












Rural Municipality of Whitehead
July 14, 2025 - 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 - June 9, 2025
- 4 DECLARATION OF CONFLICT OF INTEREST**
- 5 PUBLIC HEARINGS**
 - 5.2 Conditional Use CO2025-01 - Gray - NE 9-10-21W
 - 📎 CO2025-01 Application Package
 - 5.3 Variance V2025-03 - Gray - NE 9-10-21W
 - 📎 V2025-03 - Application Package
 - 5.4 Variance V2025-04 - Gray - NE 9-10-21W
 - 📎 V2025-04 - Application Package
- 6 PRESENTATIONS AND DELEGATIONS**
 - 6.1 Kelly Crossen - Whitehead Fire Chief
- 7 BYLAWS AND POLICIES**
 - 7.1 Whistleblower Protection Policy
 - 📎 Administrative Report - Whistleblower Protection Policy
 - 📎 P-04 Whistleblower Protection Policy - DRAFT
- 8 SUBDIVISION**
 - 8.1 Subdivision 4202-24-8605 - Suski - NW 33-10-20 W
 - 📎 8605 - Report to Council
 - 📎 8605 - Subdivision Application Map
 - 📎 8605 - Proposal Maps
 - 8.2 Subdivision 4202-25-8754 - Tuttosi - SE 12-09-21W
 - 📎 8754 - Report to Council
 - 📎 8754 - Subdivision Application Map
 - 📎 8754 - Proposal Maps
- 9 UNFINISHED BUSINESS**
 - 9.1 Road Name Signs

- 9.2  Administrative Report - Road Name Signs
- RM of Cornwallis - Rd 114 Private Lane Removal Request
- 10 NEW BUSINESS**
- 10.1 Reciprocal Emergency Services Proposal
- 10.2  Whitehead - Souris-Glenwood Agreement - DRAFT
- Delinquent Utility Accounts Agreement
- 10.3  Proposal - Riverdale By-law 2025-03 - Schedule A
- Alexander Lagoon Repair
- 10.4  JRCC Report - Lagoon Berm Options
- 2026 Gravel Crushing
- 10.5 WERC Water Treatment Plant Improvements
- 10.6 Hazardous Waste Disposal
-  Administrative Report - Freon Waste Reimbursement Proposal
- 11 ACCOUNTS**
- 11.1 Accounts
-  June 2025 Cheque Register
- 11.2 Bank Reconciliation
-  Bank Reconciliation
- 11.3 Budget to Actual
-  June 2025 Budget to Actual
- 12 COMMITTEE AND BOARDS REPORTS**
- 13 CORRESPONDENCE**
-  Hugh Gudbranson - Beresford Drainage
- 14 NOTICE OF MOTION**
- 15 IN CAMERA**
- 15.1 Legal Matters
- 16 Adjournment**



Rural Municipality of Whitehead
Meeting Minutes

Regular Meeting of Council June 9, 2025 - 05:30 PM (Kemnay Hall)

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

Absent: Reeve Trevor Tuttosi

- 1

CALL TO ORDER
- 2

ADOPTION OF THE AGENDA

2025-108

Councillor Klassen - Councillor Mykula

Resolved that the Agenda be adopted as presented.

CARRIED UNANIMOUSLY
- 3

ADOPTION OF MINUTES AS CIRCULATED

2025-109

Councillor Mykula - Councillor Storey

Resolved that the regular minutes from May 12, 2025 and special minutes from May 26, 2025 be approved as presented.

CARRIED UNANIMOUSLY
- 4

DECLARATION OF CONFLICT OF INTEREST
- 5

PUBLIC HEARINGS
- 6

PRESENTATIONS AND DELEGATIONS
- 7

BYLAWS AND POLICIES
- 8

SUBDIVISION
- 9

UNFINISHED BUSINESS
- 9.1

Motion to Take from the Table

2025-110

Councillor Semeschuk - Councillor Storey

That the pending motion with respect to the Oak Lake Aquifer Advisory Board be taken from the table.

CARRIED UNANIMOUSLY
- 9.1.1

Oak Lake Aquifer Management Advisory Board Appointment

2025-099

Councillor Klassen - Councillor Mykula

Be it resolved that Noreen Kirkpatrick is appointed as citizen representative of the RM of Whitehead on the Oak Lake Aquifer Management Advisory Board.

CARRIED AS AMENDED
- 9.1.2

Amending Motion

2025-111

Councillor Semeschuk - Councillor Storey

That the above motion be amended to appoint Noreen Kirckpatrick as a citizen representative.

CARRIED

10 NEW BUSINESS

10.1 Road Name Signs

2025-112 Councillor Owens - Councillor Foerster

Be it resolved that Administration is to organize the removal of all road name signs associated with numbered roads but not legally registered.

And further, that the removal of same is to be completed within the next six months.

CARRIED UNANIMOUSLY

11 ACCOUNTS

11.1 Accounts

2025-113 Councillor Semeschuk - Councillor Storey

Resolved that the List of Accounts as paid for May, cheques numbers #16428 to #16484 and EFT numbers #15 to #19 (both inclusive) totaling \$216,442.04 and Direct Deposit Register totaling \$32,299.34 including council indemnity as per by-law no. 2023-01 be approved.

CARRIED UNANIMOUSLY

11.2 Bank Reconciliation

2025-114 Councillor Storey - Councillor Owens

Resolved that the April and May 2025 Bank Reconciliations be approved as presented.

CARRIED UNANIMOUSLY

11.3 Budget to Actual

2025-115 Councillor Owens - Councillor Mykula

That the May 2025 year-to-date budget to actual report be approved as presented.

CARRIED UNANIMOUSLY

12 COMMITTEE AND BOARDS REPORTS

12.1 Western Caucus

Councillor Owens updated Council on presentations received at the May 30th Western Caucus meeting from Prairie Mountain Health representatives with respect to rural healthcare services concerns.

13 CORRESPONDENCE

2025-116 Councillor Foerster - Councillor Storey

Resolved that the Correspondences listed below be received;

- RCMP Policing Report
- RM of Cornwallis Letter - Rd 114 (Marsden) Approach

CARRIED UNANIMOUSLY

14 NOTICE OF MOTION

15 IN CAMERA

2025-117 Councillor Klassen - Councillor Mykula

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 UNANIMOUSLY

15.1 Legal Matters

15.2 BACK TO OPEN SESSION

2025-118 Councillor Klassen - Councillor Foerster

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

CARRIED UNANIMOUSLY

16 ADJOURNMENT

2025-119 Councillor Klassen - Councillor Mykula

Resolved that we now adjourn to meet again on July 14, 2025 at 8:30 a.m. for a Regular Council meeting or at the call of the Reeve.

Time: 7:00 p.m.

CARRIED UNANIMOUSLY

DRAFT



Planning & Development
517 Second Avenue
Box 107 Alexander, MB R0K 0A0
T: 204.752.2261

Conditional Use

Name of Property Owner: Allister and Jill Gray
Name of Applicant: Allister and Jill Gray
Civic Address of Property: 55132 PR 250, Alexander, MB R0K 0A0
Legal Description of Property: NE 9-10-21W

References:

Whitehead Development Plan
Zoning By-law no. 2021-04

Conditional Use Request:

Allow a non-farm dwelling in the AG Zone

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

Signature of Applicant: A. Gray Date: June 24, 2025
Address: PO Box 146 Alexander, MB Postal Code: R0K 0A0
Phone No: 204-730-3120 Email Address: abg455@gmail.com

OFFICE USE ONLY:

Date Application Received: June 24, 2025
Payment Received: _____ Amount Received: _____
File No: CO2025-01



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, Danielle 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.

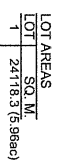


Rural Municipality of Whitehead

OF PART OF
NE 1/4 SECTION 9, TOWNSHIP 10, RANGE 21 WPM
IN THE
RM OF WHITEHEAD

METRIC
SCALE 1:300

A north arrow pointing upwards, with the letter 'N' inside a circle at its base. To the left of the arrow is a metric scale bar with markings for 0, 10, 20, and 30 meters.



All plans referred to are on record in the Brandon Land Titles Office
Land affected by this sketch is shown bordered thus
Distances and angles are determined and measured from found survey monuments

Derek T. Arthur, M.L.S.
Authorized to practice under the "Land Surveyors Act" of Manitoba

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Coletech

99 - 18th Street, Unit D Brandon, Manitoba R7A 0N2 204.728.4899	281 Nelson Street West Windsor, Ontario N9M 2C9 calliehyrup.com
PROJECT FILE NO. 23-1046	REV'D

NOTE:
FOR PLANNING APPLICATION
PURPOSES ONLY.
THIS IS NOT A FINAL SURVEY



NOTICE OF PUBLIC HEARING

UNDER THE PLANNING ACT

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

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

CONDITIONAL USE APPLICATION NO. CO2025-01 – NE 9-10-21W – TO ALLOW FOR A NON-FARM DWELLING LOCATED IN THE “AG” AGRICULTURAL ZONE

DATE OF HEARING: Monday, July 14, 2025

TIME OF HEARING: 8:30AM

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 not later than **July 11, 2025** (cao@rmofwhitehead.ca). Be advised that all correspondence becomes public information, therefore personal information {names, addresses etc.} contained in the correspondence could be released to the public.

Dated this 25th day of June 2025
James Maxon, CAO

Proposed Subdivision- Whitehead (RM)



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.

Map Not to Scale

For Discussion Purposes Only





Variance to Zoning By-law No. 2021-04

Name of Property Owner: Allister and Jill Gray

Name of Applicant: Allister and Jill Gray

Civic Address of Property: 55132 PR 250 Alexander, MB R0K 0A0

Legal Description of Property: NE9-10-21W

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

Variance Request:

Allow for a reduced required front yards for a dwelling from 125 Feet to 100.4 Feet and 9.38 Feet for the existing grain bins

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

Signature of Applicant: A. Gray Date: June 24, 2025

Address: PO Box 146 Alexander, MB Postal Code: R0K 0A0

Phone No: 204-730-3120 Email Address: abg455@gmail.com

Signature of Owner: A. Gray Date: June 24, 2025

Address: PO Box 146 Alexander, MB Postal Code: R0K 0A0

Phone No: 204-730-3120 Email Address: abg455@gmail.com

OFFICE USE ONLY:

Date Application Received: June 24, 2025

Payment Received Date: _____ Amount Received: _____

File No: V2025-03



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
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- 6- That any new or restored survey monuments required due to the subdivision are to be paid by the applicant.

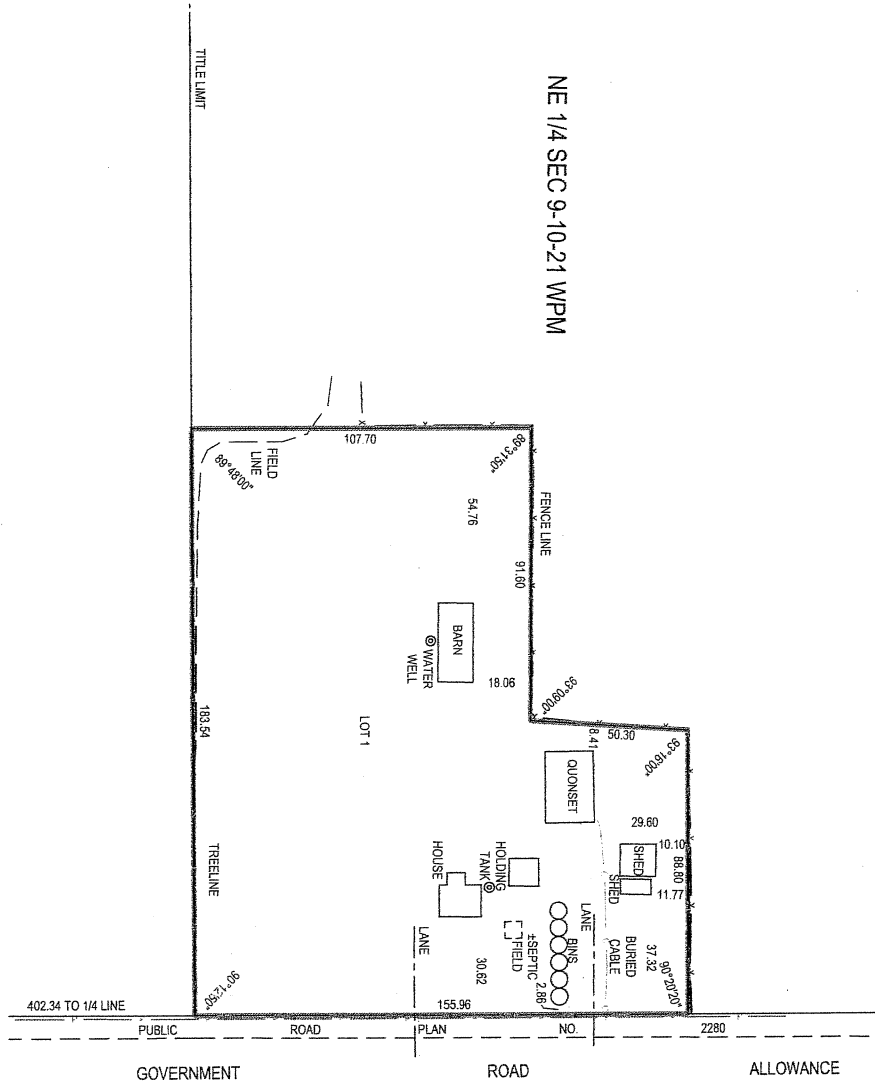
Carried

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

SUBDIVISION APPLICATION MAP
 OF PART OF
 NE 1/4 SECTION 9, TOWNSHIP 10, RANGE 21 WPM
 IN THE
 RM OF WHITEHEAD

CERTIFICATE OF TITLE NO.
 3168989/2
 DATE OF TITLE SEARCH
 June 8, 2023
 REGISTERED OWNER(S)
 Allister Bryce Gray
 Jill Amanda Gray
 ENCUMBRANCES
 121083/2, R1989/8/2, R1354/25/2
 1389102/2, 1479883/2



NOTES
 All plans referred to are on record in the Brandon Land Titles Office
 Land affected by this sketch is shown bordered thus
 Distances and angles are determined and measured from found survey monuments

Dated this _____ day of _____, 2023

Derek T. Arthur, M.L.S.
 Authorized to practice under the "Land Surveyors Act" of Manitoba

LOT	SQ. M.
1	24718.37 (6.96ac)

NOTE:
 FOR PLANNING APPLICATION
 PURPOSES ONLY
 THIS IS NOT A FINAL SURVEY



99 - 18th Street, Unit D
 Brandon, Manitoba
 R7A 0N2
 204.728.4899
 caltechgroup.com

PROJECT FILE NO. 23-1045

REV 0

METRIC
 SCALE 1:300





NOTICE OF PUBLIC HEARING

UNDER THE PLANNING ACT

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

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

VARIATION APPLICATION NO. V2025-03 – NE 9-10-21W – TO ALLOW FOR A REDUCED REQUIRED FRONT YARDS IN THE “AG” AGRICULTURAL GENERAL ZONE FOR THE EXISTING DWELLING DOWN FROM 125 FEET TO 100.4 FEET AND 9.38 FEET FOR THE EXISTING GRAIN BINS

DATE OF HEARING: Monday, July 14, 2025

TIME OF HEARING: 8:30AM

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.

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You may submit written comments to the Chief Administrative Officer no later than **July 11, 2025** (cao@rmofwhitehead.ca). Be advised that all correspondence becomes public information, therefore personal information {names, addresses etc.} contained in the correspondence could be released to the public.



Dated this 25th day of June 2025
James Maxon, CAO

Proposed Subdivision- Whitehead (RM)



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.





Planning & Development
517 Second Avenue
Box 107 Alexander, MB R0K 0A0
T: 204.752.2261

Variance to Zoning By-law No. 2021-04

Name of Property Owner: Allister and Jill Gray

Name of Applicant: Allister and Jill Gray

Civic Address of Property: 55132 PR 250 Alexander, MB R0K 0A0

Legal Description of Property: NE9-10-21W

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

Variance Request:

Allow for a reduced minimum site width down
from 1,000 feet to 810 feet.

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

Signature of Applicant: A. Gray Date: June 24, 2025

Address: PO Box 146 Alexander, MB Postal Code: R0K 0A0

Phone No: 204-730-3120 Email Address: abg455@gmail.com

Signature of Owner: A. Gray Date: June 24, 2025

Address: PO Box 146 Alexander, MB Postal Code: R0K 0A0

Phone No: 204-730-3120 Email Address: abg455@gmail.com

OFFICE USE ONLY:

Date Application Received: June 24, 2025

Payment Received Date: _____ Amount Received: _____

File No: V2025-04



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:

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- 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.

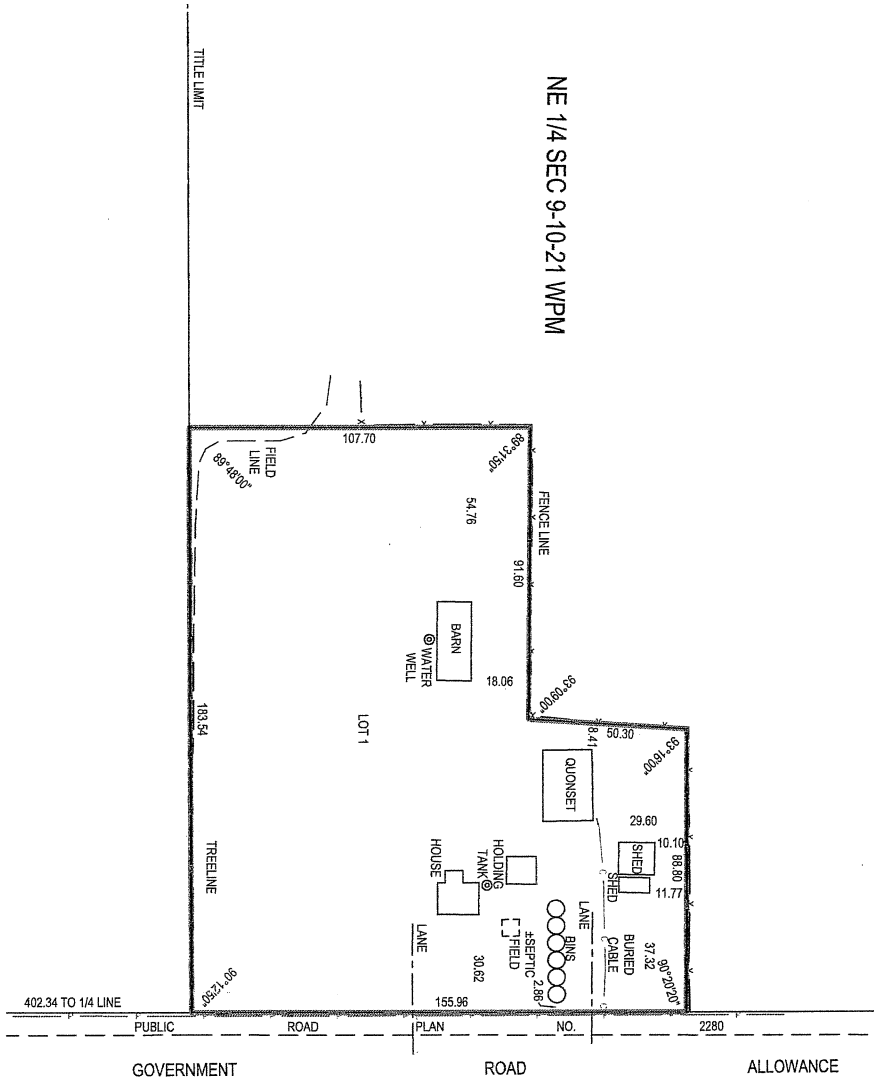


Rural Municipality of Whitehead

SUBDIVISION APPLICATION MAP

OF PART OF
NE 1/4 SECTION 9, TOWNSHIP 10, RANGE 21 WPM
IN THE
RM OF WHITEHEAD

NE 1/4 SEC 9-10-21 WPM



NOTES

All plans referred to are on record in the Brandon Land Titles Office
Land affected by this sketch is shown bordered thus
Distances and angles are determined and measured from found survey monuments

Dated this _____ day of _____, 2023

Derek T. Arthur, M.L.S.
Authorized to practice under the "Land Surveyors Act" of Manitoba

LOT AREAS
LOT 1 24178.3 (S.96ac)

METRIC
SCALE 1:300



NOTE:
FOR PLANNING APPLICATION
PURPOSES ONLY.
THIS IS NOT A FINAL SURVEY.

coltech

99 - 18th Street, Unit D
Brandon, Manitoba
R7A 0N2
204.728.4899
PROJECT FILE NO. 23-1046

281 Nelson Street West
Virden, R0M 2C0
coltechgroup.com

REV D



NOTICE OF PUBLIC HEARING

UNDER THE PLANNING ACT

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

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

VARIATION APPLICATION NO. V2025-04 – NE 9-10-21W– TO ALLOW FOR A REDUCED MINIMUM SITE WIDTH IN THE “AG” AGRICULTURAL GENERAL ZONE DOWN FROM 1,000 FEET TO 810 FEET

DATE OF HEARING: Monday, July 14, 2025

TIME OF HEARING: 8:30AM

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?

