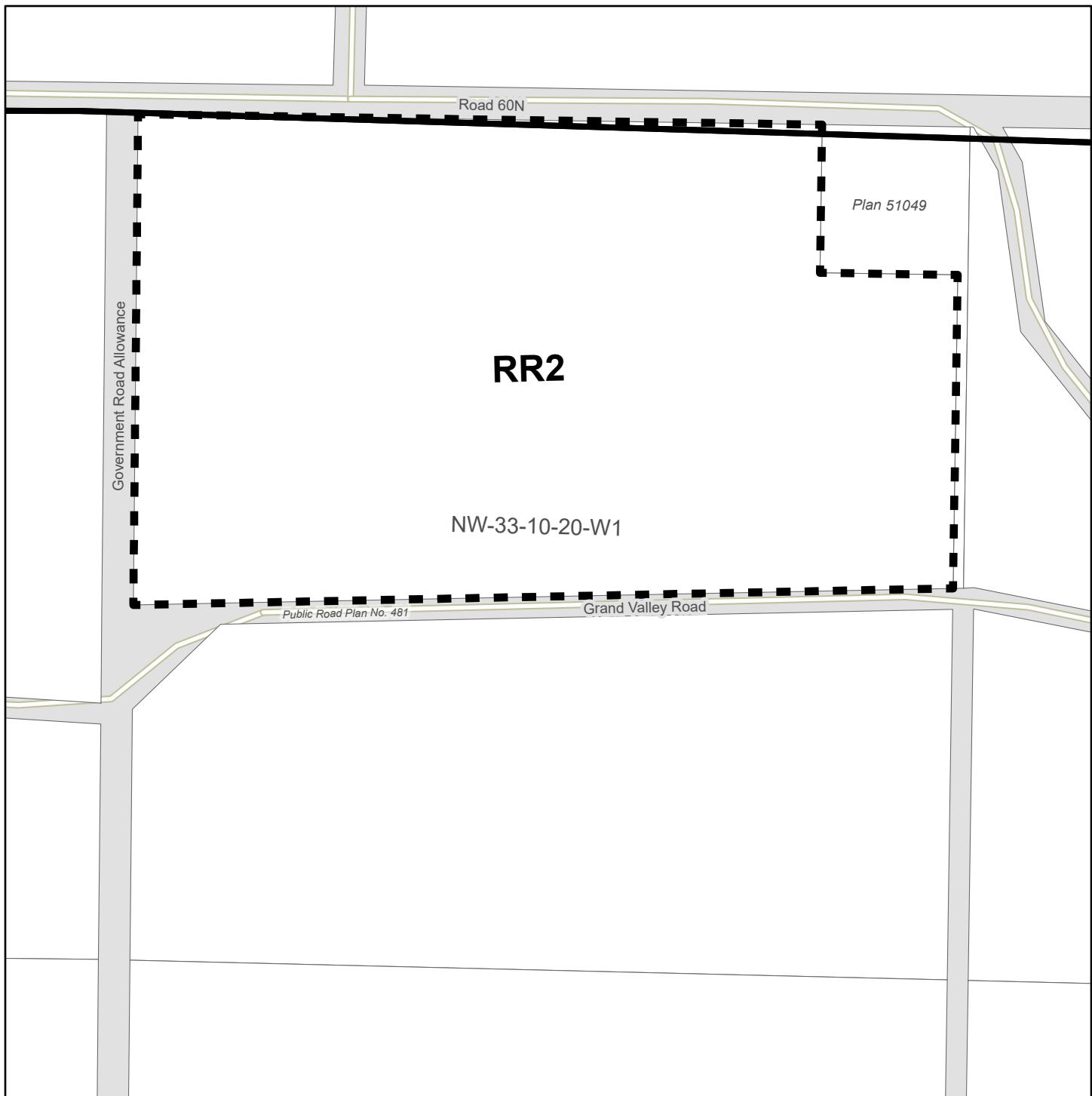
FROM: "AG" Agricultural General

TO: "RR2" Rural Residential

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

Reeve

## Chief Administrative Officer



## Schedule "A"

Attached to By-law No. 2025-05  
of the RM of Whitehead amending Map  
1 of the Rural Municipality of Whitehead  
Zoning By-law No. 2021-04.

Pt. NW-33-10-20-W1

 Limit of area affected

From: "AG" Agriculture General  
To: "RR2" Rural Residential



0 70 140 280 420 Feet  
0 20 40 80 120 Metres

Date: Sep-02-2025  
Map name: BL 2025-05

  
Manitoba Municipal Relations  
Community Planning



# NOTICE OF PUBLIC HEARING

## UNDER THE PLANNING ACT

NOTICE IS HEREBY GIVEN that Council of the Rural Municipality of Whitehead will be conducting a Public Hearing to receive representations from any persons who wish to make them in respect to the following matter:

### BY-LAW NO. 2025-05

#### BEING AN AMENDMENT TO THE RM OF WHITEHEAD ZONING BY-LAW NO. 2021-04

**TO REZONE ALL THAT PORTION OF THE NW ¼ OF 33-10-20 WPM WHICH LIES TO THE NORTH OF THE NORTHERLY LIMIT OF ROAD PLAN 481 BLTO EXCEPT ROAD PLAN 24661 BLTO EXCEPT PLAN 51049**

**FROM: "AG" AGRICULTURAL GENERAL**

**TO: "RR2" RURAL RESIDENTIAL**

**DATE OF HEARING:** Monday, January 12, 2026

**TIME OF HEARING:** 8:30 AM

**LOCATION:** Council Chambers, Municipal Office, 517 Second Avenue

#### **COMMONLY ASKED QUESTIONS**

##### **What happens at the hearing?**

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

##### **Do I have to attend the hearing?**

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

##### **Where can I get more information?**

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

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

You may submit written comments to the Chief Administrative Officer no later than **January 9, 2026** ([cao@rmofwhitehead.ca](mailto:cao@rmofwhitehead.ca)). Be advised that all correspondence becomes public information, therefore personal information {names, addresses etc.} contained in the correspondence could be released to the public.

