



Rural Municipality of Whitehead

Meeting Minutes

Regular Meeting of Council October 10, 2023 - 05:30 PM (Whitehead Hall)

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

1 CALL TO ORDER

2 ADOPTION OF THE AGENDA

2023-219

Councillor Owens - Councillor Foerster

Resolved that the Agenda be adopted as presented. **CARRIED UNANIMOUSLY**

3 ADOPTION OF MINUTES AS CIRCULATED

2023-220

Councillor Storey – Councillor Mykula

Resolved that the minutes from September 11, 2023 & September 28, 2023 be approved as presented. **CARRIED UNANIMOUSLY**

4 PUBLIC HEARINGS

4.1.1 Close Public Hearing and Open the Next

2023-222

Councillor Mykula - Councillor Foerster

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

Conditional Use CO2023-07 Jeanette Thompson - 42 Arnold Lane - To Allow for a modular home in the RR2 Zone

Therefore be it resolved that the public hearing be concluded, and open the next public hearing:

Subdivision Application 4202-18-8031 - Williamson

Time: 5:31 pm **CARRIED UNANIMOUSLY**

Doug Williamson spoke for in favor of the application noting increased tax income for municipality, housing already in area so using some infrastructure in place but would need more maintenance that currently being provided

Marilyn Palmer spoke in opposition with concerns of lack of dust control, dried creek bed, culvert issues in area and her property being surrounded by proposed roads

Calvin Robinson spoke in opposition with poor maintenance of Road 114W and adding additional traffic

Gary Palmer spoke against with concern about maintenance of Road 114W

Kim Dedrich spoke in favor with concerns of additional hydro wires

Jerry Dennis spoke in favor with concerns on dust control

Joan Lund spoke in opposition with concerns of decreased quality of life with more traffic, additional Road 114W issues

Trevor Kindrat spoke in favor but had concerns of maintenance of Road 114W with addition of 20 homes but was excited with increased families in the area and increased tax base.

- 2023-223 **4.2 Close Public Hearing and Resume Open Session**
Councillor Foerster - Councillor Storey
- Whereas all representatives in regard to matters listed below have been dealt with:
- Subdivision Application 4202-18-8031 - Williamson
- Therefore be it resolved that the public hearing be concluded, and council resume its normal order of business.
- Time: 6:10 pm **CARRIED UNANIMOUSLY**
- 2023-224 **5 DELEGATIONS**
- 2023-224 **6 BYLAWS AND POLICIES**
- 2023-224 **6.1 Payment Policy**
Councillor Semeschuk - Councillor Klassen
- That the amended Payment Option Policy be adopted as presented.
- CARRIED UNANIMOUSLY**
- 2023-225 **6.2 Employee Policy / Manual P2023/03**
Reeve Tuttosi - Councillor Storey
- That the Employee Policy / Manual P2023/03 be approved as amended.
- CARRIED UNANIMOUSLY**
- 2023-226 **6.3 Remote Work Policy**
Councillor Foerster - Councillor Owens
- Whereas office staff have been required to work remotely at different times for different scenarios.
- Therefore Be It Resolved that the Remote Work Policy be approved as presented.
- CARRIED UNANIMOUSLY**
- 2023-227 **6.4 Repeal By-law 2023-07 - To Repeal Employee By-law No. 2082**
Councillor Storey - Councillor Foerster
- That by-law no. 2023-07 - to repeal by-law no. 2082 - Employee By-law. be given first reading. **CARRIED UNANIMOUSLY**
- 2023-228 **7 ACCOUNTS**
Councillor Klassen - Councillor Foerster
- Resolved that the List of Accounts as paid for September, cheques numbers #15352 to #15405 (both inclusive) totaling \$535,965.88 and Direct Deposit Register totaling \$33,589.47 including council indemnity as per by-law no. 2023-01 be approved.
- CARRIED UNANIMOUSLY**
- 2023-229 **7.1 Bank Reconciliation**
Councillor Semeschuk - Councillor Owens
- Resolved that the September Bank Reconciliation be approved as presented
- CARRIED UNANIMOUSLY**
- 2023-230 **7.2 September 2023 YTD Budget to Actual**
Reeve Tuttosi - Councillor Semeschuk
- That the September year-to-date budget to actual report be approved as presented
- CARRIED UNANIMOUSLY**
- 2023-231 **8 CORRESPONDENCE**
Councillor Owens - Councillor Foerster
- Resolved that the Correspondence listed below be received
- 1- AMM Convention. **CARRIED UNANIMOUSLY**

9 SUBDIVISION

9.1 Subdivision Application 4202-18-8031 - Williamson SE36-09-20W
Councillor Storey - Councillor Mykula

2023-232

Whereas 733225 Manitoba Ltd. (Doug & Denise Williamson) Registered owners of SE36-09-20W (130 acres) made an application for subdivision.