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Where can I get more information?

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You may submit written comments to the Chief Administrative Officer no later than **July 11, 2025** (cao@rmofwhitehead.ca). Be advised that all correspondence becomes public information, therefore personal information {names, addresses etc.} contained in the correspondence could be released to the public.

Dated this 25th day of June 2025
James Maxon, CAO

Proposed Subdivision- Whitehead (RM)



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.





ADMINISTRATIVE REPORT TO COUNCIL

PRESENTED: July 14, 2025

BY-LAW/POLICY: P-04

SUBJECT: Whistleblower Protection Policy

AGENDA ITEM: 7.1

BACKGROUND

A resolution was passed at the August 12, 2024 Regular Council Meeting opting-in to legislation requirements for whistleblower protections under the Public Interest Disclosure Act. Administration has been working with officers of the Ombudsman's Office for developing the policy and ensuring adherence to all provisions of the Act.

The policy is internal in nature and only has implications for personnel, as PIDA legislates practices and protections for public sector employees that report observed wrongdoing within the organization. As the RM is small, there are provisions for how complaints may be directed to the independent Ombudsman's Office for investigation. The policy serves to give confidence to the RM staff that concerns could be raised and investigated without reprisal; this also has a benefit to residents as there is an additional layer of internal oversight to ensure best practices are being carried out in the delivery of services.

The Ombudsman's Office now considers the policy as compliant and ready to come into effect.

LEGISLATIVE REQUIREMENTS

The Public Interest Disclosure (Whistleblower Protection) Act was opted-into by resolution of Council and S.5(1) requires the establishment of procedures to comply with the legislation. For this purpose, the RM is obligated to have a policy in place.

OPTIONS FOR CONSIDERATION

Council may advise of any recommended amendments to the policy or approve it as presented. The RM is required to have a policy in effect and any proposed amendments would require review by the Ombudsman's Office.

RM OF WHITEHEAD

WHISTLEBLOWER PROTECTION POLICY

<i>Department</i> Public Works	<i>Classification</i> POLICY
<i>Subject</i> Whistleblower Protection (PIDA)	<i>Pages</i> 6
<i>Authority</i> Council	<i>Effective Date</i> January 14, 2025
<i>DRAFT</i>	<i>Index</i> P-04

1. **POLICY DESCRIPTION:**

The Rural Municipality of Whitehead (the “RM”) is established pursuant to the Municipal Act (Manitoba). The RM has voluntarily committed to following the standards of the Public Interest Disclosure (Whistleblower Protection) Act (PIDA) and adhering to standards of enhanced accountability and transparency.

The purpose of PIDA is to facilitate the disclosure and investigation of significant and serious matters in or relating to the public service that are potentially unlawful, dangerous, or injurious to the public interest. Further, it ensures protection is given to individuals who make any such disclosures, brings wrongdoing to the attention of the public body, and recommends corrective measures.

The purpose of this policy is to outline procedures for the purpose of:

- Compliance with Section 5 (1) and 5(2) of PIDA
- Define roles and responsibilities related to PIDA
- Establish procedures for management to undertake in the event of disclosures
- Entrench supports and security for employees who report wrongdoing and outline the protections afforded to them by PIDA

2. **DEFINITIONS:**

Chief Administrative Officer (CAO) means the senior administrative official appointed by the municipal council.

Employee means any person employed by the municipality, and includes the Chief Administrative Officer, designated officers, full time, part time, contract, or casual employees, including volunteers.

Ombudsman means the Ombudsman appointed under The Ombudsman Act.

Reprisal means any of the following measures taken against an employee who, in good faith, sought advice about making a disclosure, made a disclosure, or co-operated with an investigation regarding a disclosure:

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- a. A disciplinary measure
- b. A demotion
- c. Termination of employment
- d. Any measure that adversely affects the individual's employment or working conditions
- e. A threat to take any of the above

Supervisor means anyone that has a reporting relationship with employees.

Wrongdoing under the Public Interest Disclosure (Whistleblower Protection) Act means:

- a. An act or omission constituting an offence under an Act of the Legislature or the Parliament of Canada, or a regulation made under an Act
- b. An act or omission that creates substantial and specific danger to the life, health, or safety of persons, or to the environment, other than a danger that is inherent in the performance of the duties or functions of an employee
- c. Gross mismanagement, including of public funds or a public asset
- d. Knowingly directing or counselling a person to commit a wrongdoing described in clauses (a) to (c)

3. **RESPONSIBILITIES**

3.1. The Manitoba Ombudsman reviews and investigates disclosure of wrongdoing and complaints of reprisal made under PIDA by employees of a public body. The Manitoba Ombudsman also provides advice to employees, designated officers and the public. A person who is not an employee may provide information to the Ombudsman if they reasonably believe that a wrongdoing has been committed or is about to be committed. The Ombudsman is entitled to copy of the public body's procedures upon request and can make recommendations for improvements.

3.2. The CAO serves as the Chief Executive and Designated Officer and is responsible to ensure compliance with PIDA. As the chief executive the CAO must establish and maintain procedures in accordance with section 5(1) of PIDA and ensure information about PIDA and the disclosure procedures are communicated annually to employees. As designated officer the CAO is responsible for investigating disclosures of wrongdoing made to the employee's supervisor or to the CAO. The designated officer is to provide advice to employees who are considering making a disclosure.

Due to the nature of the RM organization structure, the CAO must ensure that employees are aware of the protections afforded to them from reprisal by PIDA and the availability of the Manitoba Ombudsman if an employee wished to request advice or disclose a wrongdoing that the CAO may be subject or at risk of conflict of interest.

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3.3. Supervisors may receive a disclosure from an employee and must refer the disclosure to the CAO as designated officer or to the Manitoba Ombudsman. Supervisors must ensure they protect the identity of the disclosing employees, and any information related to the disclosure remains confidential.

3.4. Employees who believe wrongdoing is occurring within their public body are protected from reprisal when they report the wrongdoing to the CAO as the designated officer, their supervisor or the Manitoba Ombudsman. Employees have a responsibility to report wrongdoing in good faith, to cooperate during an investigation, and to provide any information the designated officer or the Manitoba Ombudsman may require. The disclosing employee has a responsibility to protect information related to the disclosure, including the identity of persons involved in the disclosure process.

4. PROCEDURES OF REPORTING WRONGDOING

For any reporting of wrongdoing, the following procedures must be followed by the employee, supervisors, and the Designated Officer.

4.1. Requesting Advice

An employee who is considering disclosing wrongdoing may request advice from the designated officer or the Manitoba Ombudsman. Supervisors and the Designated Officer must ensure that employees understand how to contact the Manitoba Ombudsman's Office.

Employees are protected under PIDA from reprisal when requesting advice and are encouraged to submit requests in writing.

4.2. Reporting Wrongdoing

An employee may submit a report of wrongdoing to their supervisor, Designated Officer, or the Manitoba Ombudsman. Employees are encouraged to make any disclosures as soon as they are aware of any wrongdoing. Delays in disclosures affects the ability to collect accurate and relevant evidence.

4.2.1. Disclosures must be in writing and provide the following information, if known:

- a. Description of wrongdoing
- b. Names of person(s) involved in alleged wrongdoing
- c. Date of wrongdoing
- d. If the matter has been raised before and the response received

Disclosure template forms may be used and are available from the PIDA website. These are to be made available to employees.

4.2.2. Employees may report their disclosure to their supervisor, the Designated Officer or the Manitoba Ombudsman and this must be made in writing.

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4.2.3. Any employee who believes that the Designated Officer is involved in wrongdoing is encouraged to report disclosures directly to the Manitoba Ombudsman Office

4.3. Anonymous Disclosures

Anonymous disclosures are acted on whenever possible, but may make the disclosure more difficult to investigate or substantiate

4.4. Reporting an Urgent and/or High-Risk Matter

A disclosure may be made to other public bodies if the alleged wrongdoing could be considered a substantial or specific risk to life, health, or safety of individuals or the environment. This may include a disclosure to law enforcement, health authorities, etc. A disclosure to the supervisor, Designated Officer, or Manitoba Ombudsman must still be made after the public disclosure.

5. PROCEDURES FOR RECEIVING DISCLOSURES

If the supervisor or Designated officer receives a report of wrongdoing, they are required to follow the following steps.

5.1. Acknowledge receipt of the disclosure within 5 business days and determine how the employee wishes to receive communication and updates

5.2. Supervisors must provide the disclosure to the Designated Officer promptly and how the employee wishes to be contacted. The employee will be advised when the Designated Officer has been referred the disclosure.

If the disclosure relates to the Designated Officer or the Supervisor reasonably believes that the Designated Officer would be in conflict of interest with the disclosure, they are to refer the disclosure directly to the Manitoba Ombudsman.

5.3. The following are to be considered confidential by the employee, supervisor, and Designated Officer:

- a. All communications, verbal or written, relating to the disclosure are to be securely recorded, documented, and retained.
- b. Identities of involved persons, witnesses and alleged participants

6. PROCEDURES FOR INVESTIGATING DISCLOSURES OF WRONGDOING

The Designated Officer (CAO) must follow the following when a disclosure of wrongdoing is received:

6.1. Notify the **Personnel Committee Chair** of a disclosure of wrongdoing within 5 days of receipt without divulging any protecting information related to the disclosure and maintaining confidentiality of persons involved in the disclosure.

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- 6.2.** Contact the Manitoba Ombudsman to determine if the matter is to be investigated by the Designated Officer or referred to the Manitoba Ombudsman. The matter must be referred if the allegations are considered significant in nature or related to a matter in which the Designated Officer could reasonably be at risk of bias.
- 6.3.** The Designated Officer may decide not to undertake an investigation if they are of the opinion that:
- a. The matter falls under a different Act
 - b. The allegation can reasonably be interpreted as having not been made in good faith
 - c. Too much time has passed, and a reasonable determination could not be made
 - d. The disclosure relates to a matter that results from processes, by-laws, or policies as they relate to operations
 - e. The disclosure does not or cannot provide substantive details to the allegations
 - f. The matter more appropriately falls under the employment standards manual policy of the municipality
 - g. Any other reasonable reason that could be considered valid for not undertaking an investigation

If the Designated Officer does not undertake an investigation, the decision and reasoning must be recorded and provided in writing to the employee.

- 6.4.** If investigated by the Designated Officer, the matter must be conducted within a timely manner. They may contact the Manitoba Ombudsman for assistance, advice, or any other reason during the investigation.
- 6.4.1.** It is the responsibility of the investigator to ensure that the right to procedural fairness and natural justice of all persons involved in the investigation is respected, including for persons making disclosures, witnesses and persons alleged to be responsible for wrongdoings.
- 6.5.** When an investigation is concluded a report must be provided to the Personnel Committee Chair. The report is to clearly outline if wrongdoing had occurred, the rationale for the determination, and what corrective actions are recommended.
- 6.5.1.** Without disclosing any sensitive or confidential information, the employee who disclosed wrongdoing will be notified in writing when the investigation concludes and if wrongdoing had been found to have occurred.

7. PROTECTION FROM REPRISAL

The Act guarantees protections for employees against reprisals in undertaking a disclosure in good faith.

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- 7.1.** No reprisals can be made against an employee who seeks advice about making a disclosure, makes a disclosure, or co-operated with an investigation into possible wrongdoing
- 7.2.** An employee, or former employee, that alleges to be the target of reprisal may submit a complaint for investigation. Any such complaints regarding reprisals must be submitted in writing to the Manitoba Ombudsman's Office.
- 7.3.** An employee or former employee that submits a written complaint to the Ombudsman may submit a further complaint to the Manitoba Labour Board if:
- a.** The Ombudsman decides not to commence an investigation into the complaint or ceases an investigation;
 - b.** The employee or former employee is not satisfied with the findings or recommendations made by the Ombudsman with respect to the alleged reprisal;
 - c.** If, after 60-days, the employee or former employee is not satisfied with the steps taken to give effect to any recommendations made by the Ombudsman respecting a reprisal

8. ANNUAL REPORTING

The CAO is required to annually prepare and submit a report on any disclosures of wrongdoing that were received in the prior year.

- 8.1.** The report must include the following:
- a.** The number of disclosures received, and the number that were acted on and not acted on
 - b.** The number of investigations commenced as a result of a disclosure
 - c.** If wrongdoing was found, the report must include a description of the wrongdoing and any recommendations or corrective actions taken to address the wrongdoing. If no corrective action was taken, the report must provide reasons as to why,
- 8.2.** The annual report must be submitted to the Personnel Committee and made available to the public upon request.



Municipal and Northern 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

Date:	June 27, 2025	File:	4202-24-8605 (Applicant File No. 230409)
Applicant:	Lisa Marie Suski	Registered Owner:	Lisa Marie Suski
Municipality:	Whitehead (RM)	Proposed Subdivision:	NW-33-10-20-W

Intent of Subdivision:

The applicant proposes to subdivide an existing 85.41-acre property into 22 individual lots. It is important to note that the property has been redesignated from Agricultural to Rural Residential. The subject property is accessible via a Government Road Allowance located along the western and northern boundaries. The proposed subdivision is intended for rural residential development and includes the allocation of public reserve lands designated for recreational use. The site is currently characterized as woodland and contains an existing structure. Development of the subdivision is planned to proceed in multiple phases. It is noted that a livestock operation housing approximately 20 animals is situated across the road to the south of the subject property. Drainage for the proposed lots will be managed through natural means or constructed ditches. Each lot will utilize a septic field for sewage disposal, and a piped water system is proposed for potable water supply. The applicant has indicated that a new shared driveway will be constructed to provide access to the lots; however, no new public roads are proposed as part of this development.

Applicable Development Plan and Zoning Bylaw Information:

According to **Whitehead Development Plan By-law No 2018-08**, the proposed subdivision is in Progressive area and within an area designated as **Rural Residential**. All applicable policies to this proposed subdivision are contained within Policy **4.1.2 (b, c, d, e, f, l, j l, m, n)** of the development plan, which reads in part as follows:

4.1.2 Rural Residential Policy Areas

Policies

(b) Rural Residential Policy Areas are a concentration in a radius proximity of less than 0.8 km or 2,640 feet of three (3) or more non-farm, single family dwellings with lot sizes of 5 acres or less located outside an urban centre.

(c) Rural residential developments with single-family dwellings shall be directed towards areas designated as Rural Residential Policy Areas on maps attached to the Development Plan.

(d) Rural residential should be directed to areas where, due to a combination of a diversity of landscape features, the predominance of lower-class land, a high degree of land fragmentation and the existence of a mixture of land uses, agriculture is not dominant; and away from prime agricultural land, viable lower-class land and existing agricultural operations whenever possible.

(e) Infill in areas designated Rural Residential Policy Areas shall be encouraged before expanding or re-designating more lands for more rural residential development.

(f) New areas considered for designation as Rural Residential Policy Areas shall be directed towards the following different locations:

a. Lands with existing municipal drinking water systems and/or waste water pipes;

b. Lands contiguous of existing Rural Residential Policy Areas;

c. Lands in close proximity to well-serviced transportation infrastructure;

d. Lands that can be serviced, in time, with an extension of existing municipal drinking water systems and/or waste water pipes in an environmentally sound, economically, and timely manner; and

e. Lands not vulnerable to overland drainage problems or other environmental concerns.

(i) Rural residential development shall provide a parcel size larger than found in urban areas that will preserve the rural character while accommodating on-site wastewater management system according to appropriate provincial regulations.

(j) Rural residential building locations on the large lots should be considered under the Zoning By-law for allowing the further subdivision of the lands to ensure densification and the economic viability of municipal public services such as piped wastewater and/or piped water.

(l) All residential developments shall have or make suitable arrangements for an adequate water supply and wastewater disposal.

(m) Rural residential development shall protect natural features such as creeks, tributaries, riparian areas, and retain existing tree cover wherever possible.

(n) Rural residential development shall provide adequate surface drainage.

Zoning By-Law

The **Rural Municipality of Whitehead** zoning by-law No. 2021-04 zones the area of activity as “**AG**” **Agricultural General Zone**, however, there is need to rezone to “**RR2**” **Rural Residential Zone**, where clusters of planned multi-lot rural residential development and all range of related activities and development are encouraged to meet the intended use of the applicant.

Lot Description	Zone	Minimum Requirements	Proposed Site Area	Proposed Site Width	Action Required (Variance, Conditional Use)
Proposed Lot 1	AG (RR2)	Area – 2 acres Width – 200 feet	2.51 acres	254 feet	Zoning Amendment to RR2.
Proposed Lot 2	AG (RR2)	Area – 2 acres Width – 200 feet	2.55 acres	243 feet	Zoning Amendment to RR2.
Proposed Lot 3	AG (RR2)	Area – 2 acres Width – 200 feet	10.07 acres	51 feet	Zoning Amendment to RR2. Variance required for site width.
Proposed Lot 4	AG (RR2)	Area – 2 acres Width – 200 feet	2.31 acres	252 feet	Zoning Amendment to RR2.

Proposed Lot 5	AG (RR2)	Area – 2 acres Width – 200 feet	2.2 acres	223 feet	Zoning Amendment to RR2.
Proposed Lot 6	AG (RR2)	Area – 2 acres Width – 200 feet	2.2 acres	223 feet	Zoning Amendment to RR2.
Proposed Lot 7	AG (RR2)	Area – 2 acres Width – 200 feet	2.2 acres	223 feet	Zoning Amendment to RR2.
Proposed Lot 8	AG (RR2)	Area – 2 acres Width – 200 feet	2.2 acres	223 feet	Zoning Amendment to RR2.
Proposed Lot 9	AG (RR2)	Area – 2 acres Width – 200 feet	2.2 acres	223 feet	Zoning Amendment to RR2.
Proposed Lot 10	AG (RR2)	Area – 2 acres Width – 200 feet	2.2 acres	223 feet	Zoning Amendment to RR2.
Proposed Lot 11	AG (RR2)	Area – 2 acres Width – 200 feet	2.2 acres	223 feet	Zoning Amendment to RR2.
Proposed Lot 12	AG (RR2)	Area – 2 acres Width – 200 feet	2.2 acres	223 feet	Zoning Amendment to RR2.
Proposed Lot 13	AG (RR2)	Area – 2 acres Width – 200 feet	2.3 acres	216 feet	Zoning Amendment to RR2.
Proposed Lot 14	AG (RR2)	Area – 2 acres Width – 200 feet	2.31 acres	216 feet	Zoning Amendment to RR2.
Proposed Lot 15	AG (RR2)	Area – 2 acres Width – 200 feet	2.31 acres	216 feet	Zoning Amendment to RR2.
Proposed Lot 16	AG (RR2)	Area – 2 acres Width – 200 feet	2.31 acres	216 feet	Zoning Amendment to RR2.
Proposed Lot 17	AG (RR2)	Area – 2 acres Width – 200 feet	2.31 acres	216 feet	Zoning Amendment to RR2.
Proposed Lot 18	AG (RR2)	Area – 2 acres Width – 200 feet	2.31 acres	216 feet	Zoning Amendment to RR2.
Proposed Lot 19	AG (RR2)	Area – 2 acres Width – 200 feet	2.31 acres	216 feet	Zoning Amendment to RR2.
Proposed Lot 20	AG (RR2)	Area – 2 acres Width – 200 feet	2.31 acres	216 feet	Zoning Amendment to RR2.
Proposed Lot 21	AG (RR2)	Area – 2 acres Width – 200 feet	2.31 acres	216 feet	Zoning Amendment to RR2.
Proposed Lot 22	AG (RR2)	Area – 2 acres Width – 200 feet	2.31 acres	216 feet	Zoning Amendment to RR2.