Dated this 12<sup>th</sup> day of December 2025  
James Maxon, CAO



0 5  
SCALE IN KILOMETRES

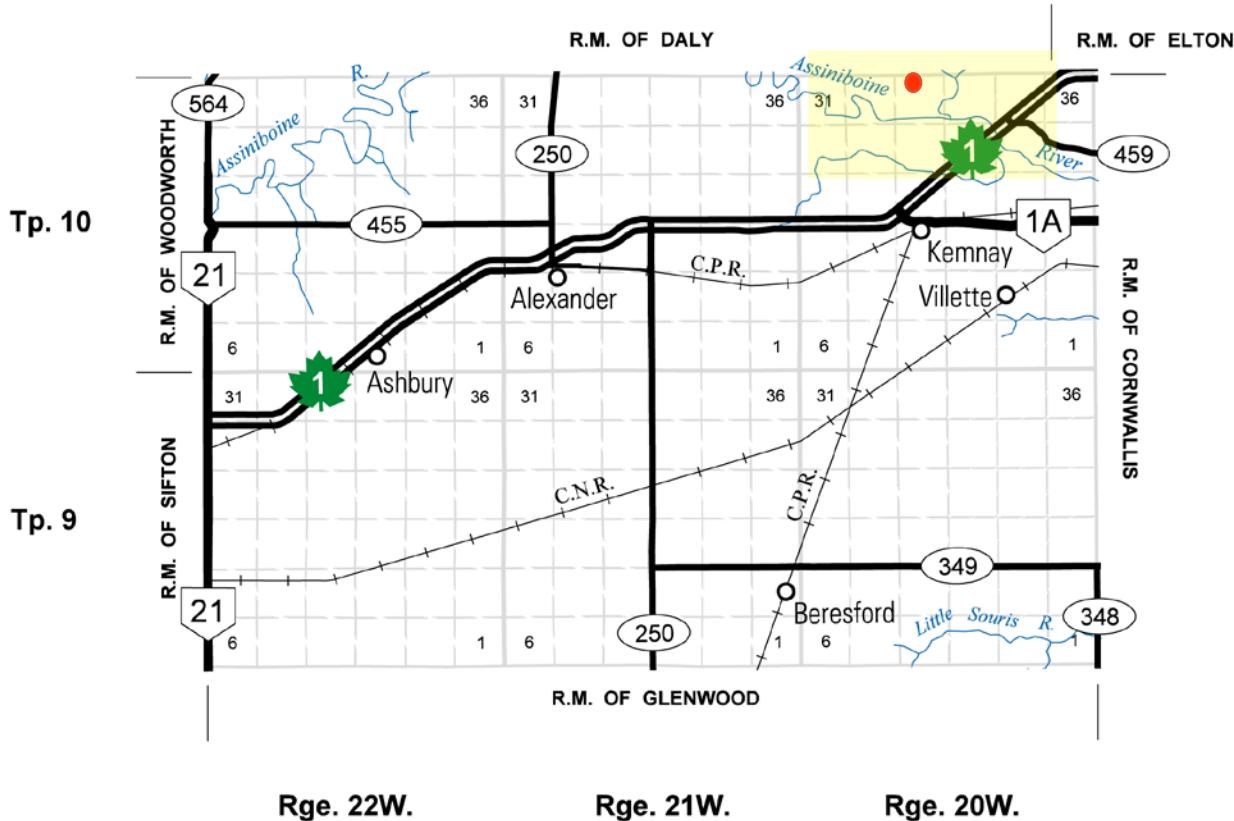
# R.M. OF WHITEHEAD

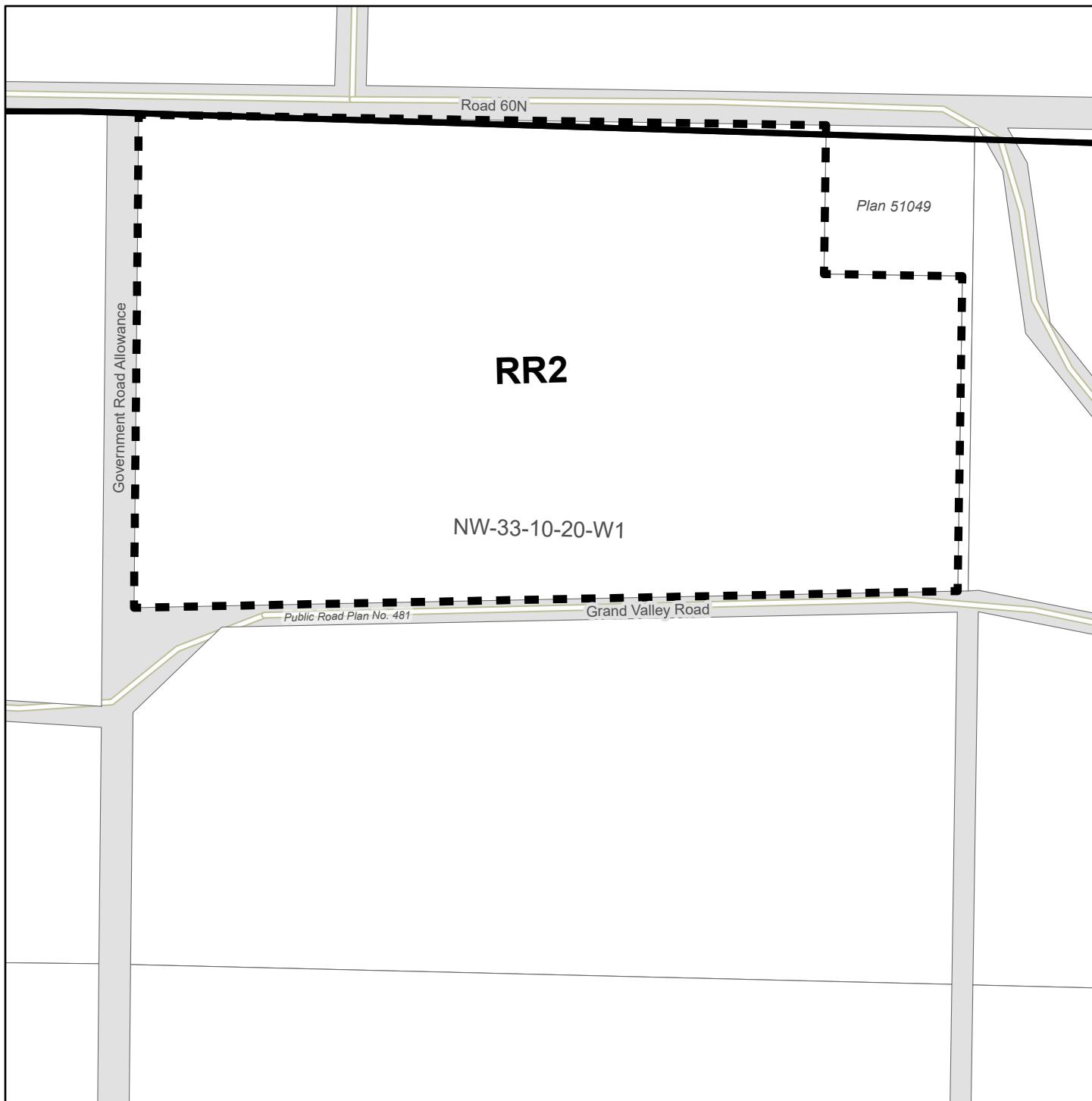
MAP REVISED:-

MANITOBA  
TRANSPORTATION AND GOVERNMENT SERVICES  
HIGHWAY PLANNING AND DESIGN BRANCH  
DRAFTING SECTION  
WINNIPEG  
JANUARY, 2004

## LEGEND

TRANS-CANADA HIGHWAY .....		ACCESS ROADS .....	
PROVINCIAL TRUNK HIGHWAYS .....		RAILWAYS .....	
PROVINCIAL ROADS .....			





## Schedule "A"

Attached to By-law No. 2025-05  
of the RM of Whitehead amending Map  
1 of the Rural Municipality of Whitehead  
Zoning By-law No. 2021-04.

Pt. NW-33-10-20-W1

 Limit of area affected

From: "AG" Agriculture General  
To: "RR2" Rural Residential



0 70 140 280 420 Feet

0 20 40 80 120 Metres

Date: Sep-02-2025  
Map name: BL 2025-05

  
Manitoba Municipal Relations Community Planning



**Municipal and Northern Relations**  
Brandon Community Planning Branch  
Unit 1B – 2010 Currie Blvd  
Brandon, Manitoba R7B 4E7  
T 204-726-6267 F 204-726-7499  
[BrandonCRP@gov.mb.ca](mailto:BrandonCRP@gov.mb.ca)

October 21, 2025

Mayor and Members of Council  
Rural Municipality of Whitehead  
517 – 2<sup>nd</sup> Avenue  
Box 107  
Alexander, MB R0K 0A0

**RE: Rural Municipality of Whitehead  
Bylaw No. 2025-05  
Amendment to Zoning By-law 2021-04**

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The above noted bylaw has been circulated to government departments and agencies for review and comment following first reading on September 15, 2025. All comments are attached in Appendix A. NOTE: Council should provide a copy of this report and copies of all comments received to the development proponent for review and consideration at the public hearing. This report summarizes all provincial departmental responses received. There are no formal provincial objections to the bylaw.

**Next Steps:**

Between first and second reading of a zoning bylaw, council must hold a public hearing. If there are no local or provincial objections raised at the required public hearing, council may choose to give the bylaw second and third reading after it closes the hearing. If objections are made orally or in writing at the hearing and council gives the bylaw second reading with outstanding objections, it must provide written notice of the bylaw having received second reading to objectors. This is outlined in section 77(3) and (4) of *The Planning Act*. If council receives several objections, as identified in 77(5), and meets the definition of sufficient objections under the Act (73.1(1-4)), council must then issue notice of second reading. If sufficient objections are received in response to notice of second reading, council must then refer the bylaw and objections to the Municipal Board.

Sincerely,

Isaac Omonaiye  
Community Planner

## **Appendix A**

I have reviewed Zoning By-law Amendment No.2025-05 for the RM of Whitehead on behalf of Manitoba Agriculture. The by-law proposes to re-zone Pt. NW 33-10-20W from “AG” Agriculture General to “RR2” Rural Residential Zone.

The re-zoning is consistent with the Rural Residential designation (DPA 2024-08) therefore our department does not express concerns.

Regards,  
Sheila

**Sheila Cook, P.Ag.**  
Agricultural Planning Specialist  
[Sheila.Cook@gov.mb.ca](mailto:Sheila.Cook@gov.mb.ca)  
T: 204-365-0923

Please be advised of the following Manitoba Hydro/Centra Gas conditions on file :

1. Manitoba Hydro and Centra Gas Manitoba Inc. have no concerns with the Zoning By-Law amendment.
2. If this application is revised at any time, it will be necessary for Manitoba Hydro/Centra Gas Manitoba Inc. to review the file to determine if our concerns remain the same.
3. If there are existing Manitoba Hydro and/or Centra Gas easements on the titles, any building and/or construction affecting our easements will require approval prior to work beginning and can be applied for through [SecondaryLandUse@hydro.mb.ca](mailto:SecondaryLandUse@hydro.mb.ca).
4. Visit Click Before You Dig <http://clickbeforeyoudigmb.com/> in advance of any excavating.
5. Any removal or relocation of Manitoba Hydro and/or Centra Gas Manitoba Inc. existing facilities as a result of the proposed will be at the expense of the developer and/or customer.
6. Future electrical and or gas service can be obtained by submitting the online form on the [Manitoba Hydro](#) website.

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

Subdivision Coordination Team  
Manitoba Hydro, Property Department  
12<sup>th</sup> Floor – 360 Portage Ave  
Winnipeg, MB  
R3C 0G8 Canada



The Land Branch has no comments on the RM of Whitehead Zoning By-law Amendment No 2025-05.

Thank you

**Oladipo Akinpelumi**  
Resource Planning Specialist  
Lands Branch  
Natural Resource Stewardship Division  
Department of Natural Resources and Indigenous Futures  
Box 25 – 14 Fultz Boulevard | Winnipeg MB R3Y 0L6  
Cell: 204-583-0355



**MapCRP**

No comment.

Thank you,

**Kim Violeau-Dunthorne**

Email: [Kim.Dunthorne@gov.mb.ca](mailto:Kim.Dunthorne@gov.mb.ca)

Phone: (204) 441-0444

We have no concerns for this file. The site is somewhat near the joining of the Little Saskatchewan and Assiniboine Rivers but is upland enough, so it is adequately above the flood protection levels for the area.

Thanks,

**Matthew Sebesteny**

Development Review Specialist

Hydrologic Forecasting & Water Management Branch  
Manitoba Transportation & Infrastructure

We have reviewed the RM of Whitehead ZBL amendment 2025-05 and have no concerns. The land being re-zoned has frontage along a municipal road.

Thank You

**Jeff DiNella**

*Senior Development Review Technologist  
Manitoba Transportation and Infrastructure  
Highway Design  
Cell: (204) 430-7176*

1420-215 Garry Street  
Winnipeg, MB R3C 3P3



Petroleum Branch has no concerns

Leonen Leonardo  
[Leonardo.Leonen@gov.mb.ca](mailto:Leonardo.Leonen@gov.mb.ca)

Currently Westman Communications Group has no concerns regarding this. Thanks for your consideration.

Sincerely,

**Matthew Langan**

Planning & Design Technician / Planning & Design

Westman Communications Group

📍 624 B 14 St. E. • Brandon, MB • R7A 7E1

📦 Shipping Address: 1906 Park Ave. • Brandon, MB • R7B 0R9

📞 204.724.6823 📞 204.717.2264 📲 204.728.2086

✉️ [langanm@westmancom.com](mailto:langanm@westmancom.com)



The responsibility lies with the local government or planning district to ensure that all bylaws, zoning bylaws, development plans, and amendments thereof are in compliance with the Water Rights Act, the Water Rights Regulation, and the policies, procedures and requirements of the Drainage and Water Rights Licensing Branch – Drainage Section. Water Control Works associated with any future development require authorization under the Water Rights Act prior to construction or installation.

Note #1 - Any filling or draining of regulated wetlands (Class 3, 4 or 5) constitutes the construction of water control works.