And Whereas The intent of the application is to create twenty (20) rural residential 2 acres parcels along the eastern edge of the half section. The proposed lots are to be serviced by septic fields with water provided from a piped water extension. Each lot will have access to a new municipal road that will run through the centre of the proposed subdivision. The proposed public road will have two (2) access points from separate government road allowances. The north section of the proposed public road will come from a section of John and Karen Williamson's land. There are two public reserves in the proposed plan for drainage.

And Whereas the subdivision application indicates a new public road is proposed and notice of the Public Hearing held this day as required under the provisions of the Planning Act was given in accordance with Section 169 of same.

And Whereas Resolution No. 7 dated July 13, 2020 to repealed as per Community Planning and that this application is to be considered as new from date received September 11, 2023.

Now therefore be it resolved that subdivision File No. 4202-18-8031 be approved with the following conditions:

1. That a Development Agreement be entered into between the Rural Municipality of Whitehead and the proponents, and to be prepared by the municipal solicitor at the sole cost of the developer/proponent and registered on all 20 lots (titles).
2. That an Engineered Drainage Plan as outlined by the Province of Manitoba, Environment Climate & Parks be approved by Council ahead of any works commencing and paid by the developer/proponent.
3. That an Engineered Rural Waterline infrastructure plan be constructed at the Developers/Proponents cost and submitted prior to any works commencing.
4. That engineered specifications and construction standards are followed for the proposed public road.
5. That ALL residences shall be connected to the RM of Whitehead rural water pipeline system at the sole cost to the developer/proponent. Cost for same shall be in accordance with the current Utility Connection Policy and to be paid prior to any work commencing.
6. That a Zoning By-law Amendment be approved changing the zoned area from RR5 to RR2. Cost for same to be determined by the Annual Schedule of Fees By-law that is active at the time of application and to be paid by the developer/proponent.
7. That a financial levy of \$10,000.00 (\$500.00 X 20 lots) be made to the Rural Municipality of Whitehead Fire Capital Reserve Fund, By-law No. 2111.
8. That a subdivision application administration fee in the amount of \$5,000.00 (\$250.00 x 20 lots) be paid as per the Annual Schedule of Fees By-law.
9. That an application fee for the development of access road be paid in accordance with the Annual Schedule of Fees By-law.
10. That separate variance applications be approved for each of the following lots to vary the site width from the minimum requirements of 200: **Lot 4** down to 146 ft, **lot 9** down to 90 ft, **lot 10** down to 86 feet, **lot 12** down to 198.5 ft, **lot 17** down to 180 feet.
11. That any survey monuments that are required to be added or restored be at the sole cost of the developer/proponent.
12. That the developer/proponent, at their expense, be responsible for any street lighting that may be required. **TABLED**

10 UNFINISHED BUSINESS

2023-233 10.1 Conditional Use CO2023-04 - Campground (Remove from the Table)

Councillor Klassen - Councillor Storey

Whereas Conditional Use CO2023-04 - Campground was tabled on April 11, 2023 for further information that had been required from the proponents.
 And Whereas some information had been submitted as requested by Administration.
 Therefore Be It Resolved that resolution 2023-084 be put back on the table.

CARRIED UNANIMOUSLY

2023-234 10.1.1 Conditional Use CO2023-04 Amendment

Reeve Tuttosi - Councillor Owens

That the Conditional Use CO2023-04 - Campground resolution be amended to add Phase 1 and the condition:

1- That the proponent enter into a development agreement with the municipal solicitor at the sole expense of the proponent. **CARRIED**

2023-084 10.1.2 Conditional Use CO2023-04 - Campground

Councillor Klassen - Councillor Mykula

Whereas Nathan Hofer had made an application for a Conditional Use CO2023-04 - to allow for a campground in the "AG" Agricultural Zone.
 And Whereas a Public Hearing was held on April 11, 2023 as stated in the notice to hear any representation for or against the application:

Therefore Be It Resolved that Conditional Use CO2023-04 - To allow for phase 1 of a campground in the "AG" Agricultural Zone be approved with the conditions:

1- That the proponent enter into a development agreement with the municipal solicitor at the sole expense of the proponent.

Councillor Chris Semeschuk called for a recorded vote.

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

CARRIED

2023-235 10.2 Variation No. V2023-03 - Campground (Remove from the Table)

Councillor Foerster - Councillor Storey

Whereas Variation No. V2023-03 - Campground was tabled on April 11, 2023 for further information that had been required from the proponents.
 And Whereas some information had been submitted as requested by Administration.
 Therefore Be It Resolved that resolution 2023-085 be put back on the table. **CARRIED**

2023-085 10.2.1 Variation No. V2023-03 - Campground

Councillor Storey - Councillor Owens

Whereas Nathan Hofer had made an application for a Variation V2023-03 - to increase the maximum site area from 10 acres to approximately 90 acres.
 And Whereas a Public Hearing was held on April 11, 2023 as stated in the notice to hear any representation for or against the application:

Therefore Be It Resolved that Variation Application V2023-03 - to increase the maximum site area from 10 acres to approximately 90 acres be approved.