Additional Information:

Footnotes Forming Part of “RR2” Rural Residential Zone:

a) (i) The maximum allowable height for all buildings and structures shall be 30 feet (two storeys), excepting personal telecommunications towers which shall be allowed as permitted accessory structures when located on single-unit dwellings, mobile or modular home sites subject to the siting and setback requirements of footnote (h) of Table 3.4 herein.

(ii) The minimum dwelling unit floor area for a single-unit farm and/or non-farm dwelling, mobile home and/or modular home shall be seven hundred (700) square feet (65.03 sq/m).

(b) (i) Where principal buildings and/or structures are adjacent to a Government Road Allowance under the jurisdiction of the municipality, the minimum front and side yard setbacks shall be one hundred and twenty-five (125) feet (38.1m).

(ii) Under authority of applicable provincial Act, where any structure or development is proposed under, below or at ground level within the controlled areas of the provincial highway system, permits must be obtained from provincial authority having jurisdiction.

(e) Where a proposed development involves the construction of “water control works” or “drainage works” as identified under the Water Rights Act, it shall be the responsibility of the proponent to contact the provincial authority having jurisdiction to obtain any required licenses or approvals prior to the commencement of development.

(f) The minimum required front yard for accessory buildings and structures shall be the same as the minimum required front yard for the principal building on the same site.

(h) All required yards specified for any use shall be located on the same site as the use and shall be maintained as open space except as provided elsewhere in this By-law.

COMMENTING DEPARTMENTS/AGENCIES:

There were no objections raised by the various government agencies during the circulation process. The following comments and concerns however, were provided:

Teranet Manitoba requires a Plan of Subdivision.

Manitoba Environment and Climate, Drainage and Water Rights Licensing Branch

On behalf of Drainage & Water Rights Licensing – Drainage Section, a Licence to Construct Water Control Works is required for the works associated with this subdivision development. An Engineered Drainage Plan must be provided with the application in accordance with section 4 of the attached guide.

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.

- Please note that this proposed location has Class 6 soils (ag capability).

Manitoba Sport Culture and Heritage, Historic Resources Branch

The Manitoba Historic Resources Branch noted that 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. Therefore, the proponent is required 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. 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. HRIAs 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. 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 HRIAs are conducted in snow and frost-free conditions. For further information contact: Historic Resources Branch at (204) 945-2118 or HRB.archaeology@gov.mb.ca

Manitoba Environment and Climate, Environmental Compliance and Enforcement Branch

- When development occurs, the proposed lot(s) will be required to register, install and maintain an appropriate onsite wastewater management system that meets the minimum setback distances and requirements outlined in the OWMS Regulation MR 83/2003.
- The proposed subdivision is located on land predominately classified as an N4 nutrient management zone pursuant to the Nutrient Management Regulation. The only wastewater management system that can be used in a nutrient management zone are holding tanks unless the soils in the area can be successfully reclassified pursuant to the Nutrient Management Regulation. For further information on the classification of soils in that area you can contact Brian Wiebe, Senior Land-Water Specialist at Brian.Wiebe2@gov.mb.ca or 204-914-1701.

Manitoba Hydro requires an easement.

Bell MTS requires an easement.

Other Agencies:

- All other agencies responded with no comments or concerns.
- Please review all attached correspondence for additional details.

RECOMMENDATION

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

Be advised that as per Section 125(2) of the Planning Act any subdivision being considered by Council creating a new road or extending a road will require a public hearing prior to passing a resolution approving that application.

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

- 1) That a Zoning By-law amendment be obtained for **proposed Lot 1-22**, rezoning all portions of current title area from **“AG”** Agricultural General Zone to **“RR2”** Rural Residential Zone.
- 2) That a variance order be obtained for the proposed lot 3, decreasing the site width from 200 feet to 51 feet within the **“RR2”** Rural Residential Zone as necessary to ensure compliance with the Zoning By-law.

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.

Isaac Omonaiye
Community Planner

Cc: Lisa Marie Suski

Land Titles requirements are as follows:

A Plan of Subdivision as proposed is required.

Sincerely

Garth Gislason | Plan Registration, Surveys Department | Teranet Manitoba
705 Princess Avenue, Brandon, MB R7A 0P4
Mailing Address: PO Box 70 Winnipeg Main, Winnipeg, MB, R3C 2G1
Office: 1.844.737.5684 | Extension 1823
Email: garth.gislason@teranet.ca



The proposed subdivision resides within a designated Rural Residential Policy Area; no comments.

Thanks,
Tina

Tina Harms, M.Sc., P.Ag.
Land Use Specialist
Sustainable Agriculture Branch
Tina.Harms@gov.mb.ca
T: 204-761-0701

Environment and Climate Change, Environmental Compliance and Enforcement has reviewed the aforementioned subdivision proposal and has no concerns but the following comment(s):

- When development occurs, the proposed lot(s) will be required to register, install and maintain an appropriate onsite wastewater management system that meets the minimum setback distances and requirements outlined in the OWMS Regulation MR 83/2003.
- The proposed subdivision is located on land predominately classified as an N4 nutrient management zone pursuant to the Nutrient Management Regulation. The only wastewater management system that can be used in a nutrient management zone are holding tanks unless the soils in the area can be successfully reclassified pursuant to the Nutrient Management Regulation. For further information on the classification of soils in that area you can contact Brian Wiebe, Senior Land-Water Specialist at Brian.Wiebe2@gov.mb.ca or 204-914-1701.

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

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

1. **Easements required**— Manitoba Hydro will require easements.

Manitoba Hydro will require the landowner to enter into a Statutory Easement Agreement(s) (“Agreements”) with Manitoba Hydro regarding existing and/or future facilities associated with the subdivision as set out in the above noted application.

This registration requirement will need to be included as a condition on the final Certificate of Approval.

2. **No easements required**— Centra Gas Manitoba Inc. has no easement requirements.
3. 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.
4. We have included the applicant—if the email address was not provided, please provide this letter to them.

Directions for the Applicant

Should your subdivision application be issued a Conditional Approval letter (from the Approving Authority), Manitoba Hydro requires the following to complete our condition:

1. Have the surveyor provide Manitoba Hydro with a pdf copy of the Subdivision Plan.
 - a. **Timelines can be reduced should the surveyor provide a CAD file (georeferenced preferred)**
 - b. Upon receiving the pdf or CAD file of the Subdivision Plan we will review and provide our easement requirements to your surveyor to prepare a Plan of Easement. (Unless otherwise informed by Manitoba Hydro)
 - c. Promptly provide any layout changes. (Including changes requested by Land titles office)
2. Provide us with the name of the lawyer which will be taking care of registration of your subdivision. If this information was included on your planning application, please disregard this item and simply review subsequent items a. and b.
 - a. Agreements will need to be signed by the landowners. The agreements and the plan of easement need to be sent in trust from our lawyer to the applicant’s lawyer to ensure they are signed and registered.
 - b. Once signed at the lawyer's office you will be provided with a release of conditions letter which can be given to the planning office.
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 the online form on the [Manitoba Hydro](#) website.

The lawyer information, subdivision plan and any/or inquiries can be sent to HCSC@hydro.mb.ca.

Subdivision Application Status Dashboard and Land Management Site

View the status of your subdivision within Manitoba Hydro using our Subdivision Application Status Dashboard and [FAQ's](#) about the subdivision process on our [Land Management Site](#). Instructions for how the Subdivision Application Status Dashboard works will be in the Subdivisions tab. (Dashboard is best viewed on a desktop computer)

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



On behalf of the Land and Planning Branch, there are no concerns on the Rural Municipality of Whitehead Subdivision No. 4202-24-8605.

Thank you

Oladipo Akinpelumi

Resource Planning Specialist
Lands and Planning 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



Natural Resources and Indigenous Futures

Mines Branch has no concerns as there is no identified medium or high potential aggregate in the area.

Thanks,
-Sahejpal S.
Office of the Mining Recorder Manitoba
Mines_Br@gov.mb.ca

We have no concerns regarding this file.
Thank you,

Matthew Sebesteny

Development Review Specialist
Hydrologic Forecasting & Water Management Branch
Manitoba Transportation & Infrastructure
Second Floor - 280 Broadway Ave
Winnipeg MB R3C 0R8

We have reviewed subdivision file 25-8605 and have no concerns. The proposed lots have frontage along municipal roads.

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



Bell MTS will require easements and requests that as a condition of approval for this subdivision proposal, the landowner is required to enter into a Right-of-Way Agreement (“Agreement”) with Bell MTS (“MTS”) for existing and/or future telecommunications facilities in connection with the subdivision for a **3.6M Easement**.

As a result of changes to The Real Property Act (Manitoba), Bell MTS must ensure that its easement rights are registered against all relevant titles before further transfers of land take place; therefore, Bell MTS requests that as a further condition of approval, the developer is required to register a statutory easement along with the Easement Plan, if required, in series immediately following the proposed subdivision plan, at the appropriate Land Titles Office.

If the subdivision is by legal description, in order to prepare the Agreement, Bell MTS requires a copy of the legal description of the proposed lots/parcels to be conveyed, prepared by a lawyer or surveyor and approved by the Land Titles Office (as stated in the Letter of Conditional Approval).

If a Plan of Subdivision is required, the Manitoba Land Surveyor who is preparing the subdivision plan must forward a copy of the plan to the attention of Gregory Sim - PROPERTYACQUISITION@bellmts.ca

Bell MTS will then review the print and reply to the surveyor with the Bell MTS easement requirements. The surveyor can then prepare the Plan of Easement in accordance with The Real Property Act (Manitoba) and the Land Titles Office regulations. The Plan of Easement, if required, is prepared at the developer’s expense.

Any existing Bell MTS services, easement agreements and/or caveats affecting the lands to be subdivided will be brought forward on the titles generated by the new plan of subdivision unless otherwise specified. If there are any existing facilities which require removal or relocation as a result of the subdivision, the costs will be at the expense of the developer.

The contact for proceeding with the Right-of-Way Agreement is:

BellMTS Property Acquisition Department
Attention: Mr. Gregory Sim, Survey Coordinator
PROPERTYACQUISITION@bellmts.ca

Developer responsibilities (Bell MTS Pre-Service Charges etc.) can be made available by contacting the Bell MTS Network Engineering Control Centre at neteng.control@bellmts.ca

Thank-you,
Sylvie Leurquin
Network Services Associate
subdivisions@bellmts.ca

cc. Hydro SM-Subdivision Circulars / Bell MTS Property Acquisitions

On behalf of Drainage & Water Rights Licencing – Drainage Section, a Licence to Construct Water Control Works is required for the works associated with this subdivision development. An Engineered Drainage Plan must be provided with the application in accordance with section 4 of the attached guide.

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.

- Please note that this proposed location has Class 6 soils (ag capability).

Thanks,
Ingrid Rothnie
Senior Water Resource Officer
204-841-3862

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. HRIAs 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 HRIAs 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

Archaeological Assessment Services Unit

Historic Resources Branch

Manitoba Sport, Culture, Heritage and Tourism

Main Floor – 213 Notre Dame Avenue

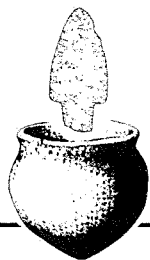
Winnipeg, MB

R3B 1N3

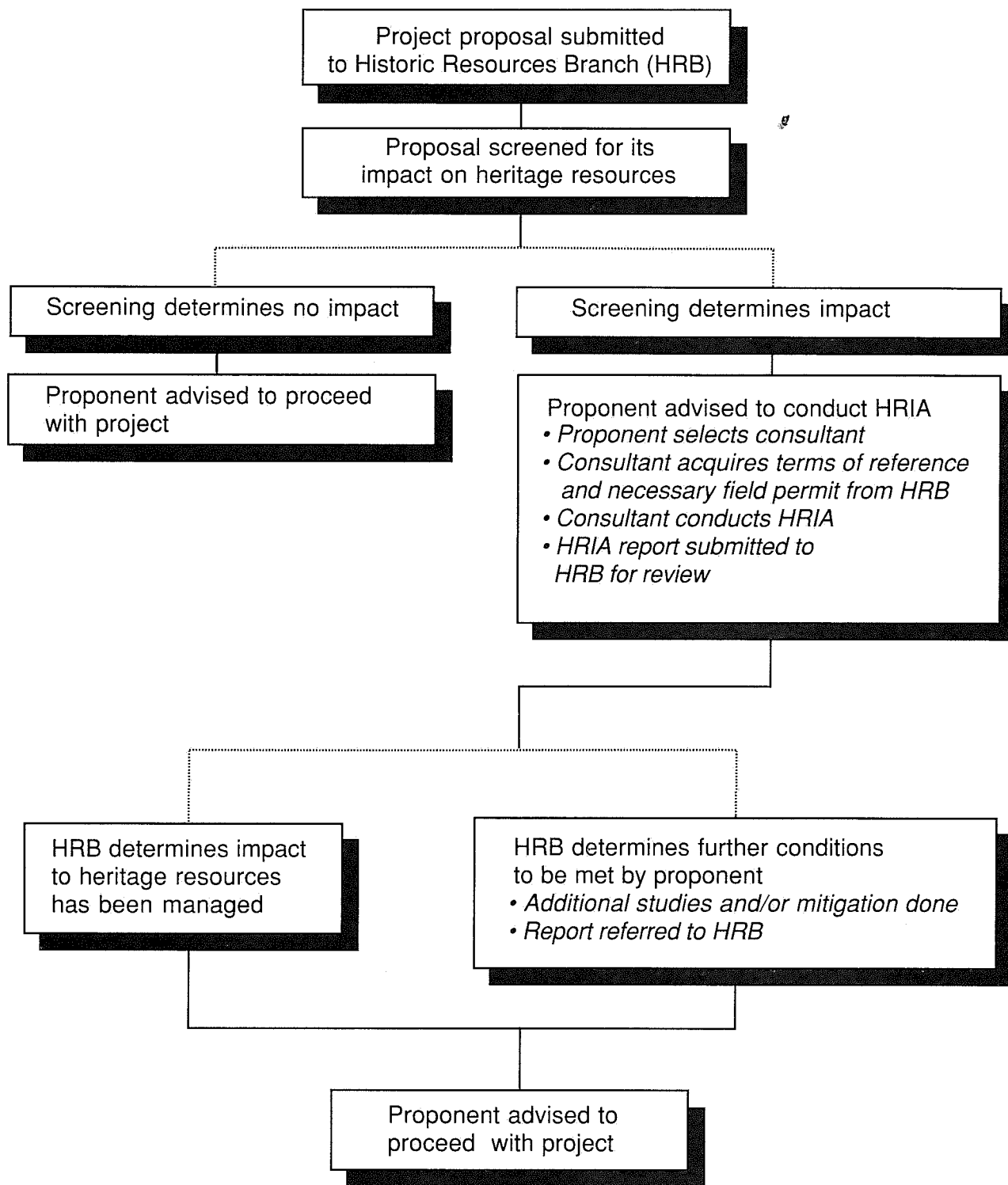
T: (204) 945-2118

e: HRB.archaeology@gov.mb.ca

Enclosures: HRIA flowchart and list of heritage consultants



Heritage Resource Impact Assessment (HRIA) Process



This Consultant List contains the names of consultants who have identified themselves to Archaeological Assessment Services, Historic Resources Branch as being available to conduct heritage resource impact assessment and management studies, as well as consultants with expertise in associated fields. The list is not intended to be exhaustive as there may be other consultants eligible to conduct such work that do not appear on the Consultant List. It is the responsibility of those wishing to appear on this list to update their working status every year.

The Consultant List is provided for information purposes only. The Historic Resources Branch makes no recommendation with respect to this listing. It is not intended as a statement of professional qualifications. All firms in this listing have staff qualified to apply for a Heritage Permit. The Province of Manitoba is not responsible for any errors or omissions on the Consultant List, and assumes no responsibility or liability for the acts or omissions of any person or firm on the Consultant List contained herein.

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AECOM Canada ULC.
99 Commerce Dr
Winnipeg, Manitoba
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AECOM Canada ULC.	99 Commerce Dr Winnipeg, MB R3P 0Y7	Phone 204-477-5381
	300, 48 Quarry Park Boulevard SE Calgary AB T2C 5P2	Brent Murphy Brent.murphy@aeacom.com 403-835-2958
	250 York St. London, ON N6A 6K2	Samantha Markham Samantha.markham@aeacom.com 226-378-9069

AECOM is built to deliver a better world. We design, build, finance, maintain and operate infrastructure assets for governments, businesses and organizations in more than 150 countries. As a fully integrated firm, we connect knowledge and experience across our global network of experts to help clients solve their most complex challenges. From high-performance buildings and infrastructure to resilient communities and environments, to stable and secure nations, our work is transformative, differentiated and vital.

The AECOM Cultural Resources Department, formed in 2007, provides archaeological, built heritage and cultural heritage landscape services to a wide variety of public and private sector clients across Canada. We have a multidisciplinary Cultural Heritage team of dedicated researchers, archaeologists, cultural heritage specialists, and heritage planners that offer a range of services. AECOM's Cultural Heritage team has the right mix of skill sets, experience, relationships, and understanding of cultural resource management and working with multiple stakeholders (notably Indigenous communities). AECOM provides a full range of cultural resource management services including:

- Heritage Resource Impact Assessment
- Desktop Heritage Resource Overview
- Heritage Resource Protection Plans
- Modelling and Constraints Mapping
- Historical and Archival Research
- Built Heritage
- Traditional Land and Resource Studies
- Indigenous Engagement

Agassiz-CRS
#3305-197 Victor Lewis Drive
Winnipeg, Manitoba
R3P 2A4

Contact:
Mark Paxton-MacRae
Owner
Phone : (204) 509-4757
Email : Paxton-macrae@agassiz-crs.ca
Website : <http://agassiz-crs.ca/>

Agassiz C.R.S. is a Manitoba based cultural heritage service company formed in 2015 to provide projects, developers, individuals, and First Nations of Manitoba with comprehensive and professional archaeological, anthropological and historic resource services. We have experience working on sites throughout Canada including Manitoba, Saskatchewan, and Ontario, as well as international experience. We can provide engagement with the public through professionally led public archaeological excavations and programming.

We offer First Nations consultation and engagement. We are interested in providing consultation to First Nations on archeology and heritage concerns relating to land development. Agassiz is currently working with Peguis First Nation on several projects.

Our services include:

Heritage assessments:

Project and regional mapping via GIS software and drone software,
HRIA (historic resource impact assessment),
HRO (historic resource overview),
Archaeological mitigation, monitoring and post impact assessment,

Research:

Archival research,
Historical research,
Site and region specific research,

Consultation:

First Nations engagement,
TLU (traditional land use),
ATK (Aboriginal traditional knowledge),
Public consultation.

We have experience in managing projects that range from one-day, two-person site surveys up to large regional studies and multi-year archaeological excavations employing a large work force. We also have considerable experience in coordinating archaeological research with industry requirements.