Note #2 – Class 6, 7 and Unimproved organic soils (ag capability) cannot be drained.

Rick Pemkowski CD

Water Resource Officer  
[Rick.pemkowski@gov.mb.ca](mailto:Rick.pemkowski@gov.mb.ca) Cel: 204 761-0013

## **Concerns**

Further to your e-mail regarding the above noted application, the Manitoba Historic Resources Branch (HRB) has examined the locations in conjunction with Branch records for areas of potential concern. Notably, the development footprint is located near the confluence of the Little Saskatchewan River and the Assiniboine River, near numerous known archaeological sites and sites of a sensitive. These factors, although not exclusive to the analysis, indicate a reason to believe that any future planned ground disturbance, activity, and/or development within the area has the potential to impact heritage resources, therefore, the Historic Resources Branch has concerns.

## **Legislation**

Under Section 12(2) of [The Heritage Resources Act](#) (the Act), if there is reason to believe that heritage resources or human remains upon or within or beneath lands are likely to be damaged or destroyed by any work, activity, development or project, then the Minister may require a proponent to apply for a heritage permit and conduct at his/her own expense, a heritage resource impact assessment (HRIA) and mitigation, prior to the project's start. As per sections 46 and 51 of the Act, there is an obligation to report any heritage resources and a prohibition on destruction, damage or alteration of said resources. A Heritage Resource Impact Assessment (HRIA) is an assessment showing the impact that proposed work is likely to have upon heritage resources or human remains. HRAs must be conducted by a qualified archaeological consultant under a heritage permit. Please find attached a flow chart outlining the general process of an HRIA.

## **HRIA Expectations**

The Branch will work with the proponent/land owners and its consultant to draw up terms of reference for this project. Please allow for HRIA timelines in your planning as HRAs are conducted in snow and frost-free conditions. Any exceptions require planning and consultation with the HRB.

Please find attached an archaeological consultants' list for reference. Due diligence should be conducted in order to assess quotes, services, and timelines.

If you have any questions, please contact as above for proper assignment and queueing.

*Historic Resources Branch  
Archaeological Assessment Services Unit*

Enclosures: HRIA flowchart and list of heritage consultants

January 6, 2026

To Whom It May Concern

I, Darlene Janssen, am writing to formally object to Bylaw No. 2025-05 to rezone all That Portion of The NW ¼ of 33-10-20WPM Which Lies to the North of the Northerly Limit of Road Plan 481 BLTO Except Road Plan 24661 BLTO Except Plan S1049 from "AG" Agricultural General to "RR2" Rural Residential. The previously described property lies directly across the road to the north of my active agricultural operation.

**Background:**

My property, located to the south of NW 33-10-20 (referred to as "applicant's land" going forward), has operated as an active family run agricultural operation involving both livestock and crops for over 35 years. Proceeds from our agricultural operations have always, and continue today, to serve as our family's main source of income. As such our agricultural operation cannot and should not be described as a hobby farm. The forage crops grown on our land supply feed to a long standing southwest Manitoba business that has established themselves as leaders in the Western Canadian livestock brokerage industry.

Prior to our purchasing our farmland, the previous owner also operated the site as an active agricultural operation. The majority of our land is class 1 Agricultural land with a much smaller portion of it class 2 Agricultural land. There are no plans to cease active agricultural operations on the site. Once the time comes when I no longer am able to work the lands, my son who is already operationally familiar with all facets of our agricultural operations will take over the family run farm.

The lands immediately adjacent to my property, with the exception of the "applicant's land) continue to operate as active agricultural operations including livestock grazing and crop production. It should be noted that for decades the "applicant's land" was used for grazing cattle by my family as well as another nearby farmer. At the request of the property owner, grazing our cattle on the "applicant's land ceased approximately 4-5 years ago, leaving the undeveloped unused since that time.

While topography makes the "applicant land" not conducive to growing crops, it still meets the Province of Manitoba's definition of viable agricultural land as it has for decades and currently can support livestock grazing. The Provincial document, "Planning for Agriculture" sums up the importance of this type of agricultural land nicely. **"Prime agricultural lands are necessary for Manitoba's annual crop production, while viable lower class lands support forage and livestock production and grazing. Prime agricultural land and viable lower class land can be considered non-renewable; once taken out of production, they are seldom returned to**



**agriculture. Planning for agricultural use of these lands and protecting them from conversion to non-farm use is vital to the future of Manitoba's agricultural sector.**

The general area as a whole in the vicinity of the "applicant's land" is a well established active agricultural area including livestock and crop production. For the most part, even the land not being used for agricultural purposes has the potential to be used for Ag with the support of property owners / neighbours.

Residential while present in the area is sparsely located and in several instances its inhabitants are either actively farming the adjacent lands or leasing the lands for agricultural purposes.

**Key considerations driving my opposition to the above noted rezoning request**

1. **The proposed rezoning will significantly alter the general character of the area.** I understand the rezoning request has been submitted to enable the creation of 22 single family residential lots on the land. A residential density that is not at all in keeping with the current and long standing general character of the area. As such, the rezoning will significantly alter the character of the overall area immediately adjacent to my farm, negatively affecting my farm's long-term viability, use, and character. Residential development adjacent to productive agricultural lands has long been recognized as "constraint" for agricultural lands.
2. **Increased land use conflicts.** As anyone involved in agricultural operations will understand, farming involves long hours utilizing large, often noisy equipment, significant crop and ground dust and during peak periods people and equipment coming and going at odd hours. This reality does not fit well with the quiet, serene life urban people are seeking when they make the decision to live in rural areas. Aesthetically, farms generally do not conform to typical urban expectations with regards to the appearance of outdoor space, which in turn creates tensions between neighbours. These diverging expectations of life in the country versus life adjacent to active agricultural operations more often than not result in land use conflicts, as acknowledged in The Province of Manitoba's "Land Use Planning for Agriculture document.

Likewise, as residential density increases in agricultural areas, opposition to continued or expanded farm / livestock operations, opposition to late night operations and opposition to crop dusts from nearby residential home owners who have no connection to farming tends to amplify, putting the ongoing viability of the existing farm operations in question. Unfortunately the voice of one farmer's needs often is overpowered by residential voices when you bring residential density in close proximity to active Agricultural operations.



3. **Increased property assessments and resulting property taxes.** The Land Use Planning for Agriculture document published by the Province of Manitoba acknowledges that increasing residential development in agricultural areas often leads to higher land assessment values and resulting property taxes. The financial pressures associated with farming are significant, and inflated property taxes due to encroaching urban development further challenges the economic viability of small family run agricultural operations.
4. **Rezoning does not align with existing development plans.** The plan to rezone the “applicant’s land” does not align with the general intent and policies set forth in the RM of Whitehead’s Development Plan nor the Provincial Planning Regulation which strongly supports sustainable development through the preservation of agricultural land, preventing land use conflicts, and protecting the environment.

Agricultural zoning exists to protect productive farmland (like my property) and to ensure compatibility between neighboring land uses. Introducing residential development, especially at the density being requested in this rezoning request will undoubtedly create significant land-use conflicts, establish an undesirable precedent of prioritizing residential development over agriculture on viable agricultural lands and in my opinion undermine the municipality’s commitment to agricultural land protection that is strongly voiced throughout the RM of Whitehead’s Development Plan Policy, intent and objectives.

5. **Implications of changes to the “applicant land” topography.** Given the elevated location of the land, rezoning the “applicant land” to RR2 will change lot grading and drainage patterns which could have serious downstream consequences for adjacent and lower-lying properties, including my farm. I understand that these concerns are typically addressed during the development process. However, the reality is that once an area has been fully developed, as time goes on residential property owners will make changes to their land surfaces and what accessory buildings are found on site. These changes have a high probability of increasing negative consequences for lower-lying properties such as my farm.
6. **Septic field Implications.** Excess surface water from rain and/or melting snow is known to overload residential septic fields, preventing the septic field from properly treating and absorbing waste water. When this occurs poorly treated wastewater rises to the surface. Given the elevation of the “applicant land” should this occur in a subdivision with 22 residential septic fields, my farm will be the recipient of the unhealthy and unwanted wastewater.



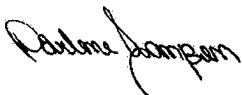
I remained steadfast in my opposition to the rezoning of Bylaw No. 2025-05 for the above noted reasons. I implore the RM of Whitehead to uphold the intent set forth in their Development Plan to treat agricultural lands as a valuable and limited natural resource and to place the protection of same as a high priority for the RM. Proceeding with the rezoning of the “applicant’s land” in my opinion is not upholding the RM of Whitehead’s Development Plan or Zoning Bylaw intent as it pertains to the protection of Agricultural lands.

Below are a few excerpts from Provincial and RM of Whitehead documents as additional support in my opposition to the rezoning of the “applicant lands”.