Councillor Chris Semeschuk called for a recorded vote.

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

CARRIED

11 NOTICE OF MOTION

Councillor Kevin Klassen requested that resolution 2023-205 and 2023-206 be brought back for further discussion at the November 14, 2023 council meeting and provided written notice of same.

12 NEW BUSINESS

12.1 Conditional Use CO2023-08 - Thompson

2023-236

Councillor Owens - Councillor Semeschuk

Whereas Jeanette Thompson had applied for a conditional use to allow for a modular home in the RR2 zone.

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

Therefore Be It Resolved that Conditional Use CO2023-08 be approved.

CARRIED UNANIMOUSLY

12.2 Holiday Office Closure

2023-237

Councillor Foerster - Councillor Klassen

Resolved that the Rural Municipality of Whitehead Office be closed Monday, December 25, 2023 to January 1, 2024 inclusive and includes the following Statutory holidays:

Monday, December 25th for Christmas Day

Tuesday, December 26th for Boxing Day

Monday, January 1, 2024 for New Years Day

and will resume regular business hours Tuesday, January 2, 2024.

Further be it resolved that the office will be closed Wednesday December 27, 2023 through Friday, December 29, 2023. Employees who choose to take said dates off will use either: banked or vacation time. Employees can choose to work the three (3) mentioned days.

Further be it resolved that the Rural Municipality of Whitehead Public Works department have the same Holiday Break unless required to work due to weather.

CARRIED UNANIMOUSLY

12.3 Resignation of Chief Administrative Officer

2023-238

Councillor Semeschuk - Councillor Mykula

That the resignation submitted by Danniele Carriere, CAO for the RM of Whitehead be received and accepted.

And that Council contracts a hiring firm to conduct a CAO search and assist in the hiring. **CARRIED UNANIMOUSLY**

12.3.1 Selection of an Executive Search Firm

2023-239

Councillor Storey – Councillor Mykula

Whereas CAO, Danniele Carriere had submitted her resignation effective October 13, 2023.

Therefore Be It Resolved that Way to Go Consulting be contracted to conduct and executive search for a Chief Administrative Officer. **CARRIED UNANIMOUSLY**

- 2023-240 **12.3.2 Appointment of Interim Chief Administrative Officer**
 Reeve Tuttosi - Councillor Storey
- Whereas Danniele Carriere, Chief Administrative Officer had resigned with the last day being October 13, 2023.
 And Whereas per The Municipal Act section 121 (1), Council must appoint a person to the position.
 Therefore Be It Resolved that Christine Burton be appointed as Acting Chief Administrative Officer. **CARRIED UNANIMOUSLY**
- 2023-241 **12.4 Municipal Economic Development Infrastructure Program 2023 Grant**
 Councillor Owens - Councillor Klassen
- That the Council for the RM of Whitehead authorizes administration to apply for the Municipal Economic Development Infrastructure Program 2023.
 And that the grant be applied for tile drainage on Road 54N between roads 114W & 116W. **CARRIED UNANIMOUSLY**
- 2023-242 **12.5 Reserve Bid for Tax Sale Properties**
 Councillor Storey - Councillor Mykula
- WHEREAS pursuant to s 372 of the Municipal Act a municipality may set a reserve bid in the amount of the tax arrears and costs in respect of the property.
 BE IT RESOLVED THAT the Rural Municipality of Whitehead place a reserve bid on all properties in the amount of all arrears and costs in respect of each property.
CARRIED UNANIMOUSLY
- 2023-243 **12.5.1 Designated Officer for Tax Sale**
 Councillor Foerster - Councillor Mykula
- Whereas Pursuant to s374 of the Municipal Act a municipality may bid on and purchase property at a public auction and may direct a designated officer to bid on its behalf;
 Therefore be it resolved that Council for the Rural Municipality of Whitehead appoint Reeve Trevor Tuttosi to bid on behalf of the Rural Municipality of Whitehead at the November 15th, 2023 tax sale auction. **CARRIED**
- 2023-244 **12.7 Appointment of Deputy Reeve**
 Councillor Mykula - Councillor Owens
- That Chris Semeschuk is now appointed as the Deputy Reeve.
CARRIED UNANIMOUSLY
- 13 COMMITTEE AND BOARDS REPORTS**
- 13.1 LUD Report**
- 2023-245 **14 IN CAMERA**
 Councillor Foerster - 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
- 14.1 Personnel & Legal**
- 2023-246 **14.2 BACK TO OPEN SESSION**
 Councillor Mykula - Reeve Tuttosi
- BE IT RESOLVED THAT this ‘in camera’ meeting does now resume back to a regular meeting. **CARRIED UNANIMOUSLY**
- 2023-247 **15 Adjournment**
 Councillor Klassen - Councillor Foerster
- Resolved that we now adjourn to meet again on November 14, 2023 at 8:30 am for a Regular Council meeting or at the call of the Reeve. **CARRIED UNANIMOUSLY**