ATLHERITAGE SERVICES
Unit 10 – 3810 Burrton Avenue
Saskatoon, SK
S7P 0E4
www.atlheritage.ca

Contact: Mike Markowski
Title: Director, Principal Archaeologist
Phone : c. (306) 370-9972; o. (306) 242-2822
Email : mike.markowski@atlheritage.ca

Atlheritage has built a strong and respected reputation with helping our client's navigate the Heritage regulatory approval process. We understand and appreciate developments, which is why we work closely with our clients to ensure regulatory requirements (i.e., Heritage Resources Impact Assessments) are professionally and efficiently completed to ensure Heritage Clearance is achieved well in advance of construction schedules. **HRIAs are our expertise.** Most importantly, we pride ourselves in our commitment and customer service we provide to our clients while working closely with the Historic Resources Branch.

Atlheritage consists of a group of respected archaeologists with extensive heritage assessment experience across the Prairies. Our areas of expertise include:

- Heritage Desktop Studies
- Heritage Resource Reviews and Project submissions to the Historic Resources Branch.
- Heritage Resources Impact Assessments (HRIA)
- Archaeological Monitoring and Post-Impact Assessments
- Heritage Resources Impact Assessment – Mitigation (HRIA-Mitigation)
- Traditional Land Use Studies (TLU)
- Traditional Knowledge Studies (TEK)
- Cemetery Management (mapping marked and unmarked graves)
- Ground Penetrating Radar (GPR)

Atlheritage is a division of ATL Group of Companies Limited (ATL Group). ATL Group provides niche consulting services specializing in Heritage/Archaeology (Atlheritage Services), engagement, facilitation, and communications (Atlwest Communications), and GIS and AutoCad mapping services (Prairie Mapping Industries).

Big Muddy Heritage Consulting Ltd.

127 Centre St.
Coronach, SK S0H 0Z0
www.bigmuddyheritage.com
P. 306-265-7622

Contacts:

Dr. Dan Meyer – President and Senior Project Archaeologist
dan@bigmuddyheritage.com

Destiny McPeck – Senior Archaeologist
destiny@bigmuddyheritage.com

Big Muddy Heritage Consulting Ltd. (BMHC) is an archaeological, heritage, and historic resources consulting firm based in Saskatchewan, and offering services throughout western Canada. BMHC works with industrial proponents, government agencies, and Indigenous communities to meet requirements of Provincial, Territorial, and Federal regulations regarding the identification, assessment, protection, and investigation of heritage resources including archaeological and historic sites. At Big Muddy Heritage Consulting, we have the expertise and means to complete heritage resources projects throughout Manitoba, Saskatchewan, Alberta, Northwest Territories, and Yukon. We do this by providing comprehensive consulting services focusing on heritage and archaeological impact assessments that are tailored to the unique needs of each client.

In Manitoba, we offer several services to help private, government, and Indigenous development proponents to meet the requirements of The Heritage Resources Act and the guidelines for Heritage Resources Impact Assessments and other applicable guidelines and legislation. These services include Heritage Resources Overviews (HRO), consultation with the Heritage Resources Branch (HRB) on Terms of Reference for HRIA work, Heritage Resources Impact Assessments, Heritage Resources Impact Mitigations, Indigenous Engagement and Traditional Use Studies, Construction Monitoring, and Expert Testimony.

Our President and Senior Project Archaeologist, Dr. Dan Meyer (RPA 17246), has over 30 years of experience in heritage resources management. He has directed and participated in numerous Heritage Resource Studies or Archaeological Impact Assessments as a Project Archaeologist throughout the northern Plains, Boreal Forest, Sub-Arctic, and Eastern Slopes since 2001, in addition to his other experience across North America including Alberta, British Columbia, Manitoba, Northwest Territories, Saskatchewan, Chiapas (Mexico), New Mexico, Colorado, Wyoming, North Dakota, Vermont, and Yellowstone National Park. In Manitoba, Dan has undertaken HRIA work on behalf of clients such as Manitoba Hydro, Parks Canada, Shared Health Manitoba (with Architecture49). Dan has expertise in directing regional surveys and large-scale excavations of complex, multi-component sites, has conducted extensive surveys for forestry and mining clients, has produced predictive models, and authored Heritage Resources Protection Plans. Dan has supervised over 100 field assessment projects that have recorded over one thousand five hundred archaeological sites in the last twenty-three years. Many of the projects with which he has been involved have had Indigenous consultation or traditional use components. Dr. Meyer is assisted in HRIA work by Senior Archaeologist Destiny McPeck, whose 8-year career has seen involvement in heritage projects for the oil and gas industry, forestry, and mineral exploration throughout Manitoba, Saskatchewan, Alberta, Northwest Territories, British Columbia, and Ontario. Destiny worked on Enbridge's Line 5 Replacement project in Manitoba. Destiny has strong historical family ties to the Red River Métis community.

Canada North Environmental Services
211 Wheeler Street
Saskatoon, Saskatchewan
S7P 0A4

Contact:

Karmen VanderZwan

Heritage Division Manager / Senior Archaeologist

Phone: 306-652-4432 (office); 306-227-8182 (cell)

Email: karmen.vanderzwan@cannorth.com

Website: <https://cannorth.com/>

Canada North Environmental Services (CanNorth) is a multidisciplinary and comprehensive heritage, engagement, and environmental consulting company. We are 100% First Nations owned. We offer specialized and expert services that are geared towards helping clients achieve regulatory compliance under heritage and environmental legislation. We have the capacity to handle both large and small projects.

Since 1997, CanNorth has provided high quality environmental and heritage services to a diversity of clients for a wide range of project types. Our experienced, interdisciplinary team offers the technical skills and knowledge to protect the environment, satisfy regulatory requirements, benefits our clients, and support local communities.

Heritage services are provided through CanNorth's Heritage Division. We provide to our clients a wide range of services, including:

- Heritage Resource Impact Assessment and Mitigation (HRIA, HRIA-M),
- Archaeological monitoring and post-impact assessments,
- Project referrals,
- Archaeological consulting,
- Traditional Land Use studies (TLU),
- Archival and historical research, and
- Indigenous engagement.

Our heritage programs are delivered with the same high-quality commitment to service and excellence that have made CanNorth a proven leader in environmental programs and consulting services.

Circle CRM Group Inc.
4807 32 St, SE
Calgary Alberta
T2B 2X3
Tel: (403) 984 8189
Website: <http://www.circleconsulting.ca>

Contacts:

Margarita de Guzman	Kristin McKay
Managing Director	Senior Manager
c: 403 891 5617	c: 780 977 3157
marg@circleconsulting.ca	kristin@circleconsulting.ca

Circle CRM Group is a heritage resource consulting company with offices in Calgary and Edmonton, Alberta, as well as a seasonal office in Williams Lake, BC. We are professional archaeologists who share a common mission: to protect and promote understanding of heritage resources. We believe in a balance of practical growth and development while preserving our cultural resources for future generations. Through great teamwork and collaboration, we deliver consistent, quality heritage resource services that exceed our client's expectations.

In its 25-year span, Circle CRM Group has completed archaeological assessments in BC, Alberta, Saskatchewan, Manitoba, the Yukon, and the Northwest Territories. Circle's managers and senior permit holders have extensive experience in all matters relating to heritage resources; each have over 20 years of archaeological experience, the majority of which are as a permit-holding archaeologists in western Canada.

Circle CRM Group has extensive experience in providing the following list of services across western Canada.

- Heritage Resources Impact Assessments (HRIAs)
- Heritage Resources Impact Mitigations (HRIMs)
- Heritage Resource Overviews (Desktop Assessments)
- Construction Monitoring and Post-Impact Assessments
- GIS Services
- Palaeontological services
- Traditional Land Use
- Traditional Ecological Knowledge

Circle CRM Group is also committed to an Indigenous Inclusion Strategy and Work Plan that strives to support the rising presence of Indigenous Peoples in the field of archaeology and cultural resource management in western Canada. Our vision is to create and nurture an inclusive space for open dialogue and collaboration with Indigenous Peoples and communities throughout all phases of archaeological services provided to our clients, wherever possible.

Ember Archaeology – a Division of Tree Time Services Inc.

**Unit 260, 2121 Premier Way
Sherwood Park, Alberta
T8H 0B8**

Tel: (780) 472-8878

Website: www.emberarchaeology.ca

Email: contact@emberarchaeology.ca

Contact:

Madeline Coleman, MA

Senior Archaeologist, Accounts Manager

Phone : 780-289-8914

Email : mcoleman@emberarchaeology.ca

Ember Archaeology, a division of Tree Time Services Inc (TTSI), is an Alberta based cultural heritage service company. Started in 2008 (re-branded as Ember Archaeology in April 2021), we provide historic resource management planning and impact assessment services to help our clients manage their impact on heritage resources. We also provide advice, assessments, surveys, reclamation and other consulting services to all sectors: Forestry, Oil and Gas, Aggregate Companies, Urban and Rural Municipalities, Education and Recreation based Non-Profit Organizations, Infrastructure, Transportation, and Utility Companies.

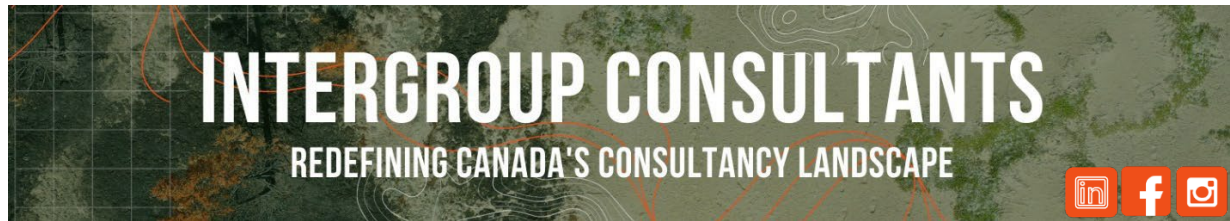
We have developed a strong reputation in our field based on using scientifically demonstrable methodology. Our archaeology team has grown to include eight permanent staff, all of whom are eligible to hold archaeological research permits in multiple provinces. Our principal business is annual historical resource management programs for the forest industry. We currently serve clients with operations from Sundre to Fort McMurray. This specialization has led Ember Archaeology to invest in the identification and development of best practices for archaeological survey. In addition to forestry we conduct Impact Assessments and Impact Mitigations for gravel pits, recreational developments, transmission lines, and highway projects. Ember is also capable of completing Ground Penetrating Radar projects (GPR).

Our services include:

- Historical Resources Overview (background research, including traditional land use)
- Development screening
- Heritage Resources Impact Assessments
- Archaeological Mitigation, Monitoring, and Post-Impact Assessments
- Applications of Geographic Information Systems (GIS)
- pXRF sourcing
- Community engagement (information sessions, written materials, public excavations)
- Ground Penetrating Radar (GPR)

Public outreach is highly valued at Ember Archaeology. We work to engage all ages and communities through public education, social media, non-technical reports, and First Nations engagement. We have also undertaken a range of community archaeology projects and services including:

- Site / Excavation Tours – a chance for the community to see archaeology in action
- Archaeology Roadshows – allows hands-on experience with the type of artifact reproductions and activities; communication of archaeological assessments completed near the community.
- School visits – students become an archaeologist for a day by participating in an interactive presentation and then try to classify, date, and interpret an archaeological using what they learned.



InterGroup Consultants Ltd.

300-259 Portage Avenue

Winnipeg, MB, R3B 2A9

Tel: (204) 942-0654

Website: <http://www.intergroup.ca>

Contacts:

Amber Flett, M.A., RPA

Principal & Senior Archaeologist

E: aflett@intergroup.ca

Daniel Szot, M.A.

Archaeologist, GIS & Drone Technician

E: dszot@intergroup.ca

InterGroup is an independent, multi-disciplinary firm based in Winnipeg, Manitoba. We have over 50 years of experience providing cultural, archaeological, socio-economic, public engagement and regulatory consulting services to clients across Canada.

Our Heritage Team has experience in managing all phases of project development from planning stages through implementation and mitigation. We are knowledgeable in governmental requirements and guidelines related to the management of heritage resources and successfully assisted in licensing numerous large-scale development projects. InterGroup's heritage professionals provide all levels of archaeological assessments, engagement, and consultation services, working closely with Indigenous communities and local stakeholders. We pride ourselves on providing high quality services that meet the client's need, on time and on budget with expertise in the following areas:

Heritage Assessments

- Heritage Resource Impact Assessment (HRIA)
- Heritage and Cultural Mitigation and Monitoring Programs
- Archival and Historical Research

Community Engagement

- Indigenous Engagement and Consultations
- Archaeological Education, Outreach, Public Excavation Programs

Museum and Curation

- Collections Management
- Exhibit Design and Curation
- Repatriation
- Grant Writing

GIS and UAV/Drone Services

- GIS Mapping and Predictive Modeling
- Traditional Land Use and Occupancy (TLUO) Studies and Mapping Services
- Cemetery Mapping and Documentation

Jacobs
411 1st St. SE Suite 2700
Calgary, AB
T2G 4Y5
Website: Jacobs.com

Contact:
Name: Tobi Krahulic
Title: Lead Archaeologist
Phone : 403-407-8555
Email : tobi.krahulic@jacobs.com

Jacobs provides comprehensive services regarding the management of archaeological, palaeontological, and historical resources. Jacobs effectively fulfills time-critical heritage requirements while promoting and preserving the past for future generations. Municipal, provincial and territorial legislation regulates the protection of cultural properties and resources. Our team of experienced professionals is intimately familiar with the legislation and provides the knowledge and skills necessary to comply with regulations. Services Provided: Heritage Resource Overviews; Heritage Resource Impact Assessments (HRIA); Archaeological excavations and Mitigations; Site Delineation and Inventory; Heritage Resource Protection Plans, and Construction Monitoring.

KGS Group Inc.
3rd Floor – 865 Waverley Street
Winnipeg, Manitoba
R3T 5P4
Phone: 204-896-1209
Fax: 204-896-0754

<https://kgsgroup.com/services/environmental/archaeology-and-heritage-resources>

Contacts:

Kristian Sullivan, M.A., R.P.A.
Cultural Heritage Lead

Laura McRae, M.A., C.A.H.P., R.P.A.
Archaeology Lead

Office: 306-500-2357 ext. 772
Cell: 639-471-2921
Email: ksullivan@kgsgroup.com

Office: 204-896-1209
Cell: 431-554-0136
Email: lmcrae@kgsgroup.com

KGS Group offers the complete line of archaeological and heritage resource assessment services. Our services encompass all aspects of heritage assessment with a focus on identifying and managing heritage resources. Our experienced team of experts provide clients with tangible, workable solutions to heritage management issues by offering a vast array of investigation, avoidance, and mitigation strategies. Our archaeologists are experienced working with regulatory agencies, proponents, construction teams, stakeholders, and Rightsholders to support project objectives. KGS archaeologists work to stay true to project timelines and objectives while still meeting regulatory requirements concerning heritage resources.

Our areas of expertise include:

- Regulatory engagement
- Desktop heritage sensitivities review and analysis
- Heritage resource inventories and overviews
- Heritage Impact Resource Assessments (HRIAs)
 - Pedestrian Surveys
 - Shovel Testing Programs
 - Deep Testing Activities
 - Mitigative and salvage excavations
 - Artifact cataloguing and analysis
- Heritage construction monitoring
- Heritage resource protection plans
- Post-construction heritage impact surveys
- Public engagement
- First Nation and Métis Consultation

Lifeways of Canada Limited

105, 809 Manning Road N.E.
Calgary, AB T2E 7M9
www.lifewaysofcanada.com
P. 403-730-9461
F. 403-730-5192



Contact:

Claire Bourges M.A. – Managing Partner and Senior Project Archaeologist

Claire@lifewaysofcanada.com

Miriam Reichel-Bodner – Senior Project Palaeontologist

Miriam@lifewaysofcanada.com

Lifeways of Canada Limited (Lifeways) is a private company specializing in archaeological, palaeontological, and heritage consulting. Incorporated in 1972, we are proud to stand as one of the longest operating heritage resources consulting and contracting companies in western Canada, providing services to government, private industries, and Indigenous communities in western and northern Canada.

We provide a complete spectrum of heritage resources work to ensure that all *Heritage Resources Act* clearances are granted and in place for our clients in a timely manner. These include:

- Heritage Resources Overviews (HRO) – submissions to the Historic Resources Branch (HRB) for project guidance, approvals, and/or requirements;
- Liaison to acquire Terms of Reference from HRB;
- Heritage Resources Impact Assessments (HRIA)- field studies meant to assess in detail a development area;
- Heritage Resources Impact Mitigations (HRIM) – the excavation and mitigation of all sites needing clearance that cannot be avoided by the developer;
- Construction monitoring – archaeological and palaeontological monitoring of construction activities to mitigate impact to Heritage Resources;
- Palaeontological Overviews, HRIAs, and Monitoring;
- Development of Heritage Resources Protection Plans;
- Archival Research;
- First Nations Consultation, Indigenous Engagement, and Traditional Use Studies;
- Expert Testimony at hearings; and
- Public archaeology programs, tours, and lectures.

Lifeways' Experienced Staff

We are a private company with a sizeable, full-time, permanent team who work efficiently together and are able to adapt quickly to Project-specific needs. Lifeways provides field supervision and labour and all required follow-up lab, mapping, and reporting tasks for projects of all levels. We are proud of our large and full-time permanent staff with a very low rate of turnover, who have the experience and clear understanding of Provincial Regulations to execute all of our projects efficiently. Four of our Senior Project Archaeologists are partners in the company and have a vested interest in providing the highest level of service to our clients. Currently we have six Project Archaeologists and one Project Palaeontologist (with M.A.s or Ph.Ds.) who are permitted to conduct fieldwork in Manitoba, Alberta, British Columbia, Saskatchewan, Northwest Territories, and Yukon. Eight Senior and Junior Archaeologists (with B.A.s, B.Sc.s., or M.A.s) work as field assistants, lab technicians, draftspersons, GIS specialists, and researchers for the company. Collectively we have over 230 years of experience in heritage resources. We provide expertise in lithic and faunal analysis, Precontact and Historic Period sites, fossil processing, archaeological and palaeontological potential modeling, GIS applications and archival research.

NORTH ROOTS RESEARCH
15080 31W
Stanley, Manitoba
R6T 0B4

Contact:
Lisa C. Bobbie, M.A.
Senior Archaeologist/Historical Researcher
Phone : 204-997-3626
Email : Lbobbie@northrootsresearch.ca
Website : www.northrootsresearch.ca

North Roots Research is an independently owned, Manitoba-based company that provides high-quality, practical and cost-effective heritage solutions for your development needs. Our professional archaeologists offer a full range of services involving archaeological, historical and Indigenous research across Manitoba, Saskatchewan and northern Ontario.

Our considerable experience has involved all scales of projects for a variety of clients including: private landowners, large and small-scale developers, governmental agencies and Indigenous communities and organizations. We collaborate with our clients to tailor services that preserve and manage heritage and cultural resources while facilitating sustainable and progressive development. North Roots Research delivers timely, focused products, ensuring our clients are in compliance with regulatory heritage requirements and legislation while managing project needs and timelines. These services may be integrated with other environmental, economic and social impact studies, or as stand-alone investigations.

Our Services Include:

- Heritage Resource Impact Assessment (HRIA) – Stage 1 through 4
- Heritage Resource Impact Monitoring (HRIM)
- Historical Resource Overviews (Desktop studies)
- Cultural and Heritage Protection Planning
- Traditional Knowledge & Land Use Studies
- Geographic Information System (GIS) Mapping Technology
- Archaeological Educational Programming & Training
- Modelling & Constraints Mapping

PEMBINA PALEONTOLOGY

Box 47

Pilot Mound, Manitoba

R0G 1P0

Contact:

Name – Joseph & Anita-Maria Hatcher

Title – Vertebrate Paleontologists

Phone : (431) 773-8881

Email : pembinapaleo@gmail.com

Website : www.pembinapaleo.com

Facebook: www.facebook.com/PembinaPaleo

Pembina Paleontology was established in 2021 by Manitoba's most published vertebrate paleontologists, Joseph and Anita-Maria Hatcher to ensure Manitoba's paleontological record is preserved for future generations through research, conservation and education. In addition to public fossil digs and virtual educational programming, some of the consulting services that we offer include:

Paleontological Impact Assessments

Through the Manitoba Heritage Act of 1987, most earthworks that are planned in Manitoba near established vertebrate fossil bearing horizons will require a paleontological impact assessment. With over 30 years of combined professional paleontology experience, our team is uniquely suited to acquire the proper heritage permits, provide fossil resource management plans, impact evaluations and mitigation plans, construction monitoring and data capture, stratigraphy, and fossil preparation.