- ✓ *The RM of Whitehead Zoning Bylaw states that The “AG” Agriculture General Zoning District is intended to:*
  - (a) *Support and strengthen the agricultural industry in the municipality and to provide flexibility and opportunity for farm operators and livestock producers to engage in a full range of farming practices; and*
  - (b) *Protect the agricultural industry and its land resources in recognition of the contribution of agriculture to the economy, lifestyle and character of the municipality.*
  - (c) *Protect the environmental carrying capacity of the land base to sustain the range of uses associated with this zoning district.*
  - (d) *Allow for a limited amount of non-agricultural uses, provided the primary use of the land is agriculture. **Section 3.6 “AG” Agriculture General Zoning District Purpose and Intent***
- ✓ *“Agricultural land is a valuable and limited natural resource. The preservation of prime agricultural land, or lower class land on which agriculture activities are dominant, and the nurturing of the food processing industries and encouraging livestock operations are given a high priority in the Planning Area. **Section 4.3.1 RM of Whitehead Development Plan***
- ✓ *Planning for agriculture means protecting agricultural land from conversion to other uses and providing agricultural operations the opportunity to continue to operate, diversify or expand in the future. Ensuring non-agricultural uses have room to exist or even expand without affecting agriculture helps to shield agricultural uses from land use conflicts. Ideally, this is accomplished by directing non-agricultural uses, such as residential and recreation development, away from prime and viable lower class agricultural land to areas less suitable for agricultural purposes. **Planning For Agriculture, a Planning Resource Guide published by the Province of Manitoba, page 2***

- ✓ “*Planning authorities should direct non-agricultural development away from all land capable of supporting agriculture*”. **Planning For Agriculture, a Planning Resource Guide published by the Province of Manitoba, page 9**
- ✓ *Summary of four key effects of re-designation of a parcel of farmland to non-farm use (Land Use Planning for Agriculture published by the Province of Manitoba):*
  - *The presence of non-farm development may reduce a farmer’s ability to adapt to changing economic and market conditions*
  - *Increasing residential development in agricultural areas often leads to higher land assessment values and property taxes*
  - *The more non-farm uses in agricultural areas, the more likely land use conflicts will arise*
- ✓ *Agricultural land is a valuable and limited natural resource and is the foundation of all agricultural activities in Manitoba. Prime agricultural lands are necessary for Manitoba’s annual crop production, while viable lower class lands support forage and livestock production and grazing. Prime agricultural land and viable lower class land can be considered non-renewable; once taken out of production, they are seldom returned to agriculture. Planning for agricultural use of these lands and protecting them from conversion to non-farm use is vital to the future of Manitoba’s agricultural sector. For this reason, prime agricultural land is a valuable and finite resource that needs to be protected from non-agricultural development. The Provincial Planning Regulation.*

Sincerely,



Darlene Janssen



January 7, 2026

To: RM of Whitehead  
Box 107  
17-2<sup>nd</sup> Avenue, Alexander, Manitoba R0K 0A0  
Email: [office@rmofwhitehead.ca](mailto:office@rmofwhitehead.ca)

From: David Guild  
Guild Farms Ltd.  
Box 45 RR3  
Brandon, Manitoba R7A 5Y3  
Email: [dguild248@gmail.com](mailto:dguild248@gmail.com)

**OPPOSITION TO REZONNING (NW 1/4 OF 33-10-20 WPM)**

We at Guild Farms Ltd are writing to formally express our objection to the proposed rezoning of NW 1/4 of 33-10-20 WPM from Agricultural General to “RR2” Rural Residential. We have land located at SW 1/4 of 3-11-20 WPM and SE 1/4 of 4-11-20WPM which is located just across the road to the north of NW 1/4 of 33-10-20WPM. Our main yard site is just a 1/2 mile north of the quarter in question.

I am the 3<sup>rd</sup> generation and my son will be 4<sup>th</sup> generation farming this land north of the proposed rezoning NW 1/4 of 33-10-20WPM (referred to as “applicant’s land” going forward) My son and I are presently a grain farm and had a large cattle herd up to 2021. Back in the mid 2000’s we used to pasture cattle on the “applicant’s land”. This land is perfectly viable agricultural land for grazing purposes. To this day neighboring land immediately west of the “applicant’s land” and of the same land classification is used for grazing cattle.

According to RM of Whitehead Zoning Bylaws that states *that The “AG” Agriculture General Zoning District is intended to:*

- (a) Support and strengthen the agricultural industry in the municipality and to provide flexibility and opportunity for farm operators and livestock producers to engage in a full range of farming practices; and*
- (b) Protect the agricultural industry and its land resources in recognition of the contribution of agriculture to the economy, lifestyle and character of the municipality.*

*(c) Protect the environmental carrying capacity of the land base to sustain the range of uses associated with this zoning district.*

*(d) Allow for a limited amount of non-agricultural uses, provided the primary use of the land is agriculture. **Section 3.6 “AG” Agriculture General Zoning District Purpose and Intent***

- ✓ *“Agricultural land is a valuable and limited natural resource. The preservation of prime agricultural land, or lower class land on which agriculture activities are dominant, and the nurturing of the food processing industries and encouraging livestock operations are given a high priority in the Planning Area. **Section 4.3.1 RM of Whitehead Development Plan***

How can RM of Whitehead municipal council even consider rezoning the “applicant’s land” from Agricultural General to “RR2” Rural Residential when you take into consideration the above points?

We have a fair bit of ground to cover and usually working long hours well into the night creating dusty and noisy conditions with very large equipment. Residential developments would probably not appreciate this and there is no way that they are going to dictate how and when we are going to operate our farm. In 2014 the Paradise Valley development in the Riverdale Municipality tried to restrict our animal units but found they could not legally do it because we are a grandfathered operation.

With increased residential population comes the risk of more conflicts between ag and residential such as people driving over our fields with quads, side by sides, motorbikes and even vehicles. There was one instance late one evening in the fall, when I saw an individual driving across our field that had been combined but the straw swaths were still there to be baled. I managed to get this individual stopped on his side by side and explained to him that his tracks were tramping down our swaths of straw making it harder for them to dry out so that they could be baled. Also when someone else comes along and sees the tracks then they think they can do it too. This is completely unacceptable.

As long as the “applicant’s land” stays zoned as Agricultural General it is an ideal habitat for wildlife such as deer, birds, and the occasional moose. Attached is a picture of a moose taken at the junction of Rd 117 and Rd 60 this past spring. Moose have been seen on this property again this past fall.

With the more people around the higher risk of fires. Is the Whitehead Municipal volunteer fire department going to be able to accommodate the extra work load in a timely manner as Brandon Fire department will not come out?

How is the sewage from 22 residential lots going to be dealt with?

Regarding road access Whitehead Municipality struggles to be able to adequately maintain the valley road with the traffic load that it has now. How is it going to be able to keep up with the required maintenance if this proposal is allowed.

During the floods of 2014 and 2020 the only access to the “applicant’s land” from Brandon was going west on Number 1, north on 250 to Deerborne Colony, then east on Rd 62, south on Rd 118 and then east on Rd 60. According to the Public School’s Act, children that ride the school bus; travel time should not exceed 1 hour. Are the kids or their parents going to be happy with riding the school bus all that time?

For these reasons, we respectfully request that the municipality deny this zoning application and retain the current Agricultural zoning.

Thank you for your consideration.

Sincerely,

David Guild



This photo of a moose was taken this spring of 2025 at the junction of RD117 and RD 60 looking towards the NW ¼ of 33-10-20 WPM



# PROPOSAL FOR MUNICIPALITY OF WHITEHEAD

## From Election to Impact: Tools For Success at the Council Table

### COUNCIL ORIENTATION SESSION 2026



**In-Person Full-Day  
Facilitated Council Orientation Session  
November/Early December, 2026  
Municipality of Whitehead**

**GOVFOX**  
Municipal Consulting, Inc.





# PROPOSAL FOR THE MUNICIPALITY OF WHITEHEAD COUNCIL ORIENTATION SESSION

December 1st, 2025

JAMES MAXON

Chief Administrative Officer  
Municipality of Whitehead

BBox 107 517 2nd Avenue  
Alexander, MB R0K 0A0  
Phone: (204) 752-2261  
cao@rmofwhitehead.ca

Dear James,

As municipalities prepare for the 2026–2030 term, I'm reaching out to offer **Council Orientation** support. I've attached a proposal outlining a one-day session tailored to the Municipality of Whitehead's needs, should your team be exploring training options for late 2026.

A new council term brings with it both excitement and responsibility. It is a time when elected officials set the tone for their governance, establish working relationships, and begin shaping the legacy they will leave for their community. Orientation provides an essential foundation for this work, ensuring council members understand their role, feel confident in their responsibilities, form a cohesive and productive team, and are equipped with practical tools to lead effectively from day one.

At GovFox, our approach to council orientations is unique. While traditional sessions often focus primarily on legislation and role clarity, we place equal emphasis on four areas that councils themselves identify as most critical to success but are often overlooked:

- Running **effective and productive meetings** that make the best use of time and encourage respectful debate.
- Making **strategic decisions** that connect daily motions to long-term priorities and the broader vision for the community.
- Attributes each member brings to the team and why a diverse mix of behaviors are critical for **effective teamwork** and progress.
- Navigating **conflict resolution** and building a respectful culture, so that differences strengthen rather than divide the council table.

Our sessions are interactive and engaging. We combine real-world examples, group discussions, reflection exercises, and role-play scenarios to ensure council members can apply what they learn in practice.

**As a former councillor and mayor, I understand the unique pressures and challenges of the role, and I bring that lived experience into the room with empathy, realism, and encouragement.**

Ultimately, this orientation is about more than knowledge. It is about **inspiring** council members to consider the legacy they want to leave, and equipping them with practical steps to make a positive impact in their leadership role. By investing in a thoughtful, engaging orientation, Whitehead's Council will be setting the stage for a term marked by clarity, confidence, and collaboration.

Sincerely,

Cheryl Christian, PhD(c), MA, BA

President, GovFox Municipal Consulting, Inc.





# COUNCIL ORIENTATION SESSION

The **Council Orientation Session** in November or early December 2026, is a full-day, interactive workshop designed to equip council members with the knowledge, skills, and confidence they need to govern effectively as a team. It is not just about learning rules. It is about building the capacity to lead with clarity, respect, and vision. Unlike traditional orientations, which often focus mainly on legislation and procedure, the **GovFox approach** emphasizes the areas that make the greatest difference at the council table:

- **Running Effective Meetings** – Council members will gain practical tools to ensure meetings are productive, focused, and respectful. This includes how to manage agendas, contribute effectively as both chair and participant, and use decision-making processes that lead to clear outcomes. We focus on the science of meetings, teaching strategies that reduce inefficiency and build public trust.
- **Strategic Decision-Making** – Council members will learn to view each decision not as an isolated vote but as part of a broader road map for the municipality. By using frameworks and filters - impact, alignment with the strategic plan, resource implications, and risk - councils can make decisions that are sustainable, defensible, and visionary.
- **Team Development** - The success of a council depends on their ability to work as a unified leadership team. Councils are most successful when they establish shared expectations early. This session guides members to reflect on what they need from each other, identify practices that support trust and respect, and agree on simple working guidelines for how they will communicate, collaborate, and navigate differences. These insights are captured with the creation of a Team Charter.
- **Conflict Resolution & Respectful Culture** – Conflict is inevitable in governance. The key is how it is managed. Through discussion and real-life scenarios, council members will practice strategies for disagreeing productively, maintaining dignity in debate, and fostering a culture of respect that extends to staff and the community. Councils that set this tone early position themselves for healthier dynamics and stronger public confidence.