Film Advisory Consultation

We offer a variety of paleontology services for the film and gaming industry. From our expertise in dinosaur and marine reptile paleontology, your creative team will flourish with authenticity in their designs! From pre-production concepts to on-set guidance and post-production follow through, your next dinosaur film will roar to the front of the line! Whether you're writing the script or in charge of art, design or animal animation in gaming entertainment, our vertebrate paleontologists are available for hire as science consultants. Let our expertise lend to your vision a unique sense of authenticity. Our scientists work *with* you to blend scientific accuracy with in-game or movie magic so that your work shines like a Hollywood star! Contact us about your customized project.

Museums, Zoos & Aquariums

Is your institution planning a new dinosaur exhibit, or that truly unique aquarium theme that represents the Cretaceous Seas of Manitoba? Consult with the professionals and bring scientific accuracy to your concepts and elevate them to world-class innovations!



Respect Heritage Consulting

202 29th Street West
Saskatoon, Saskatchewan
S7L 0L9

Contact:

Alan Korejbo, M.A., RPA

Senior Archaeologist

Phone: 306-371-2759

Email: alan.korejbo@respectheritage.ca

Website: www.RespectHeritage.ca

Respect forms the basis of all great relationships. Our primary guiding principle, at RESPECT HERITAGE CONSULTING we build respect into everything we do. Respect for the history of the land and its people; Respect for team members; and Respect for you, the client. You can choose our firm with confidence we will invest in a mutually beneficial, long-term relationship with you, your company and your community.

Alan Korejbo is RESPECT HERITAGE CONSULTING's founding archaeologist. His over 20 years of archaeological experience has included working with some of the largest environmental firms in Canada. Alan's considerable knowledge of heritage legislation and regulatory process ensures regulatory compliance for your project that is *on time, and on budget*.

RESPECT HERITAGE CONSULTING provides you with proven experience and cost-effective services. Alan and his knowledgeable team deliver effective heritage resource management for your project.

Heritage, Archaeology, and Community Services:

- Heritage Resource Impact Assessments (HRIA)
 - Including pre-impact, post-impact, monitoring, and mitigation
 - Identification of human and faunal remains, ethnobotanical analysis, archival research, GIS mapping services, and DStretch photography analysis
- Heritage Resource Overview (desktop heritage screening)
- Project referrals and submissions
- Traditional Land Use Studies (TLU)
- Indigenous collaboration
- Community engagement
- Public outreach and education

Stantec Consulting Ltd.

Contact:

Butch Amundson

Principal

101 - 255 2nd Avenue North

Saskatoon Saskatchewan S7K 3P2

T: (306) 667-2470

e: leslie.amundson@stantec.com

Thanh Tam Huynh

Associate, Senior Archaeologist

100 - 75 24th Street East

Saskatoon Saskatchewan S7K 0K3

T: (306) 667-2564

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F : (306) 667-2500

e: tam.huynh@stantec.com

Stantec Consulting Ltd. provides a full range of heritage resource impact assessment and cultural management services. Through our experienced staff, we are able to integrate archaeological, historical and oral history investigations into comprehensive environmental assessment studies, heritage resource impact assessments, heritage resource management strategies, assistance with land claim entitlements and heritage resource surveys to record land use activities on private, public and traditional lands from the recent to the ancient past.

Our staff has the background skills in archaeological site survey, site excavation, interpretation and reporting, geophysical studies, GIS mapping, extant building recording, heritage displays and cultural resource management strategies. Stantec also offers laser imaging, high resolution historical air photo analysis (to map now extinct sites), cemetery rehabilitation, mapping and unmarked grave location and artefact conservation.

Stantec has developed a Traditional Land Use and Traditional Ecological Knowledge group who have completed a number of studies across Canada for various environmental assessment projects. These projects have involved Stantec staff completing the studies through assistance with the First Nation communities or facilitating independent community studies.

SYNERGY LAND AND ENVIRONMENTAL SERVICES LTD.

1501 13 St,
Brandon,
MB R7A 4S7

Contact

Scott Rogerson, RPA, RPCA
srogerson@synergylandenv.ca
Cell: 250-922-5266

Trevor Peck, PhD
Tpeck@synergylandenv.ca
Cell: 780-220-9085

Website: <https://synergyland.ca>

Synergy Land and Environmental Services Ltd. offers a full range of heritage consulting services. With over 15 years of archaeological experience our staff aim for the most reliable and economical solutions to satisfy all client and regulatory requirements. Using our live data capture methods, we can supply clients with real time data, allowing them to make decisions while crews are still in the field, saving both time and cost. Our archaeological consulting services include archaeological modelling, Heritage Resource Impact Assessments, artifact analysis, and artifact cataloguing.

Western Heritage: Winnipeg

30-360 Main Street Unit 13B - PMB#326

Winnipeg, MB R3C3Z8

Website: www.westernheritage.ca

Telephone: (204) 944-8325

e-mail: projects@westernheritage.ca

Contacts:

Western Heritage	30-360 Main Street Unit 13B - PMB#326 Winnipeg, MB R3C3Z8	Phone: (204) 944-8325 Toll Free: 1-877-669-0784 www.westernheritage.ca	▪ General Contact projects@westernheritage.ca
	322 Duchess St. Saskatoon SK S7K 0R1	Phone: (306) 975-3860 Toll Free: 1-877-699-0784 www.westernheritage.ca	• Jim Finnigan finnigan@westernheritage.ca • Peggy McKeand pmckeand@westernheritage.ca

Western Heritage is a multi-provincial firm that has been providing archaeological and other heritage services since 1990. Our Winnipeg office, formerly Quaternary Consultants, has extensive experience in working throughout Manitoba. The scale of projects has ranged from small survey projects to large scale excavation projects.

Archaeological services include heritage overviews, compliance-based heritage overviews, archaeological assessment and excavation projects. We have worked across the province from the US border, to as far north as Churchill. We regularly work with First Nations' and Métis communities and community monitors. We have provided training for indigenous archaeology teams.

Our technical services include satellite-based remote sensing, digital landscape mapping (GIS) and specialized archaeological and land management software development. Our specialized services include heritage potential modeling, archaeological magnetic, radar, and resistivity surveys, detailed soil studies and POSL dating. Western Heritage has nearly 20 years of experience in mapping cemeteries with GPR.

In addition to archaeology, we provide services in the area of indigenous consultation and engagement, traditional land use and traditional environmental knowledge studies and archival research.

All Manitoba employees are covered by comprehensive professional liability and WCB insurance. Western Heritage has an Energy Safety Canada COR.

White Spruce Archaeology Inc. (WSA)

22 Victor Pleshko Place.
Winnipeg, Manitoba
R3V 0A4

Contacts:

Dr. Linda Larcombe

Senior Archaeologist

T: (204) 770-3858

E: llarcombe@whitesprucearchaeology.com
www.whitesprucearchaeology.com

Matthew Singer

Project Archaeologist

T: (204) 791-0870

E: msinger@whitesprucearchaeology.com
www.whitesprucearchaeology.com

[Information for Landowners](#)

[Information for Resource Developers](#)

[Information for Engineering Firms](#)

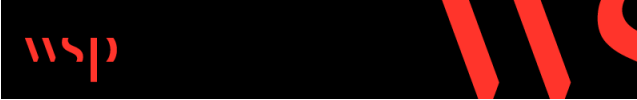
[Information for First Nation Communities](#)

White Spruce Archaeology Inc. (WSA) is the oldest heritage firm in Manitoba and will provide expert support for the project's archaeological assessments. WSA archaeologists are qualified and licensed to conduct heritage work in Manitoba and Ontario.

The work conducted by WSA includes Heritage Resource Impact Assessments (HRIA), Traditional Land Use (TLU) and occupancy studies, archaeological survey and assessments related to sustainable development. WSA has undertaken archaeological and heritage studies for a variety of local government agencies, engineering firms, resource extraction developments and homeowners. We take pride in our commitment to working with local First Nations communities and maintain a policy of training and employing First Nations people within whose traditional territory we work for positions as field assistants.

Archaeological assessments, including HRIA typically include background research (archaeological inventory, review of historical literature, review of geology and the natural environment), TLU data collection and analysis, field research, and reporting according to provincial guidelines and regulations. When initiating an archaeological assessment, WSA will first apply for a heritage permit and begin discussions with First Nation communities, if needed. Once the heritage permit is received, WSA acquires archaeological site information for the study area and begins to review the geographic, land use, and historical information. Current literature about the area is reviewed and existing conditions in the study area are examined to assist in the identification of areas heritage potential and devise an informed strategy about which surface and subsurface survey methods would be used. WSA has experience, expertise and technology to manage, analyze and store the land and archaeological databases using geographic information systems platform.

Based on preliminary information gathering and fieldwork, when required, WSA reviews and summarizes what is known about the archaeology, history and prehistory of the study area and proposes recommendations to either clear the area of archaeological concern, or if this is not possible, WSA will work with the proponent to develop a strategy for long-term protection of impacted archaeological sites. If protection of archaeological resources is not a viable option due to project design, WSA would conduct an archaeological excavation to document and recover artifacts prior to construction. WSA adheres to provincial guidelines regarding the excavation and processing of artifacts.



WSP Canada Inc.

1600 Buffalo Place
Winnipeg, Manitoba
R3T 6B8
204-805-6841

WSP: <https://www.wsp.com/en-ca>

WSP Heritage: <https://www.wsp.com/en-CA/services/archaeology-and-heritage>

Contacts:

Ed Fread, M.A., RPA

Senior Project Archaeologist
Cell: 204-805-6841
Email: ed.fread@wsp.com

Sara Halwas, PhD.

Lead Project Archaeologist
Cell: 204-232-2237
Email: sara.halwas@wsp.com

WSP offers a complete range of archaeological assessment and heritage conservation services to clients across both public and private sectors and for all levels of local, provincial, and federal governments. Our services encompass all aspects of heritage assessment with a focus on identification and management of heritage resources, including protection plans that outline both avoidance and mitigative strategies. In Canada, our experienced team of experts help clients work to minimize their project’s impact on heritage resources in a way that is the least detrimental to their project’s timeline and objective while still meeting regulatory requirements.

No project is too small or too complex. Our team has conducted hundreds of heritage programs and archaeological assessments to date, for clients in the following sectors: commercial, communication & technology, energy and natural resources, government, industrial, rail, residential, retail, roads and bridges, urban regeneration and water and waste.

Our areas of expertise include:

- Desktop heritage sensitivities review and analysis
- Heritage baseline inventories
- Pre-construction heritage surveys
- Heritage construction monitoring
- Post-construction heritage impact studies
- Public engagement
- First Nations and Métis consultation
- Community engagement
- Indigenous relations

Our Core Services:

- Heritage Resource Impact Assessments (HRIA)
- Heritage resource overview studies
- Heritage resource desktop screening analysis
- Heritage resource mitigation studies
- Monitoring of heritage resources during project implementation
- Post-impact heritage studies
- Heritage resource protection plan development
- Heritage conservation studies and planning
- Geomatics and Geospatial Analysis
- Built heritage assessments
- Cultural heritage landscape analysis, evaluation, design, and restoration

SUBDIVISION APPLICATION MAP

OF PART OF
NW 1/4 SEC. 33, TWP. 10, RGE. 20 WPM

RURAL MUNICIPALITY OF WHITEHEAD

All distances are in metres and may be converted to feet by multiplying by 3.28084.
Survey Monuments found on the ground are shown thus
All plans referred to are on record in the Brandon Land Titles Office.
Scale: 1:2000

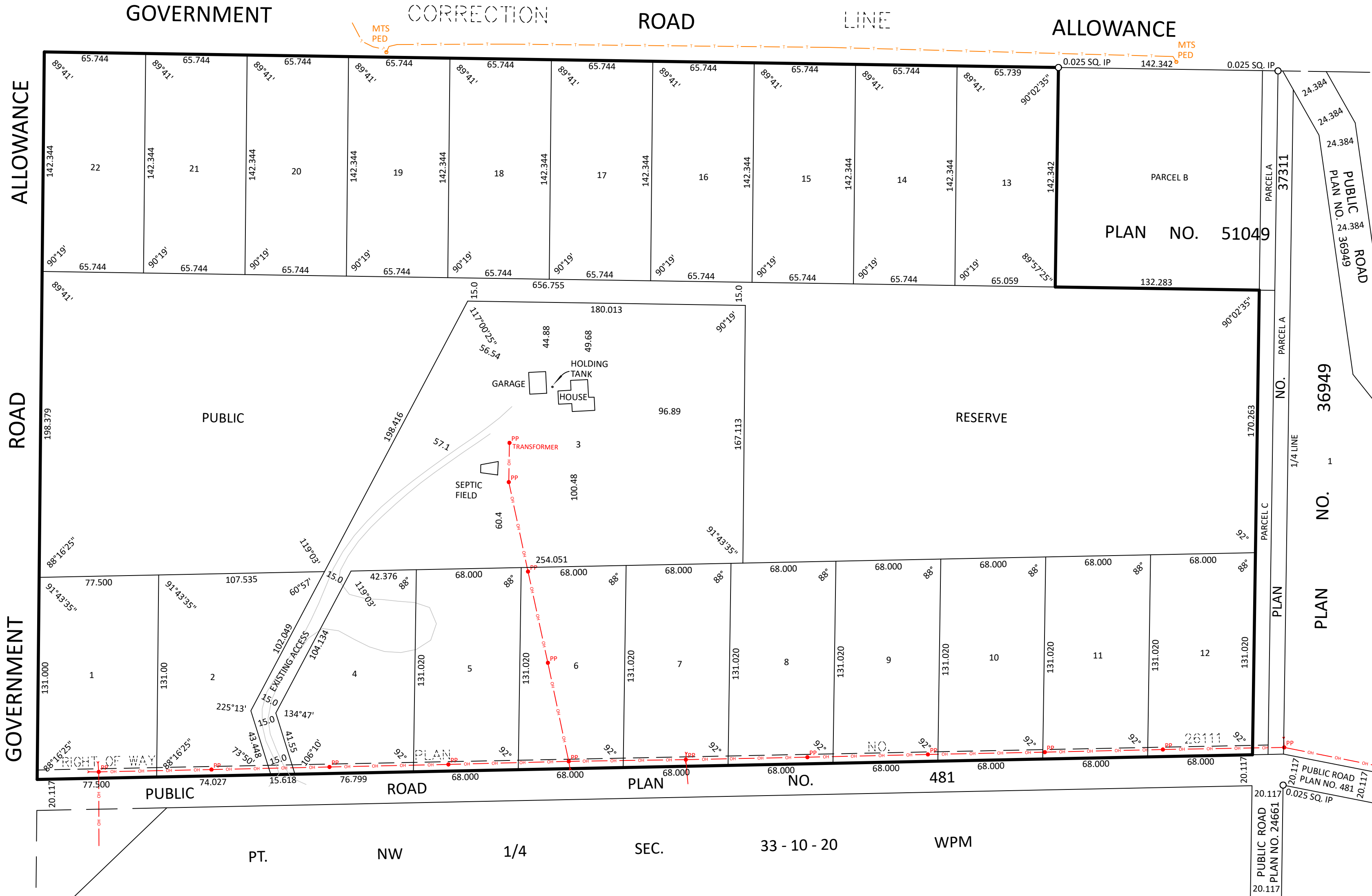
Overhead power shown thus OH OH OH
Buried telephone cable shown thus T T T

CERTIFICATE OF TITLE NO. 2834166
DATE OF TITLE SEARCH: 2023-11-10
REGISTERED OWNER(S): Lisa Marie Suski

LEGAL DESCRIPTION:
All that portion of the NW 1/4 of Section 33-10-20 WPM
Lying to the North of the Nly limit of Road Plan 481 BLTO
Exc Firstly: Road Plan 24661 BLTO
Secondly: Plan 51049 BLTO
and Thirdly: all mines and minerals other than coal as set
forth in Transfers 102106 amd R54276
ENCUMBRANCES: Caveat Nos. 88-5578, 90-12253 & 1275299 and
Mortgage No. 1285196

LOT AREAS		
LOT	SQ. M.	ACRES
1	10147.88	2.51
2	10313.36	2.55
3	40746.35	10.07
4	9335.97	2.31
5	8903.95	2.2
6	8903.95	2.2
7	8903.95	2.2
8	8903.95	2.2
9	8903.95	2.2
10	8903.95	2.2
11	8903.95	2.2
12	8903.95	2.2
13	9309.04	2.3
14	9358.13	2.31
15	9358.13	2.31
16	9358.13	2.31
17	9358.13	2.31
18	9358.13	2.31
19	9358.13	2.31
20	9358.13	2.31
21	9358.13	2.31
22	9358.13	2.31
PUBLIC RESERVE	106791.94	26.39

METRIC

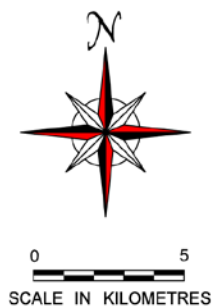


NOTE:
FOR PLANNING APPLICATION
PURPOSES ONLY.
THIS IS NOT A FINAL SURVEY.

Richmond Surveys File No.	230409
Drawing File No.	230409_R2_CM
Fieldbook_Page	59_90

RICHMOND SURVEYS M.L.S. LTD.
UNIT 5B - 457 - 9TH STREET
BRANDON, MB R7A 1K2
TEL:(204)761-0178
102 SASKATCHEWAN AVENUE EAST
PORTAGE LA PRAIRIE, MB R1N 0L1
TEL:(204)856-0178
WWW.RICHMONDSURVEYS.COM





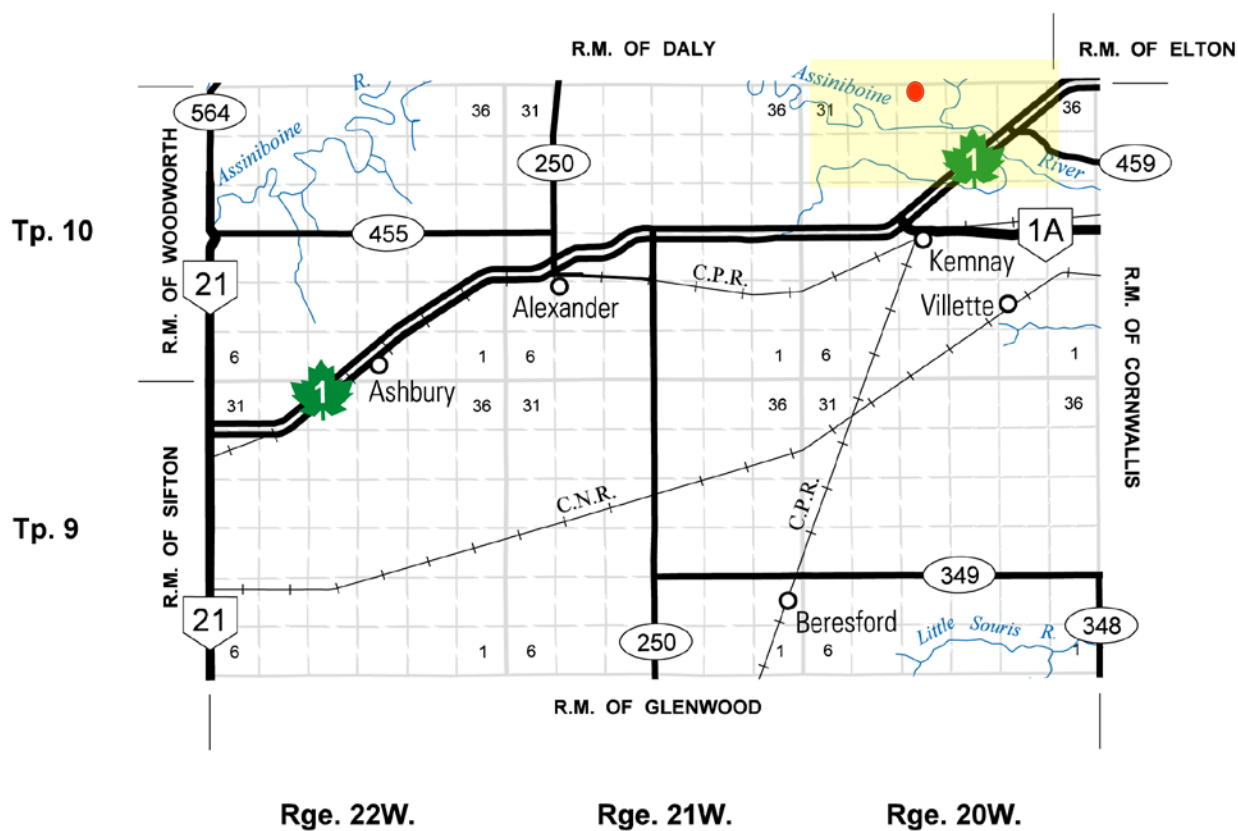
R.M. OF WHITEHEAD

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			



Proposed Subdivision- RM of Whitehead

Part of NW-33-10-20 WPM



Legend

Municipal Boundaries

Assessment Parcels

Title Boundary

Proposed Subdivision

File Number:

4202-24-8605

Date: May 27, 2025

Applicant:

Lisa Suski

Notes:

Registered Owner(s): Lisa Marie Suski

Certificate(s) of Title: 2834166/2

Roll No(s): 72960

Existing Property: 85.41 ac

Proposed Subdivision: Lot 1 to 22 (See SAM)

Residual Land: _

Development Plan:
Major Policy Area- Conservative
Minor Policy Area- Agricultural

Zoning By-Law: AG - Agricultural General

PLEASE SEE THE SUBDIVISION
APPLICATION MAP FOR FURTHER DETAILS.

X

Approving Authority

Date

Please note: The Subdivision Application Map (SAM) that was shared and used for the preparation of this Site Map (AP Map) was without Surveyor's signature.
Some details might be inaccurate in this Site Map (AP Map).
Map Not to Scale

For Discussion Purposes Only



Proposed Subdivision- RM of Whitehead

Part of NW-33-10-20 WPM



Legend

Municipal Boundaries

Assessment Parcels

Title Boundary

Proposed Subdivision

File Number:

Date: May 27, 2025

4202-24-8605

Applicant:

Lisa Suski

Notes:

Registered Owner(s): Lisa Marie Suski

Certificate(s) of Title: 2834166/2

Roll No(s): 72960

Existing Property: 85.41 ac

Proposed Subdivision: Lot 1 to 22 (See SAM)

Residual Land: _

Development Plan:
Major Policy Area- Conservative
Minor Policy Area- Agricultural

Zoning By-Law: AG - Agricultural General

PLEASE SEE THE SUBDIVISION
APPLICATION MAP FOR FURTHER DETAILS.

X

Approving Authority

Date

Please note: The Subdivision Application Map (SAM) that was shared and used for the preparation of this Site Map (AP Map) was without Surveyor's signature.
Some details might be inaccurate in this Site Map (AP Map).
Map Not to Scale

For Discussion Purposes Only



Municipal and Northern 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

Date:	July 3, 2025	File:	4202-25-8754
Applicant:	TREVOR TUTTOSI	Registered Owner:	TREVOR ASHLEY TUTTOSI
Municipality:	Whitehead (RM)	Proposed Subdivision:	SE-12-09-21-W LOT 3 PLAN 36835 BLTO

Intent of Subdivision:

The applicant proposes to subdivide an existing 7.70-acre property into three separate lots, with the following approximate sizes: Lot 1 – 2.846 acres, Lot 2 – 2.270 acres, and Lot 3 – 2.586 acres. Access to the proposed subdivision is via Moore Street, located to the west of the site. The property is currently zoned Rural Residential and contains an existing building. Lot 1 includes a dwelling, four sheds, a garage, a well, and a septic field. Lots 2 and 3 are currently undeveloped and vacant. The proposed lots will be managed through natural drainage, with no engineered drainage works proposed. Lot 1 is serviced by a septic field for sewage disposal and piped water for potable supply. The applicant proposes to use similar septic field systems and piped water connections for Lots 2 and 3 upon future development. The applicant has indicated that new driveways will be constructed to serve each lot individually. No new public roadways are proposed as part of this subdivision.

Applicable Development Plan and Zoning Bylaw Information:

According to **Whitehead Development Plan By-law No 2018-08**, the proposed subdivision is in Progressive area and within an area designated as **Rural Residential**. All applicable policies to this proposed subdivision are contained within Policy **4.1, 4.1.2 (a – e, l, j, l)** of the development plan, which reads in part as follows:

4.0 Planning Policies

4.1 Progressive Areas

Progressive Areas are the targets for additional growth and land development. These are the areas where all the action is likely to take place because there exists an underlying sturdy foundation of communities and infrastructure that is best suited for new commercial, residential and employment land-uses.

4.1.2 Rural Residential Policy Areas

Policies

(b) Rural Residential Policy Areas are a concentration in a radius proximity of less than 0.8 km or 2,640 feet of three (3) or more non-farm, single family dwellings with lot sizes of 5 acres or less located outside an urban centre.

(c) Rural residential developments with single-family dwellings shall be directed towards areas designated as Rural Residential Policy Areas on maps attached to this Development Plan.

(d) Rural residential should be directed to areas where, due to a combination of a diversity of landscape features, the predominance of lower-class land, a high degree of land fragmentation and the existence of a mixture of land uses, agriculture is not dominant; and away from prime agricultural land, viable lower-class land and existing agricultural operations whenever possible.

(e) Infill in areas designated Rural Residential Policy Areas shall be encouraged before expanding or re-designating more lands for more rural residential development.

(i) Rural residential development shall provide a parcel size larger than found in urban areas that will preserve the rural character while accommodating on-site wastewater management system according to appropriate provincial regulations.

(j) Rural residential building locations on the large lots should be considered under the Zoning By-law for allowing the further subdivision of the lands to ensure densification and the economic viability of municipal public services such as piped wastewater and/or piped water.

(l) All residential developments shall have or make suitable arrangements for an adequate water supply and wastewater disposal.

Zoning By-Law

The **Rural Municipality of Whitehead** zoning by-law No. 2021-04 zones the area of activity as “RR2” **Rural Residential Zone**, where clusters of planned multi-lot rural residential development and all range of related activities and development are encouraged.

Lot Description	Zone	Minimum Requirements	Proposed Site Area	Proposed Site Width	Action Required (Variance, Conditional Use)
Proposed Lot 1	“RR2”	Area – 2 acres Width – 200 feet	2.846 acres	51 feet	Variance required for Site Width.
Proposed Lot 2	“RR2”	Area – 2 acres Width – 200 feet	2.270 acres	51 feet	Variance required for Site Width.
Proposed Lot 3	“RR2”	Area – 2 acres Width – 200 feet	2.586 acres	423 feet	Permitted

Additional Information:

Footnotes Forming Part of “RR2” Rural Residential Zone:

a) (i) The maximum allowable height for all buildings and structures shall be 30 feet (two storeys), excepting personal telecommunications towers which shall be allowed as permitted accessory structures when located on single-unit dwellings, mobile or modular home sites subject to the siting and setback requirements of footnote (h) of Table 3.4 herein.

(ii) The minimum dwelling unit floor area for a single-unit farm and/or non-farm dwelling, mobile home and/or modular home shall be seven hundred (700) square feet (65.03 sq/m).

(b) (i) Where principal buildings and/or structures are adjacent to a Government Road Allowance under the jurisdiction of the municipality, the minimum front and side yard setbacks shall be one hundred and twenty-five (125) feet (38.1m).

(c) The keeping of any livestock or the construction of animal housing facilities in the “RR2” zone shall be prohibited.

(e) Where a proposed development involves the construction of “water control works” or “drainage works” as identified under the Water Rights Act, it shall be the responsibility of the proponent to contact the provincial authority having jurisdiction to obtain any required licenses or approvals prior to the commencement of development.

(f) The minimum required front yard for accessory buildings and structures shall be the same as the minimum required front yard for the principal building on the same site.

(h) All required yards specified for any use shall be located on the same site as the use and shall be maintained as open space except as provided elsewhere in this By-law.

COMMENTING DEPARTMENTS/AGENCIES:

There were no objections raised by the various government agencies during the circulation process. The following comments, however, were provided:

Teranet Manitoba requires a Plan of Subdivision.

Manitoba Environment and Climate, Drainage and Water Rights Licensing Branch

On behalf of Drainage & Water Rights Licensing – Drainage Section, there are no concerns and no requirement for an authorization under the Water Rights Act as it appears there are no new water control works proposed for this subdivision. If water control works are proposed, an authorization under the Water Rights Act is required.

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.

Manitoba Sport Culture and Heritage, Historic Resources Branch

The Manitoba Historic Resources Branch (HRB) has examined the location in conjunction with Branch records for areas of potential concern. The potential to impact to heritage resources is believed to be low based on analysis of current data and evaluated by the type of action proposed, therefore, the HRB has no concerns with the proposed project at this time. However, if at any time, heritage resources are encountered in association with these lands during testing and development, there is an obligation to report any heritage resources and a prohibition on destruction, damage or alteration of said resources.

Manitoba Environment and Climate, Environmental Compliance and Enforcement Branch

- When development occurs, the proposed lot(s) will be required to register, install and maintain an appropriate onsite wastewater management system that meets the minimum setback distances and requirements outlined in the Onsite Wastewater Management Systems Regulation.

Manitoba Hydro requires an easement.

Other Agencies:

- All other agencies responded with no comments or concerns.
- Please review all attached correspondence for additional details.

RECOMMENDATION

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

Be advised that as per Section 125(2) of the Planning Act any subdivision being considered by Council creating a new road or extending a road will require a public hearing prior to passing a resolution approving that application.

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

- 1) That a variance order be obtained for the proposed Lot 1, decreasing the site width from 200 feet to 51 feet within the "RR2" Rural Residential Zone as necessary to ensure compliance with the Zoning By-law.
- 2) That a variance order be obtained for the proposed Lot 2, decreasing the site width from 200 feet to 51 feet within the "RR2" Rural Residential Zone as necessary to ensure compliance with the Zoning By-law.

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.

Isaac Omonaiye
Community Planner

Cc: TREVOR TUTTOSI

Land Titles requirements are as follows:

A Plan of Subdivision as proposed is required.

Sincerely

Garth Gislason | Plan Registration, Surveys Department | Teranet Manitoba

705 Princess Avenue, Brandon, MB R7A 0P4

Mailing Address: PO Box 70 Winnipeg Main, Winnipeg, MB, R3C 2G1

Office: 1.844.737.5684 | Extension 1823

Email: garth.gislason@teranet.ca



The proposed subdivision resides within a designated Rural Residential Policy Area; no comments.

Thanks,
Tina

Tina Harms, M.Sc., P.Ag.
Land Use Specialist
Sustainable Agriculture Branch
Tina.Harms@gov.mb.ca
T: 204-761-0701

Bell MTS has no new easement requirements with respect to your application numbered **4202-25-8754**

Removal or relocation of existing Bell MTS facilities as a result of the proposed subdivision will be at the expense of the developer and/or customer.

Developer responsibilities (Bell MTS Pre-Service Charges, Bell MTS Buried Crossings, etc.) can be made available by contacting the Bell MTS Network Engineering Control Centre at neteng.control@bellmts.ca

To determine if telephone facilities are available and if construction charges will apply please contact the Bell MTS ANCO Office at ANCO@bellmts.ca

Any existing Bell MTS 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.

Thank-you,

Sylvie Leurquin
Network Services Associate
subdivisions@bellmts.ca

cc. Hydro SM-Subdivision Circulars / Bell MTS Property Acquisitions

On behalf of Drainage & Water Rights Licencing – Drainage Section, there are no concerns and no requirement for an authorization under the Water Rights Act as it appears there are no new water control works proposed for this subdivision. If water control works are proposed, an authorization under the Water Rights Act is required.

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.

Environment and Climate Change, Environmental Compliance and Enforcement has reviewed the aforementioned subdivision proposal and has no concerns but the following comment(s):

- When development occurs, the proposed lot(s) will be required to register, install and maintain an appropriate onsite wastewater management system that meets the minimum setback distances and requirements outlined in the Onsite Wastewater Management Systems Regulation.

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

With regards to subdivision no. 4202-25-8754, the Archaeological Assessment Services Unit has no concerns at this time (AAS-25-23618).

No Concerns at this Time

Further to your e-mail regarding the above-noted application, the Manitoba Historic Resources Branch (HRB) has examined the location in conjunction with Branch records for areas of potential concern. The potential to impact to heritage resources is believed to be low based on analysis of current data and evaluated by the type of action proposed, therefore, the HRB has no concerns with the proposed project at this time. This evaluation is only appropriate for this respective request.

Legislation

Under Section 46 and 51 of [the Heritage Resources Act](#) (the Act), if at any time, heritage resources are encountered in association with these lands during testing and development, there is an obligation to report any heritage resources and a prohibition on destruction, damage or alteration of said resources. HRB may require that an acceptable heritage resource management strategy be implemented by the proponent/developer to mitigate the effects of their activity on the heritage resources.

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

Thank you,

Ashley Daciuk

Impact Assessment Archaeologist
Historic Resources Branch
Manitoba Sport, Culture, Heritage & Tourism
Main Floor, 213 Notre Dame Ave.
Winnipeg, MB R3B 1N3
c. 204.599.3858 | e. Ashley.Daciuk@gov.mb.ca

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

1. **Easements required**— Manitoba Hydro will require easements.

Manitoba Hydro will require the landowner to enter into a Statutory Easement Agreement(s) (“Agreements”) with Manitoba Hydro regarding existing and/or future facilities associated with the subdivision as set out in the above noted application.

This registration requirement will need to be included as a condition on the final Certificate of Approval.

2. **No easements required**— Centra Gas Manitoba Inc. has no easement requirements.
3. 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.
4. We have included the applicant—if the email address was not provided, please provide this letter to them.

Directions for the Applicant

Should your subdivision application be issued a Conditional Approval letter (from the Approving Authority), Manitoba Hydro requires the following to complete our condition:

1. Have the surveyor provide Manitoba Hydro with a pdf copy of the Subdivision Plan.
 - a. **Timelines can be reduced should the surveyor provide a CAD file (georeferenced preferred)**
 - b. Upon receiving the pdf or CAD file of the Subdivision Plan we will review and provide our easement requirements to your surveyor to prepare a Plan of Easement. (Unless otherwise informed by Manitoba Hydro)
 - c. Promptly provide any layout changes. (Including changes requested by Land titles office)
2. Provide us with the name of the lawyer which will be taking care of registration of your subdivision. If this information was included on your planning application, please disregard this item and simply review subsequent items a. and b.
 - a. Agreements will need to be signed by the landowners. The agreements and the plan of easement need to be sent in trust from our lawyer to the applicant’s lawyer to ensure they are signed and registered.
 - b. Once signed at the lawyer's office you will be provided with a release of conditions letter which can be given to the planning office.
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 the online form on the [Manitoba Hydro](https://www.hydro.mb.ca) website.

The lawyer information, subdivision plan and any/or inquiries can be sent to HCSC@hydro.mb.ca.

Subdivision Application Status Dashboard and Land Management Site

View the status of your subdivision within Manitoba Hydro using our Subdivision Application Status Dashboard and [FAQ's](#) about the subdivision process on our [Land Management Site](#). Instructions for how the Subdivision Application Status Dashboard works will be in the Subdivisions tab. (Dashboard is best viewed on a desktop computer)

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



On behalf of the Land and Planning Branch, there are no concerns on the RM Whitehead Subdivision No. 4202-25-8754.

Thank you

Oladipo Akinpelumi

Resource Planning Specialist

Lands and Planning 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



Natural Resources and Indigenous Futures

Mines Branch has no concerns as there is no identified medium or high potential aggregate in the area.

Thanks,

-Sahejpal S.

Office of the Mining Recorder Manitoba

Mines_Br@gov.mb.ca

We gave reviewed Subdivision file 4202-25-8754 and have no concerns. The subject property does not have frontage along a highway under the jurisdiction of MTI.

Thank you,

Juanita Mowbray

Roadside Development Support Technician
Highway Design | Engineering and Technical Services
1420-215 Garry St, Winnipeg MB R3C 3P3



We have no concerns regarding this file.

Thank you,

Matthew Sebesteny

Development Review Specialist
Hydrologic Forecasting & Water Management Branch
Manitoba Transportation & Infrastructure
Second Floor - 280 Broadway Ave
Winnipeg MB R3C 0R8

SUBDIVISION APPLICATION MAP

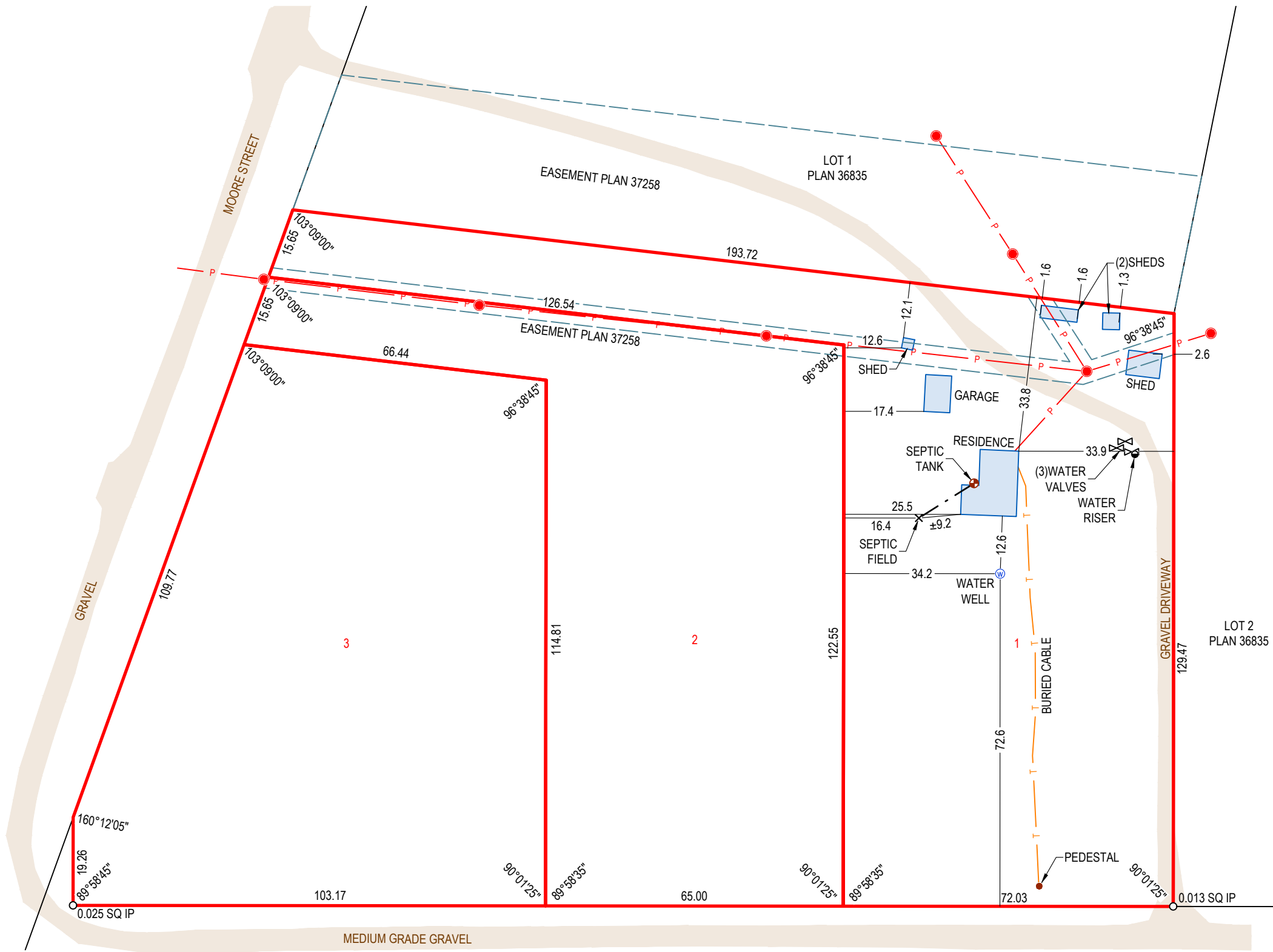
OF PART OF
SE 1/4 SECTION 12, TOWNSHIP 9, RANGE 21 WPM
IN THE
RM OF WHITEHEAD
AND BEING
LOT 3 PLAN NO. 36835

Certificate Of Title No:
3331949/2

Date Of Title Search:
May 7th, 2025

Registered Owner(s):
Trevor Ashley Tuttosi

Encumbrances:
131179/2, 1058176/2, 1063733/2, 1518649/2, 1518650/2



Dated this 27th day of May, 2025

Brendan L. Wood, MLS
Authorized to practice under the "Land Surveyors Act" of Manitoba

Lot Areas		
Lot	Sq. Metres	Acres
1	11517.16	2.846
2	9184.84	2.270
3	10466.57	2.586

NOTE:
For planning application
Purposes only.
This is not a final survey.