## In addition to these areas, the orientation also includes:

- **Role Clarity:** Clear understanding of the collective authority of council versus the administrative role of the CAO and staff.
- **Communication as Leaders:** Internal discipline (“no surprises,” one voice after decisions are made) and external responsibilities (media, social media, and being ambassadors for the municipality at all times).
- **Council as Representatives of the Municipality:** Recognizing that everything council members say or do reflects not only on them personally but on the institution of council.
- **Leaving a Legacy:** Each council member will reflect on what they want to be remembered for and identify practical steps to make a positive, lasting impact in their leadership role.

## Engaging & Interactive Format

The orientation is designed to be engaging, interactive, and inspiring. Council members will not only listen but participate through facilitated discussion, group exercises, role-play, and reflection. Case studies drawn from real municipal scenarios will challenge participants to think critically, while reflection prompts encourage them to apply insights to their own role.

## By the end of the day, council will leave with:

- A clear understanding of their roles and responsibilities.
- Practical tools for effective meetings, decision-making, and communication.
- Skills for navigating conflict with respect.
- Inspiration and clarity about the legacy they want to leave.





# GOVFOX FEES & RELATED COSTS

At GovFox, we believe our clients should receive **professional**, prompt and **cost-effective services**.

We understand the importance of public accountability for publicly funded projects. Our professional fees represent an investment in community and community leadership. For that investment, you can expect in return professional, timely service and support in meeting your training and support needs. The fees below are for each presentation.

A BREAK DOWN OF THE PROJECT  
COMPONENTS AND QUOTE IS AS FOLLOWS:

TASK	TIMELINE	COST
<b>Phase 1: Preparation</b> <ul style="list-style-type: none"><li>Session scheduling, meet with CAO to discuss key points, research, document review, assessment</li></ul>	3 hours	
<b>Phase 2: Preparation of Professional Development</b> <ul style="list-style-type: none"><li>Create Interactive PowerPoint Presentation for session 7 hours in length</li><li>Finalizing Presentation and handouts for workshop participants</li><li>Print handouts</li></ul>	6 hours	Printing \$40.00
<b>Phase 3: Facilitated Orientation Session</b> <ul style="list-style-type: none"><li>Facilitation of 7 hour Orientation Session</li></ul>	7 hours	
TOTAL PROJECT COST (Reduced Hourly Rate):		\$1,650.00

**Note:** Our standard practice for these types of arrangements is to invoice 50% of the approved project costs as our initial retainer upon authorization to proceed. We can discuss other options if this is a concern. We will then invoice at the completion of the project.

For this project, where facilitation is taking place in the Municipality of Whitehead, mileage, travel time and supplies are included in the fee above.

Booking a facility and related costs, such as lunch, are the responsibility of the Municipality of Whitehead.

Fee does not include GST.





# YOUR CONSULTANT



## Cheryl Christian PhD(c), MA, BA

Founder GovFox Municipal Consulting, Inc.

## Experience and Education to Support Your Municipal Needs

### Education

- Bachelor of Arts, University of Winnipeg, Sociology/Justice and Law, 1996
- MBA Course Work, Athabasca University, 2012
- Corporate Governance Certificate, 2020
- Certificate in Conflict Resolution, Cornell University 2021
- Certificate Basic Workplace Investigation, Rubin Thomlinson LLP, 2021
- Certificate in Workplace Investigation, Foundation of Administrative Justice 2022
- Certificate in Mediation, Cornell University 2022
- Certificate in Tribunal Administrative Justice, FOAJ, 2022
- Certificate in Executive Leadership Coaching, 2023
- Certificate in Negotiation & Dispute Resolution, Harvard, 2023
- Certificate in Workplace Culture Assessments, Rubin Thomlinson LLP, 2023
- Certificated in Mediator-Arbitrator, ADRIC, 2024
- Certificate in Workplace Restoration, Rubin Thomlinson LLP, 2024
- Certificate in Trauma Informed Investigations, 2024
- Certificate in Conducting Sexual Misconduct Investigations, 2024
- Member of the Foundation of Administrative Justice (FOAJ)
- Member of the Association of Workplace Investigators (AWI)
- Member of the Alternative Dispute Resolution Institute of Manitoba (ADRIM)
- Member of the Alternative Dispute Resolution Institute of Canada (ADRIC)

### Experience

Over thirty years of community leadership and board experience

- Design & delivery of **governance, leadership** and council effectiveness **training** for elected officials & senior administrators across Manitoba
- **Professional development**, workshops and support services for elected officials and administrators in municipal & First Nation communities
- **Strategic planning** development for municipalities, economic development corporations and First Nation across Manitoba
- **Human Resources** Consultant, Legacy Bowes with experience in investigations, mediation, respectful workplace training and HR policy development in public sector, non-for-profit & private sector
- Training & experience in **media relations**, specifically preparation for interviews, public communication and high-profile issues.
- **Mayor**, RM of West St. Paul, MB, 2018-2022  
Leadership of 10th fastest growing municipality in Canada, 2022 with economic development, infrastructure projects, governance & community engagement.
- **Councillor**, RM of West St. Paul 2014-2018
- **Board Member** & Vice Chair, Red River Planning District 2014-2022
- Over 35 years **research experience** in the development of surveys, data collection and analysis, quantitative and qualitative methodologies.
- **Project Coordinator** various Federally Funded Research Projects, University of Manitoba
- Facilitated **focus groups** for over 100 participants for various research projects in the fields of sociology, criminology, health and illness and aging
- Research Assistant and University **Instructor**, University of Manitoba
- **Course Development and Design**, University of Manitoba





# ABOUT GOVFOX



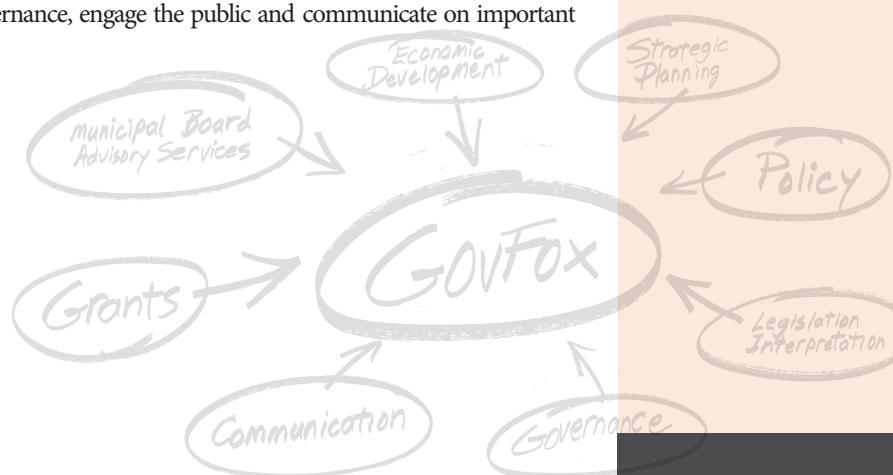
*GovFox* was founded on a passion for public service. As a former mayor and councillor with almost a decade of municipal experience, I understand how important and how challenging good governance can be. All community leaders, board members, administrators and staff need support, strategies and training to help provide good governance and respectfully fulfill their mandate. Our team offers government experience, certified support, professional services and value for local leaders, government departments, and board members from various organizations.

With over 50 years combined experience in municipal government, our associates share best practices in governance, community engagement, operations, human resources, planning and economic development. Our mission is to provide elected leaders, board members, administrators and staff with professional support, expertise, education and conflict resolution services. In 2023, the Department of Municipal and Northern Relations included *GovFox* in their list of preapproved and vetted companies offering “**Interim Municipal Office Support**” to municipalities across Manitoba.

As a former elected official with certification in conflict resolution, mediation, workplace investigation and negotiation, *GovFox* is uniquely qualified to teach the conflict resolution skills and strategies council members need to be productive and successful in their roles. *GovFox Municipal Consulting* provides a variety of tailor-made services specifically designed to help leaders, board members and administrators meet high public expectations, provide good governance, engage the public and communicate on important issues.

We understand the many challenges. We can help!

*GovFox Municipal Consulting, Inc.*  
West St. Paul, MB  
Telephone: 204-793-6432  
Email: [GovFox@hotmail.com](mailto:GovFox@hotmail.com)  
Website: [GovFox.ca](http://GovFox.ca)  
Contact: Cheryl Christian





# CONCLUSION

Strong councils are built on shared understanding, trust, and the ability to make thoughtful decisions together. A well-designed orientation ensures council members begin their term with clarity, confidence, and unity, qualities that not only benefit the council table, but also strengthen the community's trust in its leadership.

The **GovFox approach is different** because it goes beyond the traditional review of legislation and role descriptions. We focus on the skills and practices that truly shape council success:

- How meetings are run and how council members conduct themselves.
- How decisions are made, linked to long-term strategy, and communicated clearly.
- How individual attributes and behaviors contribute to the success of the team.
- How conflict is addressed with respect, so that differences lead to stronger outcomes rather than division.
- How council members uphold the institution of council through their words, actions, and integrity.

Just as important, the **orientation inspires council members** to think about the bigger picture: the **legacy they will leave**. Leadership is not only about addressing today's issues but about creating opportunities and culture that will serve the municipality for years to come. This program encourages each council member to reflect on their role as stewards of community trust and builders of the future.

By investing in this orientation, Whitehead's Council will be taking a proactive step to set the stage for a respectful, effective, and inspiring term. Council members will leave the session not only better informed, but also motivated to lead with confidence and collaboration.

Thank you again for the opportunity to submit this proposal. I look forward to supporting the Municipality of Whitehead's Council in laying the foundation for a strong and lasting legacy of leadership.

Yours Truly,

*Cheryl Christian*

Cheryl Christian, PhD(c), MA, BA  
President, GovFox Consulting Inc.





## ***From Election to Impact: Tools for Success at the Council Table***

### **In-Person Facilitated Orientation Session**

**November, 2026**

**Municipality of Whitehead, Manitoba**

### **DRAFT SESSION AGENDA**

## **Morning - From Election to Impact: Tools for Success at the Council Table**

### **8:45 – 9:00 | Arrival & Welcome**

- Informal arrival, coffee, and introductions.

### **9:00 – 9:15 | Framing the Day**

- Icebreaker: *“One word for what you hope this term will stand for.”*
- Purpose of orientation: Building trust, confidence, and capacity from day one.
- Framing message: Council is both a team and an institution where everything members say/do reflects on the municipality.

### **9:15 – 10:15 | Roles, Responsibilities & Relationships**

- Role clarity: Council - CAO working relationship, chain of command with staff
- Council as an institution: Responsibility to uphold respect for the municipality and fellow council members. (individual vs. collective authority).
- Political acumen: Integrity, neutrality, trust, and communication.
- Interactive discussion: *“Is this Council’s role or Administration’s?”*

### **10:15 – 11:15 | Effective, Productive Meetings**

- How to chair and contribute effectively.
- Meeting structure, procedural by-law, open/closed meetings
- Consent agendas, motions, and decision-making process.
- Time management & focus strategies (meeting science).
- Use of amendments: respect for administration, staff & colleagues
- Interactive: short mock council scenario with pauses for “teachable moments.”

### **11:15 – 11:55 | Strategic Decision-Making & Priority Setting**

- Linking motions to the strategic plan (road map vs. one-off).
- Tools: Filters for evaluating decisions (impact, alignment, resources).
- Reflection: One decision you want to get right for the long term.

### **11:55 – 12:25 | Lunch (Working Style)**

- Informal but purposeful: Guided conversation about shared hopes for the term.
- Success through team support and effective networking.





## ***From Election to Impact: Tools for Success at the Council Table***

### **In-Person Facilitated Orientation Session**

**November, 2026**

**Municipality of Whitehead, Manitoba**

### **DRAFT SESSION AGENDA**

## **Afternoon - From Election to Impact: Tools for Success at the Council Table**

### **12:25 – 1:05 | Team Roles & Team Alignment**

- What each council member needs to feel respected and able to contribute effectively.
- Establishing shared expectations for communication, meeting conduct, and decision-making.
- Behaviors that support trust, clarity and respect at the council table in preparation for a Team Charter.

### **1:05 – 1:30 | Conflict Resolution & Respectful Culture**

- Healthy vs. harmful conflict: How to disagree productively.
- Respectful culture: Listening, dignity, and zero tolerance for harassment.
- Mini-exercise: “*Name that breach*” ethics/behaviour scenarios.
- Building trust across differences - especially post-election divides.

### **1:30 – 1:45 | Communication as Leaders**

- Internal: Council-staff communication, role of the CAO, no surprises.
- External: Being the voice of the municipality - what you say matters.
- Media and social media: risks, responsibilities, and best practices.
- Message discipline: “*Once elected, you represent the municipality in every interaction.*”

### **1:45 – 2:00 | Council as Representatives of the Municipality**

- Upholding the institution of council: Respect for the chamber, staff, and one another.
- Code of conduct: Confidentiality, ethics, conflicts of interest.
- Role play: How council member comments can build or erode trust.

### **2:00 – 2:15 | Leaving a Legacy**

- What will this council be remembered for?
- Short reflection exercise: Each council member identifies a legacy value or focus area.

### **2:15 – 2:25 | Break**

### **2:25 – 3:00 | Case Studies & Applied Learning**

- Review real municipal dilemmas (meeting challenges, conflict cases, communications missteps).
- Group discussion: “*How would we handle this?*”
- Tie lessons back to respect, effective decision-making, and legacy.

### **3:00 – 4:00 | Commitment, Team Charter & Wrap-Up**

- Council/CAO communication commitments.
- Establishing shared norms: Respect, transparency, and teamwork through Team Charter.
- Quick council-staff charter exercise: “*How we will work together.*”
- Summary of key takeaways.
- Encouragement for ongoing professional development & mentorship.
- Closing: Leadership as stewardship of community trust.





☎ 204-793-6432

✉ GovFox@hotmail.com

🌐 GovFox.ca

ƒ GovFox Municipal Consulting Inc

📌 GovFoxMunicipal



*Proposal for  
Information Session for Potential Candidates  
and  
Orientation Sessions for Newly Elected Council*



*49 Glenview Drive  
Morden, MB R6M 2C9*

*November 14, 2025*



49 Glenview Drive  
Morden, MB R6M 2C9

## *Proposal*

James Maxon  
Chief Administrative Officer  
Whitehead  
cao@rmofwhitehead.ca

Dear James,

Each election, municipal councils experience change in who serves in positions of councillor and/or head of council. For many, this responsibility represents an entirely new experience. Providing a sound orientation for new and returning elected officials is shown to be a great way to assist the new council in fulfilling this important role.

For individuals considering running for an elected position, obtaining a clearer understanding of the requirements and responsibilities of the position has been very helpful in reaching a decision of whether or not to proceed.

Way To Go Consulting Inc. has provided over 60 orientations for Councils since the 2018 general election. From all of these the responses have been “Fantastic presentation”, “That was terrific”, and “Wish I’d had this when I was first elected!”

Over 20 sessions for potential candidates have also been provided. One response given was that the sessions were “successful in bringing some potential candidates out of the woodwork and giving them great information so they could make an informed decision to run (or not).”

While the next general election is still almost a year away, I am reaching out at this time to allow time for greater coordination. By inviting two or three neighbouring municipalities to work together, there is a greater level of service available. In the past a six to seven hour session on orientation was provided.

In most cases, now for the price of having your own orientation session, Way To Go Consulting Inc. will:

- Provide an orientation program for the newly elected Council in a group setting with two or three other Councils. The session is expected to be six to seven hours in length, as it has been in the past; and
- Provide a follow-up session individually to each Municipality approximately three months after the orientation. This session will be tailored based on topics the Municipality wishes

to discuss related to governance, etc. The session is expected to be two and a half to three hours in length.

Separately, there may also be interest in holding an information session of approximately two hours in length for potential candidates. These sessions, held prior to when nominations are accepted, are intended to assist individuals in better understanding the commitment required as a member of Council, as well as provide some understanding of the realities of the position.

### Scope of Work

- Presentation of the information and orientation programs on days that are mutually convenient during a time as otherwise mutually agreed to.
- Participants of the newly elected Council session would be provided with a document for reference purposes both during and beyond the orientation
- Topics in the newly elected Council presentation are based on the index which follows this proposal.

### Municipality Responsibilities

The Municipality will be responsible for:

Providing necessary municipal information for inclusion in the information and orientation sessions; and

#### Supplying

- a) a site where the orientations will take place, or working with neighbouring municipalities for a site,
- b) a projector screen (projector provided by Way To Go), and
- c) meals and beverages for those attending as considered necessary for the orientations. Where the session is for multiple municipalities, a fee per attendee to cover the cost of the facility and meal should be expected from the hosting Municipality to others attending. This can be determined between the participating municipalities.

### Fees

The fee for providing a group six to seven hour orientation program, plus individual municipality follow-up session of two and a half to three hours is \$2831. plus GST, which covers all professional and administrative services outlined in this proposal as well as travel.

The fee for providing a six to seven hour orientation program as an individual Municipality rather than group session, should that be the Municipality's preference, would be this same price and would then not include a follow-up session.

The fee for providing each two hour information session for potential candidates is \$1606. plus GST, which covers all professional and administrative services outlined in this proposal as well as travel.

### Payment for Work Completed

Payment for work completed is due within 30 days of invoice, and will be billed at the completion of each accepted part of the project.

Thank you for the opportunity to submit this proposal. The Municipality is not required to choose all three parts of this proposal. Once the Municipality determines which services it wishes to have, the attached agreement will be modified as needed and submitted for signature. Should you wish to discuss further please feel free to contact me.

This proposal remains valid for 30 days (though subject to availability due to the significant interest expressed by municipalities) and may be extended upon request.

Sincerely,



Ernie Epp, CMMA  
Email - [ernie.epp@waytogoconsultinginc.ca](mailto:ernie.epp@waytogoconsultinginc.ca)  
Website - [www.waytogoconsultinginc.ca](http://www.waytogoconsultinginc.ca)  
Phone: 204-823-2267

Attachment

# Elected Officials Orientation Session

## Index

- 1.0 Introduction**
  - 1.1 Purpose**
  - 1.2 Local Government – A Brief History**
  - 1.3 Community Information**
  - 1.4 Mandate & Authority**
  - 1.5 Organizational Structure**
- 2.0 Strategic Direction**
  - 2.1 Mission Statement**
  - 2.2 Strategic Planning and Budgeting**
- 3.0 Role Statements**
  - 3.1 Role of Council**
    - 3.1.1 Representative Role**
    - 3.1.2 Administrative Role**
    - 3.1.3 Managerial Role**
  - 3.2 Role of the Head of Council**
  - 3.3 Role of the Chief Administrative Officer**
  - 3.4 Role of Department Heads**
  - 3.5 Council/Staff Team**
  - 3.6 Policy – Administration Dichotomy**
- 4.0 Legislative Structure and Organization**
  - 4.1 Organizational and Procedure By-Laws**
  - 4.2 Standing Committees – Procedural Guidelines**
  - 4.3 Open vs. Closed Meetings**
  - 4.4 Protocol**
  - 4.5 Council Remuneration**
  - 4.6 Council Travel**
- 5.0 Administrative Structure**
  - 5.1 The Council-CAO Plan**
  - 5.2 Management Team**
- 6.0 Working Together**
  - 6.1 Teamwork**
  - 6.2 Harassment, Discrimination, and Bullying**
- 7.0 Corporate Communication Process**
  - 7.1 How the Day-To-Day Issues are Administered**
  - 7.2 Communication to the Public**
- 8.0 Leadership**
  - 8.1 Leadership**
  - 8.2 Authority**
  - 8.3 Delegation**
  - 8.4 Chain of Command**
  - 8.5 Why Job Doesn't Get Done**
  - 8.6 Performance**
  - 8.7 Initiative and Ideas**
  - 8.8 Correcting Misconduct**

**8.9 Loyalty**  
**8.10 Barriers to Communication**

**9.0 Council Leadership and Governance**

**9.1 Leadership**  
**9.2 Governance**  
**9.3 Roles**  
**9.4 Head of Council**  
**9.5 Council**  
**9.6 Criticism**  
**9.7 CAO**  
**9.8 Policy-making**  
**9.9 Monitoring**  
**9.10 Public Relations**  
**9.11 Strategy**

**10.0 Policies**

**11.0 Council Conflict of Interest and Code of Conduct**

**11.1 Council Conflict of Interest**  
**11.2 Council Code of Conduct**

**12.0 Chief Administrative Officer Job Description**

**13.0 Council Member Appointments to Community Organizations**

**14.0 Municipal Support to Political Parties**

# Summary of Qualifications

## Ernie Epp, CMMA, ProfCertAM

### QUALIFICATIONS

Mr. Epp has been working in local government administration for over 40 years in Manitoba. This has been in various urban centers including one in the north, a rural municipality with high end urban development, and a rural municipality with a mix of rural residential and intensive livestock development. Through this varied experience he has gained knowledge in all areas relating to municipal operations respecting all types of municipalities.