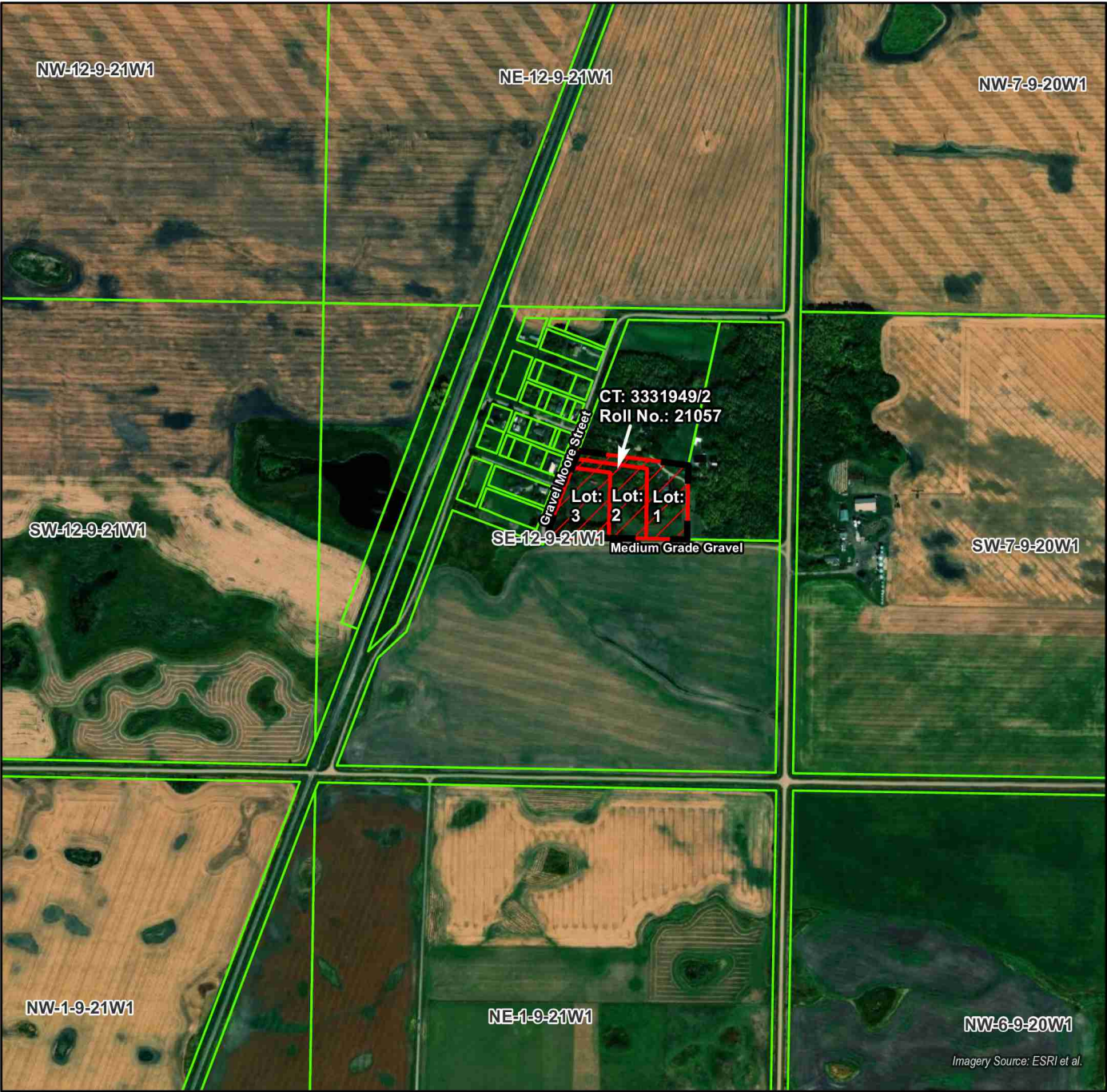


METRIC
Scale 1:1000

Land affected by this plan is bordered thus
Survey monuments found are described and shown thus
Power Pole
Overhead Powerline
Anchor
All plans referred to are on record in the Brandon Land Titles Office
This survey was completed on the 5th day of May, 2025.

Proposed Subdivision- RM of Whitehead

Part of SE-12-09-21 WPM



Legend

- Assessment Parcels
- Title Boundary
- Proposed Subdivision

File Number: 4202-25-8754 Date: June 3, 2025

Applicant: Trevor Tuttosi

Notes:
Registered Owner(s): Trevor Ashley Tuttosi
Certificate(s) of Title: 3331949/2
Roll No(s): 21057
Existing Property: 7.70 ac
Proposed Subdivision: Lot 1- 2.846 ac, Lot 2- 2.270 ac, Lot 3- 2.586
Residual Land:_
Development Plan: Rural Residential
Zoning By-Law: RR2-Rural Residential
PLEASE SEE THE SUBDIVISION APPLICATION MAP FOR FURTHER DETAILS.

X
Approving Authority Date

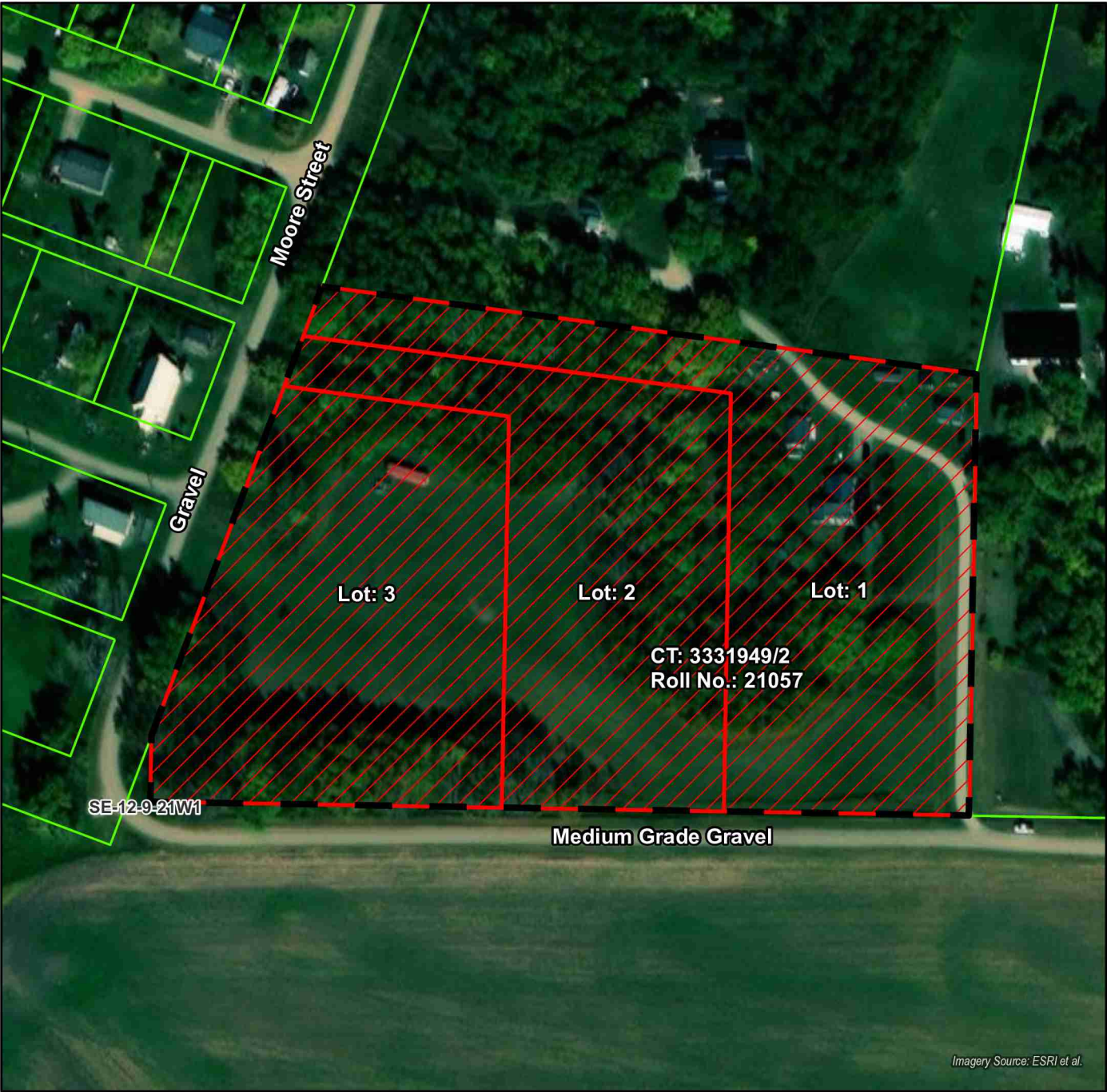
Please note: The Subdivision Application Map (SAM) that was shared and used for the preparation of this Site Map (AP Map) was without Surveyor's signature. Some details might be inaccurate in this Site Map (AP Map).
Map Not to Scale

For Discussion Purposes Only



Proposed Subdivision- RM of Whitehead

Part of SE-12-09-21 WPM



Legend

- Assessment Parcels
- Title Boundary
- Proposed Subdivision

File Number: 4202-25-8754 Date: June 3, 2025

Applicant: Trevor Tuttosi

Notes:
Registered Owner(s): Trevor Ashley Tuttosi
Certificate(s) of Title: 3331949/2
Roll No(s): 21057
Existing Property: 7.70 ac
Proposed Subdivision: Lot 1- 2.846 ac, Lot 2- 2.270 ac, Lot 3- 2.586
Residual Land:_
Development Plan: Rural Residential
Zoning By-Law: RR2-Rural Residential
PLEASE SEE THE SUBDIVISION APPLICATION MAP FOR FURTHER DETAILS.

X
Approving Authority Date

Please note: The Subdivision Application Map (SAM) that was shared and used for the preparation of this Site Map (AP Map) was without Surveyor's signature. Some details might be inaccurate in this Site Map (AP Map).
Map Not to Scale

For Discussion Purposes Only





ADMINISTRATIVE REPORT TO COUNCIL

PRESENTED: July 14, 2025

BY-LAW/POLICY: N/A

SUBJECT: Road Name Signs

AGENDA ITEM: 9.1

BACKGROUND

A resolution was passed at the June 9, 2025 Regular Council Meeting that directed Administration to organize the removal of all road name signs not legally registered to the road and ensure that numbered signage was in place. Many have been taken down, but the project remains on-going.

Notice was communicated to the community on June 19th through the website and social media. Since then, several inquiries have been received from residents seeking signs with shared family names. As the signs have been purchased with RM funds and are public assets, Administration is seeking a decision from Council clarifying how these named signs are to be managed when considering requests for any named signs, family or otherwise.

OPTIONS FOR CONSIDERATION

1. Distribute to interested residents, either at cost or no cost
2. Donate to a local fundraiser for auction
3. Dispose of signs without distribution

MEMORANDUM OF UNDERSTANDING

AGREEMENT BETWEEN:

The Municipality of Souris-Glenwood and the R.M. of Whitehead

Whereas the Municipality of Souris-Glenwood and the Rural Municipality of Whitehead have decided to provide emergency services reciprocally between their municipalities;

AND WHEREAS Section 268 of The Municipal Act authorized the Council of a municipality to enter into agreements, in respect to providing fire protection to other municipalities;

AND WHEREAS Section 268 of The Municipal Act authorizes a fire protection force, with the approval of the council, to provide other services, including the prevention and relief of illness and injury and the preservation of life and property;

AND WHEREAS the Municipality of Souris-Glenwood and the R.M. of Whitehead deem it appropriate to provide such emergency services;

NOW THEREFORE the Parties hereto agree to the following:

1. That the Municipality of Souris-Glenwood and the R.M. of Whitehead will provide emergency services to the other when requested, when possible, on a no-charge basis;
2. That the municipalities will not charge for attending emergency calls within each other's jurisdiction when 911 or MTCC have dispatched the wrong emergency service department to an incorrect or not identifiable location;
3. That billing may occur from time to time to compensate for usage of chemical solutions in the response to an emergency;
4. That the order of priority for response to emergency calls will be first, to calls within the Municipality, second to calls within the respective Mutual Aid District, and third to other calls;
5. That when fire-fighters and equipment are engaged at an emergency call within their respective municipality, assistance may not be made available to a subsequent call, until the emergency being attended to is dealt with;
6. That the Fire Chief or a Fire-fighter in charge is responsible to respond, to the Fire Department making a request for assistance, to inform as to whether or not assistance will be forthcoming;
7. That responding Fire-fighters will announce their arrival to the on-scene Incident Commander and will continue to perform under his/her direction unless a formal transfer of command takes place. It is expected that the most senior person of the responding Fire Department will remain in command of their personnel as a sector officer;
8. That regardless of jurisdiction, the municipalities accept individual liability coverage with respect to fire-fighters and equipment in the event of any incidents that occur while responding to an emergency call, except for any incidents that can be proven to have occurred due to negligence by one party;
9. That reciprocal responses will be monitored for frequency and reviewed annually to ensure that the agreement is not utilized by either party as a means of reducing costs of providing fire protection services;

10. The municipalities agree to provide access to the rural wells by issuing one key per location free of charge to the Fire Chiefs of the participating municipalities. The Fire Chiefs will be responsible for logging water usage and submitting a report no later than February of each following year to the Chief Administrative Officer of each municipality.
11. This agreement shall remain in full force and in effect for a period of four (4) years from the date of said Agreement, and shall be reviewed by the Municipality of Souris-Glenwood and the R.M. of Whitehead before the expiration of said Agreement, and may be cancelled, altered, or renewed for a further term of four (4) years; and so long as the said Agreement is not cancelled, it shall continue to be reviewed at the end of each four (4) year period, with the same provisions for cancellation, alteration, or renewal as may be agreed among the members thereof;
12. In the event of any disputes arising from this agreement, the municipalities agree to resolve the issues through mutual discussion and negotiation. If a resolution cannot be reached through these means, the parties will engage in mediation with a neutral third party. The costs associated with mediation will be shared equally between the municipalities. If mediation fails, the dispute may be referred to arbitration, with the decision of the arbitrator being final and binding on both parties.
13. In the event that one of the participating members wished to withdraw at the expiration of the said Agreement, six (6) months written notice shall be given to the other participating member of the Agreement

IN WITNESS WHEREOF the municipalities have caused their corporate seals to be hereunto affixed, duly attested to by the hands of its proper officers in that behalf, this ____ day of _____, 2025.

MUNICIPALITY OF SOURIS-GLENWOOD

Mayor

Chief Administrative Officer

RURAL MUNICIPALITY OF WHITEHEAD

Reeve

Chief Administrative Officer

RIVERDALE MUNICIPALITY
BY-LAW 2025-03

BEING A BY-LAW OF RIVERDALE MUNICIPALITY TO RECORD AN AGREEMENT BETWEEN RIVERDALE MUNICIPALITY AND THE RURAL MUNICIPALITY OF WHITEHEAD FOR BILLING OF DELINQUENT WATER ACCOUNTS BY RURAL MUNICIPALITY OF WHITEHEAD RESIDENTS TO WHITEHEAD MUNICIPALITY.

WHEREAS Section 250 of The Municipal Act, S.M. 1996, c.58 grants authority to municipalities to enter into agreements;

AND WHEREAS the Council of Riverdale Municipality has deemed it to be in the best interests of Riverdale Municipality to enter into an agreement with the Rural Municipality of Whitehead to allow for billing of delinquent Rural Municipality of Whitehead resident water accounts to Whitehead Municipality for payment;

NOW THEREFORE BE IT RESOLVED that the Council of Riverdale Municipality enacts as follows:

THAT the Council of Riverdale Municipality hereby authorizes and ratifies the execution of the agreement between Riverdale Municipality and the Rural Municipality of Whitehead to allow for billing of delinquent RM of Whitehead resident water accounts to Riverdale Municipality for payment; and

THAT the executed agreement be attached hereto as Schedule "A".

DONE AND PASSED by the Council of Riverdale Municipality in session assembled on this 3rd day of June, A.D. 2025.

RIVERDALE MUNICIPALITY

Mayor – Heather Lamb

Chief Administrative Officer

Given first reading this 20th day of May, 20.

Given second reading this 3rd day of June, 20.

Given third reading this 3rd day of June, 20.

RIVERDALE MUNICIPALITY BY-LAW 2025-03

SCHEDULE "A"

AGREEMENT FOR PAYMENT OF WATER SUPPLY ACCOUNTS IN ARREARS

BETWEEN:

Rural Municipality of Whitehead
(hereinafter referred to as "Whitehead"),

- and -

Riverdale Municipality
(hereinafter referred to as "Riverdale"),

WHEREAS The Municipal Act states that:

250(2) Without limiting the generality of subsection (1), a municipality may for municipal purposes do the following:

(d) enter into agreements with one or more of the following regarding anything the municipality has power to do within the municipality:

(vi) another municipality in Manitoba or a municipality in another province;

260(1) A municipality that provides a service or other thing within its own boundaries may provide it in or to another municipality, with the agreement of the other municipality.

260(2) The municipality providing a service or thing under subsection (1) may set terms and conditions, including fees or other charges, for providing the service or thing, but is not required to apply the same terms and conditions that apply in the municipality.

260(3) The agreement may provide that the municipality in which the service or thing is provided will pay for it and charge the amount of the payment to the persons who receive the service or thing, in which case the municipality may collect the payments from the persons as if it were itself providing the service or thing.

AND WHEREAS Whitehead agrees to supply water to certain Riverdale ratepayers, and to administer and invoice any ratepayers of the Riverdale who benefit from the service;

AND WHEREAS Riverdale agrees that accounts held by Whitehead may from time to time become delinquent;

NOW THEREFORE, in consideration of the premises and the mutual covenants contained herein, the parties hereby agree as follows:

Whitehead will offer water supply services to ratepayers of Riverdale as deemed reasonable.

Whitehead will invoice water customers directly and make reasonable attempts to collect any accounts due.

Should an account fall into default and all remedies available to Whitehead fail, a letter will be forwarded to Riverdale outlining any outstanding charges, a detailed history of collection attempts, and any other actions taken (e.g., disconnection) to remedy the delinquent account.

Whitehead will provide Riverdale with an invoice outlining the costs incurred, including penalties, interest, and any other applicable charges.

In the event of default of a water line customer account, Riverdale, after receiving the proper documentation from Whitehead as provided for in sections 3 & 4, at its sole discretion and notwithstanding any other provision of this Agreement, may:

(a) Declare the entire amount remaining unpaid to be immediately due and payable by the Property Owner; and/or

RIVERDALE MUNICIPALITY
BY-LAW 2025-03

(b) Proceed to add the remaining balance to the tax roll of the property.
Riverdale will reimburse Whitehead any amount owing by a Riverdale ratepayer who holds an account with Whitehead, as outlined in an invoice.

This Agreement may not be assigned in whole or in part by Whitehead.

This Agreement shall be governed by and construed in accordance with the laws of the Province of Manitoba.

The preamble to this Agreement is an integral part hereof.

IN WITNESS WHEREOF the parties hereto have executed this Agreement the day and year first above written.

Date	Rural Municipality of Whitehead
------	---------------------------------

Date	Riverdale Municipality
------	------------------------



July 2, 2025

G:\700\774 RM of Whitehead\774.04 Alexander Lagoon Dike Repair Design\01 Correspondence\252 Apr - Jun\Alexander Lagoon Options.docx

James Maxon, CAO
RM of Whitehead
Box 107, 517 2nd Ave
Alexander, Manitoba
R0K 0A0

Via email

W-774.04

Dear J. Maxon,

RE: Alexander Wastewater Lagoon Berm Erosion - Options

The Whitehead Wastewater Treatment Lagoon was inspected and surveyed by JRCC in November, 2023. Several areas of liner cover erosion were observed and the synthetic liner was exposed in some areas. From the design drawings of the lagoon, the inner slopes were constructed at 4H:1V. There were no indications of effluent leaks or damage to the synthetic geomembrane liner during the site investigation.

Through discussions with Manitoba Environment and Climate Change (MECC) the following options were considered feasible for the Alexander Wastewater Lagoon Berms and would not require a Notice of Alteration and approval from MECC.

Option 1 – Do Nothing

From discussion with MECC, the lagoon licence does not require the lagoon liner to be covered, therefore the RM does not need to repair the areas of erosion along the inner dike, as long as the synthetic liner itself is not damaged. The synthetic liner was designed with UV protection and should be able to withstand exposure. If RM leaves the areas of liner exposed then it should regularly monitor and inspect the exposed areas to ensure that the liner is not physically damaged.

Cost Estimate – Option 1
\$0

Option 2 – Soil Cover

The RM can backfill the areas of erosion along the inner dikes with compacted clay type soil. The contractor would place and compact soil to match the existing 4H:1V inner slopes. It is possible to use an excavator to pull eroded soil from the floor of the lagoon at the base of the inner slopes back onto the slope, however this must be done with extreme caution to avoid damaging the synthetic liner. This solution would likely be temporary, as it is expected that the backfilled soil areas would eventually erode again from wave action without any erosion protection measures on the slopes.

It was discussed altering the inner slopes to 5H:1V to reduce potential for further “slippage” of cover material over the liner, however this would require a Notice of Alteration to MECC along with a capacity study of the lagoon, as the change in slope would alter the design capacity of the lagoon.

Cost Estimate – Option 2
\$29,925

Option 3 – Soil and Rip Rap Cover

The RM can backfill the areas of erosion along the inner dikes with compacted clay type soil and then cover these areas with geotextile fabric and rip rap stone. The contractor would place and compact soil to match the existing 4H:1V inner slopes and place geotextile and rip rap on top, with a soil mound at the bottom to support the rip rap and prevent slippage. Rip rap should also be placed over the entire inner slope of the lagoon dikes instead of just the eroded areas to better stabilize the rip rap and dike cover material. The cost estimate below represents rip rap stone covering the entire inner slope of the storage cell, and the east and west inner slopes of the primary cell.

Cost Estimate – Option 3
\$579,330

For options 1 and 2, the lagoon cells would need to be drained to the discharge invert (liquid depth of approximately 0.3 m) for the construction works to be conducted on the slopes. Heavy equipment is not to run over the inner slopes to prevent the possibility of damage to the liner. Compaction of soil should be conducted by the bucket of an excavator after placement. If the synthetic liner is damaged, then a Notice of Alteration would be required by MECC for the repair works.

The cost estimates for Options 1 and 2 included fees for mobilization/demobilization, slope repair, rip rap (option 3 only), geotextile (option 3 only), soil bank at bottom of slope (option 3 only) and topsoil and seeding

If you have any questions, please contact the undersigned.

Yours truly,

JR Cousin Consultants Ltd.



Oswald Wohlgemut, M.Sc.
Environmental Scientist

Reviewed by:



Jeff Dyck, P.Eng.
Senior Municipal Engineer



ADMINISTRATIVE REPORT TO COUNCIL

PRESENTED: July 14, 2025

BY-LAW/POLICY: N/A

SUBJECT: Freon Waste Reimbursement
Proposal

AGENDA ITEM: 10.6

BACKGROUND

The Alexander Waste Transfer Station is not intended for collection or storage of hazardous waste items such as freon devices, propane tanks, e-waste, etc. and any such items are directed to alternative collection facilities. However, presently the only option for freon appliances is the Brandon Eastview Landfill which charges increased rates to non-Brandon residents. The Alexander WTS has accumulated an amount of these devices despite restrictions as they are either disposed of improperly in rural ditches or by leaving them on site when the attendant is assisting others.

Disposing of freon devices has a cost to the municipality; in past the practice was to have a qualified technician attend the site to remove the hazardous materials and then sell the remaining metal for recycling. Most companies do not provide this service anymore and those that were able were not interested in attending the site in a timely manner. The alternative is to haul the items to the Eastview Landfill and dispose of the items at a commercial rate; this also has the additional cost of labour.

Administration is seeking Council's interest in the exploration and development of a reimbursement program for the purpose of encouraging the proper disposal of hazardous waste, reducing risk to the WTS, and long-term saving of costs to the municipality.

Report Date
2025-06-30 3:16 PM

RM of Whitehead
Payment Register
Batch: 2025-00049 to 2025-00055

Page 1

Bank Code: AP - AP-GENERAL OPER

Payment #	Vendor	Date	Amount
Computer Cheque			
16485	Grand Valley Mechanical	2025-06-02	243.60
16486	Manitoba Hydro	2025-06-02	1,093.08
16487	Protelec Alarms Ltd	2025-06-02	85.89
16488	Brandon Bearing Ltd.	2025-06-09	67.07
16489	Heritage Co-Op 1997 Ltd.	2025-06-09	3,198.47
16490	Manitoba Hydro	2025-06-09	123.01
16491	MB Municipal Employees	2025-06-09	5,590.19
16492	Murray Chrysler Westman Ltd	2025-06-09	51.56
16493	CLN Inspections	2025-06-09	1,906.07
16494	Cash	2025-06-09	141.33
16495	RBC Royal Bank	2025-06-09	2,389.29
16496	Receiver General Of Canada	2025-06-09	10,367.97
16497	David Roberts	2025-06-09	120.00
16498	Katherine Unruh	2025-06-09	357.10
16499	Way To Go Consulting	2025-06-09	210.00
16500	ABC Fire & Safety Equip Ltd.	2025-06-24	524.16
16501	AgWest Ltd	2025-06-24	460.60
16502	Brandon Bearing Ltd.	2025-06-24	7.84
16503	CrossMan Direct Underground	2025-06-24	4,200.00
16504	Duracan	2025-06-24	75.60
16505	EMCO Waterworks	2025-06-24	388.80
16506	Enns Brothers Limited	2025-06-24	192.60
16507	Heritage Co-Op 1997 Ltd.	2025-06-24	5,503.12
16508	William Lawson	2025-06-24	100.00
16509	Bell MTS	2025-06-24	381.57
16510	Manitoba Hydro	2025-06-24	5,753.78
16511	AMM Trading Company Ltd	2025-06-24	476.44
16512	Municipal Waste Management	2025-06-24	7,257.50
16513	Princess Auto Ltd.	2025-06-24	27.98
16514	Tim Ross Diesel Engine Service	2025-06-24	1,013.60
16515	Canadian Pacific Railway Co.	2025-06-25	1,614.00
16516	Rogers	2025-06-25	90.17
Total for Computer Cheque:			54,012.39

EFT

20	Laurie Owens	2025-06-05	137.75
21	Wendy Petersen	2025-06-05	700.00
22	Taxervice	2025-06-05	260.40
23	Advanced Arborcare Tree Services	2025-06-18	1,732.50
24	Christine Burton	2025-06-18	120.00
25	Air Liquide Canada Inc	2025-06-18	160.66
26	RFNow Inc	2025-06-18	705.43
27	Julie Bean	2025-06-30	120.00
28	Wendy Petersen	2025-06-30	700.00
29	Sea Hawk	2025-06-30	192.09
Total for EFT:			4,828.83

Other

autowithdrawl	John Deere Financial	2025-06-15	16,261.79
autowithdrawl	RCAP Leasing	2025-06-01	151.20

Report Date
2025-06-30 3:16 PM

RM of Whitehead
Payment Register
Batch: 2025-00049 to 2025-00055

Payment #	Vendor	Date	Amount
autowithdrawl	Western Financial Group	2025-06-01	1,394.25
	Issued to: Western Financial Group		
	Total for Other:		17,807.24
	Total for AP:		76,648.46

Bank Code: RB Visa - Royal Bank Visa

Payment #	Vendor	Date	Amount
Other			
1	Brandon Computers	2025-06-05	1,756.15
1	Canada Post	2025-06-05	27.05
1	Manitoba Municipal Admin Assoc	2025-06-05	75.00
1	Ooma Office	2025-06-05	115.69
1	RBC Royal Bank	2025-06-05	-12.00
1	Sadlers Creek Green House	2025-06-05	40.18
1	Staples /BD#238 Brandon	2025-06-05	169.93
1	Titan Certified Tracking Solutions	2025-06-05	144.31
1	University of Manitoba	2025-06-05	72.98
Total for Other:			2,389.29
Total for RB Visa:			2,389.29

Payments Printed: 54

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

Bank Balance at June 30, 2025		1,991,521.52	GL Balance at June 30, 2025		1,963,359.50
LESS:			LESS:		
Outstanding cheques at June 30, 2025					
14999	41.00	16509	381.57		
15838	38.33	16510	5,753.78		
16124	1,059.08	16511	476.44		
16251	150.00	16512	7,257.50		
16445	85.79	16513	27.98		
16455	50.00	16514	1,013.60		
16500	524.16	16515	1,614.00		
16501	460.60	16516	90.17		
16502	7.84				
16503	4,200.00				
16504	75.60				
16505	388.80				
16506	192.60				
16507	5,503.12				
16508	100.00				
		(29,491.96)			-
ADD:			ADD:		
Recorded not yet in Bank (subsequently deposited July 2025);			unknown deposit, investigating		420.00
Cash 2025-0044	231.00	1,524.98	rounding		6.04
		1,755.98			426.04
Adjusted Balance		<u>1,963,785.54</u>	Adjusted Balance		<u>1,963,785.54</u>

RURAL MUNICIPALITY OF WHITEHEAD
CONSOLIDATED STATEMENT OF INCOME AND EXPENSES
TO JUNE 30, 2025

	2025 Budget	2025 Actual	Surplus/ (Deficit)	% 50.0%
EXPENSES				
General Government Services:				
Legislative	80,000.00	38,350.91	41,649.09	47.9
<u>General Administrative</u>				
CAO & Office Staff	225,500.00	110,412.29	115,087.71	49.0
Office Operations	90,230.00	23,580.31	66,649.69	26.1
Education & Memberships	16,730.00	5,299.02	11,430.98	31.7
Legal	50,000.00	8,238.58	41,761.42	16.5
Audit	19,140.00	-	19,140.00	0.0
Assessment	36,000.00	-	36,000.00	0.0
Taxation	4,500.00	672.16	3,827.84	14.9
<u>Other General Government</u>				
Elections	5,500.00	200.00	5,300.00	3.6
Conventions & Memberships	27,000.00	4,966.30	22,033.70	18.4
Damage Claims Liability Insurance	27,000.00	26,581.14	418.86	98.4
Grants	1,000.00	-	1,000.00	0.0
Other General Gov - Sundry	2,100.00	1,050.00	1,050.00	50.0
Recovery from Utility	(21,580.00)	(8,882.13)	(12,697.87)	41.2
	<u>563,120.00</u>	<u>210,468.58</u>	<u>352,651.42</u>	<u>37.4</u>
Protective Services:				
By-Law Enforcement	10,800.00	5,000.00	5,800.00	46.3
<u>Fire</u>	122,850.00		70,672.24	42.5
General - 911 per capita fee		-		
Training/Personnel		20,802.23		
WCB		-		
Operations/Maintenance		15,879.87		
Utilities		4,055.64		
Insurance		11,440.02		
Emergency Measures/MEC	7,500.00	1,595.74	5,904.26	21.3
Flood Control / DFA	20,000.00	-	20,000.00	0.0
Building Inspection	4,000.00	1,650.00	2,350.00	41.3
Animal & Pest Control	500.00	-	500.00	0.0
	<u>165,650.00</u>	<u>60,423.50</u>	<u>105,226.50</u>	<u>36.5</u>
Transportation Services:				
Wages / Benefits	223,800.00	102,308.36	121,491.64	45.7
Equipment Fuel	120,000.00	37,518.24	82,481.76	31.3
Equipment Repairs & Maintenance	70,000.00	27,936.09	42,063.91	39.9
Equipment Insurance & Registration	18,750.00	24,214.97	(5,464.97)	129.1
Workshop/Yard Operations	36,200.00	14,052.59	22,147.41	38.8
Workshop/Yard - Training	12,500.00	5,210.00	7,290.00	41.7
Signs/Posts	7,500.00	1,669.26	5,830.74	22.3

RURAL MUNICIPALITY OF WHITEHEAD
CONSOLIDATED STATEMENT OF INCOME AND EXPENSES
TO JUNE 30, 2025

	2025 Budget	2025 Actual	Surplus/ (Deficit)	% 50.0%
Road Maintenance - Labour	277,000.00	-	277,000.00	0.0
Road Maintenance - Material	156,250.00	-	156,250.00	0.0
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	1,000.00	79,000.00	1.3
Streetlights	4,000.00	1,780.28	2,219.72	44.5
Traffic Services (CPR Flashers)	19,400.00	7,263.00	12,137.00	37.4
	<u>1,059,800.00</u>	<u>222,952.79</u>	<u>836,847.21</u>	<u>21.0</u>
Environmental Health Services:				
<u>Nuisance Grounds</u>				
Wages	31,100.00	9,333.97	21,766.03	30.0
Household	60,000.00	17,839.00	42,161.00	29.7
Recycling	25,000.00	11,233.02	13,766.98	44.9
Other	5,000.00	127.47	4,872.53	
Gravel Pit	4,800.00	-	4,800.00	
Municipal Wells	1,000.00	284.81	715.19	28.5
	<u>126,900.00</u>	<u>38,818.27</u>	<u>88,081.73</u>	<u>30.6</u>
Public Health & Welfare Services:				
Cemeteries	12,000.00	7,642.09	4,357.91	63.7
Cenotaph	-	-	-	
Accessibility	2,500.00	-	2,500.00	0.0
Social Welfare Assistance	2,640.00	-	2,640.00	0.0
	<u>17,140.00</u>	<u>7,642.09</u>	<u>9,497.91</u>	<u>44.6</u>
Economic Development Services:				
Planning & Zoning	<u>8,000.00</u>	<u>- 815.72</u>	<u>8,815.72</u>	<u>-10.2</u>
Environmental Development Services:				
Rural Area Weed Control	90,000.00	46,654.83	43,345.17	51.8
Veterinary Services	3,000.00	2,292.24	707.76	76.4
Water Resources & Conservation	11,000.00	9,921.39	1,078.61	90.2
	<u>104,000.00</u>	<u>58,868.46</u>	<u>45,131.54</u>	<u>56.6</u>
Recreation & Cultural Services				
Souris Rec Commission	10,750.00	-	10,750.00	0.0
<u>Community Centres/Halls & Skating Rinks</u>				
Whitehead Hall	11,480.00	7,128.71	4,351.29	62.1
Kemnay	10,320.00	9,258.19	1,061.81	89.7
Roseland South	2,300.00	1,514.67	785.33	65.9
Alexander Rink	12,180.00	11,638.12	541.88	95.6
Other Cultural Events - ie Fireworks	12,700.00	-	12,700.00	0.0
	<u>59,730.00</u>	<u>29,539.69</u>	<u>30,190.31</u>	<u>49.5</u>
TOTALS	<u>2,104,340.00</u>	<u>627,897.66</u>	<u>1,476,442.34</u>	<u>29.8</u>

RURAL MUNICIPALITY OF WHITEHEAD
CONSOLIDATED STATEMENT OF INCOME AND EXPENSES
TO JUNE 30, 2025

	2025 Budget	2025 Actual	Surplus/ (Deficit)	% 50.0%
RESERVES - Expenses to date				
JD872GP Grader Pymts	195,141.48	97,570.74	97,570.74	Machinery
Packers	30,000.00	-	30,000.00	Machinery
Vee Plows	30,000.00	-	30,000.00	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
TO JUNE 30, 2025

	2025 Budget	2025 Actual	Surplus/ (Deficit)	% 50.0%
OTHER REVENUE				
Added Taxes	5,000.00	-	(5,000.00)	0.0
Tax & Redemption Penalties	30,000.00	17,993.10	(12,006.90)	60.0
Pasture Lease	28,400.00	29,820.00	1,420.00	105.0
Provincial Grazing Leases	1,000.00	683.90	(316.10)	68.4
Sales of Goods (Books/Maps)	500.00	210.00	(290.00)	42.0
Tax Certificate Revenue	3,025.00	2,420.00	(605.00)	80.0
<u>Sales of Service</u>				
Protective Services (Fire)	25,000.00	17,486.36	(7,513.64)	69.9
Transportation	7,200.00	4,046.50	(3,153.50)	56.2
Public Health & Welfare (Recycling)	35,000.00	14,318.16	(20,681.84)	40.9
Cemetery	2,400.00	-	(2,400.00)	0.0
Whitehead Hall	-	1,095.00	1,095.00	#DIV/0!
<u>Conditional Grants - Federal</u>				
Cda Community Building Fund (Gas Tax)	93,366.00	-	(93,366.00)	0.0
<u>Conditional Grants - Provincial</u>				
Municipal Operating Grant	210,000.00	158,001.49	(51,998.51)	75.2
Green Team	2,000.00	-	(2,000.00)	
Fines - Dogs	-	-	-	
Fines - Police	500.00	799.07	299.07	159.8
<u>Permits/Licences</u>				
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	525.00	25.00	105.0
Conditional Use/Varations	5,600.00	4,905.00	(695.00)	87.6
Returns from Investments	60,000.00	39,997.10	(20,002.90)	66.7
<u>Other Income:</u>				
Rebates - Canoe (Purchasing Group)	1,000.00	2,420.13	1,420.13	242.0
<u>Transfers</u>				
Accumulated Surplus	21,146.00			
TOTAL OTHER REVENUE	535,137.00	297,975.81	(237,161.19)	55.7

To: RM of Whitehead

Hello my name is Hugh Gudbranson and I live at 26 Poplar Street in Beresford. We have been having issues with water on our property and it was brought forward last year to the RM and we were assured something would be done there are no ditches and the water then runs onto our property. The farmer south of us has his crop right up to the edge of the road which is where a ditch would be to ensure proper drainage instead of our property getting all of the water for most of the summer we cant cut grass as we have pools of water on our property. There is also nothing to the north of our property and the way the land runs all of the water from the snow melting will run onto our property or pool on the gravel road on the northwest side and no one can drive through it. We were assured something would be done but have not heard anything and nothing has been done yet as of June 2025.

Thank You,

A handwritten signature in black ink, appearing to read 'Hugh Gudbranson', written in a cursive style.