From 1997 to 2014, Mr. Epp's time was spent working in three municipalities (Hanover, East St. Paul, Morden), each experiencing significant growth. Over this period of time he oversaw the reorganization of departments within the municipality as needed. He was also responsible for the recruitment process used in those municipalities.

Mr. Epp has prepared and presented workshops on municipal policy development, council orientation, leadership, and election. He has spoken to groups as large as 600 regarding specific experiences in this industry.

Leading up to and following his "retirement" in January 2014, Ernie has provided support to over 110 municipalities and organizations through Way To Go Consulting Inc. in a number of ways, including;

- facilitating Asset Management Readiness Assessment Workshops for the Association of Manitoba Municipalities in 2018;
- filling in as Interim CAO for various municipalities, a number in smaller municipalities where the role of the CAO included significant oversight/involvement in the accounting responsibilities;
- performing accounting responsibilities for municipalities to correct or complete year end, including bank reconciliations covering approximately one year of backlog;
- providing leadership coaching services for CAOs;
- providing recruitment support for filling CAO and other key positions in municipal organizations;
- serving as a mediator for a council that had become dysfunctional due to mistrust, as well as a municipality where staff were not speaking to each other;
- project management of a wastewater facility;
- acting as an amalgamation field consultant, as well as investigating and preparing a report on a municipality in financial difficulty, both for the Province of Manitoba;
- presenting orientations for a number of municipalities following the 2014, 2018 and 2022 elections;
- facilitating strategic planning sessions for a number of municipalities and other organizations;
- public meeting presentations;
- creating numerous special service levies related to waste and recycling, protective services, and recreation;
- completion of disaster financial assistance claims; and
- giving presentations at various conferences.

### EDUCATION

Certified Manitoba Municipal Administrator, Honours – 1990  
Professional Certificate in Asset Management Planning – 2020



## REPORT TO COUNCIL

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**PRESENTED:** January 12, 2026

**BY-LAW/POLICY:** n/a

**SUBJECT:** Audit Recommendation  
Payroll Reviews

**AGENDA ITEM:** 10.3

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### **BACKGROUND**

Annually the Auditor provides recommendations for areas to improve general practices and oversight. With the 2024 audit, a recommendation was given for a member of Council to regularly review and approve of payroll. The core reasoning included:

1. Accuracy & Compliance
2. Financial Oversight
3. Fraud Prevention
4. Avoiding Penalties & Legal Risks

The auditor advised the following methods of review:

1. Signatures

The payroll preparer and a designated member of Council should both sign a payroll report to indicate that they have reviewed and approve of the details. These signatures serve as evidence that the payroll has been properly checked and is accurate.

2. Meeting Minutes

The review and approval of minutes is documented in meeting minutes by resolution of Council; this may include discussion on any comments/concerns that arise during the review process by the designated member of Council.

- a. Note: The final approval of payroll has already been a regular item for the Council meeting agenda. However, the suggested motion has been amended to improve clarity of this point.

### **OPTIONS FOR CONSIDERATION**

Administration is requesting that Council select a member to develop and coordinate with staff for monthly review of payroll information.

If Council does not proceed with appointing a member, a motion would be requested to advise the auditor.

### **STRATEGIC PLAN**

Undertaking this practice aligns with the Strategic Plan under the pillars of Strong Financial Health and Good Governance & Municipal Service Excellence. There are no drawbacks to ensuring robust oversight practices are in place as protections and measures to both the municipality's interests and staff professionalism.

Employee Sick, Vacation, Overtime & Severence Days at December  
31, 2025

Employee #	Start Date	Vacation Days	Sick Days	Banked Hours	Severence
					Days
220	01/08/2024	0.50	22.43	0.00	0
280	09/16/2014	6.76	40.95	43.63	33
285	05/11/2022	6.50	27.46	43.13	0
455	10/26/2020	0.00	50.94	34.99	3
725	07/25/2012	8.00	188.62	50.50	39
750	04/06/2021	7.50	42.75	79.26	0

**RM of Whitehead**  
**Bank Reconciliation Statement**  
**For the month ended October 31, 2025**

Bank Balance at October 31, 2025				4,383,554.14	GL Balance at October 31, 2025	4,395,789.65
LESS:				LESS:		
Outstanding cheques at October 31, 2025						
14999	41.00	16664	2,650.97			
15838	38.33	16667	1,614.00			
16124	1,059.08	16668	1,500.00			
16251	150.00	16669	6,156.56			
16445	85.79	16670	179.99			
16623	85.12	16671	380.07			
16645	10,755.57	16672	70,031.20			
16650	6.14	16673	290.00			
16654	75.00	16674	274.99			
16655	6,633.37	16675	92.57			
				(102,099.75)		-
ADD:				ADD:		
Recorded not yet in Bank (subsequently deposited November 2025);						
Cash	2025-0103	9,756.04			rounding	20.25
	2025-0104	113,595.59	7,166.50		Deposits recorded in November	42,048.07
Debit	2025-0103	8,395.55				
	2025-0104	1,752.03				
IB	2025-0105	14,634.64	1,103.23			
				156,403.58		42,068.32
Adjusted Balance				<u>4,437,857.97</u>	Adjusted Balance	<u>4,437,857.97</u>

**For the month ended October 31, 2025**

**ADJ 1**

Dr. 110-100-120	47,183.07
Cr. 120-600-110	47,183.07

To move the **utility payments** into the bank account that were just put against the due to/from utility accounts

**ADJ 2**

Dr. 510-300-200	87.60
Cr. 110-100-120	87.60

To record Current mth First Data Service Charges

**ADJ 3**

Dr. 110-100-120	6,626.04
Cr.460-100-100	6,626.04

To record Current mth Bank Interest

### Bank Interest 2025

A/C # Account

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total	DR a/c	CR a/c
2	Cemetery Trust													-	900-100-100	910-200-100
3	Gas tax													-	610-100-150	620-100-150
4	Weed Trust													-	900-100-140	910-200-140
5	Cenotaph Trust													-	900-100-130	910-200-130
6	Waste Site													-	610-100-197	620-100-197
7	Severance													-	610-100-198	620-100-198
8	Replacement Reserve													-	610-100-110	620-100-140
9	General Reserve													-	610-100-100	620-100-100
10	Utility Cash on Deposit													-	710-100-100	750-200-100
11	Fire Capital Reserve													-	610-100-160	620-100-160
12	Rural Water Deposits													-	810-100-110	820-100-110
13	Emergency Measures Reserve													-	610-100-170	620-100-170
14	Village of Alexander Reserve													-	610-100-199	620-100-199
15	Recreation Reserve													-	610-100-175	620-100-175
16	MPP *New in 2023														610-100-180	620-100-180

To record interest on reserve bank accounts for 2025

**RM of Whitehead**  
**Bank Reconciliation Statement**  
**For the month ended November 30, 2025**

Bank Balance at November 30, 2025	4,486,828.84	GL Balance at November 30, 2025	3,176,521.04
<b>LESS:</b>		<b>LESS:</b>	
Outstanding cheques at November 30, 2025			
14999 41.00	16702 547.13		
15838 38.33	16703 44.98		
16124 1,059.08	16704 1,614.00		
16251 150.00	16705 35,537.00		
16445 85.79	16706 324.25		
16670 179.99	16707 787.48		
16684 10,483.61	16708 5,180.03		
16689 971.61	16709 176.69		
16690 1,057,021.03	16710 110.52		
16693 13,507.71	16711 9,092.14		
16694 189.40	16712 90.17		
16698 225.00	16713 33.39		
16700 101,029.84	16714 1,281.00		
16701 94,799.77			
	(1,334,600.94)		-
<b>ADD:</b>		<b>ADD:</b>	
Recorded not yet in Bank (subsequently deposited December 2025);			
Cash 2025-0112 24,063.46		rounding	20.32
IB 2025-0112 250.00			
	24,313.46		20.32
<b>Adjusted Balance</b>	<u><b>3,176,541.36</b></u>	<b>Adjusted Balance</b>	<u><b>3,176,541.36</b></u>

**RURAL MUNICIPALITY OF WHITEHEAD**

**CONSOLIDATED STATEMENT OF INCOME AND EXPENSES - PRELIMINARY**

**TO DECEMBER 31, 2025**

	2025 Budget	2025 Actual	Surplus/ (Deficit)	% 100.0%
<b>EXPENSES</b>				
<b>General Government Services:</b>				
Legislative	80,000.00	78,344.01	1,655.99	97.9
<i>General Administrative</i>				
CAO & Office Staff	225,500.00	221,474.64	4,025.36	98.2
Office Operations	90,230.00	77,729.99	12,500.01	86.1
Education & Memberships	16,730.00	10,964.43	5,765.57	65.5
Legal	50,000.00	37,753.74	12,246.26	75.5
Audit	19,140.00	19,258.40	(118.40)	100.6
Assessment	36,000.00	35,537.00	463.00	98.7
Taxation	4,500.00	2,756.28	1,743.72	61.3
<i>Other General Government</i>				
Elections	5,500.00	200.00	5,300.00	3.6
Conventions & Memberships	27,000.00	20,610.51	6,389.49	76.3
Damage Claims Liability Insurance	27,000.00	26,581.14	418.86	98.4
Grants	1,000.00	1,000.00	-	100.0
Other General Gov - Sundry	2,100.00	2,100.00	-	100.0
Recovery from Utility	(21,580.00)	(20,388.57)	(1,191.43)	94.5
	<b>563,120.00</b>	<b>513,921.57</b>	<b>49,198.43</b>	<b>91.3</b>
<b>Protective Services:</b>				
By-Law Enforcement	10,800.00	10,100.00	700.00	93.5
<i>Fire</i>				
General - 911 per capita fee		8,445.37		
Training/Personnel		40,630.10		
WCB		-		
Operations/Maintenance		27,169.16		
Utilities		6,593.95		
Insurance		11,440.02		
Emergency Measures/MEC	7,500.00	2,126.11	5,373.89	28.3
Other - Material & Supplies		374.50	-	374.50
Flood Control / DFA	20,000.00	-	20,000.00	0.0
Building Inspection	4,000.00	2,910.18	1,089.82	72.8
Animal & Pest Control	500.00	-	500.00	0.0
	<b>165,650.00</b>	<b>109,789.39</b>	<b>55,860.61</b>	<b>66.3</b>

**RURAL MUNICIPALITY OF WHITEHEAD**

**CONSOLIDATED STATEMENT OF INCOME AND EXPENSES - PRELIMINARY**

**TO DECEMBER 31, 2025**

	2025 Budget	2025 Actual	Surplus/ (Deficit)	% 100.0%
<b>Transportation Services:</b>				
Wages / Benefits	223,800.00	214,970.41	8,829.59	96.1
Equipment Fuel	120,000.00	78,373.58	41,626.42	65.3
Equipment Repairs & Maintenance	70,000.00	74,279.89	(4,279.89)	106.1
Equipment Insurance & Registration	18,750.00	24,214.97	(5,464.97)	129.1
Workshop/Yard Operations	36,200.00	24,026.17	12,173.83	66.4
Workshop/Yard - Training	12,500.00	5,210.00	7,290.00	41.7
Signs/Posts	7,500.00	2,745.77	4,754.23	36.6
Road Maintenance - Labour	277,000.00	272,289.93	4,710.07	98.3
Road Maintenance - Material	156,250.00	167,230.68	(10,980.68)	107.0
Road Maintenance - Other	2,000.00	12,631.00	(10,631.00)	631.6
Road Re-Construction	32,400.00	38,527.24	(6,127.24)	118.9
Ditches, Road Drainage & Culverts	80,000.00	38,414.56	41,585.44	48.0
Streetlights	4,000.00	3,412.67	587.33	85.3
Traffic Services (CPR Flashers)	19,400.00	13,315.50	6,084.50	68.6
	<u>1,059,800.00</u>	<u>969,642.37</u>	<u>90,157.63</u>	<u>91.5</u>
<b>Environmental Health Services:</b>				
<i>Nuisance Grounds</i>				
Wages	31,100.00	25,219.84	5,880.16	81.1
Household	60,000.00	41,120.84	18,879.16	68.5
Recycling	25,000.00	26,415.73	(1,415.73)	105.7
Other	5,000.00	3,682.83	1,317.17	
Gravel Pit	4,800.00	2,579.74	2,220.26	
Municipal Wells	1,000.00	942.88	57.12	94.3
	<u>126,900.00</u>	<u>99,961.86</u>	<u>26,938.14</u>	<u>78.8</u>

**RURAL MUNICIPALITY OF WHITEHEAD**

**CONSOLIDATED STATEMENT OF INCOME AND EXPENSES - PRELIMINARY**

**TO DECEMBER 31, 2025**

	2025 Budget	2025 Actual	Surplus/ (Deficit)	% 100.0%
<b>Public Health &amp; Welfare Services:</b>				
Cemeteries	12,000.00	12,156.72	(156.72)	101.3
Cenotaph	-	-	-	
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>14,796.30</u>	<u>2,343.70</u>	<u>86.3</u>
<b>Economic Development Services:</b>				
Planning & Zoning	<u>8,000.00</u>	<u>783.72</u>	<u>8,783.72</u>	<u>-9.8</u>
<b>Environmental Development Services:</b>				
Rural Area Weed Control	90,000.00	78,354.83	11,645.17	87.1
Veterinary Services	3,000.00	2,292.24	707.76	76.4
Water Resources & Conservation	11,000.00	9,938.70	1,061.30	90.4
	<u>104,000.00</u>	<u>90,585.77</u>	<u>13,414.23</u>	<u>87.1</u>
<b>Recreation &amp; Cultural Services</b>				
Souris Rec Commission	10,750.00	10,572.05	177.95	98.3
<i><u>Community Centres/Halls &amp; Skating Rinks</u></i>				
Whitehead Hall	11,480.00	9,713.95	1,766.05	84.6
Kemnay	10,320.00	9,861.76	458.24	95.6
Roseland South	2,300.00	2,053.65	246.35	89.3
Alexander Rink	12,180.00	12,151.66	28.34	99.8
Other Cultural Events - ie Fireworks	12,700.00	7,871.66	4,828.34	62.0
	<u>59,730.00</u>	<u>52,224.73</u>	<u>7,505.27</u>	<u>87.4</u>
	<b>TOTALS</b>	<b><u>2,104,340.00</u></b>	<b><u>1,850,138.27</u></b>	<b><u>254,201.73</u></b>
				<b>87.9</b>

**RURAL MUNICIPALITY OF WHITEHEAD**

**CONSOLIDATED STATEMENT OF INCOME AND EXPENSES - PRELIMINARY**

**TO DECEMBER 31, 2025**

	2025 Budget	2025 Actual	Surplus/ (Deficit)	% 100.0%
<b>RESERVES - Expenses to date</b>				
JD872GP Grader Pymts	195,141.48	195,141.48	-	Machinery
Packers	30,000.00	25,800.71	4,199.29	Machinery
Disker		3,000.00	(3,000.00)	Machinery
Vee Plows	30,000.00	27,477.00	2,523.00	Machinery
Fire Dept Equipment	15,000.00	-	15,000.00	Fire Cap
Fire Water Tanker	75,000.00	-	75,000.00	
WDS Construction / Upgrades	65,000.00	-	65,000.00	WDS
Lagoon Engineer Study	15,000.00	-	15,000.00	
Alexander Lagoon Upgrade	175,000.00	-	175,000.00	
Water Rate Study	15,000.00	-	15,000.00	
WTP Expansion - Phase 2	200,000.00	-	200,000.00	
Rural Water Improvement	150,000.00	-	150,000.00	
Road Improvements	53,000.00	-	53,000.00	

**RURAL MUNICIPALITY OF WHITEHEAD**

**CONSOLIDATED STATEMENT OF INCOME AND EXPENSES - PRELIMINARY**

**TO DECEMBER 31, 2025**

	2025 Budget	2025 Actual	Surplus/ (Deficit)	% 100.0%
<b>OTHER REVENUE</b>				
Added Taxes	5,000.00	23,311.23	18,311.23	466.2
Tax & Redemption Penalties	30,000.00	38,641.89	8,641.89	128.8
Pasture Lease	28,400.00	29,820.00	1,420.00	105.0
Provincial Grazing Leases	1,000.00	1,143.17	143.17	114.3
Sales of Goods (Books/Maps)	500.00	810.00	310.00	162.0
Tax Certificate Revenue	3,025.00	5,495.00	2,470.00	181.7
<i>Sales of Service</i>				
Protective Services (Fire)	25,000.00	25,815.34	815.34	103.3
Transportation	7,200.00	8,493.00	1,293.00	118.0
Public Health & Welfare (Recycling)	35,000.00	29,311.20	(5,688.80)	83.7
Cemetery	2,400.00	1,200.00	(1,200.00)	50.0
Whitehead Hall	-	2,390.00	2,390.00	
<i>Conditional Grants - Federal</i>				
Cda Community Building Fund (Gas Tax)	93,366.00	93,366.00	-	100.0
<i>Conditional Grants - Provincial</i>				
Municipal Operating Grant	210,000.00	217,301.99	7,301.99	103.5
One MB Growth Revenue Fund	-	15,510.01	15,510.01	#DIV/0!
Kemnay Hall Grant	-	-	-	
Green Team	2,000.00	2,468.27	468.27	
Fines - Dogs	-	-	-	
Fines - Police	500.00	1,024.63	524.63	204.9
<i>Permits/Licences</i>				
Building (Admin Fees)	1,300.00	580.00	(720.00)	44.6
Admin Fees (Tax Sale / Utility2Taxes/NSF/Application)	2,200.00	2,675.00	475.00	121.6
Licences (Business/Aggregate)	500.00	1,025.00	525.00	205.0
Conditional Use/Varations	5,600.00	8,805.00	3,205.00	157.2
Returns from Investments	60,000.00	74,244.82	14,244.82	123.7
<i>Other Income:</i>				
Rebates - Canoe (Purchasing Group)	1,000.00	4,426.79	3,426.79	442.7
Equity - Co-op		1,095.00		
Reimbursements		305.15		
Sale of used signs		200.00		
<i>Transfers</i>				
Accumulated Surplus	21,146.00			
<b>TOTAL OTHER REVENUE</b>	<b>535,137.00</b>	<b>589,458.49</b>	<b>54,321.49</b>	<b>110.2</b>

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**From:**  
**Sent:** December 22, 2025 3:45 PM  
**To:** office@rmofwhitehead.ca  
**Subject:** Reimbursement of interest

Attention: Council

On October 10th well ahead of the due date and to my understanding I e-transferred my property tax owing. I normally send a cheque with the full amount but because of the mail strike I thought I would set up an account to pay online, as I didn't want my taxes to be late.

On Dec. 5th I received a letter stating I still owed taxes. I thought this letter must be a mistake. Upon phoning and talking to Christine she asked if it could be possible I made the etransfer to RM of Whitehead?.

Immediately I called down to RM of Whitehead and sure enough that is exactly what had happened. I called Christine back and she walked me through the correct place to set up an account online. I paid in full that day.

Because of the overlap time, interest charges occurred at the amount of  $65.26 \times 2 \text{ months} = 130.52$   
As I have paid on time in years past, I am requesting a refund of this amount as it truly was an honest mistake.

Thankyou for your consideration  
Robb and Sherrie Reimer